

Unity Church of Hilton Head Island

Bylaws

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UNITY CHURCH of HILTON HEAD ISLAND
Hilton Head Island, South Carolina

BYLAWS

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UNITY CHURCH of HILTON HEAD ISLAND
Hilton Head Island, South Carolina

BYLAWS

ARTICLE I

Identification

Section 1.01 Statement of Purpose. The purpose of Unity Church of Hilton Head Island, a South Carolina corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Unity Worldwide Ministries, a nonprofit corporation organized and existing under the laws of the State of Georgia with headquarters at Lee's Summit, Missouri, hereinafter referred to as the Unity Worldwide Ministries (UWM).

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

Section 1.02 Unity Worldwide Ministries (UWM) Membership and Responsibilities. Unity Church of Hilton Head Island is a member of the UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of South Carolina.

(a) Leadership. This ministry will have as its leader an ordained or licensed Unity minister(s) in good standing, a licensed Unity lay teacher or a person in process of becoming ordained by the Unity Worldwide Ministries, or a person serving under special dispensation approved by the UWM.

For the purpose of these Bylaws, the term "minister" will include a person serving under special dispensation of the UWM.

(b) Teaching. Unity Principles will be taught through this ministry using methods, textbooks, literature, and other material approved by the UWM.

(c) Mailings. This ministry shall comply with all requests for identifying information from UWM, including but not limited to:

1. A copy of the Articles of Incorporation
2. Copies of ministry bylaws shall be sent whenever updated.
3. A copy of the deed to properties owned by the ministry.
4. A copy of the letter of assignment of the EIN from the IRS.
5. A copy of the Form 8852-B, Change of Address or Responsible party – Business Form that the IRS requests.

(d) Reports. The minister, designated Administrative Director, will make annual reports to the UWM on forms supplied by the UWM.

ARTICLE II

Office and Official Records

Section 2.01 Principal Office. The principal executive office of the corporation will be fixed by the Board of Trustees. Said office shall be in the County of Beaufort, State of South Carolina, or at such other place within the State of South Carolina as the Board of Trustees may from time to time designate.

Section 2.02 Official Records. Records of membership, finances, donations, corporate minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation. Formal policies regarding access to documents, including confidential documents such as personnel records, discretionary gifts, donations, member contact information, shall be set by the Board.

ARTICLE III

Membership

Section 3.01 Qualifications.

(a) A member of Unity Church of Hilton Head Island will endeavor to live in accord with the Jesus Christ principles of love and Truth as taught by Unity. He/she will further the work of this ministry through his/her governing interest, love and support as demonstrated through attendance, financial support, **or** service to the church.

(b) Methods of demonstrating qualifications to be outlined by the minister and ratified by the Board of Trustees.

Section 3.02 Election of Members. Anyone desiring to become a new member of Unity Church of Hilton Head Island will file an application for membership with the ministry office designating which class of membership they desire. The application will be presented to the Board of Trustees at its next regular meeting. A majority vote by the Board will be required for membership provided that the senior minister or co-ministers are in agreement with this action. The new member will be notified accordingly by the Board Secretary. All staff ministers and staff licensed Unity teachers are considered members of this community.

Section 3.03. Classes of Members.

- (a) There shall be two classes of members of this ministry: community and governing.
- (b) **Community members** have limited membership rights. They either have not applied for governing membership or no longer meet the qualifications to be a governing member.

(c) Governing Member

Governing members will have full membership rights. They must meet a higher threshold for membership. Specific requirements are to be recommended by the minister and approved by the Board of Trustees.

In order to retain Governing Member rights, members must demonstrate continued governing support of the church through attendance, financial support, or service during the previous calendar year.

- (1) A Governing Member can be moved to Community Member status at the request of the member.
- (2) Office staff, in consultation with the minister and board, will develop a process to determine if any Governing Member who has no record of financial contributions to the church during the previous calendar year was governing in other ways during that time period. Anyone who does not meet the criteria for Governing Member will be notified of their change in membership status and loss of associated powers including the right to vote.

(d) Removal of Membership.

