

# Unity North Atlanta By-Laws

**March 2019**

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## Article I. **Name**

The name of this association shall be Unity Church of Practical Christianity, Inc. (dba as Unity North Atlanta or UNA).

## Article II. **Purpose**

### **Section 2.01 Statement of Purpose**

The purpose is to teach the universal principles of practical Christianity as taught and demonstrated by Jesus Christ and other spiritual masters as interpreted by Unity and Unity Worldwide Ministries (UWM).

### **Section 2.02 Accomplishment of Purpose**

In the accomplishment of this purpose, UNA shall endeavor to conduct services and classes of instruction, to demonstrate the principles of practical Christianity by using them in the operation of UNA, and to adopt other means that in the judgment of the Spiritual Leader, in consultation with the Board of Directors, will further the principles of practical Christianity among people everywhere.

## Article III. **Membership**

### **Section 3.01 Qualifications**

Anyone desiring membership in UNA will complete the pre-requisite courses as deemed appropriate by the Spiritual Leader. Upon completion of such requirements, and at the request of the congregant, the candidate shall have gained membership in UNA. Appropriate documentation by the course instructor must be submitted to the UNA Office Manager for membership records. All staff, Spiritual Leaders, the Executive Director and licensed Unity teachers are considered members of this ministry. A candidate for Membership shall commit, upon Membership, to live in accordance with the principles of love and practical Christianity as taught by Jesus Christ and other spiritual masters and further the work of UNA through one's time, talent and treasure.

### **Section 3.02 Members**

There shall be two classes of members of UNA: Active and Inactive.

#### **(a) Active Members**

- a. **Adult Membership:** All members meeting the above Qualifications, who are 18 or older, shall have the privileges as stated in Article V, Section 5.02(g), Privileges and Authority as well as those stated in UNAC Policy – 140005.

- b. Youth Membership: All members meeting the above Qualifications, who are between the ages of 16 and 18, shall have all the responsibilities and privileges above with the exception of the right to vote at membership meetings.

#### **(b) Inactive Members**

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 Directors or vote at any membership meeting.

### **Article IV. Board of Directors**

#### **Section 4.01 Qualifications**

- a. To be eligible to be elected to the Board of Directors, a person must be an active member of UNA as evidenced by his/her current membership card or inclusion on the current active membership rolls of UNA, will have been an active member of UNA for at least one (1) year prior to the date of the Annual Membership Meeting, and have been nominated by the Nominating Committee.
- b. Candidates for election shall commit to live in accordance with the principles of love as taught by Jesus Christ and other spiritual masters, and the tenets of Practical Christianity as expressed in the five (5) Principles of Unity, and supported by UNA and its Spiritual Leader; work to further the purposes of UNA through active interest, love, and financial support; shall have attended at least one qualified Unity class during the year prior to nomination, and commit to attending at least one such class each year during their service on the Board; shall participate in at least one Board designated committee for the duration of their term; attend at least 75% of all Board meetings; be a sincere and continuing student of Unity always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.

#### **Section 4.02 Board Composition**

The Board of Directors shall be comprised of the Spiritual Leader and the Executive Director (as ex-officio members and not included in the quorum) and no fewer than seven (7), or more than nine (9) other Directors elected from among the active members of UNA at the Annual Membership Meeting.

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

#### **Section 4.03 Term of Office**

Elected Directors will hold office for a term of three years, or until their successors have been elected and assumed office. Directors elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they **are** elected. No elected director will serve more than two consecutive terms without an interval of one year between terms. Any person who serves on the Board more than half of a term shall be deemed to have served a full term.

#### **Section 4.04 Prohibition of Service**

The following persons are prohibited from serving as an elected or appointed member of the Board of Directors:

- a. any active licensed Unity teacher;
- b. relatives, significant others of any Board member or licensed Unity teacher;
- c. individuals receiving compensation from UNA with the exception of the Executive Director and the Spiritual Leader;
- d. relatives, significant others of any individual receiving compensation from UNA.

#### **Section 4.05 Election Procedure**

The election shall be by written ballot with each active member to have one vote for each open Board position and may only exercise one (1) vote for each position. The result of the vote shall be announced at the annual meeting. The nominees receiving the largest number of votes will be elected to full three (3) year terms.

In the case of a tie between two or more candidates, the vote is recast by written ballot for only those candidates. Those having the highest number of votes will fill the remaining vacancies.

