

~~BYLAWS FOR UNITY NORTH ATLANTA CHURCH, INC.~~  
**BYLAWS FOR UNITY CHURCH OF APPLIED CHRISTIANITY,  
INC.**

Document Title changed to reflect the legal incorporated name of the church.

**ARTICLE I  
Identification**

**Section 1.01 Statement of Purpose.** The purpose of ~~Unity North Atlanta Church, Inc.~~ **Unity Church of Applied Christianity, Inc.** (here in after "Unity North Atlanta") a Georgia corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus and other Spiritual Masters as interpreted by Unity and the Association of Unity Churches **International**, a nonprofit corporation organized and existing under the laws of the State of Georgia with headquarters at Lees Summit, Missouri, hereinafter referred to as the Association.

Changes to reflect current name of Association of Unity Churches International.

Unity North **Atlanta** shall conduct services of worship, classes of instruction and demonstrate the principles of Truth by using them in the operation of the Ministry. Other services shall be provided under the guidance of the Senior Minister (reference section 4.02) so as to further the Unity principles of spiritual growth among people everywhere.

**Section 1.02 Association of Unity Churches **International** - Membership and Responsibilities.** Unity North Atlanta, ~~Inc.~~ is a member of the Association of Unity Churches **International** hereafter "Association". The operation and conduct of this Ministry shall 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 Georgia.

- A. **Leadership.** This Ministry shall have as its leader an ordained Minister approved by, or submitted for approval to the Association. Refer to section 4.01 (c) **of the Association of Unity Churches** bylaws.
- B. **Teaching.** The Principles of spiritual growth shall be taught through this Ministry using methods, textbooks, literature, and other materials approved by the Association.
- C. **Reports.** The ~~Executive Director~~ **Board of Trustees** will make (or have made) annual reports to the Association on forms supplied by the Association.

The position of Executive Director is to be deleted therefore removing Executive Director reference. In this case shifting the annual report responsibility to the Board of Trustees.

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## ARTICLE II

**Section 2.01 Principal Office.** The principal office of the corporation shall be fixed by the Board of Trustees. Said office shall be within the State of Georgia. The Corporation may also have offices at such other place or places, as the Board of Trustees may from time to time designate

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## **ARTICLE III Membership**

### **Section 3.01 Qualification.**

A member of Unity North Atlanta shall endeavor to live in accordance with the principles of spiritual growth, love and truth as taught by Unity. He/she shall further the work of this Ministry through his/ her active interest, love and support. Anyone desiring membership in Unity North Atlanta shall initiate a request for membership upon completing required membership classes and/or events.

### **Section 3.02 Terms of Membership.**

- A. **Active Member.** A member shall retain status as an active member through his/her participation in prayer, service, classes, and/or giving during a fiscal year.
- B. **Inactive Member.** An active member shall become inactive upon absence from the congregation for one year providing the Ministry has attempted by mail to notify the member of the change in membership status.
- C. **Reinstatement of Inactive Member.** After one year of inactivity, members may reapply for active membership in accordance with Section 3.02.

### **Section 3.03 Powers of Active Members.** Active members of Unity North Atlanta shall have the power to do the following:

- A. Vote at any membership meeting, at which the member is present, called in accordance with Section 3.04.
- B. Elect members to the Board of Trustees as specified in Section 4.04
- C. Ratify the bylaws of this Ministry or any amendments thereto as specified in Section 8.01.
- D. Vote on any expenditure that exceeds seventy-five thousand dollars (\$75,000) in value. A seventy-five percent (75%) affirmative vote of those present and voting is required for approval. Refer to Section 4.03(c) (7).
- E. Elect a member, and an alternate, to serve on the Nominating Committee as specified in Section 4.04 (b).
- F. Call a special membership meeting when the affairs of this Ministry warrant such action in accordance with section 3.04 (b).

