

# **BYLAWS**

## **UNITY CHURCH OF OMAHA**

*May 2007*

3424 North 90<sup>th</sup> Street  
Omaha, Nebraska 68134  
(402) 571-1344



**TABLE OF CONTENTS**  
**UNITY CHURCH OF OMAHA BYLAWS**

**Article I – Identification**

Section 1.01 Statement of Purpose.....pg. 1  
Section 1.02 Association of Unity Churches Membership and Responsibilities.....pg. 1

**Article II – Office and Official Records**

Section 2.01 Principal Office .....pg. 2  
Section 2.02 Official Records .....pg. 2

**Article III – Membership**

Section 3.01 Qualifications .....pg. 2  
Section 3.02 Acceptance of Members.....pg. 2  
Section 3.03 Terms of Membership .....pg. 2  
Section 3.04 Powers of Active Members .....pg. 3  
Section 3.05 Meetings and Quorum.....pg. 4

**Article IV – Government**

Section 4.01 Administration.....pg. 6  
Section 4.02 Minister (s).....pg. 6  
Section 4.03 Board of Trustees – Members .....pg. 7  
Section 4.04 Board of Trustees – Election.....pg. 9  
Section 4.05 Board of Trustees – Vacancy and Replacement.....pg. 11  
Section 4.06 Board of Trustees – Meetings and Quorum .....pg. 11  
Section 4.07 Board of Trustees – Officers .....pg. 12

**Article V – Ministry Teams**

Section 5.01 Formation .....pg. 13

**Article VI – Seal**

Section 6.01 Description .....pg. 13  
Section 6.02 Dissolution .....pg. 13

**Article VII – Meeting Procedures**

Section 7.01 Rules of Order .....pg. 14

**Article VIII – Bylaws Amendments**

Section 8.01 Procedure.....pg. 14

**Addendum**.....pg. 15

## BYLAWS

### UNITY CHURCH OF OMAHA, INC.

3424 North 90<sup>th</sup> Street  
Omaha, Nebraska 68134  
(402) 571-1344

#### ARTICLE I Identification

##### **Section 1.01 - STATEMENT OF PURPOSE**

Unity Church of Omaha is a nonprofit Nebraska corporation. The purpose of Unity Church of Omaha is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Association of Unity Churches, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee's Summit, Missouri, hereinafter referred to as the Association.

In the accomplishment of this purpose, Unity Church of Omaha will endeavor to conduct services of worship, classes of instruction and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the Minister and the Board of Trustees will further the principles of practical Christianity among people everywhere.

##### **Section 1.02 - ASSOCIATION OF UNITY CHURCHES MEMBERSHIP AND RESPONSIBILITIES**

Unity Church of Omaha is a member of the Association of Unity Churches. The operation and conduct of this ministry will comply with the regulations and policies of the Association as outlined in the Association Bylaws, insofar as they do not conflict with the laws of the State of Nebraska.

(A) **Leadership.** This ministry will have as its leader an ordained or licensed Unity minister approved for ministry employment or a person serving under special dispensation approved by the Association. For the purpose of these Bylaws, the term "Minister" will include a person serving under special dispensation of the Association

(B) **Teaching.** The principles of practical Christianity will be taught through this ministry using methods, textbooks, literature, and other materials approved by the Association.

(C) **Mailings.** Copies of all printed matter mailed by this Ministry to its

Membership will be sent to the office of the President of the Association.

(D) **Reports.** The Minister designated as Administrative Reporting Director will make annual reports to the Association on forms supplied by the Association.

## **ARTICLE II Office and Official Records**

### **Section 2.01 - PRINCIPAL OFFICE**

The principal executive office of the corporation will be fixed by the Board of Trustees. Said office will be in the County of Douglas, State of Nebraska, or at such other place within the State of Nebraska as the Board of Trustees hereafter will designate. The Corporation may also have offices at such other place or places, as the Board of Trustees may from time to time designate.

### **Section 2.02 - OFFICIAL RECORDS**

Records of membership, finances, donation, corporate minutes, etc. will be maintained at the principal office of the corporation. Official church documents are to be available to church officers and the senior Minister and/or Co-Minister(s) at all times.