#### **Section 4.06 Removal from Office by the Board of Directors**

Any director may resign at any time. In addition, any director may be removed by vote of the Board of Directors due to excessive absences from regular Board meetings, because of a failure to fulfill the duties of the office as described herein, or for any violation of ethics and rules of conduct as described in the Manual of Policies and Procedures for UNA.

#### **Section 4.07 Vacancies**

Should a vacancy occur among the elected members of the Board of Directors, the Board shall select a qualified replacement to fill the vacated position. Primary consideration shall be given to those members nominated for the prior election but not elected. A majority vote of the Board shall be necessary for election. The term of service for any replacement shall expire on the expiration date of the director for whom he or she replaced.

#### **Section 4.08 Board of Directors Officers**

The officers of the Board of Directors shall be comprised of a Chair, a Vice Chair, a Secretary, and a Treasurer. All Officers will be selected by a majority of the Board at the first Board meeting after the Annual Meeting, or at a special meeting called for the purpose of selecting Officers. The term of office shall be one year or until successors are elected.

#### **Section 4.09 Duties of Officers**

**Chair:** The Chair shall:

- a. preside at all Board of Directors meetings;
- b. preside at all membership meetings; appoint members of UNA teams with the advice of the Board;
- c. serve as an ex officio member of all UNA teams except the UNA nominating team;
- d. sign such papers and documents upon proper authorization as may be necessary;
- e. and be responsible for the planning of Board orientation, retreats, and workshops.

**Vice Chair:** The Vice Chair shall:

- a. assist the Chair in the performance of that officer's duties;
- b. perform all the duties of the Chair of the Board in the absence of the Chair;
- c. and succeed to the office of Chair in case the office of the Chair becomes vacant.

**Secretary:** The Secretary shall:

- a. keep, or cause to be kept by delegating to a qualified person or persons, with Board approval, an accurate record of the minutes of all Board and membership meetings;
- b. keep, or cause to be kept and be responsible for all reports, contracts, other legal papers, and the meeting minute books which will be kept at the principal executive office of UNA at all times, or in such other depository as prescribed by the Board;
- c. attend to all official business as directed by the Board;
- d. keep or cause to be kept accurate active membership lists;
- e. and send or cause to be sent yearly membership renewal cards via secure legal electronic media or other means to all active members.

**Treasurer:** The Treasurer shall:

- a. be knowledgeable of all funds received by and belonging to UNA;
- b. keep, or cause to be kept, by delegating to a qualified person(s), with Board approval, a record of all financial transactions;
- c. submit a monthly financial report in writing at each regular Board meeting;
- d. submit a financial report covering the last complete fiscal year to the annual membership meeting;
- e. account for, or cause to be accounted for by the appointment of at least two (2) UNA members, unrelated to members of the Board, staff, Executive Director or Spiritual Leader, who will double count all cash contributions received and be responsible that said funds are deposited in accounts authorized by the Board;
- f. and nominate, for Board approval, not less than four (4) or more than six (6) members to serve as the Finance Committee and shall serve as Chair or select a designee to be Chair of the Finance Committee.

#### **Section 4.10 Duties and Responsibilities of the Board of Directors**

As representatives of the membership, the Board of Directors shall remain committed to:

- a) Uphold the spiritual purpose of UNA as stated in Article II, Section 2 of these By-Laws;
- b) Uphold the highest best interests of the membership in conducting the business of UNA;
- c) Be conversant with these By-Laws and review, add or modify policies and procedures for the

operation of UNA;