- G. Vote to override any action of the Board of Trustees providing it is communicated to the membership in writing ten (10) days prior to the subsequent meeting of the membership and seventy-five (75%) of those present and voting have the authority for determination.
- H. Vote for the removal of any Trustee from an office in accordance with Section 4.05 (a).
- I. Vote on any matters officially brought to the attention of the membership.
- J. Offer suggestions to the Minister(s) or Board of Trustees as may seem advisable for the good of this Ministry.
- K. Any ten (10) active members may request Conflict Transformation assistance by notifying the President of the Association ~~of Unity Churches~~ in writing with copies to the Board of Trustees and the Senior Minister. Upon receipt of a request for assistance from ten or more active members to the President or designee of the Association ~~of Unity Churches~~, said person will confer with the Senior Minister and/or regional Representative to evaluate whether further action is requested.

**Section 3.04 Meetings and Quorum.**

**Annual Membership Meeting.**

- A. The annual membership meeting of Unity North Atlanta, ~~Ine.~~ shall be held at its official headquarters during the first quarter of the ~~calendar~~ fiscal year at the time of day designated by ~~the Senior Minister and the Board of Trustees.~~ *(\*This change will begin in the first quarter of 2007. The 10/23/05 meeting will serve as the 2006 Congregational meeting.)*

Change wording from calendar to fiscal year.  
 As the Senior Minister is a part of the Board of Trustees, removed the redundancy of “Senior Minister and the Board of Trustees”.  
 Removed informational footnote from previous By Law revision.

- B. **Special Membership Meetings.** Anytime the affairs of this Ministry warrant a special meeting may be called by:
  1. the Senior Minister
  2. a majority of the Trustees of the Board
  3. submitting a petition having been signed by at least 50 active members; a written request must be submitted to the Board who shall, within a

reasonable length of time, not to exceed 45 days, call the meeting on behalf of the requesting party.

- a) The purpose(s) for the special meeting shall be stated both in the written request and the written notice to the membership. Business conducted at the special meeting shall be limited to the pre-stated purpose(s).

**C. Written Notice.** Notice stating the date, time, and place of all meetings shall be sent to all active members by mail and/or electronic mail means at least fifteen (15) days before any membership meeting. Advance posting in the Church bulletin or web site and or other effective communication tools shall suffice if a member does not receive mailed notice.

**D. Quorum.** At least 50 active members present and voting at a membership meeting called pursuant to the notice provisions of Section 3.04 (c) shall constitute a quorum for the transaction of business at any membership meeting.

**E. Participation.** Participation in the business affairs of any membership meeting shall 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 mediation assistance 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 provide herein, the vote of a majority of the active members present and voting or by absentee ballot shall be necessary for approval or disapproval of the action being voted upon. Active members unable to be present in a membership meeting may vote by absentee ballot upon application to the business office in advance of the meeting date. Absentee ballots must be returned prior to the meeting.

**G. Prayer.** In any membership meeting, the chair, the Senior Minister, an Association of Unity Churches mediation assistance 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 chair shall provide a period of prayer and silence.

## **ARTICLE IV Government**

**Section 4.01 Administration.** The government of Unity North Atlanta, ~~Inc.~~ shall be vested in the Minister(s) ~~the Executive Director~~, and the Board of Trustees elected from membership.

## Section 4.02 Minister(s).

### A. Senior Minister *(which may include a Co-Minister)*

(1) **Duties.** As the spiritual leader, the Senior Minister shall be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purposes of this Ministry as specified in Section 1.01. The Senior Minister shall be:

- (a) Responsible for the complete functioning of this Spiritual Ministry.
- (b) A voting member of the Board of Trustees on all matters except own employment, or that of his/her successor.
- (c) An ad hoc member of all committees. Refer to Section 5.01.
- (d) Responsible for seeking the Association mediation assistance in the event of a dispute adversely affecting the Ministry.
- (e) Shall authorize the employment of all ministerial personnel and set their salaries within approved guidelines from the Board of Trustees.

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

- (a) Resignation
- (b) After complying with Section 4.03(e), the Minister's removal for failure to fulfill the duties of the position as specified in Section 4.02(a).

