

BYLAWS FOR UNITY OF GAINESVILLE, INC.

AS AMENDED and APPROVED by the MEMBERSHIP on the 21st DAY of February, 2021

ARTICLE I – Identification

Section 1.01 – Statement of Purpose

- A. Purpose.** The purpose of Unity of Gainesville, Inc., a State of Florida nonprofit corporation, hereinafter referred to as Unity of Gainesville, is to teach the Unity Principles , as taught and demonstrated by Jesus Christ as interpreted by Myrtle and Charles Fillmore, founders of the Unity movement, Unity School of Christianity, and Unity Worldwide Ministries (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 Ministries.
- B. Implementation.** In the accomplishment of this purpose, Unity of Gainesville will conduct services of worship and classes of instruction, demonstrate the Unity Principles by using them in the operation of its ministry, and to adopt other means that further the principles of practical Christianity.

Section 1.02 – Unity Worldwide Ministries Membership and Responsibilities

- A. Membership.** Unity of Gainesville is a member of Unity Worldwide Ministries. The operation and conduct of the Unity of Gainesville ministry will be guided by, but not ruled by, the regulations and policies as outlined in the Ministries’ Bylaws, insofar as they do not conflict with the laws of the State of Florida,
- B. Leadership.** This ministry will have as its Spiritual Leader an ordained or licensed Unity Minister in good standing or a person serving under special dispensation approved by the Ministries. A Licensed Unity Teacher or someone under special dispensation by the Ministries may lead on a temporary basis if needed,
- C. Teaching.** The principles of practical Christianity will be taught through this ministry using methods, textbooks, literature, and other materials approved by the Spiritual Leader,
- D. Mailings.** Copies of printed matter related to official business as required by the Ministries will be sent to the office of the Ministries. Copies will be maintained in the Unity of Gainesville church office,
- E. Reports.** The Spiritual Leader will make annual reports to the Ministries on forms supplied by the Ministries. Copies of these reports will be shared with the Board of Trustees (Board) by the Spiritual Leader and the Board Secretary will place them in the book containing minutes of Board meetings.

ARTICLE II - Office and Official Records

Section 2.01 – Principal Office

- A. Office.** The principal executive office of Unity of Gainesville will be located within the Unity of Gainesville church building,
- B. Other Offices.** Unity of Gainesville may also have such offices at such other place or places, as the Board may (from time-to-time designate) *designate from time-to-time*.

Section 2.02 – Official Records

- A. Bylaws.** A master copy of these Bylaws and any future revisions must be retained and maintained in the church office. It must be unaltered, clearly dated and titled, signed by the President, Secretary and Spiritual Leader, and placed within the book(s) containing minutes of the Board meetings. A copy will also be placed in the book containing minutes of the congregational meetings. In addition, a copy will be placed on the Unity of Gainesville's website in a PDF form,
- B. Policies and Procedures.** A master copy of the *Policies and Procedures* manual and any future revisions must be retained and maintained in the church office. It must be unaltered, clearly dated, titled, signed, and placed within the book(s) containing minutes of the Board meetings, and also placed on the Unity of Gainesville's website in a PDF form,
- C. Record Keeping.** Records of membership, finances, donations, Board meetings, congregational meetings, corporate minutes, etc., will be maintained at the principal office of Unity of Gainesville,
- D. Availability.** Official church documents are to be available to members of the Board and the Spiritual Leader at all times. Any member will be permitted to examine and, upon request, be provided a copy of any document(s) within 14 days of the request.
- E. Reference.** *If Unity of Gainesville does not have a policy or procedure on a specific topic, the policies and procedures of Unity Worldwide Ministries may serve as a reference point of guidance. The Unity of Gainesville Board of Trustees will be the governing body and will make the final decision(s).*

ARTICLE III – Membership

Section 3.01 – Qualifications

- A. Unity Principles.** A member of Unity of Gainesville will endeavor to live in accord with the Unity Principles as taught by Unity and demonstrated by Jesus Christ as interpreted by Myrtle and Charles Fillmore, founders of the Unity movement, Unity School of Christianity, and Unity Worldwide Ministries,
- B. Ministry.** A member of Unity of Gainesville will further the work of this ministry through his/her active interest, love, support and participation.