- d) Be faithful in attendance at services as well as Board and membership meetings of UNA;
- e) Determine the business needs of UNA and authorize payment of funds for those purposes;
- f) Administer the real and personal property of UNA;
- g) Make decisions regarding the sale, pledge, or any proposed financing that would impose a lien or other similar encumbrance on real and/or personal property belonging to UNA. Said proposals or decisions shall be presented to the membership at a properly constituted membership meeting for a vote of approval by the members. This approval is not required for the renewal of previously approved financing in the amount of the then existing principle plus closing costs and fees;
- h) Employ a properly licensed or ordained Unity Minister to become the Spiritual Leader through cooperation with the employment management procedures of the UWM;
- i) After UNA and its Executive Director or Spiritual Leader have sought to reconcile differences and cooperated with the procedures and guidance of the UWM, the Board of Directors may terminate the employment of the Executive Director or Spiritual Leader by two-thirds (2/3rd) vote.
- j) Determine and authorize funding for positions (including additions and deletions), as recommended by the Spiritual Leader or Executive Director. The Spiritual Leader or Executive Director shall include a job description of the proposed position in the recommendation.;
- k) Establish the dates for the beginning and ending of the fiscal year;
- l) Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial condition (balance sheet) and operations (income statement) of the ministry;
- m) Secure a fidelity bond or theft and dishonesty insurance for persons handling all church funds (cash and electronic);
- n) Submit, or have appropriate staff submit, all proposals that may significantly affect income, expense, or capital spending to the Finance Committee for analysis and recommendation to the Board. All Board decisions related to the recommendation(s) of the Finance Committee, with appropriate rationale, shall be included in the minutes of the meeting in which the decision was made and communicated to the Finance Committee;
- o) Provide for the mailing or transmission by legal electronic media of yearly membership renewal cards to all active members;
- p) Elect officers of the Board and their successors to fill any unexpired term when necessary;
- q) Appoint a non-elected person to the position of Secretary and/or Treasurer as non-voting Board

members providing that no elected Board member has the education, technical skills or time to adequately perform these functions.

- r) Create such UNA committees as needed to support the functions and responsibilities of the Board;
- s) Advise the Chairperson of the Board on appointments to UNA committees;
- t) Seek UWM assistance in the event of any internal dispute(s) adversely affecting UNA;
- u) Attend and actively participate in ongoing Board education programs. Each Board Director shall be required to attend at least one (1) Board education program, **or** (1) advanced Unity teachings as conducted by a Licensed Unity Teacher or Licensed Unity Minister, **or** (1) Board Retreat per calendar year.
- v) Consider other issues brought to their attention by the Spiritual Leader, Executive Director or members of the Board;
- w) Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- x) Issue or cause to be issued necessary 1099 and W-2 forms and other documents as may be required in compliance with Internal Revenue Service regulations;
- y) Acknowledge, in writing, contributions in compliance with Internal Revenue Service regulations;
- z) Secure liability insurance for all Board of Directors members, the Executive Director and Spiritual Leader;
- aa) Take such other actions as may be deemed necessary for the best interests of UNA;
- bb) Submit to the Nominating Committee the skill sets that are desired in specific candidates that will enhance the quality and performance of the Board of Directors.
- cc) Authorize a minimum of 25% of the annual budgeted discretionary cash flow to be transferred from UNA's Operating Account to the Board Reserved Account each month in an effort to ensure funds availability for future capital and ministerial expenses.

## Article V. **Meetings**

### **Section 5.01 Board Meetings**

A Board Meeting, Special or Regular, is a formal meeting of the Board of Directors. Presided over by a Chairperson or his or her appointee, it must meet the quorum requirements and its deliberations must be

recorded in the minutes. Under the doctrine of collective responsibility, all Directors (even if absent) are bound by its resolutions. “Roberts Rules of Order” is the official guide used for conducting Board Meetings at Unity North Atlanta.

#### **(a) Regular Board Meetings**

A Regular Board Meeting is a formal meeting of the Board of Directors held to review monthly reports and consider policy issues and major problems. Regular meetings of the Board of Directors will be held at the principal executive offices of UNA on the third (3<sup>rd</sup>) Thursday of each month, unless otherwise stated by the Board.

- A. Any active member may attend any scheduled regular meeting with the exception of all or any part thereof declared an Executive Session.
- B. Any active member wishing to address the Board Chair or Vice Chair shall advise the Board in writing of the nature of item to be addressed, and the expected time necessary to do so, at least seven (7) days prior to the next regularly scheduled Board meeting. The Secretary will advise the requesting member the earliest regularly scheduled meeting which has time available to properly hear the request.
- C. Executive Sessions may be called for purposes of employee performance, compensation, or any other sensitive personnel matter; negotiations related to financing, property sale or purchase; and any other matter where lack of confidentiality would be harmful to the wellbeing of UNA.

#### **(b) Special Board Meetings**

A Special Board Meeting is a formal meeting of the Board of Directors held to take up business that requires urgent attention that cannot wait until the next Regular Board Meeting.

