

Revised & Adopted March 18, 2018

**UNITY SPIRITUAL CENTER
OF PANAMA CITY
1764 Lisenby Avenue
Panama City, Florida 32405**

BYLAWS

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BYLAWS

ARTICLE I - Name

The legal name of this Ministry shall be “Christ Unity Church of Panama City, Inc.” [DBA Unity Spiritual Center of Panama City], a Florida nonprofit corporation chartered January 23, 1980. This ministry shall be known as “Unity Spiritual Center.”

ARTICLE II - Purpose

Section 1 - Statement of Purpose. The purpose of Unity Spiritual Center is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Association of Unity Churches, Inc. [DBA and hereafter referred to as 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 Unity Worldwide Ministries [UWM].

Section 2 – Accomplishment of Purpose. In the accomplishment of this purpose, Unity Spiritual Center shall endeavor to conduct services of worship and classes of instruction and to demonstrate the principles of Universal Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister will further the principles of practical Christianity and Universal Truth among people everywhere.

Section 3 – Unity Worldwide Ministries. Unity Spiritual Center shall be a vital part of the worldwide Unity movement and a member of UWM. Any member of this ministry may call upon the resources and support of the UWM through its senior minister or co-ministers, Board of Trustees, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of UWM as outlined in the UWM bylaws, insofar as they do not conflict with the laws of the State of Florida.

- A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of UWM, and its members may participate in workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- B. Resources.** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, ministry growth programs, ethics compliance, and other topics related to ministry function.

- C. Leadership.** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by UWM or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term “minister” shall include a person serving under special dispensation of UWM.
- D. Teaching.** The principles of practical Christianity and Universal Truth shall be taught through this ministry using methods, textbooks, literature, and other materials approved by UWM.
- E. Ministry Information.** The 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. Copy of the completed Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry.
 5. Copy of the Form 8822-B, Change of Address or Responsible Party – Business Form that the IRS requests.
- F. Reports.** The ministry shall make annual reports to UWM as required.

ARTICLE III – Office and Official Records

Section 1. 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 Bay, State of Florida, or at such other place within the State of Florida as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places, as the Board of Trustees may from time to time designate.

Section 2. Official Records. Records of membership, finances, donation, 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. Confidential documents are available only for use by the minister(s), board members, or designated professional staff. Other documents are available to active members upon request.

ARTICLE IV- Members

Section 1. Qualifications. A member of Unity Spiritual Center will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and will further the work of this ministry through active participation, love, and support. To become a member, a person must be 18 or more years of age.

Section 2. Election of Members. Anyone desiring membership in Unity Spiritual Center will file a membership application with the ministry office. In addition, prospective members must meet all current policy requirements. The application will be presented to the Board of Trustees at its next regular meeting. A majority vote of the trustees present and voting will be required for the applicant to become an active member. The applicant will be notified of the board’s action by the Board Secretary. All staff ministers and licensed Unity teachers are considered members of this ministry.

Section 3. Classes of Members. There shall be three classes of members of this ministry, new, active and inactive.

A. Classes. Active members have full membership rights and may participate and vote in any membership meeting.

1. New Members. Active members continuously fulfill the qualifications as outlined in Section 1 and must participate in one third of the yearly ministry functions including services, classes, special activities and tithing. After acceptance as a new member, each member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the ministry.

2. Active Members. To retain active membership rights, each member must participate in one third of the yearly ministry functions including services, classes, special activities and tithing. Only active members can serve on the Board of Trustees or vote at any membership meeting. To retain active membership rights, each active member must indicate a desire to remain a member by completing and returning to the ministry a yearly membership renewal form. If no current membership renewal form or approved document is on file prior to the annual membership meeting, that person becomes inactive and cannot serve on the Board of Trustees or vote at any membership meeting.

3. Inactive Members. Inactive members have not fulfilled the qualifications as outlined in Section 1 and have not participated in one third of the yearly ministry functions including services, classes, special activities and tithing. Inactive members will be sent a letter advising them of their inactive status. The member will be requested in the letter to respond to the Office Administrator regarding their membership. A negative or non-response to the letter for 30 days after mailing invokes the removal of membership.

B. Reinstatement of Inactive Membership.

1. Within one year, an inactive member may regain membership if six (6) weeks before a membership meeting they have attended four (4) Sunday services. The member must then fill out a request for reinstatement or other document approved by the Board of Trustees.

2. After one year of inactivity, one must reapply for active membership in accordance with Section 3 [Election of Members].