Section 3.02 – Members

- A. Requirements.** Anyone desiring membership in Unity of Gainesville is required to complete a membership program taught by a licensed ordained Unity Spiritual Leader, a Licensed Unity Teacher, or in the absence of both, a church member who has been appointed for such by the Board,
- B. Application.** Upon successful completion of the membership program, an application is filed with the Unity of Gainesville office and the applicant becomes a member. Names of new members are presented to the Board at its next regular meeting, entered into the minutes and placed onto the membership list,
- C. Other Ministry Members.** All staff, Spiritual Leader, and Licensed Unity Teachers are considered members of Unity of Gainesville,
- D. Transfers.** Anyone who has been an acknowledged member of another Unity church may present a letter of verification on letterhead from that church to the Unity of Gainesville church office to be filed. Those who transfer membership will be accepted without further requirements and added to the membership roster of Unity of Gainesville. Their names will be presented to the Board at its next regular meeting and entered into

the minutes. Anyone who wishes to have their membership status transferred from Unity of Gainesville membership to another Unity church may request a letter of verification from the Unity of Gainesville church office.

Section 3.03 – Terms of Membership

Membership.

- A. A member will retain their membership status until determined to be an inactive member.
- B. In order to have all members retain their active status, this change is retroactive to September 30, 2018.

Section 3.04 – Powers of Members

- A. **Powers.** Active members of Unity of Gainesville will have the power to do the following:
 - 1) Vote in person, by proxy, or absentee ballot at any congregational meeting called in accordance with **Section 3.05 Meetings and Quorum,**
 - 2) Vote to elect members to the Board as specified in **Section 4.04 Board of Trustees–Election,**
 - 3) Vote to ratify the Bylaws of this ministry or any amendments thereto as specified in **Section 8.01 Procedure,**
 - 4) Vote on any expenditure or any financial matter which exceeds \$10,000 in value; a two-thirds (2/3) affirmative vote of those voting is required for approval; refer to **Section 4.03 F. 9 Duties,**
 - 5) Vote to elect a non-Board member, and an alternate, to serve on the Nominating Committee as specified in **Section 4.04 B. Nominating Committee,**
 - 6) Sign a petition to call a special congregational meeting for any business purpose including, but not limited to, recalling Board members; refer to **Section 3.05 B. Special Congregational Meetings,**
 - 7) Vote to override any action of the Board; this vote to be taken at a duly constituted congregational meeting; see **Section 3.05 Meetings and Quorum,**
 - a) Notice of this matter to be voted on must be released to the membership in writing fourteen (14) days prior to the meeting,
 - b) A vote of two-thirds (2/3) of those voting will be necessary to override any action of the Board.
 - 8) Vote for the removal of any or all Trustee(s) from the Board in accordance with **Section 4.05 A. Board of Trustees–Vacancy and Replacement.** A two-thirds (2/3) affirmative vote of those voting is required, and
 - 9) Vote on any matters officially brought to the attention of the membership,
 - 10) May attend Board Meetings,
 - a) Those who attend Board meetings will do so in a non-participatory and non-disruptive way,
 - b) Those wishing to address the Board will, within 5 days, present their request with statement of purpose to the President of the Board who will place them on the agenda,
 - c) The Board may excuse non-Board members from the portion of any meeting in the event of contractual discussion of, or evaluation of, the Spiritual Leader.

Section 3.05 – Meetings and Quorum

- A. **Annual Congregational Meeting.** The Annual Congregational Meeting of Unity of Gainesville will be set by the Board and held at its official headquarters on or before the last Sunday in February of each year.