(1) For Cause. A member may be removed for cause by the Board of Trustees. Prior to any vote concerning removal, the member in question must be notified by certified mail at least fifteen (15) days prior to the Board of Trustees meeting of the charges that may lead to removal of membership and thereafter be given an opportunity for a hearing before the board. An opportunity will be provided not less than five (5) days prior to the vote for the affected member to express their views regarding the relevant facts and circumstances to the minister or appointed board representative. A 2/3rds vote shall be required for removal of membership provided that the senior minister or co-ministers are in agreement with this action.

(2) At the request of the member. Any member wishing to be removed from the membership list shall notify the church office in writing (postal mail or email).

(e) Reinstatement of Governing Membership. A person who was moved from Governing Member status to Community Member status can apply to the Board to return to their previous status after demonstrating support of this spiritual center through attendance, financial support, or service to the church for a minimum of ten (10) weeks.

(f) Transfer members. Persons who have been members in other Unity churches can become Community Members by applying to the Board. Acceptance to Governing Member status will require demonstrating support of this spiritual center through attendance, financial support, or service to the church for a minimum of ten (10) weeks and meeting any additional requirements set by the minister and Board.

Section 3.04 Powers of Governing Members. Members of Unity Church of Hilton Head Island shall have the power to do the following:

(a) Community members of UCHHI shall have the following powers:

(1) Serve on ministry teams.

(2) Speak in debate at any membership meeting according to the rules provided for debate.

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

(b) Governing members of UCHHI shall have the following powers:

(1) Vote at any regular or special membership meeting, at which the governing member is present.

(2) Elect governing members to the Board of Trustees.

(3) Ratify the Bylaws of this ministry or any amendments thereto.

(4) Approve by a two-thirds (2/3) vote any single purchase of real property that exceeds twenty-five thousand dollars (\$25,000) or 25% of the previous year's net income, whichever is greater.

(5) Elect a governing member, and an alternate, to serve on the Nominating Ministry Team.

(6) Call a special membership meeting when the affairs of this ministry warrant such action.

(7) Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting. Notice of the issue to be voted on must be submitted to the membership in writing by mail or electronic notification that includes a date stamp, ten (10) days prior to the meeting. Two-thirds (2/3) of those governing members present and voting have the authority to override the action.

(8) Vote for the removal of any or all trustee(s) from the Board of Trustees. A two-thirds (2/3) affirmative vote of those governing members present and voting is required. In the event that all trustees are removed from office, the membership shall immediately, under the direction and leadership of the Minister or Co-Minister, elect a new Board of Trustees.

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

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

(11) Twenty percent (20%) of the governing members may request Conflict Transformation assistance by notifying the President of the Unity Worldwide Ministries in writing with copies to the Board of Trustees and minister(s). Upon receipt of a request for assistance from twenty percent (20%) or more of the members to the President or designee of the UWM, said person will confer with the minister(s) and/or Regional Representative to evaluate whether further action is required.

(12) Serve as chair of a ministry team, if appointed.

(13) Serve as a chaplain, if selected.

Section 3.05 Meetings and Quorum

(a) Annual Membership Meeting. The annual membership meeting of Unity Church of Hilton Head Island shall be held in its usual worship space on the fourth Sunday in February at the time of day designated by the minister(s) and Board of Trustees. The date of the meeting may be changed by unanimous vote of the Board of Trustees, provided written notice is mailed, or electronic notification that includes a date stamp is sent, to all members at least ten (10) days before both the proposed meeting date and the regularly scheduled date.

(b) Special Membership Meetings. Any time the affairs of this ministry warrant a special meeting, the meeting may be called by:

(1) The senior minister or co-ministers.

(2) A majority of the Trustees of the Board.

(3) Submitting a petition having been signed by 10% of the governing membership; a written request must be submitted to the Board who will, within thirty (30) days, call the meeting on behalf of the requesting party.

The purpose(s) for the special meeting will be stated by both written request and written notice to the membership. In the case of a Special Membership Meeting called by written petition, the written notice of

the meeting to the membership will faithfully reflect (restate, reproduce) the purpose(s) for the special meeting stated in the petition. Business conducted at the special meeting will be limited to the pre-stated purpose(s).