(3) **Qualifications.** A Senior Minister shall be duly ordained and approved by the Association ~~of Unity Churches.~~

### B. Associate Minister

(1) **Qualifications.** A minister duly ordained or licensed and approved by, or submitted for approval to the Association. The Associate minister functions with less responsibility than the Senior Minister. The Associate minister reports to the Senior Minister.

(2) **Duties:** The Associate Minister will perform the duties and fulfill the responsibilities assigned by the Senior Minister.

### C. Assistant Minister

(1) **Qualifications:** A minister duly ordained or licensed, or in the process thereof, and approved by, or submitted for approval to the Association.

(2) **Duties:** The Assistant Minister will perform the duties and fulfill the responsibilities assigned by 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 expected to develop into a more comprehensive range of ministry service of the assistant, and the ministry.

**D. Compensation.** The compensation of the Senior Minister, Associate Minister and the Assistant Minister shall be fixed by the Board of Trustees.

### Section 4.03 Board of Trustees (Members).

**A. Structure.** The Board of Trustees shall consist of the Senior Minister, and/or Co-minister(s), (*Associate and/or Assistant ministers serve on the Board at the discretion of the Board of Trustees*), ~~the Executive Director~~ and up to nineten (910) elected Trustees from the membership of Unity North Atlanta. Each elected Trustee shall hold office for three years. The terms of the elected Trustees shall expire tri-annually and their offices shall be filled at the annual membership meeting in accordance with Section 4.04. No elected Trustee shall serve more than six consecutive years or two consecutive terms of three years each without an interval of one year between terms. No individual receiving salary from the Ministry or the spouse, parent, child, or significant other receiving compensation from the Ministry (with the exception of the Senior Minister or Co-ministers ~~and Executive Director~~) may serve on the Board of Trustees. Further, no board member shall be the spouse, parent, child, or significant other of another board member unless there is a Co-ministry.

**Change number of elected Trustees to nine. Enables 3 Trustees to be elected each year and align with the current number and structure of the Trustee Board.**

Board Consultants - As many as two (2) members may be appointed as consultants by the Board to provide special expertise; i.e. lawyer, accountant, builder, contractor, etc.

**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 chair shall provide a period of prayer and silence.

- C. Duties.** As representatives of the membership, the Board of Trustees shall:
- 1) Uphold the spiritual purpose of this Ministry as stated in Section 1.01,
  - 2) Uphold the highest interest of the membership in conducting the business of this Ministry.
  - 3) Be conversant with these bylaws.
  - 4) Be faithful in attendance at services, board and membership meetings of this Ministry.
  - 5) Make determination of the business needs of this Ministry and authorize payment of moneys 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, pledge, or proposed financing of real property exceeding seventy-five thousand dollars (\$75,000) in value shall be presented to the membership at a properly constituted membership meeting to be voted on in accordance with Section 3.04 (d).
  - 8) Set dates for the fiscal year.
  - 9) Prepare complete financial statement with disclosures which will set forth the fiscal conditions and operations of the Ministry and have an outside certified public accountant review the financial records of this Ministry ~~no less than once every three years.~~ **annually.**
  - 10) Act to fill the unexpired term of any Trustee in accordance with Section 4.05 (b).
  - 11) Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Section 4.07.
  - 12) Communicate with the Conflict Management Coordinator of the Association for aid in resolution of all disputes between the Board of Trustees and the Minister(s) concerning the Minister's services.
  - 13) Consider other duties brought to their attention by the Minister(s), Trustees and members.

| **E.D. Employment of Minister(s).** It is the responsibility of the Board of Trustees to employ a licensed or ordained Minister(s) for the church through cooperation with the placement and mediation assistance procedures of the Association.

| **F.E. Termination of Employment of Minister(s).** After the Ministry and its Senior Minister or Ministers have cooperated with the Conflict Transformation procedures of the Association a two-thirds (2/3) majority vote

of the Board of Trustees is required to terminate the employment of the ministerial staff.