## **ARTICLE III Membership**

### **Section 3.01 - QUALIFICATIONS**

A member of Unity Church of Omaha will endeavor to live in accord with the Christ principles of love and truth as taught and demonstrated by Jesus Christ and interpreted by Unity. He/she will further the work of this ministry through his/her active interest, participation, love, and support.

### **Section 3.02 - ACCEPTANCE OF MEMBERS**

Anyone desiring membership in Unity Church of Omaha will file an application for membership with the Ministry office after attending Unity orientation class(es) defined by the Minister. The application will be presented to the Board of Trustees for acknowledgement at its next regular meeting. After acknowledgement, the applicant will become an active member and will be notified accordingly by the Board Secretary. All staff minister(s) and licensed Unity teachers are considered members of this Unity Church.

### **Section 3.03 - TERMS OF MEMBERSHIP**

(A) **Active Member.**

(1) New Members. After acceptance as a new member, as outlined in Section 3.02 [Acceptance of Members], each member will have voting rights at all membership meetings, up through and including the next regularly scheduled Annual Membership Meeting after joining the church.

(2) Existing Members. To retain active membership rights, each member must indicate his/her desire to remain a member during a yearly membership renewal drive. If no current membership renewal card or approved document is on file prior to the Annual Membership Meeting, that person becomes inactive and cannot serve on the Board of Trustees or vote at any membership meeting.

**(B) Reinstatement of Inactive Membership. After becoming inactive:**

After becoming inactive, a member may, within the first two years, regain active membership status if they have completed the following at least six weeks before a scheduled membership meeting:

- (1) attended four (4) Sunday services
- (2) filled out a yearly membership renewal card or document which has been approved by the Board of Trustees

**(C) Removal of Membership.**

**(1) For Inactivity:**

After two years of inactivity, an inactive member will be removed from membership upon approval of the Board of Trustees. After being removed from membership for inactivity, one must reapply for active membership in accordance with Section 3.02 [Acceptance of Members].

**(2) For Cause:**

Removal from membership of a person whose qualifications (see Section 3.01 [Qualifications]) are in question requires at least a two-third (2/3) affirmative vote of the Board of Trustees, including agreement by the Minister(s). Prior to action concerning removal, the person must be notified by certified mail and be given an opportunity for a hearing before the Board.

**Section 3.04 - POWERS OF ACTIVE MEMBERS**

Active members of Unity Church of Omaha will have the power to do the following:

- (A) Vote at any membership meeting, called in accordance with Section 3.05 [Meetings and Quorum]

(B) Elect members to the Board of Trustees as specified in Section 4.04 [Board of Trustees Election].

(C) Ratify the bylaws of this ministry or any amendments thereto as specified in Section 8.01 [Bylaws Amendments – Procedures].

(D) Vote on any expenditure or sale of property that exceeds twenty-five thousand dollars (\$25,000) in value. A seventy-five percent (75%) affirmative vote of those present and voting at a properly constituted membership meeting is required for approval. Refer to Section 4.03 (C) (7) [Board of Trustees – Duties]

(E) Elect a member and an alternate, to serve on the Nominating Ministry Team as specified in Section 4.04 (B) [Nominating Ministry Team].

(F) Call a Special Membership Meeting when the affairs of this ministry warrant such action. Refer to Section 3.05 (B) [Special Membership Meeting].

(G) Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting. (See Section 3.05 (A) and (B) [Meetings and Quorum]). Notice of the issue to be voted on must be submitted to the membership in writing ten (10) days prior to the meeting. Seventy-five percent (75%) of those present and voting have the authority for such determination.

(H) Vote for the removal of any or all trustee(s) from the Board of Trustees at a duly constituted membership meeting (See Section 3.05 (A) and (B) [Meetings and Quorum]) in accordance with Section 4.05(A) [Vacancy]. A 2/3 affirmative vote of those present and voting is required.

(I) Vote on matters officially brought to the attention of the membership.

(J) Offer suggestions to the Minister, or Board of Trustees, as may seem advisable for the good of this ministry.

