

## **BYLAWS**

### UNITY CHURCH IN THE ROCKIES COLORADO SPRINGS, COLORADO

#### **Article I**

##### **Identification**

Section 1.01 - **Name.** This organization shall be known as **UNITY CHURCH IN THE ROCKIES**, a Colorado Corporation.

Section 1.02 - **Statement of Purpose.** The purpose of Unity Church in the Rockies is to teach universal principles of Truth:

- as taught and demonstrated by Jesus Christ,
- as interpreted by Unity School of Christianity, Unity Village, Missouri; and
- as approved by the Association of Unity Churches, a non-profit corporation organized and existing under the laws of the State of Georgia, with headquarters at Unity Village, Missouri.

In the accomplishment of this purpose, Unity Church in the Rockies shall endeavor to conduct services of worship, classes of instruction, and to demonstrate these principles of Truth by using them in the operation of the ministry; and adopt other means that in the judgment of the minister(s) will further the principles of practical Christianity among people everywhere.

Unity Church in the Rockies follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, physical or mental ability, veteran status, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors, use of contractors and consultants, and dealings with the general public.

Section 1.03 - **Association of Unity Churches Membership and Responsibilities.** Unity Church in the Rockies is a member of the Association of Unity Churches, hereinafter, the 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 Colorado.

- (a) **Leadership.** This Ministry shall have as its leader an ordained or licensed Unity Minister(s), or a licensed Unity teacher approved by the Association
- (b) **Teaching.** The principles of practical Christianity shall 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 mailing list shall be sent to the office of the President of the Association.
- (d) **Reports.** The minister designated Administrative Director will make annual reports to the Association on forms supplied by the Association.

## ARTICLE II

### Location

Section 2.01 - **Principal Office.** The principal executive office of the corporation shall be fixed by the Board of Trustees. Said office shall be in the County of El Paso, State of Colorado, or at such other place within the State of Colorado as the Board of Trustees hereafter shall 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, donations, 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 in the Rockies shall endeavor to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity. Members shall further the work of this Ministry through their active interest, love and support.

Section 3.02 - **Election of Members.** Anyone desiring membership in Unity Church in the Rockies shall file an Application for Membership with the Ministry office. Upon completion of a basic Unity principles orientation and acceptance of the applicant by the Board, the applicant shall become a member and shall be notified accordingly by one of the following: The Minister(s), the Board Secretary or the Church Office. All staff ministers and licensed Unity Teachers are considered members of this Ministry.

Section 3.03 - **Terms of Membership.**

- (a) **Active Member.** A member shall retain active membership until it is voluntarily severed, or as long as the member's ideas and conduct are in accord with the qualifications specified in Section 3.01. In order to maintain a current list of active members, each active member who has not contributed financially and has not been actively involved in the church during the previous calendar year will be mailed a pre-addressed return postcard during the month of December. Members who sign and return the postcard, will remain on the active member list. Members who indicate on the return postcard that they are inactive, or who do not sign and return the postcard within thirty days, will be placed on the inactive member list.
- (b) **Inactive Members.** An active member shall become inactive:
  - (1) Upon failure to sign and return the pre-addressed return postcard affirming their desire to continue as active members.
  - (2) If determined by the Board of Trustees, with agreement of the Minister(s) that they no longer fulfill the qualifications of active membership. (Refer to Section 3.03 (a).)

(c) **Removal.** Removal from the membership roll of any member whose qualifications are in question requires at least a two-thirds vote of the Board of Trustees, including agreement of the Minister(s). Prior to action concerning removal, the member must be given an opportunity for a hearing before the Board.

(d) **Reinstatement.**

(1) Within one year of inactivation, an inactive member may regain active status by submitting a written request for reinstatement to the Board of Trustees.

(2) After one year of inactivation, members must reapply for active membership in accordance with Section 3.02 [Election of Members].

**Section 3.04 - Privileges of Active Members.** Active members of Unity Church in the Rockies, shall be eighteen years of age or older, and shall have the privilege of doing the following:

(a) Vote at any membership meeting, at which the member is present, which is called in accordance with Section 3.05.