Special meetings of the Board will be called by the Chairperson of the Board if requested by the Executive Director or Spiritual Leader; if requested by two or more Directors; or if the Chairperson of the Board deems it necessary. Any request for a special Board meeting shall be made in writing to the Board Secretary and that request will be included with the Minutes of that Special Meeting. All current Board members shall be given notice of any special Board meeting at least forty-eight (48) hours in advance of the meeting. The attendance of any member of the Board at the meeting shall serve as a waiver of this notice requirement.

#### **(c) Quorum**

A majority of the total number of Directors currently serving shall constitute a quorum for the transaction of business. In the event that, due to death, resignation, or such other reason as may occur, there ceases to be sufficient Board members to constitute a quorum, an interim Board shall be established consisting of the remaining Directors who shall immediately direct the Nominating Team to proceed to carry out Article VI, Section 6.01(b)2. In the event that no Directors remain, the

Nominating Team shall be deemed the interim Board and, without further direction, carry out Article VI, Section 6.01(b)2. The terms of office shall be the same as those Directors they replace.

**(d) Executive Director / Spiritual Leader Attendance**

The Executive Director and Spiritual Leader have the right to attend, and fully participate in, all Board meetings, with the exception of those meetings or portions thereof that pertain to determinations of the Executive Director or Spiritual Leader’s compensation and/or review of the Executive Director or Spiritual Leader’s performance record.

**(e) Prayer**

It is important that in addition to adhering to the normal procedures for legal functioning set forth in these By-Laws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Directors. During the discussion of an item of business any Director may request time for prayer about an issue. Upon such request the Chairperson shall provide a period of prayer and silence.

**Section 5.02 Annual Meetings**

There shall be one Annual Membership Meeting required within the first quarter of each fiscal year as determined by the following conditions:

**(a) Date and Location of Annual Meeting**

The annual membership meeting shall be held at the address of the principal executive office of the UNA during the first quarter at a time established by the Board of Directors.

**(b) Notice**

Written notice stating the date, time, place, and agenda for the annual meeting will be mailed, or by other legal electronic and posted notices, to all active members at least thirty (30) days in advance of the meeting. Any known issues to be raised at the Annual Meeting calling for a vote by the membership will be specified in the notice.

**(c) Quorum**

Fifty (50) active members present will constitute a quorum for the transaction of business at any Annual Membership Meeting.

**(d) Presiding Officer**

The Chair of the Board of Directors shall serve as the presiding officer of the annual membership meeting.

**(e) Participation**

The right to speak in debate, and make motions during annual meetings shall be restricted to those active members present. Non-members only have a right to speak when they have been invited by the Executive Director, the Spiritual Leader or the Chairperson or designee.

#### **(f) Voting**

Unless otherwise provided in these By-Laws, a majority vote of the active members voting will be necessary for approval or disapproval of the action being voted upon. Absentee ballots presented in person, electronically, or by mail to the designated tally person are to be permitted only on ballot issues not subject to modification during the annual meeting.

#### **(g) Authority**

Active members shall have the authority to do all of the following at the Annual Membership Meeting:

1. Elect members to the Board of Directors;
2. Approve proposed amendments to these By-Laws;
3. Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real and/or personal property belonging to UNA. This approval is not required for the renewal of previously approved financing in the amount of the then existing principle plus closing costs.
4. Elect a UNA Nominating Committee pursuant to Section 6.01;
5. Override any action of the Board of Directors provided that notice of the action to be voted upon is submitted to all active members in writing thirty (30) days prior to the meeting and is approved by a two thirds (2/3rds) vote;
6. Remove by a two thirds (2/3rds) vote any director from the Board of Directors;
7. Vote on any non-recurring expenditure amounting to \$75,000 or more, and
8. Vote on other matters included on the agenda.

#### **(h) Prayer**

In any annual membership meeting, the Board Chair, the Executive Director, the Spiritual Leader, Unity Worldwide Ministries 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 will provide a period of prayer and silence.

### **Section 5.03 Special Membership Meeting**

#### **(a) Requesting Special Meetings**

Any time the affairs of UNA warrant, a Special Membership Meeting may be requested by the Executive Director or the Spiritual Leader; a majority vote of the entire number of Directors currently serving on the Board of Directors; or a petition signed by 50 of the active membership and submitted to the Board of Directors.