- (c) Written Notice.** Written notice stating the date, time, and place, and major agenda items, including the names of candidates for the Board of Trustees, will be mailed, or given by electronic notification that includes a date stamp, to all members at least ten (10) days before any membership meeting.
- (d) Quorum.** Those governing members present and voting at a noticed membership meeting will constitute a quorum for the transaction of business at any membership meeting.
- (e) Participation:** Full participation in the business affairs of any membership meeting will be restricted to governing members in attendance. Community members may participate in discussion. Participation of other persons in discussion of business must be approved by a two-thirds (2/3) vote of the governing members in attendance. UWM representatives have a right to participate in discussion when they have been invited by the minister(s), the Board, or the membership.
- (f) Voting.** Unless otherwise provided in these bylaws, a majority vote of the governing members present and voting will be necessary for approval or disapproval of any action being voted upon. Advance voting will be possible, on request by a governing member, for the election of members of the Board of Trustees only. No other proxy, absentee, or electronic (Internet, e-mail, fax, etc.) voting will be allowed.
- (g) Prayer.** In any membership meeting, the Board President, minister(s), and UWM Representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request, the President will provide a period of prayer and silence.

ARTICLE IV

Government

Section 4.01 Administration. The government of Unity Church of Hilton Head Island shall be vested in the Board of Trustees elected from the governing membership and the minister(s) as the Administrative Director(s) with such duties and assignments as allowed under these bylaws or as advised by the Board of Trustees.

Section 4.02 Minister(s).

(a) Senior Minister(s) or Co-ministers duties

- (1)** As the spiritual leader(s), the minister(s) will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry.
- (2)** As Administrative Director(s), the minister(s) will be:
 - a)** Responsible for the complete functioning of this ministry, with the advice of the Board of Trustees, on all matters including the hiring and termination of all employees and independent contractors and report to the Board of Trustees on all matters relating to church administrative, financial and spiritual functions..
 - b)** A voting member of the Board of Trustees on all matters except own employment, or that of his/her spouse, significant other, or successor(s). Co-ministers shall be limited to one vote.
 - c)** Recommend to the Board of Trustees ministry and committee team leaders. Act as ex officio member of all ministry teams and committees excluding the Nominating Committee. Is a regular member of the nominating team.
 - d)** Provide to the treasurer timely financial reports and recommendations regarding the financial health and wellbeing of the church. In cooperation with the Treasurer and the Finance Committee prepare an annual budget for recommendation to the Board.

- e) Participate in the evaluation of all employees including the Ministerial staff.
- f) Responsible for seeking UWM assistance in the event of a dispute adversely affecting the ministry.

(3) Vacancy. The position of a minister may be vacated by any of the following actions:

- a) Resignation.
- b) Death.
- c) After complying with **Section 4.03(e) [Termination of Employment of Minister(s)]**, the minister(s) can be removed for cause or failure to fulfill duties as required or by nonrenewal of employment contract.

(4) Compensation. The compensation of the minister(s) shall be fixed by written agreement between the minister(s) and the Board of Trustees.

(b) Associate and/or Assistant Ministers. Associate and/or Assistant Minister(s) will be duly licensed or ordained Unity Minister(s) who function(s) with less responsibility than the Senior Minister(s) or Co-minister(s). Position(s) may also be filled by a licensed Unity lay teacher or a person in process of becoming ordained by the Unity Worldwide Ministries, or a person serving under special dispensation of the UWM.

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

(2) Compensation. The compensation of the Associate and/or Assistant Minister(s) shall be fixed by agreement of these minister(s) and the Senior or Co-minister(s), as ratified by the Board of Trustees.

Section 4.03 Board of Trustees – Members

(a) Composition of the Board.

(1) The Board of Trustees shall be composed of the senior minister or co-minister(s) and six (6) Trustees. The regular trustees will be elected

from among the governing membership of Unity Church of Hilton Head Island at the annual membership meeting.

- (2) The Board of Trustees retains the option to appoint an alternate member to the Board.
- (3) At the discretion of the Minister and the Board of Trustees an individual may be appointed by the minister to act as Chaplain to the Board.

(b) Term of Office.