(b) Elect members of 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 question of sale, pledge, or proposed financing of real property which exceeds \$25,000 in value, which is owned and used for the operation of this Ministry. The vote of three-fourths of the members present and qualified to vote is required for approval. (Refer to Section 4.03 (c) (8).)

(e) Call a special membership meeting when the affairs of this Ministry warrant such action. (Refer to Section 3.05 (b).)

(f) Vote to override any action of the Board of Trustees, provided that the intent is communicated to the membership in writing at least ten days prior to the meeting of the active membership called for this purpose. (Refer to Section 3.05.) A vote of three-fourths of the active members present and qualified to vote is required to override any action of the Board of Trustees.

(g) Vote for removal of any Trustee from the Board of Trustees in accordance with Section 4.05 (a)[Vacancy]. A 2/3 affirmative vote of those present and voting is required.

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

(i) Offer suggestions in writing to the Minister(s) or Board of Trustees as may seem advisable for the good of this Ministry.

(j) Any ten (10) active members may request peacemaking assistance by notifying the Executive Director of the Association of Unity Churches in writing with copies to the Board of Trustees and Minister(s). Upon receipt of request for peacemaking assistance from ten or more active members to the Executive Director or designee of the Association

of Unity Churches, said person will confer with 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 in the Rockies shall be held on a Sunday in February on the date and at the time designated by the Minister(s) and the Board of Trustees.
- (b) **Special Membership Meetings.** Any time the affairs of this Ministry warrant, a special meeting may be called by:
  - (1) The Senior Minister or Co-Ministers.
  - (2) A majority of the Trustees of the Board.
  - (3) Submission of a petition which has been signed by the lesser of twenty-five active members qualified to vote or twenty-five percent of the active members qualified to vote, whichever is less.

A written request must be submitted to the Board, who shall within a reasonable length of time, call the meeting on behalf of the requesting party. 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.** Written notice stating the date, time, and place shall be mailed to all active members at least ten days prior to any membership meeting.
- (d) **Quorum.** Fifty active members qualified to vote or twenty-five percent of the active members qualified to vote, whichever is less, shall constitute a quorum for the transaction of business at any membership meeting.
- (e) **Participation.** Participation in business affairs of any membership meeting shall be restricted to active members of the church. Participation in discussions of business affairs by non-members must be approved by the members in attendance. The vote of two-thirds of the members present and qualified to vote is required to allow non-members to participate in the discussions.
- (f) **Voting.** Unless otherwise provided herein, the vote of a majority of the active members present and qualified to vote, or voting by absentee ballot, is required to approve the motion being voted upon. The exceptions to this majority vote rule are found in Sections 3.04 (d), (f) and (g), 3.05 (e), and 8.01.
- (g) **Absentee Ballots.** Active members unable to be present at a membership meeting may vote by absentee ballot upon application to the ministry 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.
- (h) **Prayer.** In any membership meeting, the chair, 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 chair shall provide a period of prayer and silence. (Heart Check.)

## ARTICLE IV

### Government

Section 4.01 - **Administration.** The government of Unity Church in the Rockies shall be vested in the Senior Minister or Co-Minister(s), who is/are the Administrative Director(s), and the Board of Trustees, elected from the membership.

### Section 4.02 - **Minister(s).**

- (a) **Duties.** As the Spiritual Leader(s), the Minister(s) shall oversee the scheduling, conduct, and content of services, classes and other activities that further the purpose of this Ministry as specified in Section 1.02. As Administrative Director(s), the Minister(s) shall be:
- (1) Responsible for the complete functioning of this Ministry.
  - (2) Allowed 1 vote (Senior Minister OR Co-Ministers collectively) on the Board of Trustees in all matters except the Minister's own employment or that of a successor.
  - (3) A member of all teams. Refer to Section 5.01 [Teams - Formation].
  - (4) Responsible for seeking the Association's assistance in the event of a dispute adversely affecting the ministry.
  - (5) Fiscally responsible and not incur or obligate Unity Church in the Rockies to expenditures beyond the limits set by the Board of Trustees.
- (b) **Compensation.** The compensation of the Minister(s) shall be fixed by written contract between the Minister(s) and the Board of Trustees.
- (c) **Vacancy.** The position of a Minister may be vacated by any of the following actions:
- (1) Resignation, or
  - (2) After complying with Section 4.03 (e), the Minister's removal because of failure to fulfill the duties of the position as specified in Section 4.02 (a).
- (d) **Operating Guidelines and Procedures.** In concert with the Board of Trustees, the Minister(s) shall maintain a book delineating the operating guidelines and procedures of the Ministry, and where appropriate, cite the Board action that established the guideline or procedure.