B. Special Congregational Meetings.

- 1) Any time the affairs of this ministry warrant a special meeting, the meeting may be called by:
 - a) A majority of the Trustees of the Board, or
 - b) A petition having been signed by 25% percent of the membership must be submitted to the Board who will call the meeting within 30 days of a written request,
- 2) The purpose(s) for a special meeting will be stated by both written request and written notice to the membership. In the case of a special congregational 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. Notice

- 1) A notice stating the date, time, place and purpose will be released to the membership, in writing, fourteen (14) days prior to any congregational meeting. Notice will be in the weekly bulletin and may be sent by U.S. mail or e-mail. It may also be posted on the Unity of Gainesville website. Notice for any congregational meeting will also include:
 - a) An agenda,
 - b) Information regarding availability of supporting documents for any matter to be voted on, which may include financial information, budget, recommended changes on any issues, a proxy vote, an absentee ballot, and/or biographical essays of candidates for the Board.

D. Quorum

Members present and voting at a congregational meeting called pursuant to the notice provisions of **Section 3.05 C. Notice** will constitute a quorum for the transaction of business.

E. Voting

- 1) Unless otherwise provided herein, the vote of a majority of the members voting in person, by proxy (or *and* by absentee ballot, will be necessary for approval or disapproval of the action being voted upon. Members unable to be present at the (Annual) *any* Congregational Meeting may vote by absentee ballot or proxy;
 - a) Absentee ballots must be received prior to the vote,
 - b) All proxy votes will be presented to the Ballot Committee prior to the vote, and
 - c) All ballots will be counted by the Ballot Committee.

F. Ballot Committee

- 1) The Ballot Committee will consist of three (3) members of Unity of Gainesville.
- 2) Each non-Board member of the Nominating Committee will select one (1) active member to serve on the Ballot Committee.
- 3) The Vice President of the Board *or designee* will serve as a non-voting, monitoring, ex-officio member of the Ballot Committee.
- 4) The members of the Ballot Committee will serve for a period of one (1) year or until their successors have been named in accordance with these provisions of selection.

G. Prayer

In any meeting, the Board President, Spiritual Leader, or any member may request that action on any item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request, the presiding officer will provide a period of prayer and silence.

ARTICLE IV – Operations

Section 4.01 – Administration

- A. Administrative Responsibilities.** Unless otherwise specified, the Spiritual Leader will act as Administrative Officer. The responsibilities of the Administrative Officer are to oversee and/or carry out the day-to-day operations of Unity of Gainesville in accordance with the policies set forth by the Board.
- B. Administrative Officer.** Should the Board (which includes the Spiritual Leader) identify the need to authorize an Administrative Officer separate from the Spiritual Leader, the Spiritual Leader will be authorized to hire an Administrative Officer after receiving approval from the Board which would include review of the job description, number of hours to be worked (i.e., part or full-time position), and the salary.
- C. Other employees.** The Spiritual Leader will obtain the Board's approval for hiring church staff which would include review of the job description, number of hours to be worked (i.e., part or full-time position), and the salary.

Section 4.02 – Spiritual Leader

- A. Spiritual Leader.** This ministry will have as its Spiritual Leader a licensed Unity Minister in good standing or a person serving under special dispensation approved by the Ministries.
- B. Other Approved Persons.** A Licensed Unity Teacher, or a person approved by the Ministries, may be the Spiritual Leader on a temporary basis if there is a time when the church is between ministers.
- C. Responsibilities.** The Spiritual Leader has the following responsibilities:
 - 1) Assures that appropriate, inspirational programs are provided for the spiritual growth and renewal of those attending Unity of Gainesville,
 - 2) Makes every attempt to attend scheduled Board meetings and if necessary, the Board meeting may be rescheduled to accommodate attendance,
 - 3) Is a voting member of the Board on all matters except issues involving their own contract or that of a successor,
 - 4) Serves as a non-voting, monitoring ex-officio member of all committees,
 - 5) Is responsible for carrying out policies as set forth by the Board,
 - 6) Will discuss with the Board at a Board meeting any desire to make building structural changes or dispose of furnishings with the cost or value greater than \$150.00, and
 - 7) Authorize the employment of all staff/personnel of this ministry and set and approve their salaries according to budget as referenced in **Section 4.01 C. Administration.**
- D. Position Vacated.** The position of Spiritual Leader may be vacated by any of the following actions:
 - 1) Resignation or death, or
 - 2) A vote of two-thirds (2/3) of the Board.
- E. Compensation.** The compensation of the Spiritual Leader will be by agreement between the Spiritual Leader and the Board, refer to **Section 4.03 F.2) Employment of Spiritual Leader.**