### **(b) Calling Special Meetings**

Upon receiving a proper request for a Special Membership Meeting, the Chair of the Board of Directors shall call the meeting on behalf of the requesting party within forty-five (45) days of the receipt of the request. The location, notice, quorum, presiding officer, participation, voting, and prayer provisions for Special Membership Meetings shall be the same as those for Annual Meetings.

### **(c) Special Meeting Business**

Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice. Such business may include, but not be limited to, items 3, 5, 6, 7, and 8 under section 5.02 (g).

## **Article VI. Committees**

The committees of the Board shall be the Nominating Committee, Finance Committee, Development Committee, and the By-Laws Committee.

UNA committees may be appointed by the Chair of the Board, the Executive Director or the Spiritual Leader for their respective areas of responsibility. The Board may appoint a liaison to these committees at their discretion.

The Chairs of each Committee, with the exception of the Nominating Committee, will nominate Committee Members for the Board's approval by the third meeting following the Annual Meeting.

### **Section 6.01 UNA Nominating Committee**

#### **(a) General Commission**

The Nominating Committee is responsible for recruiting and then recommending to the Board enough qualified candidates to fill all upcoming Board vacancies.

#### **(b) Appointment and Composition**

Members of the Nominating Committee shall be elected at the Annual Membership Meeting. The Nominating Committee will consist of five (5) active members who have been members for 1 year or more.

#### **(c) Responsibilities (Please refer to Policy UNAC – 160003)**

- 1) Once vetted, the slate of candidates must be presented to the Board for review and input at least 60 days prior to the Annual Meeting. The final decision for Board Candidates lies with the Nominating Committee.
- 2) In the event the Board of Directors is reduced to a number less than required for a quorum, the Nominating Committee shall complete its selection process within thirty (30) days from the

occurrence of such event and call a Special Membership Meeting for the purpose of electing enough Directors to meet the minimum quorum required under these By-Laws.

## **Section 6.02 Development Committee**

### **(a) General Commission:**

The Development Committee (the “Committee”) is responsible for advising and assisting the Board of Directors (the “Board”) of Unity North Atlanta (“UNA”), the Spiritual Leader and the Executive Director in the maintenance, development and execution of income-generating opportunities for UNAC in the following areas:

- Membership and Attendance
- Giving
- Events and Rentals
- Facility Beautification

### **(b) Appointments and Composition:**

The Executive Director, or his/her delegate, acts a Chair of the Development Committee. Each Sub-Committee is Chaired by a current or past Board Member selected by the current Board Chair and is comprised of UNA members with specific skill sets appropriate to the sub-committee. Each of these Chairs reports to the Board of Directors. Each Chair will retain their position until removed by themselves or by the Board. This committee and the subcommittees function subject to, and in conformity with, established policies as approved by the Board of Directors.

## **Section 6.03 Finance Committee**

### **(a) General Commission:**

The Finance Committee is commissioned by and responsible to the Board of Directors to assume primary responsibility in matters concerning the ministry’s finances. It operates in ways intended to fulfill the ministry’s mission and maintain quality programs and services. This committee functions subject to, and in conformity with, established policies as approved by the Board of Directors.

### **(c) Appointments and Composition:**

The Treasurer of the Board, or his/her delegate serves as the Chairperson of the Finance Committee, and appoints members of the ministry to serve on an annual basis. Additional members may be appointed the Board of Directors as needed, according to a particular ability.

### **(d) Responsibilities:**

1. Develop endowment and investment portfolios and make recommendations to the Board on investment of funds.
2. Maintain and supervise endowment and investment portfolios and make recommendations to the Board on investment of funds.
3. With the Executive Director, participate in and coordinate the preparation of the annual budget and a three-year Strategic Plan based on the Spiritual Leader’s Vision for the Ministry.