#### **Section 4.04 Board of Trustees—Election.**

**A. Qualifications.** Any person elected to the Board of Trustees must be an active member of Unity North Atlanta ~~Church, Inc.~~ He/she shall be a person who:

1. Desires to serve on the Board.
2. Endeavors to live in accord with Spiritual principles of Love and Truth as taught by Unity.
3. Furthers the work of this Ministry through his/her active interest, love and support.
4. Is a sincere and continuing student of Unity, conversant with its teachings.
5. Has demonstrated leadership capabilities.
6. Shall not have a spouse, parent, child or significant other already serving as a board member.
7. Has been a member of Unity North Atlanta ~~Church~~ for at least one year.
8. All new and current Board members must complete ~~at~~ one Unity Course each year.

**B. Nominating Committee.** A nominating Committee shall be formed at least three (3) months prior to the annual membership meeting, and shall initiate a search for qualified candidates to fill the number of vacancies projected for the Board of Trustees. The Committee shall consist of the Senior Minister and three active members selected in the following manner.

- 1) At the annual membership meeting, the membership shall elect one of its active members, and an alternate, to serve on the Nominating Committee for the next year's election. The alternate shall serve on the nominating committee should the original member be unavailable to serve.
- 2) The Board shall select one of its Trustees.
- 3) The Senior Minister the selected Trustee and the nominated member shall select the fourth committee member from the active membership who shall become chairperson of the Nominating Committee. In the event of unavailability of the person so elected to serve, the remaining members of the nominating committee shall select a person from the active membership to fill the vacancy, other than a current board member.

**C. Nominating Procedure.** As the presiding officer of the annual membership meeting the President shall:

- 1) Read Section 4.04 just prior to the call for nominations.

- 2) Call upon the chairperson of the Nominating Committee to present the committee's nominations.
- 3) Call for additional nominations from the floor. Nominees should never be chosen on the basis of a person's business success or financial resources alone. All nominees, no matter how nominated, must qualify in accordance with paragraph (a) of this section.

**D. Election.** Votes shall be cast by ballot. The nominees receiving the largest number of votes shall be elected to the Board of Trustees.

## 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) The Board voting for the removal of a Trustee due to the unexcused absences from three (3) successive regular Board meetings.
- 3) The Board voting for the removal of a Trustee because of a failure to fulfill the duties of the office as specified in Section 4.03 (c).
- 4) The active membership voting for removal of a Trustee because of failure to fulfill the duties of the office as specified in Section 4.03 (c). See Section 3.04 (f).

**B. Replacement.** Should a vacancy occur on the Board of Trustees, the Board shall 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) may be considered as replacements. No replacements shall have served as a Trustee during the year prior to their election. A majority vote of those present and voting shall be necessary to elect. The term of the newly elected Trustee shall expire on the same date as the term of the Trustee succeeded.

## Section 4.06 Board of trustees—Meeting and Quorum.

**A. Regular Board Meetings.** The regular business meetings of the Board of Trustees shall be held at the headquarters of this Ministry on the 4<sup>th</sup> Tuesday of each month, unless otherwise specified by the Board. All regular Board Meetings are open and may be attended by active members.

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

- 1) By request of the Senior Minister.
- 2) By request of two or more Trustees.
- 3) As the President deems it necessary.

**C.** The request shall be filed in writing with the Board Secretary. Reasonable effort must be made to notify all Trustees of any special meeting.

**D. Quorum.** ~~Six (6) Trustees shall constitute a quorum for the transaction of business.~~ A majority of the total number of trustees currently serving shall constitute a quorum for the transaction of business.

Change to majority of Trustees from set number to allow the continuation of business in the event the number of Trustees currently serving were to fall below six (6).

- E. **Minister(s) Attendance.** ~~The Minister(s) has/have the right to attend all board meetings. Each Minister must be notified of all special meetings.~~  
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.

Change is to allow Board to meet without the Senior Minister(s) present to review and/or evaluate performance. This change is excerpted from the Association's recommended By Laws and viewed as a Board best practice for sound governance.

**Section 4.07 Board of Trustees—Officers.** Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary, and Treasurer. All officers shall be elected by a majority vote of Trustees present and voting, at the first board meeting after the annual meeting or a special meeting called for the purpose of selecting officers. Officers shall hold their respective offices for one year or until their successors are duly elected or qualified.