Section 4.03 – Board of Trustees – Members

- A. Structure.** The Board will consist of the Spiritual Leader, six (6) Trustees elected from the membership of Unity of Gainesville, and (two) *one* (2) (1) Alternate(s) receiving the next highest votes from among the candidates who (were) *was* not elected as Trustees at the Annual Congregational Meeting.
- B. Trustees**
- 1) Each elected Trustee will hold office for three (3) years or until a successor is duly elected,
 - 2) The terms of two (2) elected Trustees will expire annually and their offices will be filled at the Annual Congregational Meeting in accordance with **Section 4.04 Board of Trustees–Election**,
 - 3) No elected Trustee will serve more than two (2) consecutive terms of three (3) years each without an interval of one (1) year between terms.
 - 4) *An alternate or appointee may complete the unfinished term of a Trustee who resigns or leaves the Board for any reason. See Section 4.03 C. Alternates and Appointees.*
- C. Alternates and Appointees**
- 1) *An* Alternate(s) serve(s) for one (1) year and (are) *is* eligible for election at the Annual Congregational Meeting following (their) *his/her* appointment as Alternate(s).
 - 2) *An* Alternate(s) attends all Board meetings, but (are) *is* not a voting member(s), except when the absence of board members requires (their) *his/her* vote.
 - 3) The (First) Alternate will vote in the absence of a board member,
 - 4) (The Second Alternate will vote only in the absence of one (1) board member AND the First Alternate OR the absence of two (2) board members.) *In the event that the elected Alternate must complete the term of a Trustee leaving the Board during his/her term, the President of the Board may appoint an Alternate to serve the balance of the elected Alternate(s) term.*
- D. Ineligibility**
- 1) No Licensed Unity Teacher (or individual receiving compensation from the ministry, or the relative of, or significant other of an individual receiving compensation from the ministry,) may serve on the Board or as an Alternate,
 - 2) *No significant other or relative of an LUT or of a paid employee may serve on the Board of Trustees.*
 - 3) No board member may be the relative or significant other of another board member.
- E. Duties.** As representatives of the membership, the Board will:
- 1) Uphold the spiritual purpose of this ministry as stated in **Section 1.01 Statement of Purpose**,
 - 2) Uphold the highest interest of the membership in conducting the business of this ministry,
 - 3) Be conversant with these Bylaws, and establish policy for the operation of the church,
 - 4) Be faithful in attendance at services, board and congregational meetings of this ministry,
 - 5) Establish policy for the operations of Unity of Gainesville which will then be the responsibility of the Spiritual Leader and/or Administrative Officer to carry out,
 - 6) Make determination of the business needs of this ministry and authorize payment of monies for those purposes,
 - 7) Administer the property of this ministry, both real and personal,

- 8) Make determinations on the sale, pledge, or proposed financing of real or personal property belonging to this ministry,
- 9) Present to the membership, at a properly constituted congregational meeting, all decisions in favor of the sale, pledge, or proposed financing of real property exceeding ten thousand dollars (\$10,000) to be voted on in accordance with **Section 3.04 A. 4) Powers,**
- 10) Cause to be prepared by January 31st each year a complete financial statement with disclosures, which will set forth the fiscal conditions and operations of the ministry for the preceding fiscal year, and will be sent to members as called for in **Section 3.05 C. Notice,**
- 11) Act to fill the unexpired term of any Trustee in accordance with **Section 4.05 B. Replacement,**
- 12) Elect officers of the Board and their successors, when necessary. to fill any unexpired term; see **Section 4.07 Board of Trustees–Officers,**
- 13) Ratify committee chairpersons as appointed by the President of the Board,
- 14) Attend ongoing board education programs,
- 15) Keep, or cause to be kept, an accurate record of membership,
- 16) Keep, or cause to be kept, accurate records of gifts to the ministry in compliance with IRS regulations and acknowledge in writing contributions in compliance with IRS regulations, and
- 17) Secure, or cause to be secured, liability insurance for all Board, volunteer(s) and employee(s).