### Section 4.03 - **Board of Trustees - Members.**

- (a) **Structure.** The Board of Trustees shall consist of the Minister(s) and six Trustees elected from the membership of Unity Church in the Rockies. Each elected Trustee shall hold the Board position for three years or until a successor is duly elected. The terms of two elected Trustees shall expire 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 one term of three years without an interval of one year between terms. No

active Licensed Unity Teacher, individual receiving compensation from the church, or the spouse, parent, child or significant other of an individual receiving compensation from the church, shall serve as an elected member on the Board of Trustees. Further, no board member shall be the spouse, parent, child, or significant other of another Trustee. No board member shall follow an immediate family member or significant other as a Trustee without a one-year interval.

- (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. (HEART CHECK.)

- (c) **Duties.** As representatives of the membership, the Trustees of the Board shall:

- (1) Be the governing body of Unity Church in the Rockies, responsible for upholding the provisions of these bylaws, and for implementing actions taken by the members at membership meetings.
- (2) Uphold the spiritual purpose of this Ministry as stated in Section 1.02.
- (3) Uphold the highest interest of the membership in conducting the business of this Ministry. All subjects requiring a Board vote or assent will be discussed in a Board Meeting. If discussed by telephone or via e-mail between meetings, all members must be fully informed and included in such a vote, and all discussions, decisions and votes made between meetings be recorded in the minutes of the next regular Board meeting.
- (4) Be conversant with these bylaws.
- (5) Be faithful in attendance at services, Board and membership meetings of this Ministry.
- (6) Make determinations of the business needs of this Ministry and authorize payment of monies for those purposes. Cause all conveyances to be executed and be signed by two current trustees, except as otherwise directed by the Board.
- (7) Administer the property of this ministry, both real and personal.
- (8) Make determinations on the sale or pledge, or proposed financing, of real or personal property belonging to this Ministry. All decisions in favor of the sale or pledge, or proposed financing, of real property exceeding \$25,000 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).
- (9) Authorize the employment of all staff personnel of this Ministry, including the Minister(s), and set and approve their salaries and other compensation. (Refer to Section 4.02)
- (10) Each year cause to be prepared a financial statement which follows generally accepted accounting procedures which will set forth the fiscal conditions and operations of this ministry. When the Trustees deem it necessary, an independent qualified accountant may be engaged to do a review.
- (11) When deemed advisable, secure a fidelity bond for the Treasurer, the amount to be set by the Board.
- (12) Approve applicants for membership in accordance with Section 3.02.

- (13) Act to fill the unexpired term of any Trustee in accordance with Section 4.05 (b) and (c).
  - (14) Elect officers of the Board, and their successors, to fill any unexpired term when necessary. (Refer to Section 4.07.)
  - (15) Ratify teams in accordance with Section 5.01 [Teams - Formation].
  - (16) Officially communicate with the Peacemaking Coordinator of the Association of Unity Churches for aid in resolution of any matter concerning the Minister's services which cannot otherwise be reasonably resolved.
  - (17) Attend and actively participate in on-going Board Education Programs.
  - (18) Consider other duties brought to their attention by the Minister(s) and other Trustees.
  - (19) To keep or cause to be kept an accurate record of membership.
  - (20) To 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.
- (d) **Employment of the Minister(s).** It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity Minister for the church through cooperation with the placement and peacemaking procedures of the Association of Unity Churches.
- (e) **Termination of Employment of Minister(s).** After a church and its Minister(s) have cooperated with peacemaking procedures of the Association of Unity Churches, a two-thirds majority vote of the Board of Trustees is required to terminate the employment of any Minister.