4. Review monthly financial reports received from the Accounting Manager or Controller, and also present understandable and explained financial statements to the Board's monthly meeting.
5. Work with the Executive Director, Spiritual Leader and the Board to manage financial operations within the limits of the total approved annual budget.
6. At the beginning of each calendar quarter, prepare and present to the Board a financial projection for the current year and make appropriate recommendations concerning actions to achieve the approved annual budget.
7. Submit financial plan guidelines and recommendations to the Board.
8. Prepare all forms, procedures, and processes required for the financial functions.
9. Work with other committees and staff in financial data preparation.
10. Consolidate all departmental, committee, and staff budgets into one overall annual budget for presentation to the Board.
11. Review and make recommendations on salaries, raises, pensions, and compensation plans submitted by the Executive Director as applies to the annual budget, in addition to signing a Non-Disclosure Agreement associated with these topics.
12. Annually submit financial goals, objectives, action steps, resources required, and implementation results in coordination with the Executive Director and Spiritual Leader as part of the annual budget process.
13. Submit recommended deletions, additions, or modifications of approved financial goals and objectives as appropriate

## Section 6.04 By-Laws Committee

### (a) General Commission:

The By-Laws Committee provides continuous review of the existing By-Laws, active member's suggestions, and Board requests. Recommend additions, deletions, or modifications of the By-Laws to the Board for presentation to the active members.

### (e) Appointments and Composition:

- 1) The By-Laws Committee will be comprised of three (3) to five (5) active members and include one (1) member of the Board. Appointments shall be for one (1) year and may be reappointed at the discretion of the Board. Vacancies shall be immediately filled by appointment of the Board.

### (f) Responsibilities:

- 1) Provide for ongoing maintenance and re-drafting of the By-Laws as they change and evolve through the amendment process to assure the current and future Boards function under the latest edition of the By-Laws.
- 2) To provide an advisory function to the Board to assure any proposed amendments, major Board resolutions, and/or revisions to the Policy and Procedures manual are not in conflict with any portions of the By-Laws, nor were they prohibited by the By-Laws or other legal documents or authorities.
- 3) To serve as the legal authority, along with as needed assistance from a Parliamentarian, for any procedures or processes leading up to and during the annual membership meeting that may be in conflict with the By-Laws or Robert's Rules of Order.

## Section 6.05 Ministry Committees

With the exception of the UNA Nominating Committee, Finance Committee, By-Laws Committee, and Development Committee, the need for UNA special committees may be identified by the Chair of the Board, the Executive Director or the Spiritual Leader for their respective areas of responsibility. The Heads of these special committees will be appointed by the Chair, the Executive Director, or the Spiritual Leader as appropriate, with additional members selected by the Committee Heads.

## Article VII. Administration, Management and Leadership

### Section 7.01 Administration

The administration of UNA shall be vested in the Spiritual Leader and the Executive Director for their respective areas of responsibility. The Board of Directors shall exercise ultimate authority over all functions of UNA. Spiritual guidance of the community is the responsibility of the Spiritual Leader. The day to day operations are the responsibility of the Executive Director.

## Section 7.02 Spiritual Leader and Executive Director

### (a) Spiritual Leader

The Spiritual Leader will be a duly licensed or ordained Unity Minister

1. **Duties.** The Spiritual Leader of UNA shall be responsible for the scheduling, conduct, and content of services, classes, and all other activities as defined in the job description provided by the Board of Directors.
2. **Selection.** The Board of Directors shall select the Spiritual Leader using the employment procedures for Ministerial personnel of the Unity Worldwide Ministries as a guideline. If, due to irreconcilable differences, a UWM mediation is required, the mediator will not be able to seek or serve as Spiritual Leader for UNA for a period of not less than three (3) years.
3. **Compensation.** The compensation and terms of employment of the Spiritual Leader employed by UNA shall be established through written agreement between the Spiritual Leader and the Board of Directors.

### (b) Associate and/or Assistant Spiritual Leaders

The Board of Directors, with recommendation from the Spiritual Leader, has the authority to approve the hiring of an Associate and/or Assistant Spiritual Leader.

Associate and/or Assistant Spiritual Leader will be duly licensed or ordained Unity Minister who function(s) with less responsibility than the Spiritual Leader.

1. **Duties.** The Associate and/or Assistant Spiritual Leaders will perform the duties and fulfill the responsibilities assigned them by the Spiritual Leader
2. **Compensation.** The compensation of the Associate and/or Assistant Spiritual Leader shall be set by the Board of Directors.

### (c) Executive Director

The Executive Director shall report directly to the Board of Directors.

1. **Duties.** The Executive Director will be responsible for the day to day strategic direction of the Ministry as defined in the job description provided by the Board of Directors.
2. **Compensation.** The compensation and terms of employment of the Executive Director shall be established by written agreement between the Board of Directors and the individual filling the position of Executive Director.