(K) Any ten (10) active members may request Peacemaking assistance by notifying the President of the Association in writing with copies to the Board of Trustees and Minister(s). Upon receipt of a request for assistance from ten or more active members to the President or designee of the Association, said person will confer with the Board, and/or the Minister(s) and/or Regional Representative to evaluate whether further action is required.

### **Section 3.05 - MEETINGS AND QUORUM**

(A) **Annual Membership Meeting.** The Annual Membership Meeting of Unity Church of Omaha will be held at its official headquarters on the first Sunday in May at the time of day designated by the Minister(s) and Board of Trustees.

(B) **Special Membership Meetings.** Any time the affairs of this ministry warrant,

a Special Membership Meeting may be called by:

- (1) The senior Minister or Co-Ministers.
- (2) A majority of the trustees of the Board.
- (3) Submitting a petition having been signed by 10% of the active membership. A written request must be submitted to the Board which will, within a 30 day length of time call the meeting on behalf of the requesting party.

The purpose(s) for the special meeting will be stated both in the written request and the written notice to the membership. In the case of a Special Membership Meeting called by written petition, the written notice of the meeting to the membership will faithfully reflect (restate, reproduce) the purpose(s) for the special meeting stated in the petition. Business conducted at the special meeting will be limited to the pre-stated purpose(s).

(C) **Written Notice.** Written notice stating the date, time, and place will be mailed to all members at least ten (10) days before any membership meeting.

(D) **Quorum.** Ten percent (10%) of the active membership will constitute a quorum at any membership meeting called pursuant to the notice provisions of Section 3.05(C).[Written Notice].

(E) **Participation.** Participation in the business affairs of any membership meeting will be restricted to active members in attendance. Participation of other persons in discussion of business must be approved by a two-thirds (2/3) majority vote of the active members in attendance. Association representatives have a right to participate in discussion when they have been invited by the Minister(s), the Board, or the Membership.

(F) **Voting.** Unless otherwise provided herein, the vote of a simple majority of the active members present and voting or by absentee ballot will be necessary for approval or disapproval of the action being voted upon. Refer to Section 3.04 (D) and (G) [Powers of Active Members], and Section 8.01 [Procedure]. Active members unable to be present in an Annual Membership Meeting may vote by absentee ballot upon application to the church office in advance of the meeting date. Absentee ballots must be returned prior to the meeting. Absentee ballots will not be accepted at special membership meetings. Proxy votes are not allowed.

(G) **Prayer.** In any membership meeting, the Board President, the Minister(s), an Association of Unity Churches Peacemaking representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request the President or his/her designee will provide a period of prayer and silence.

**ARTICLE IV**  
**Government**

**Section 4.01 - ADMINISTRATION**

The government of Unity Church of Omaha will be vested in the Minister(s), as the Administrative Director(s) and the Board of Trustees elected from membership.

**Section 4.02 - MINISTER(S)**

**(A) Senior Minister(s) or Co-Minister(s)**

(1) **Duties.** As the spiritual leader(s), the Minister(s) will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry as specified in Section 1.01.[Statement of Purpose]. As Administrative Director(s), the Minister(s) will be:

- (a) Responsible for the complete functioning of this ministry, including the hiring and termination of all employees.
- (b) Voting member(s) of the Board of Trustees on all matters except his/her own employment, or that of his/her successor(s).
- (c) Appointing ministry teams in accordance with Section 5.01 [Ministry Teams Formation]
- (d) A member of all ministry teams. Refer to Section 5.01 [Ministry Teams Formation].
- (e) Responsible for seeking Association's assistance in the event of a dispute adversely affecting the ministry.

(2) **Vacancy.** The position of a Minister may be vacated by any of the following actions:

- (a) Resignation, or
- (b) After complying with Section 4.03(E) [Termination of Employment of Minister(s)]. the Minister's removal because of failure to fulfill the duties of the position as specified in Section 4.02(A) [Senior Minister(s) or Co-Ministers].

(3) **Compensation.** The compensation of the Minister(s) will be fixed by written agreement between the Minister(s) and the Board of Trustees.

**(B) Associate and/or Assistant Minister(s).**

Associate and/or Assistant Minister(s) will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than that of the

Senior Minister(s) or Co-Minister(s).