- (1) Elected Trustees will hold office for three years, or until their successors have been elected and assume office. The terms of two elected Trustees will expire annually. Trustees elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they were elected. No elected Trustee will serve more than two consecutive terms of three (3) years each without an interval of one year between terms. Any person who served on the board more than half a term shall be credited with having served a full term.
- (2) The alternate trustee shall hold office until the next annual meeting. The alternate trustee shall not be someone who has served as a member of the board in the preceding 12 months. Service as an alternate trustee will not be considered as serving as a board member. An alternate must meet the qualifications in Sections 4.03 (a) and 4.04 (a).

(c) Prohibition of Service. The following persons are prohibited from serving on the Board of Trustees:

- (1) Any active licensed Unity teacher or any relatives, significant others, or household members.
- (2) Individual receiving compensation from the ministry with the exception of the senior minister or co-ministers.
- (3) Relatives, significant others, or household members of any individual receiving compensation from the ministry.

(4) Further, no Board member shall be the relative of, or significant other of another Board member.

(5) Any Board member with any personal interest in matters of compensation shall recuse himself/herself from such a vote.

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

(1) Uphold the spiritual purpose of this ministry.

(2) Uphold the highest interest of the membership in conducting the business of this ministry.

(3) Be conversant with the Bylaws of this ministry.

(4) Establish policies for the operation of this ministry.

(5) Be faithful in attendance at services, classes and events, as well as board and membership meetings of this ministry.

(6) Determine the business needs of this ministry and authorize payment of funds for those purposes.

(7) Administer the real and personal property of this ministry.

(8) Make decisions regarding the sale, pledge, or proposed financing of real or personal property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of any single purchase of real or personal property exceeding twenty-five thousand dollars (\$25,000) or 25% of the previous year's net income, whichever is greater shall be presented to the membership at a properly constituted membership meeting for final approval.

(9) Fully support the minister(s) in carrying out the policies of the Board.

(10) As recommended by the senior minister or co-ministers, determine staff positions and authorize funds for their financial support.

(11) Establish the dates for the beginning and ending of the fiscal year.

- (12)** Cause to be prepared each year a complete financial statement with the disclosures that will set forth the financial conditions and operations of the ministry.
- (13)** Approve the annual budget.
- (14)** Cause to be prepared a periodic external financial review complete with written opinion.
- (15)** Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds.
- (16)** Approve applicants for membership.
- (17)** Fill the unexpired term of any Trustee.
- (18)** Elect officers of the Board, and their successors to fill any unexpired term when necessary.
- (19)** Create such ministry teams as are needed to support the functions and responsibilities of the board.
- (20)** Advise the minister and president of the board on appointments of leaders of ministry teams.
- (21)** Seek UWM assistance in the event of a dispute adversely affecting the ministry.
- (22)** Attend and actively participate in ongoing Board Education Programs.
- (23)** Consider other issues brought to their attention by the minister or other members of the board.
- (24)** Keep or cause to be kept an accurate record of Governing and Community members.
- (25)** 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.

- (26) Keep or cause to be kept records of attendance of children and staff present and involved with the children's programs.
- (27) Issue or cause to be issued necessary 1099, W-2, and other forms in compliance with all governmental regulations.
- (28) Secure liability insurance for all Board of Trustee members and minister(s).
- (29) Be a consistent giver to the church.
- (30) Annually evaluate the minister relative to the contract and job description.
- (31) Act as a group, not as individuals. Be a good team player.
- (32) Be an advocate for the church.
- (33) Be conscious of fundraising and financial stewardship.
- (34) Plan for the future of the church.
- (35) Take such other actions as may be deemed necessary for the best interests of this ministry.

(e) Duties and responsibilities of the board alternate. The board alternate will make every endeavor to attend all board meetings so that he or she will be knowledgeable on the affairs of the ministry. The board alternate will serve as an active board member and have a voting presence whenever one or more regular board members are absent.

(f) Employment of Minister(s). It is the responsibility of the Board of Trustees to employ a licensed or ordained Unity minister(s) for the church through cooperation with the employment management procedures of the Unity Worldwide Ministries churches.