F. Employment of Spiritual Leader

- 1) It is the responsibility of the Board to employ a licensed or ordained Unity Minister in good standing or a person serving under special dispensation approved by the Ministries for the church,
- 2) Appropriate Trustees of the Board and Spiritual Leader candidate will sign either a Memorandum of Understanding (MOU) or a contract which outlines responsibilities and expectations for both parties as well as term of MOU or contract and salary **Section 4.02 E Spiritual Leader.**

Section 4.04 – Board of Trustees – Election

A. Qualifications. Any person elected to the Board must be a member of Unity of Gainesville who:

- 1) Desires to serve on the Board,
- 2) Has received and read the Bylaws prior to election,
- 3) Is aware of the duties and responsibilities of being a member of the Board, and
- 4) Has successfully completed a background check as ordered by the church based upon nomination for a board position.

B. Nominating Committee

- 1) **Committee Members.** A Nominating Committee will be formed at least four (4) months prior to the next Annual Congregational Meeting. The committee will consist of a non-voting, monitoring board member and three (3) members selected in the following manner:
 - a) At the Annual Congregational Meeting, the membership will elect one (1) of its non-board members and an alternate to serve on the Nominating Committee for the next year's election,
 - b) In the event the person elected is unavailable, the alternate will fill the vacated position, and the Board will select a new alternate from the membership, other than a current board member,
 - c) The above two (2) committee members will select a third non-Board committee member from the membership who will become the Chairperson of the Nominating Committee, and

d) At the Board meeting following the Annual Congregational Meeting, the Board will elect one (1) of its Trustees who then becomes the non-voting, monitoring, fourth member of the Nominating Committee.

2) Duties. The Nominating Committee will:

- a) Initiate a search for at least four (4) qualified candidates for the Board,
- b) Ensure that candidates meet the qualifications for a member of the Board,
- c) Add the candidate's name to the slate of nominees upon meeting the qualifications, and
- d) Present the slate of nominees to the Board at its January meeting for inclusion in the notice of the Annual Congregational Meeting.

3) Interim Board Procedure. In the event of an interim Board, **Section 4.05 C. Interim Board**, the Nominating Committee will complete its selection process within thirty (30) days from the establishment of the interim Board.

4) Nominating Procedure. The presiding officer of the Annual Congregational Meeting will:

- a) Read **Section 4.04 A. Qualifications** prior to the call for nominations, and
- b) Call upon the Chairperson of the Nominating Committee to present the committee's nomination(s),
- c) In order to meet all other requirements of Section 4.04, nominations from the floor will not be allowed on day of voting.

C. Election

1) Board of Trustees

- a) A ballot will be taken at the Annual Congregational Meeting to elect two (2) members to the Board,
- b) Each active Unity member may vote for two (2) of the nominees,
- c) The two (2) nominees receiving the largest number of votes will be elected to full three (3) year terms,
- d) The nominee receiving the third highest number of votes will become the First Alternate and the person receiving the fourth highest number of votes will become the Second Alternate.

2) Ballots

- a) Written ballots are required.
- b) The votes will be counted by the Ballot Committee, See **Section 3.05 E. Voting**
- c) If a tie vote occurs between two (2) people when only one (1) is to be elected, the winner will be determined by a flip of a coin. When a tie vote occurs between three (3) or more for a position, a re-vote will be taken, and
- d) Votes for write-in candidates will not be counted.

Section 4.05 – Board of Trustees – Vacancy and Replacement

A. Vacancy

1) The office of a Trustee/Alternate will be vacated by any of the following means:

- a) The resignation or death of a Trustee/Alternate,
- b) Unexcused absence, as determined by the Board, from three (3) consecutive regular board meetings or a total of four (4) meetings in a calendar year,
- c) Failure to fulfill the work duties as assigned, or the duties required by the Board Officer position held,
- d) The membership voting for removal of a Trustee/Alternate because of any reason other than (c) and (d) above. See **Section 3.04 A. Powers**.