(1) **Duties.** The Associate and/or Assistant Minister(s) will perform the duties and fulfill the responsibilities assigned them by the Senior or Co-Minister(s).

(2) **Compensation.** The compensation of the Associate and/or Assistant Minister(s) will be fixed by written agreement between the Minister(s) and the Senior or Co-Minister(s) as ratified by the Board of Trustees.

#### **Section 4.03 - BOARD OF TRUSTEES (MEMBERS)**

(A) **Structure.** The Board of Trustees will consist of the Minister(s) and six (6) trustees and one alternate elected from the membership of Unity Church of Omaha. Each elected trustee will hold office for three (3) years, or until a successor is duly elected. The terms of the alternate and two elected trustees will expire annually and their offices will be filled at the Annual Membership Meeting in accordance with Section 4.04 [Board of Trustees-Election]. No elected trustee will serve more than two (2) consecutive terms of three (3) years each without an interval of one (1) year between terms. No active licensed Unity teacher, individual receiving compensation from the ministry (with the exception of the Minister/Ministers), or the relative of, or significant other of an individual receiving compensation from the Ministry may serve on the Board of Trustees. Further, no Board member will be the relative of or significant other of another Board member.

(B) **Prayer.** It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business, any trustee may request time for prayer about the issue. Upon request the President or his/her designee will provide a period of prayer and silence.

(C) **Duties.** As representatives of the membership, the Board of Trustees will:

- (1) Uphold the spiritual purpose of this ministry as stated in Section 1.01 [Statement of Purpose].
- (2) Uphold the highest interest of the membership in conducting the business of this ministry.
- (3) Be conversant with these bylaws and establish policy for the operation of the church.
- (4) Be faithful in attendance at services, Board and membership meetings of this ministry.
- (5) Make determinations of the business needs of this ministry and authorize payment of monies for those purposes.
- (6) Administer the property of this ministry, both real and personal.
- (7) Make determinations on the sale, pledge, or proposed financing of real or personal property belonging to this Ministry. All decisions in favor of the

sale or pledge of real property exceeding twenty-five thousand dollars (\$25,000) in value will be presented to the membership at a properly constituted membership meeting to be voted on in accordance with Section 3.04 (D) [Powers of Active Members].

(8) As recommended by the Minister(s), authorize the employment of all staff personnel of this ministry and set and approve their salaries. See Section 4.02 (A) [Senior Minister(s) or Co-Minister(s) Duties].

(9) Set dates for the fiscal year.

(10) Each year cause to be prepared by a Certified Public Accountant, or an accounting firm, a complete financial statement with disclosures which will set forth the fiscal conditions and operations of the ministry.

(11) Secure a fidelity bond or insurance coverage for persons handling church monies.

(12) Accept applicants for membership in accordance with Section 3.02 [Acceptance of Members] and send or cause to be sent yearly membership renewal cards to all active and inactive members in accordance with Section 3.03 (A) [Members].

(13) Act to fill the un-expired term of any trustee in accordance with Section 4.05 (B) [Replacement]

(14) Elect officers of the Board, and their successors to fill any un-expired term when necessary. See Section 4.07.[Board of Trustees Officers].

(15) Ratify ministry teams and their chairperson as appointed by the Board President. See Section 5.01 [Formation].

(16) Seek Association assistance in the event of a dispute adversely affecting the ministry.

(17) Attend and actively participate in ongoing Board education programs.

(18) Consider other duties brought to their attention by the Minister and other trustees.

(19) Keep or cause to be kept an accurate record of membership.

(20) Direct that church funds, authorized by the Board and dispersed by legal means, will have 2 Board authorized signatures, one of which will be an elected Board member.

(21) Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations and acknowledge in writing contributions in compliance with Internal Revenue Service regulations.

(22) Secure liability insurance for all Board of Trustee members and Minister(s).

**(D) Employment of Minister(s).** It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity minister(s) for the church through cooperation with the employment management procedures of the Association of Unity Churches.

**(E) Termination of Employment of Minister(s).** After a ministry and its Senior Minister or Co-Ministers have cooperated with the Peacemaking procedures of the Association, a two-thirds (2/3) majority vote of the Board of Trustees is required to

terminate the employment of a Senior Minister or Co-Minister(s).