### **Section 7.03 Supporting Staff of Board Officers**

Those Board Officers who have delegated to staff personnel some or all of their authority to support their respective responsibilities shall provide technical supervision and oversight to such staff relative to that officer's responsibilities.

In those instances, where the staff person's duties are exclusively for a sole Board officer, that officer shall have primary responsibility for nominating such person or persons for such position and their performance evaluation. In those instances, where the staff person's duties are shared with other Board officers, such officers shall participate in the hiring and performance evaluation of such person or persons. All hiring, dismissal, and compensation shall be approved by the Board of Directors.

### **Section 7.04 Chief Executive Officer**

In recognizing the shared responsibilities of the Executive Director and the Spiritual Leader, both of whom report to the Board of Directors, the title of Chief Executive Officer (CEO) and the duties normally associated with such title, shall not be attributed to any Board officer, director, appointed person, or other employee within this corporation.

## **Article VIII. Unity Worldwide Ministries**

The UNA Spiritual Community shall be a vital part of the worldwide Unity movement and a member of the UWM. Any member of UNA may call upon the resources and support of the UWM through its Spiritual Leader, Executive Director, Board of Directors, staff, or through direct communication with the UWM.

UNA shall endeavor to comply with the regulations and policies of the UWM as outlined in the UWM By-Laws, insofar as they do not conflict with the laws of the State of Georgia or the By-Laws, policies, and procedures of UNA.

### **Section 8.01 Participation**

UNA may have its voice heard and its wishes expressed in the membership meetings of the UWM and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of UNA.

#### **(a) Resources**

UNA benefits from its membership in the UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, growth programs, ethics compliance, and other topics related to church function.

## **(b) Leadership**

UNA shall have as its Spiritual Leader an ordained or licensed Unity Minister approved for employment by the UWM or a person serving under special dispensation approved by the UWM. For the purpose of these By-Laws, the term “Minister” shall include a person serving under special dispensation of the UWM.

## **(c) Teaching**

The principles of practical Christianity shall be taught through UNA using methods, textbooks, literature, and other materials approved by, but not limited to, the UWM.

## **(d) Mailings**

Copies of all printed matter mailed by UNA to its membership shall be sent to the offices of the Unity Worldwide Ministries as specifically requested.

## **(e) Reports**

UNA shall make annual reports to the UWM as agreed to by both parties.

## **Article IX. Office and Official Records**

### **Section 9.01 Principal Office**

The principal executive offices of UNA will be fixed by the Board of Directors. Said office shall be in the County of Cobb, State of Georgia, or at such other place within the State of Georgia as the Board of Directors hereafter shall designate. UNA may also have offices at such other place or places, as the Board of Directors may from time to time designate.

### **Section 9.02 Official Records**

Records of membership, finances, donations, corporate minutes, and other records required by law or as designated by the Board of Directors shall be maintained at the principal office of UNA. Confidential documents as designated by the Board of Directors are available only for use by those specified by the Board of Directors. Other documents are available to active members upon request.

## **Article X. Dissolution**

In the event that this corporation is dissolved, all property and funds remaining after the payment of the debts of UNA shall be disposed of by a court of competent jurisdiction of the County in which the principal executive offices of UNA are then located and shall be used exclusively for such purposes or distributed 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 and in accordance with the laws for corporate dissolution of the State of Georgia.

## Article XI. **Parliamentary Authority**

The rules contained in the latest edition of *Robert's Rules of Order* shall govern the meetings and other organizational functions of UNA in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order as may be adopted by UNA. In the event of such conflicts or discrepancies, the specific language of the By-Laws shall take precedence over Robert's Rules of Order. The rationale for exceptions to Robert's Rules of Order should be adequately documented.

## Article XII. **Amendment of By-Laws**

Any amendment(s) to or general revision of these By-Laws may be adopted at any annual or special membership meeting provided that written notice, including legal postings and electronic media setting forth the exact wording of such proposed amendment(s) or general revision has been mailed or made available by legal postings or electronic media to all active members at least fifteen (15) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4ths) of the active members voting will be necessary to adopt any amendment(s) to or general revision of these By-Laws. Upon adoption of the amendment(s) to or general revision(s) of these By-Laws, such amendment shall be incorporated into the body of the By-Laws by way of an addition to an Appendix C Amendments to the By-Laws which lists the specific language and content of the Amendment(s) along with the date and place at which the Amendment was approved by the prescribed vote of the membership.