**A. President.** The President shall:

- a) Preside at all Board of Trustees meetings.
- b) Preside at all membership meetings.
- ~~e) ———— Appoint committees in accordance with Section 5.01.~~
- ~~d)c~~ Sign such papers and documents, upon proper authorization, as may be necessary.
- ~~e)d~~ Be responsible for the planning of board orientation, retreats, and workshops.

Change to appointment of committees to support change in Section 5.01

**B. Vice President.** The Vice President shall:

- a) Perform all the duties of the President in the absence of the President.
- b) Become President in case the office of the President becomes vacant. In such a case, a proposed Vice President shall be elected from among the remaining trustees to fill the remainder of the term.

**C. Secretary.** The Secretary shall:

- a) Keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings.
- b) Be responsible for all reports, contracts, other legal papers, minute books, and the corporate seal, which items shall be kept in the business office at all times, or in such other depository as prescribed by the Board.
- c) Attend to all official business required by the Board.
- d) Monitor and verify compliance with these by laws.
- e) Report to the Board and congregation at the Annual Membership Meeting full compliance with these by laws and/or identify all instances of non-compliance with these by laws.

**D. Treasurer.** The Treasurer shall:

- a) Oversee the Controller or controller function which is the custodian of the funds of this Ministry. The Controller or controller function shall pay out or cause to be paid out, funds authorized by the Board. Refer to Section 4.03 (c).
- b) The Controller or controller function shall prepare and the Treasurer shall review and approve a record of all financial transactions, and submit a monthly financial report at each regular board meeting.
- c) Submit a financial report covering the last complete fiscal period at the annual membership meeting.
- d) The Controller or controller function shall count, or cause to be counted by the appointment of qualified persons: all funds received, and is responsible for their deposit.
- e) The Controller or controller function shall place, or cause to be placed, the funds of this Ministry in the bank or other depository approved by the Board.

**E. Executive Committee.** The Executive Committee of the Board shall consist of the President, Vice President, Secretary, Treasurer, Senior Minister (or Co-ministers), ~~and Executive Director~~. The President or the Senior Minister may call an Emergency meeting of the Executive Committee to address needs and/or issues that must be resolved expeditiously and wherein the full complement of the Board cannot be assembled in an expedient manner. Decisions and/or actions taken by the Executive Committee shall be effective immediately although such decisions may be rescinded by a two-thirds vote of the Board of Trustees at its next regular meeting.

~~Section 4.08 Executive Director. The Board of Trustees shall have the authority to appoint an Executive Director. The primary responsibilities of the Executive Director shall be to direct the day to day operation of the church: including such functions as; strategic planning, human resource management, marketing, technology, fundraising, and community involvement.~~

**Change is to remove Executive Director position from By Laws.**

## **ARTICLE V Committees**

**Section 5.01 Formation.** Committees for any specific purpose, with the exception of the Nominating Committee, shall be appointed by the Board ~~President with the approval of the Senior Minister and the Board.~~

**Change to align with practice of shared responsibility of entire Board to appoint committees.**

## **ARTICLE VI Seal**

**Section 6.01 Description.** The corporate seal of this Ministry shall 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 shall 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 shall 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 shall make available according to its current policies and procedures, funds for the re-establishment of a Unity Ministry within the general area of the former Ministry.
- D. Should the Association no longer exist, any assets remaining of this corporation after dissolution shall 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 shall 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 most current edition of ROBERT'S RULES OF ORDER shall be the guidelines 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 sent to all active members by mail and/or by electronic mail 15 days before any membership meeting. Advance posting in the Church bulletin or web site shall suffice if a member does not receive mailed notice.

A copy shall also be available for review in the business office and the bookstore during normal business hours. An affirmative vote of seventy-five (75%) of all active members present and voting shall be necessary to pass any amendment to these bylaws. These

bylaws fully supersede all previous bylaws adopted by Unity North Atlanta ~~Church, Inc.~~

Barb Wilkie  
Attest-Secretary

October 23, 2005  
Date of Revision