#### **Section 4.04 - BOARD OF TRUSTEES (ELECTION)**

(A) **Qualifications.** Any person elected to the Board of Trustees must be an active member of Unity Church of Omaha. He/she will be a person who:

- (1) Desires to serve on the Board.
- (2) Endeavors to live in accordance with the Universal principles of love and truth as taught and demonstrated by Jesus Christ and interpreted by Unity.
- (3) Furthers the work of this ministry through his/her active interest, love, support and prayer.
- (4) Is a sincere and continuing student of Unity, conversant with its teachings.
- (5) Has demonstrated leadership capabilities in accordance with Unity's teachings.
- (6) Has been an active member of Unity Church of Omaha for a period of not less than six (6) months prior to the Annual Membership Meeting..

(B) **Nominating Ministry Team.** A Nominating Ministry Team will be formed within sixty (60) days following the Annual Membership Meeting and will initiate the process of searching for qualified candidates for the Board of Trustees for the following year. The ministry team will consist of the Minister or Co-Minister(s) and three (3) active members selected in the following manner:

- (1) At the Annual Membership Meeting, the membership will elect one (1) of its active members, and an alternate, to serve on the Nominating Ministry Team for the next year's election. In the event of unavailability to serve of the persons so elected, the Board will select a person from the active membership to fill the vacancy, other than a current Board member.
- (2) The Board will elect one of its trustees.
- (3) Together with the Minister(s), the above two ministry team members will select and qualify (see Section 4.04 E [Nominating Team Member Qualifications]) a third ministry team member from the active membership (not currently a Trustee) who will become Chairperson of the Nominating Ministry Team.
- (4) In the event of an interim Board, the Nominating Ministry Team will complete its selection process within thirty (30) days from the establishment of the interim Board.

#### **(C) Duties of Nominating Ministry Team**

- (1) The Nominating Ministry Team will establish a procedure by which it selects qualified candidates. All actions of the Nominating Ministry Team will require consensus approval of members.
- (2) The Nominating Ministry Team will nominate qualified candidates for the Board of Trustees. The number of candidates nominated will equal or

exceed the number of open positions on the Board.

(3) The Nominating Ministry Team also nominates candidates to stand for election to the Nominating Ministry Team at the Annual Membership Meeting.

(4) As a standing Ministry Team, the Nominating Ministry Team will identify and maintain a list of potential leaders of the Church to serve in various capacities.

(5) The Nominating Ministry Team will publish the list of candidates and their qualifications no later than thirty (30) days prior to the Annual Membership meeting. In the event of an interim board the Nominating Ministry Team will complete its selection process and make an announcement within thirty (30) days from the establishment of the interim board.

**(D) Nominating Procedure.** As the presiding officer of the Annual Membership Meeting, the President of the Board or his/her designee will:

(1) Read Section 4.04 (A) [Board of Trustee Qualifications] and (E) [Nominating Team Member Qualifications] just prior to the call for nominations.

(2) Call upon the Chairperson of the Nominating Ministry Team to present the Ministry Team's nominations.

(3) The membership at large may nominate from the floor. However, all nominees, no matter how nominated, must be found by the Nominating Committee to be qualified in accordance with paragraph (A) or (E) of this Section.

**(E) Nominating Team Member Qualifications:** Any person that is elected to the Nominating Ministry Team (see Section 4.04 C-3[Duties of Nominating Ministry Team]) must be an active member of Unity Church of Omaha. He/she will be a person who:

(1) Desires to serve on the Nominating Ministry Team.

(2) Endeavors to live in accordance with the Universal principles of love and truth as taught and demonstrated by Jesus Christ and interpreted by Unity.

(3) Furthers the work of this ministry through his/her active interest, love, support and prayer.

(4) Is a sincere and continuing student of Unity, conversant with its teachings.

(5) Has been an active member of Unity Church of Omaha for a period of not less than six (6) months prior to the Annual Membership Meeting.

**(F) Election.** Written ballots are required. The two (2) nominees receiving the largest number of votes will be elected to the Board of Trustees for three (3) years. The candidate receiving the next highest number of votes will be elected as an alternate to the Board of Trustees. In the event of a tie for second or third place, a

runoff election will be held immediately.