(g) Termination of Employment of Minister(s). After a ministry and its senior minister or co-ministers have cooperated with the Conflict Transformation procedures of the UMW, a two-thirds (2/3) vote of the Board of Trustees or two-thirds (2/3) of the church members is required to terminate the employment of a senior minister or co-minister.

Section 4.04 Board of Trustees – Election.

(a) Qualifications. Any person elected to the Board of Trustees must be an governing member for at least 6 months (subject to waiver by the board) of Unity Church of Hilton Head Island, He/she will be a person who:

- (1)** Desires to serve on the board.
- (2)** Endeavors to live in accord with the Jesus Christ 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)** Has a strong commitment to financially support this Ministry through his/her gifts and offerings.
- (5)** Is a sincere and continuing student of Unity, conversant with its teachings, and has completed at least one class taught in this ministry.
- (6)** Has demonstrated leadership capabilities.
- (7)** Will make a sincere effort to attend all board meetings, trainings and retreats.

(b) Nominating Ministry Team. A Nominating Ministry Team will be formed at least three (3) months prior to the annual membership meeting and will initiate a search for at least one qualified candidate for each open position on the Board of Trustees. The Nominating Ministry Team will consist of the senior minister or one co-minister and three (3) governing members selected in the following manner:

- (1)** At the annual membership meeting, the membership shall elect one of its governing members, and an alternate, to serve on the Nominating Ministry Team for the next year's election. In the event of the unavailability of either person so elected to serve, the Board will select a new governing member, other than a current Board member, to fill the vacancy,
- (2)** The Board will elect one of its Trustees.

(3) Together with the minister, the above two (2) Nominating Ministry Team members will select a third person from the governing membership who will become Chairperson of the Nominating Ministry Team.

(4) In the event of an interim Board, the Nominating Ministry Team shall complete its selection process within thirty days from the establishment of the interim Board.

(c) Nominating Procedure. As the presiding officer of the annual membership meeting, the President of the Board will:

(1) Present Sections 4.03 (c) and 4.04 (a) (qualifications to serve on the Board of Trustees).

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

(3) Nominations by Petition.

The names of all persons nominated for election as a trustee by the Nominating Ministry Team shall be sent to all members of Unity of Hilton Head no less than one month before the annual meeting. Thereafter nominations may also be made by petition submitted by a governing member to Unity of Hilton Head's office no less than two weeks prior to the convening of the annual meeting. Petitions must include a statement of the nominee's qualifications for membership on the board and their willingness to serve. **No nominations shall be in order from the floor.**

(d) Election.

(1) Written ballots are required if there are more nominees than positions open and/or if there are incomplete terms to be filled. The two candidates receiving the most votes cast who also receive more than half of the ballots cast will be elected to three-year terms. If there are not enough people who got more than half of the votes cast to fill all openings then those who got less than half would be listed on the second ballot. There will be no automatic elimination from the second ballot. The two (2) nominees receiving the largest number of votes will be elected to three-year terms. If one or more incomplete terms are being filled, the persons receiving the next highest votes while receiving at least half of the votes cast will fill those positions. All tie

votes will be decided by a drawing of lots at the end of the annual membership meeting.

(2) Proxy/Absentee Ballot: Absentee ballots will be available on request, only for the election of members of the Board of Trustees. Governing members may request an advance ballot no later than one week prior to the annual meeting. It must be received at Unity of Hilton Head Island's office by the day prior to the annual meeting. The Post Office Box will be checked the Saturday before the annual meeting. No other voting may be done by absentee/advance ballot or proxy.

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)** Death of a Trustee.
- (3)** The Board voting for the removal of a Trustee due to unexcused absences from three Board meetings. Absences may be excused by the Board upon written request
- (4)** The Board voting for the removal of a Trustee because of a failure to fulfill the duties of the office.
- (5)** The governing membership may vote for removal of a trustee without cause. Two-thirds (2/3) of the governing members present at the meeting must vote for removal.
- (6)** If more than fifty percent (50%) of the Board of Trustees is to be recalled, the entire Board of Trustees must be recalled.
- (7)** If the entire Board of Trustees is recalled by the membership, then the membership may re-elect recalled Trustees. The number re-elected must be less than fifty percent (50%) of the recalled Trustees.