#### 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 in the Rockies. This person shall be one who:
- (1) Desires to serve on the Board of Trustees.
  - (2) Endeavors to live in accord with the Jesus Christ principles of Love and Truth, as taught by Unity.
  - (3) Is committed to the work of this Ministry through his/her active interest, love and financial support.
  - (4) Is a sincere and continuing student of Unity, conversant with its teachings.
  - (5) Has demonstrated leadership capabilities.
  - (6) Has had a formal membership in a Unity Church for a minimum of one year. The one-year requirement may be waived by the Board if an insufficient number of candidates are available.
- (b) **Nominating Team.** A Nominating Team shall be formed at least three months prior to the annual meeting, and shall initiate a search for the necessary number of qualified individuals for the Board of Trustees. The Team shall consist of the Senior Minister, or either Co-Minister, at least one Board Member, and at least two non-board members appointed by the Board from the Active Membership List.
- (c) **Nominating Process.** Any active member may nominate another active member of the Congregation to be a candidate for election to the Board of Trustees. This process will be

referred to as the Congregation Nomination Method. The name of each nominee shall be given to the Nominating Team no later than 14 calendar days prior to the date of the annual membership meeting. The Nominee must agree to stand for election and shall participate in the standard candidate written application and interview process, so as to verify qualification per Section 4.04(a).

(d) **Nominating Procedure.** As the presiding officer of the annual membership meeting, the President shall:

- (1) Read Section 4.04 (a) just prior to voting for nominees.
- (2) Call upon the chair of the Nominating Team to present the Team's nominations.

Nominees should never be chosen on the basis of a person's business success or financial resources alone. All nominees must qualify in accordance with paragraph (a) of this Section.

(e) **Election.** Votes shall be cast by written ballot. The two nominees receiving the largest number of votes shall be elected to the Board of Trustees and shall assume office at the first regular Board meeting following the annual membership meeting.

#### 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 a Trustee.
- (2) The Board voting for the removal of a Trustee due to absence from three successive regular Board meetings. Absences may be excused by the Board.
- (3) The Board voting for the removal of a Trustee because of failure to fulfill the duties of 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 office as specified in Section 4.03 (c). (Refer to Section 3.04 (g).)

(b) **Replacement.** Should a vacancy occur on the Board of Trustees, the Board shall proceed to fill the vacancy at its next regular meeting or, in the case of emergency, a special meeting may be called. A majority vote of those present shall be necessary to elect. If a vacancy occurs within 6 months of the next annual membership meeting, the Board may choose to leave the vacancy unfilled. The replacement shall be elected by membership vote at the membership meeting. Only persons meeting the qualifications specified in Section 4.04 (a) may be considered as replacements. No replacement shall have served as a Trustee during the year prior to appointment. The term of the newly elected Trustee shall expire on the same date as the term of the Trustee being replaced.

(c) **Special Vacancy Provisions.** In the event that membership of the Board of Trustees is reduced to three or fewer in number, the following procedures shall be adopted:

The remaining Board members, along with the most current Nominating Team members, shall function as a temporary Special Nominating Team for the purpose of appointing replacement Board members to equal a total of 6, as referred to in Section 4.05 (b).

Section 4.06 - **Board of Trustees - Meetings and Quorum.**

- (a) **Regular Board Meetings.** The regular monthly business meetings of the Board of Trustees shall be held at the headquarters of this Ministry on a date and time specified by the Board. Meetings are open to members of the church by written request.
- (b) **Special Board Meetings.** Special meetings of the Board of Trustees shall be called by the President due to:
  - (1) A request of the Minister(s).
  - (2) A request of two or more Trustees.
  - (3) As the President deems it necessary.Written notice must be filed with the Board Secretary. Timely notification to all Trustees and Minister(s) must be made for special meeting.
- (c) **Quorum.** Four Trustees shall constitute a quorum for the transaction of business.
- (d) **Minister(s) Attendance.** The Minister(s) has/have the right to attend all Board meetings and must be notified of all special meetings.
- (e) **Board Audience.** Members wishing to address the Board shall submit a written request, indicating the subject of concern, to the Board President at least ten days prior to the meeting. The Board President, in conjunction with the Minister(s) shall honor the request.