- 2) If more than 50% of the Board is to be recalled, the entire Board must be recalled. Refer to **Section 3.04 A. 8) Powers.**
- 3) If the entire Board is recalled by the membership, the membership may re-elect recalled Trustees. Refer to **Section 3.04 A. 8) Powers.**

B. Replacement

- 1) Should a vacancy occur on the Board, the First Alternate will fill the unexpired term of the vacating board member, and not any officer's position, unless so elected by the full Board,
- 2) Should a second vacancy occur, the Second Alternate will fill the unexpired term of the vacating board member, and not any officer's position, unless so elected by the full Board,
- 3) In the event of a third vacancy during any calendar year, the vacancy will be filled by an election from the membership during a meeting called for that purpose within 30 days,
- 4) Only persons meeting the qualifications specified in **Section 4.04 A. Qualifications** may be considered as replacements nominees,
- 5) The replacement will complete the term of the Trustee he/she succeeds, and
- 6) A person elected in this manner is not considered having served a complete term.

- C. Interim Board.** If the entire Board has been recalled the church membership may choose to elect an interim board whose term of office will not exceed 60 days. At the end of 60 days a permanent Board must be elected.

Section 4.06 – Board of Trustees – Meetings and Quorum

A. Regular Board Meetings

- 1) The regular business meetings of the Board will be held at the headquarters of this ministry one (1) time each month, unless otherwise specified by the Board.
- 2) A minimum of ten (10) monthly Board meetings will be held during each calendar year.

B. Special Board Meetings

- 1) Special meetings of the Board will be called by the President of the Board under any of the following conditions:
 - a) By request of the Spiritual Leader,
 - b) By request of two (2) or more Trustees, or
 - c) As the President of the Board deems it necessary.
- 2) The request will be filed in writing with the Board Secretary, stating the purpose of the meeting and those invited to attend by the person requesting a special meeting. All Trustees must be notified at least ten (10) days in advance. This notice may be waived by approval of all Trustees for that particular meeting.

- C. Quorum.** Four (4) Trustees consisting of Trustees and/or Alternates will constitute a quorum for the transaction of business.

Section 4.07 – Board of Trustees – Officers

- A. Officers.** Officers of the Board will consist of a President, Vice President, Secretary and Treasurer.

- B. Election of Officers.** The President will be elected at the first regular Board meeting following the Annual Congregational Meeting.

- 1) He/she will assume office upon election at which time all other officers of the Board will be elected,

- 2) All officers will be elected by a majority vote of Trustees. In case of a tie vote, a flip of a coin will decide the election,
- 3) Officers will hold their respective offices for one (1) year or until their successors are duly elected or qualified.

C. President. The President will *be responsible for the following:*

- 1) Preside at all Board meetings.
- 2) Preside at all congregational meetings.
- 3) Appoint committee chairpersons in accordance with **Section 5.01 Formation**.
- 4) Sign such papers and documents, upon proper authorization, as may be necessary.
- 5) Assist the Spiritual Leader in the planning of Board orientation, retreats, and workshops.
- 6) Be familiar with, and conduct all meetings in accordance with, *Robert's Rules of Order*.
- 7) Be a signer of checks for church business along with other approved Board *members* or designee(s).

D. Vice President. The Vice President will *be responsible for the following:*

- 1) Perform all duties of the President of the Board in the absence of the President of the Board,
- 2) Become President of the Board in the event the office of the President becomes vacant.
- 3) Serve as a non-voting, monitoring ex-officio member of the Ballot Committee.