(b) Replacement. Should a vacancy occur on the Board of Trustees, the Board will elect a replacement by ballot no later than the second regular meeting after the vacancy occurs unless the vacancy occurs within three months of

the next annual meeting. The replacement shall serve until the next annual meeting. If the vacancy occurs during the first or second year of the term, an election shall be held at the next annual meeting to fill the remaining one or two years of the original term. Only persons meeting the qualifications specified in Sections 4.03 (c) and 4.04 (a) may be considered as replacements.

(c) Interim Board. If the entire Board of Trustees has been recalled, the governing members of the church may choose to elect an interim Board whose term of office will not exceed sixty (60) days. A permanent Board must be elected within sixty (60) days.

Section 4.06 Board of Trustees – Meetings And Quorum.

(a) Regular Board Meetings. The regular business meetings of the Board of Trustees will be held at the headquarters of this ministry on the second week of the month, unless otherwise specified by the Board.

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

(1) By request of the senior minister or co-ministers.

(2) By request of two (2) or more Trustees.

(3) As the President of the Board deems it necessary.

The request for a special meeting will be filed in writing with the Board Secretary. All current board members, including the senior minister or co-ministers, shall be given notice of any special board meeting at least forty-eight (48) hours in advance of the meeting. Any member of the board attending said special meeting shall have waived this notice requirement.

(c) Action without meeting. On a matter of great urgency, a written statement of the issue may be faxed or emailed to each member and a vote of the Board may be taken by telephone or email. Any such vote shall be recorded as a roll call vote indicating the Trustee's names, date and time called, vote of each Trustee, and the business transacted. The voting record shall be presented to the Board at its next regular scheduled meeting for ratification and entry into the minutes of that meeting.

(d) Quorum. A majority of trustees currently serving will constitute a quorum for the transaction of business.

(e) Voting.

(1) A minimum positive vote of a majority of those board members present is necessary to pass any motion.

(2) Action may be taken without a meeting if the action is approved by all members of the board. The action must be evidenced by one or more written consents describing the action taken, signed by each trustee, and included in the minutes filed with the corporate records reflecting the action taken.

(f) Minister(s) Attendance. The minister(s) shall 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 in writing of all special meetings.

(g) Prayer. It is important that in addition to adhering to the normal procedures for legal functioning set forth in these Bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business, any Trustee may request time for prayer about the issue. Upon request, the President shall provide a period of prayer and silence.

Section 4.07 Board of Trustees – Officers. Officers of the Board of Trustees will consist of a President, Vice President, Secretary, and Treasurer. All officers will be selected in a manner decided by the Board, at the first Board meeting after the annual meeting, or at a special meeting called for the purpose of selecting officers. Officers will hold their respective offices for one year or until their successors are duly elected or qualified.

(a) President. The President will:

(1) Preside at all Board of Trustees meetings.

(2) Preside at all membership meetings.

(3) Appoint Ministry Teams except the Nominating Ministry Team.

- (4) Be an ex officio member of all Ministry Teams by virtue of the office, except the Nominating Ministry Team.
- (5) Sign such papers and documents, upon proper authorization, as may be necessary.
- (6) Be responsible for the planning of Board orientation, retreats, and workshops.

(b) Vice President. The Vice President shall:

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

(c) Secretary. The Secretary will:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all Board and Membership Meetings.
- (2) Hold in custody and be responsible for all reports, contracts, other legal papers, minute books, and the corporate seal, which items will be kept in the ministry office at all times, or in such other depository as prescribed by the Board.
- (3) Attend to all official business required by the Board.
- (4) Insure that the official address of the ministry and the registered agent as determined by the board, are correctly recorded with the South Carolina Secretary of State.

(d) Treasurer. The Treasurer will:

- (1) Be custodian of the funds of this ministry. He/she will pay out or cause to be paid out, funds authorized by the Board.
- (2) Keep, or cause to be kept, a record of all financial transactions, and submit a monthly financial report at each regular Board meeting.

- (3) Submit a financial report, covering the last complete fiscal period, at the annual Membership Meeting.
- (4) Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit. When counting ministry funds there should be at least two (2) persons present.
- (5) Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the Board.