#### **Section 4.05 - BOARD OF TRUSTEES (VACANCY AND REPLACEMENT)**

(A) **Vacancy.** The office of a trustee may be vacated by any of the following means:

- (1) The resignation of the trustee.
- (2) If resignations on the Board have brought the number of trustees to less than a quorum (see Section 4.06 [Meetings and Quorum]), a Nominating Ministry Team will submit a slate of qualified nominees to the membership to fill the vacancies.
- (3) The Board voting for the removal of a trustee due to unexcused absences from three successive regular Board meetings.
- (4) The Board voting for the removal of a trustee because of his/her failure to fulfill the duties of the office as specified in Section 4.03 (C) [Duties]
- (5) The active membership voting for removal of a trustee because of failure to fulfill the duties of his/her office as specified in Section 4.03 (C) [Duties] See Section 3.04 (H) [Power of Active Members].
- (6) If more than fifty-percent (50%) of the Board of Trustees is to be removed (recalled), the entire Board of Trustees must be recalled. Refer to Section 3.04 (H), [Powers of Active Members.]

(B) **Replacement.** Should a vacancy occur on the Board of Trustees, the Board will proceed to fill the vacancy by ballot at its next regular meeting. In case of emergency, a special meeting may be called. Only persons meeting the qualifications specified in Section 4.04 (A) [Qualifications] may be considered as replacements. No replacement will have served as a Trustee during the year prior to their election. A majority vote of those present and voting will be necessary to elect. The term of the newly elected Trustee will expire on the same date as the term of the Trustee succeeded. A person elected in this manner is not considered to have served a complete term if he/she serves less than half the term of the trustee being replaced.

#### **Section 4.06 - BOARD OF TRUSTEES (MEETINGS AND QUORUM)**

(A) **Regular Board Meetings.** The regular business meetings of the Board of Trustees will be held monthly except for December at the headquarters of this Ministry or at other times and places as specified by the Board and agreed to by the Minister(s).

(B) **Special Board Meetings.** Special meetings of the Board will be called by the President under any of the following conditions:

- (1) By request in writing to the Board President from the Senior Minister.
- (2) By request to the Board President from two or more trustees.
- (3) As the President of the Board deems it necessary.

The request will be filed in writing with the Board Secretary. Reasonable effort must be made to notify all trustees of any special meeting. Under some circumstances, it will be advisable to conduct short special Board meetings by teleconference.

(C) **Quorum.** Fifty-one percent (51%) of trustees will constitute a quorum for the transaction of business.

(D) **Minister(s) Attendance.** The Minister(s) has/have the right to attend all Board meetings with the exception of those meetings or portions thereof that pertain to determinations of the Minister's salary and/or review of work record. Each Minister must be notified of all special meetings.

#### **Section 4.07 - BOARD OF TRUSTEES (OFFICERS)**

Officers of the Board of Trustees will consist of a President, Vice-President, Secretary, and Treasurer. All officers will be selected in a manner decided by the Board, at the first Board meeting after the annual meeting, or at a special meeting called for the purpose of selecting officers. Officers will hold their respective offices for one year or until their successors are duly elected or qualified.

(A) **President.** The President will:

- (1) Preside at all Board of Trustees meetings.
- (2) Preside at all membership meetings.
- (3) Appoint ministry teams in accordance with Section 5.01 [Formation],
- (4) Be a member of all Ministry Teams by virtue of his/her office, except the Nominating Ministry Team.
- (5) Sign such papers and documents, upon proper authorization, as may be necessary.
- (6) Be responsible for the planning of Board orientation, retreats, and workshops.
- (7) In cooperation with the Minister, set the agenda for all Board and membership meetings.

(B) **Vice-President.** The Vice-President will:

- (1) Perform all the duties of the President of the Board in the absence of the President of the Board.
- (2) Become President in case the office of the Presidency becomes vacant. In such a case, a new Vice-President of the Board will be elected from among the remaining trustees to fill the remainder of the term.

(C) **Secretary.** The Secretary will:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all Board

and membership meetings.