E. Secretary. The Secretary will *be responsible for the following:*

- 1) Keep, or cause to be kept, an accurate record of the minutes of all Board meetings.
- 2) Keep, or cause to be kept, an accurate record of the minutes of all congregational meetings.
- 3) Be responsible for all reports, contracts, other legal papers, books of minutes, and the corporate seal, which will be kept in the (ministry) *church* office at all times.
- 4) Place, or cause to be placed, current Bylaws and Procedures on the Unity of Gainesville website in a PDF form.
- 5) Attend to all official business required by the Board *of Trustees*.
- 6) Be responsible for compliance with the notice requirement as set forth in these Bylaws; refer to **Section 3.05 C. Notice**.

F. Treasurer. The Treasurer will *be responsible for the following:*

- 1) 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, or cause to be submitted, a monthly financial report at each regular Board meeting.
- 3) Submit, or cause to be submitted, all financial information as called for in **Section 3.05 C. Notice** for the Annual Congregational Meeting.
- 4) Count, or cause to be counted, by the appointment of qualified persons, all funds received.
- 5) Place, or cause to be placed, the funds of this ministry in the bank or other depository as approved by the Board, unless other approved church staff are authorized to do so by the Board in lieu of the Treasurer.
- 6) Be a signer of checks for church business along with other approved Board or designee(s).
- 7) Serve as Board liaison on the Finance & Prosperity Committee.

Section 4.08 – Fiscal Year

A. Fiscal Year. The fiscal year will be the calendar year.

ARTICLE V – Committees

Section 5.01 – Formation

- A. Formation of Committees.** The President of the Board will appoint the chairpersons for committees of any purpose. The Chairperson will obtain a minimum of three (3) committee members as needed.

ARTICLE VI – Seal

Section 6.01 – Description

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

Section 6.02 – Dissolution - Should Unity of Gainesville dissolve:

- A. Disposition.** All property and funds remaining after the payment of the debts of Unity of Gainesville will be distributed as follows:
- 1) If the dissolution is due to being disassociated with Unity Worldwide Ministries, but intends to remain as a functioning church, the Board will arrange for all legal actions necessary to dissolve association with the Ministries and make all needed changes to become a new entity.
 - 2) If the dissolution is to be complete, the Board will sell, or cause to be sold, all property and furnishings owned by Unity of Gainesville.
 - a) The Board will, by majority vote, assure that all funds, including those funds prior to the sale of property and those funds resulting from sale of property and furnishings, will be distributed in one or more of the following ways:
 - i) Donate to one or more Unity churches in the state of Florida.
 - ii) Donate to one or more charities local to Alachua County, Florida.

ARTICLE VII - Dissolution

Section 7.01 - Dissolution

- A.** Should Unity of Gainesville dissolve, all property and funds remaining after the payment of the debts of Unity of Gainesville shall be held by the Association of Unity Churches, a non-profit corporation organized under the laws of the State of Georgia, for religious and educational purposes, with headquarters located at Unity Village, Jefferson County, State of Missouri, for the re-establishment of a Unity Center or Church, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 502 (c) (3) of the Internal Revenue Code), as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of Unity of Gainesville 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 such purposes. (Reference -- **Article VI - Dissolution - Articles of Incorporation.**)

ARTICLE VIII - Meeting Procedures

Section 8.01 – Rules of Order

A. Authority. The latest edition of *Robert's Rules of Order* will be the authority of this ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

ARTICLE IX - Bylaws Amendments

Section 9.01 – Procedure

- A. Changes.** Amendments to these Bylaws must be made by voting active members of Unity of Gainesville at a legally constituted congregational meeting,
- B. Notice.** Written notice setting forth the proposed amendments must be released to all members at least fourteen (14) days prior to the required congregational meeting,
- C. Vote.** An affirmative vote of two-thirds (2/3) of all members voting in person, by proxy, or absentee ballot is necessary to pass any amendment to these Bylaws, and
- D. Adoption.** These Bylaws fully supersede all previous Bylaws adopted by Unity of Gainesville.

These Bylaws were amended and approved by two-thirds vote of active members of Unity of Gainesville on the 21st day of February, 2021.

These Bylaws fully supersede all previous Bylaws adopted by Unity of Gainesville.

Lauri Mills, President

Donna Bonnell, Secretary

Rev. 02/21/21