ARTICLE V

Ministry Teams

Section 5.01 Formation. Ministry Team Chairs for any specific purpose, with the exception of the Nominating Ministry Team, will be appointed by the President of the Board or the minister. Ratification by the Board is required.

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 will be delivered to the Unity Worldwide Ministries, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes.
- (b) Such funds or property will be for the use and benefit of the UWM as may be determined by the Board of Trustees of the UWM, in alignment with current policies and procedures.
- (c) The UWM will make available according to its current policies and procedures, funds for the re-establishment of a Unity ministry in Beaufort County, South Carolina.

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

ARTICLE VII

Meeting Procedures

Section 7.01 Rules of Order. The latest edition of ROBERT'S RULES OF ORDER NEWLY REVISED will be the authority of this ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

ARTICLE VIII

Bylaws Amendments

Section 8.01 Procedure. Amendments to these Bylaws may be adopted at any annual or special membership meeting. Written notice detailing the proposed amendments must be mailed, or given by electronic notification that includes a date stamp, to all governing members at least ten (10) days prior to the required membership meeting. An affirmative vote of two-thirds (2/3) of all governing members present and voting will be necessary to pass any amendment to these Bylaws. Any such amendments to these Bylaws so approved fully supersede all previous Bylaws adopted by Unity Church of Hilton Head Island.

Section 8.02 Association of Unity Churches. Any changes to terminology regarding Unity and the Association of Unity Churches, Inc. [currently DBA as Unity Worldwide Ministries (UWM)] and ways in which Unity Church of Hilton Head Island (UCHHI) interacts with UWM shall be incorporated into the Bylaws of the UCHHI without notice of amendment. This process applies only to terminology.

These Bylaws are hereby adopted by the Unity Church of Hilton Head Island.

**Attested to by Barbara Margotta, Secretary
Unity Church of Hilton Head Island
Date of adoption: April 16, 2000**

ADDENDUM

Definition of Terms:

A Unity Ministry

A member ministry in the Unity Worldwide Ministries recognized by the UWM to be in good standing, will have a duly ordained or licensed Unity minister, a licensed Unity lay teacher, a person in the process of becoming ordained by the UWM, or a person serving under special dispensation of the UWM (Section 1.02 (a)) as its Spiritual Leader. (For additional criteria, contact the Unity Worldwide Ministries office).

Senior Minister

A Unity minister duly ordained, licensed, and determined to be in good standing by the Unity Worldwide Ministries, a licensed Unity lay teacher, a person in the process of becoming ordained by the UWM, or a person serving under special dispensation of the UWM, who assumes the spiritual and administrative leadership role in a member ministry in good standing. This leader works in conjunction with the Board of Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

Co-minister

In shared partnership ministries, a Unity minister duly ordained or licensed and determined to be in good standing by the Unity Worldwide Ministries, a licensed Unity lay teacher, a person in the process of becoming ordained by the UWM, or a person serving under special dispensation of the UWM, who equally assumes the spiritual and administrative leadership role with another co-minister in a member ministry in good standing. These leaders work in conjunction with the Board of Trustees of the member ministry, and oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

Associate Minister

In ministries with more than one minister, a Unity minister duly ordained or licensed and determined to be in good standing by the Unity Worldwide Ministries, a licensed Unity lay teacher, a person in the process of becoming ordained by the UWM, or a person serving under special dispensation of the UWM, serving in a

member ministry in good standing. The associate minister may be equal in ability, but functions with less responsibility than the senior minister. The associate minister reports to the senior minister, who determines the scope of the associate's responsibilities.

Assistant Minister

In ministries with more than one minister, a Unity minister duly ordained or licensed and determined to be in good standing by the Unity Worldwide Ministries, a licensed Unity lay teacher, a person in the process of becoming ordained by the UWM, or a person serving under special dispensation of the UWM, serving in a member ministry in good standing. The skills and/or experience of the assistant minister may be less than those of the senior minister. The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation, or administrative support. The skills of the assistant are, therefore, allowed to develop, for a more comprehensive range of ministry service of the assistant, and the ministry.