Section 4.07 - **Board of Trustees - Officers.** Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary, and Treasurer. The President shall be elected at the last regular Board meeting prior to the annual membership meeting and shall assume office at the first Board meeting following the annual membership meeting, at which time all other officers of the Board shall be elected. All officers shall be elected by a majority vote of the Board and shall hold their respective offices for one year or until their successors are duly elected or qualified.

- (a) **President.** The President shall:
  - (1) Preside at all Board meetings.
  - (2) Preside at all membership meetings.
  - (3) Along with members of the Board, ratify teams in accordance with Section 5.01 [Teams - Formation].
  - (4) Be a member of all teams by virtue of the office, except the Nominating Team.
  - (5) Sign such papers and documents, upon proper authorization, as may be necessary.
  - (6) Together with the Minister(s), be responsible for the planning of Board orientations, retreats, and workshops.
  - (7) Be responsible for preparing the preliminary agenda and distributing it to all Board members approximately one week before meetings
- (b) **Vice-President.** The Vice-President shall:
  - (1) Perform all duties of the President in the absence of the President.

- (2) Become President in case the office of the Presidency becomes vacant. In such case, a new Vice-President shall be elected from among the remaining Trustees to fill the remainder of the term.

(c) **Secretary.** The Secretary shall:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings. The Secretary shall, within a reasonable time of a Board meeting, type and distribute to each Board member a copy of the minutes of the previous meeting.
- (2) Hold in custody and be responsible for all reports, contracts, minute books, the official copy of the bylaws, the corporate seal and such other items which may be necessary for the conduct of the Ministry. Said items shall 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.

(d) **Treasurer.** The Treasurer shall.

- (1) Be custodian of the funds of this Ministry. The Treasurer shall pay out, or cause to be paid out, funds authorized by the Board.
- (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. (Refer to Section 4.03 (c) (10).)
- (4) Count, or cause to be counted by 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.

## ARTICLE V

### Teams

Section 5.01 - **Formation**. All Teams, with the exception of the Nominating Team, shall be ratified by the Board of Trustees.

## 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 and state.

Section 6.02 - **Dissolution**. In the event that this Corporation shall dissolve, then Article X of the Articles of Incorporation shall apply.

## ARTICLE VII

### Meeting Procedures

Section 7.01 - **Rules of Order**. The latest edition of ROBERT'S RULES OF ORDER shall be the authority of this Ministry on parliamentary law and its usage, unless otherwise provided by these bylaws.

Section 7.02 - **Order of Business**. The following is a suggested order of business at Board of Trustee and membership meetings, unless otherwise agreed on by the Board.

- (a) Opening prayer.
- (b) Roll call.
- (c) Minutes of previous meeting read and approved.
- (d) Treasurer's report.
- (e) Elections.
- (f) Reports of Teams.
- (g) Minister's report.
- (h) Unfinished business.
- (i) New business.
- (j) Preliminary agenda for next meeting.
- (k) Closing prayer.

## ARTICLE VIII

### Bylaws Amendments

Section 8.01 - **Procedure.** Amendments to the 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 voting members at least ten days prior to the required membership meeting. A vote of three-fourths 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 Church in the Rockies.

Date of Adoption: November 26, 1986

Date of 1<sup>st</sup> Amendment: January 15, 1989

Date of 2<sup>nd</sup> Amendment: November 18, 1990

Date of 3<sup>rd</sup> Amendment: May 22, 1994

Date of 4<sup>th</sup> Amendment: May 27, 1998

Date of 5<sup>th</sup> Amendment: January 16, 2000

Date of 6<sup>th</sup> Amendment February 18, 2001

Date of 7<sup>th</sup> Amendment September 22, 2002

Date of 8<sup>th</sup> Amendment February 23, 2003

Date of 9th Amendment February 22, 2004

Date of 10<sup>th</sup> Amendment February 26, 2006

Date of 11<sup>th</sup> Amendment February 25, 2007

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Alice Marie Thomas  
Secretary Board of Trustees

**BYLAWS**

**UNITY CHURCH IN THE ROCKIES  
COLORADO SPRINGS, COLORADO**

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