## Article XIII. **Definitions**

1. "Active Members" has the meaning as set forth in Article III, Section 2(a).
2. "Assistant Spiritual Leader" In ministries with more than one Minister, a Unity Minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The skills and/or experience of the Assistant Spiritual Leader may be less than those of the Spiritual Leader. The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation.-. The skills of the assistant are, therefore allowed to develop for a more comprehensive range of ministry service of the assistant, and the ministry.
3. "Associate Spiritual Leader" In ministries with more than one Minister, a Unity Minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The Associate Spiritual Leader may be equal in ability, but functions with less responsibility than the Spiritual Leader. The Associate Spiritual Leader reports to the Spiritual Leader, who determines the scope of the associate's responsibilities.
4. "Board Education Programs" has the meaning as set forth in Article IV, Section 10u
5. "Board of Directors" has the meaning as set forth in Article VI.
6. "Chair of the Board of Directors" has the meaning as set forth in Article IV, Section 9(a).

7. “Practical Christianity” The teachings of Jesus practically applied to the everyday life of man. Practical Christianity is not a term applied to an arbitrary theory of human origin; neither is it a revelation to humanity from some prophet whose word alone must be taken unquestionably as authority. It is, in this respect, different from most religious systems of the world. Its students are not asked to believe anything that they cannot logically demonstrate to be true.
8. “Executive Director” or “ED” has the meaning as set forth in Article VII, Section 2(c).
9. “Inactive Members” has the meaning as set forth in Article III, Section 2(b).
10. “Minister” has the meaning as defined in Article VIII, Section 1(b).
11. “Quorum” has the meaning as set forth in Article V, Section 1(c) and 2(c).
12. “Secretary of the Board of Directors” has the meaning as set forth in Article IV, Section 9(c).
13. “Spiritual Co-Leader” In shared partnership ministries, a Unity Minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), who equally assumes the Spiritual Leadership role with another Spiritual Co-Leader in a member ministry. These leaders work in conjunction with the Board of Directors of the member ministry, and oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer and fellowship activities of the ministry.
14. “Spiritual Leader” A Unity Minister duly ordained, licensed [or serving under special dispensation] by the UWM (or Unity School of Christianity prior to July 1, 1966), who assumes the spiritual -leadership role in a member ministry. This leader works in conjunction with the Board of Directors of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, - and fellowship activities of the ministry.
15. “Treasurer of the Board of Directors” has the meaning as set forth in Article IV, Section 9(d).
16. “Unity Ministry” A member ministry in the UWM recognized by the UWM and having a duly ordained or licensed Unity Minister, or a person serving under special dispensation as its Spiritual Leader
17. “UNA Nominating Team” has the meaning as set forth in Article VI, Section 2.
18. “Unity North Atlanta Spiritual Community” or “UNA” has the meaning as set forth in Article II.
19. “Unity Worldwide Ministries” or “UWM” has the meaning as set forth in Article II.
20. “Licensed Unity Teacher” A person who has completed the prerequisites for this position as described on the UWM web site.
21. “5 Principles of Unity” are defined as 1) There is only one presence and one power active and present in my life, God, The Good, 2) Our essence is of God; therefore, we are inherently good. This God essence, called the Christ, was fully expressed in Jesus, 3) We are co-creators with God, creating reality through thought held in mind, 4) Through prayer and meditation, we align our heart-mind with God.

Denials and affirmations are tools we use, and 5) Through thoughts, words and actions, we live the Truth we know.

22. "Vice-Chair of the Board of Directors" has the meaning as set forth in Article IV, Section 9(b).

END OF BY-LAWS FOR UNITY CHURCH OF PRACTICAL CHRISTIANITY, INC.

Attested to on this date: March 26, 2017

By: \_\_\_\_\_  
Tracey Quillen  
Secretary, Board of Directors  
Unity North Atlanta Spiritual Community

Date of Revision and Acceptance by Membership: March 26, 2017

# Appendix A - UNA Policies & Procedures

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**The Policies and Procedures document of Unity North Atlanta Spiritual Community are hereby incorporated into the By-Laws of UNA.**

# Appendix B - UNA By-Law Amendments

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**This Appendix contains all approved amendments to the UNA By-Laws.**