(2) Keep, or cause to be kept in custody all reports, contracts, other legal papers and the minute books, which items will be kept in the ministry office at all times, or in such other depository as prescribed by the Board.

(3) Attend to all official business required by the Board.

(4) Keep, or cause to be kept accurate active and inactive membership lists

(5) Administer or cause to be administered the yearly membership renewal process for all active and inactive members.

(D) **Treasurer.** The Treasurer will:

(1) Be custodian of the funds of this ministry. He/she will pay out or cause to be paid out, funds authorized by the Board. Refer to Section 4.03

(C).[Duties]

(2) Keep, or cause to be kept, a record of all financial transactions, and submit a monthly financial report at each regular Board meeting.

(3) Submit a financial report, covering the last complete fiscal period, at the Annual Membership Meeting.

(4) Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit.

(5) Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the Board.

(6) Prepare or cause to be prepared an annual operating budget for Board approval.

## **ARTICLE V Ministry Teams**

### **Section 5.01 - FORMATION**

Ministry teams for any specific purpose, with the exception of the Nominating Ministry Team, will be appointed by the Board President or the Minister. Ratification by the Board is required.

## **ARTICLE VI Seal**

### **Section 6.01 - DESCRIPTION**

The corporate seal of this ministry will include the name of the ministry in a circle, which encloses the name of the city, state, and date of incorporation.

### **Section 6.02 - DISSOLUTION**

Should this corporation dissolve:

(A) All property and funds remaining after the payment of the debts of the

corporation will be delivered to the Association of Unity Churches, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes.

(B) Such funds or property will be for the use and benefit of the Association as may be determined by the Board of Trustees of the Association, in alignment with current policies and procedures.

(C) The Association will make available according to its current policies and procedures, funds for the re-establishment of a Unity ministry in Omaha, Nebraska.

(D) Should the Association no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court will determine, which are organized and operated exclusively for purposes set out in Section 5.01(c) (3) of the Internal Revenue Code of 1954.

## **ARTICLE VII Meeting Procedures**

### **Section 7.01 - RULES OF ORDER**

The latest edition of ROBERT'S RULES OF ORDER will be the authority of this ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

## **ARTICLE VIII Bylaws Amendments**

### **Section 8.01 - PROCEDURE**

Amendments to these bylaws must be made by voting members of this corporation at a legally constituted membership meeting. Written notice setting forth the proposed amendments must be mailed to all active members at least ten days prior to the required membership meeting. An affirmative vote of seventy-five percent (75%) of all active members present and voting will be necessary to pass any amendment to these bylaws. These bylaws fully supersede all previous bylaws adopted by Unity Church of Omaha, Inc.

Attested by: \_\_\_\_\_ (Secretary)  
Mark Chavez

Date of adoption or revision: May 6, 2007

## ADDENDUM

### **Definition of Terms:**

#### **A Unity Ministry**

A member ministry in the Association of Unity Churches recognized by the Association will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the Association of Unity Churches office.)

#### **Senior Minister**

A Unity minister duly ordained, licensed [or serving under special dispensation] by the Association of Unity Churches (or unity® prior to July 1, 1966), who assumes the spiritual and administrative leadership role in a member ministry. This leader works in conjunction with the Board of Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

#### **Co-Minister**

In shared partnership ministries, a Unity minister duly ordained or licensed by the Association of Unity Churches (or unity® prior to July 1, 1966), who equally assumes the spiritual and administrative leadership role with another Co-Minister in a member ministry. These leaders work in conjunction with the Board of Trustees of the member ministry, and oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

#### **Associate Minister**

In ministries with more than one minister, a Unity minister duly ordained or licensed by the Association of Unity Churches (or unity® prior to July 1, 1966), serving in a member ministry. The Associate Minister may be equal in ability, but functions with less responsibility than the Senior Minister. The Associate Minister reports to the Senior Minister, who determines the scope of the associate's responsibilities.

#### **Assistant Minister**

In ministries with more than one minister, a Unity minister duly ordained or licensed by the Association of Unity Churches (or unity® prior to July 1, 1966), serving in a member ministry. The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation, or administrative support. The skills of the assistant are, therefore, allowed to develop, for a more comprehensive range of ministry service of the assistant, and the ministry.