C. Removal of Membership.

1. After one year of inactivity, a person is eligible to be removed from membership. If there is no response within 30 days of receipt of the Inactive Member status letter, the member will be removed from the membership roster.

2. Member voluntarily withdraws or relocates 100 miles from this ministry's principal office.

3. Removal of Membership 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 changes that may lead to removal of membership and thereafter be given an opportunity for a hearing before the board. 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.

D. Transfer of Membership.

Transfer of membership will be handled on a case by case basis. The applicant must complete a membership application, submit it to the office and set up a meeting with the minister. Application will be handled in alignment with Section 2, Election of Members [paraphrased from UWM].

Section 4. Powers of Active Members. Each active member of Unity Spiritual Center shall have the following powers:

- A. To vote at any membership meeting at which the member is present;
- B. Serve on ministry teams if selected; speak in debate at any membership meeting according to the rules provided for the debate;
- C. Offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of the ministry;
- D. Contact the UWM regional representative or UWM directly for guidance, support, or information on available resources; and
- E. Participate in all activities and programs of the ministry.

ARTICLE V - Meetings

Section 1. Annual Meetings. There shall be one annual membership meeting each year.

- A. **Date and Location of Annual Meeting.** The annual membership meeting shall be held at the principal location of the ministry at a time and date established by agreement between the senior minister or co-ministers and Board of Trustees, but no longer than thirteen [13] months from the last annual membership meeting.
- B. **Notice.** Written notice stating the date, time, and place of the annual meeting will be sent to all active members at least fifteen (15) days in advance of the meeting.
- C. **Quorum.** A minimum of 10 active members for the ministry under 50 active members and 25 active members when total active membership exceeds 125 active members shall be present for the transaction of business at any annual membership meeting.
- D. **Presiding Officer.** The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting.
- E. **Participation.** The right to speak in debate, make motions, and vote during annual meetings shall be restricted to those active members present. The right of other persons to speak during membership meetings may be extended by a two-thirds (2/3) vote. UWM representatives have a right to speak when they have been invited by the senior minister or co-ministers, the Board of Trustees, or any member.

- F. Voting.** Unless otherwise provided in these bylaws, a majority vote, of the active members present and voting will be necessary for approval or disapproval of the action being voted upon. Proxy, absentee, or electronic (Internet, email, fax, etc.) voting are not allowed.
- G. Power and Authority.** Annual membership meetings shall have the power and authority to do all of the following:
1. Elect members to the Board of Trustees;
 2. Approve proposed amendments to these bylaws;
 3. Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater;
 4. Elect a member and an alternate, to serve on the Nominating Ministry Team;
 5. Override any action of the Board of Trustees provided that notice of the action to be voted upon is submitted to all active members in writing fifteen (15) 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 or all trustee(s) from the Board of Trustees; and
 7. Vote on any matters officially brought to the attention of the membership.
- H. Prayer.** In any annual 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.

Section 2. Special Membership Meeting.

- A. Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the senior minister or co-ministers; a majority vote of the entire number of trustees currently serving on the Board of Trustees; or a petition signed by one-tenth (1/10th) of the active membership and submitted to the Board of Trustees.
- B. Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the President of the Board of Trustees shall call the meeting on behalf of the requesting party within thirty (30) 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.

ARTICLE VI – Board of Trustees

Section 1. Membership. The Board of Trustees shall be composed of the senior minister or co-ministers, no fewer than six (6), no more than eight (8) and one alternate trustee. The regular and alternate trustees will be elected from among the active membership of Unity Spiritual Center at the annual membership meeting. *[NOTE: Ministries with fifty (50) members or less may choose to have less than six (6) trustees, but no fewer than three (3) trustees.]*

Section 2. Term of Office.

- A. Elected trustees will hold office for three years, or until their successors have been elected and assume office. 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 without an interval of one year between terms. Any person who serves on the board more than half of a term shall be credited with having served a full term.
- B. The alternate trustee shall hold office for one year. The alternate trustee shall not be someone who has served as a member of the board in the preceding twelve months. Service as an alternate trustee will not be considered as serving a full term. The alternate will attend all meetings, be involved in discussion, but do not have voting privileges. They are the first choice if board replacement is needed.

Section 3. Prohibition of Service. The following persons are prohibited from serving on the Board of Trustees:

- A. any active licensed Unity teacher;
- B. relatives, significant others or household members of any board member or licensed Unity teacher;
- C. individuals receiving compensation from the ministry with the exception of the senior minister or co-ministers;
- D. relatives, significant others, or household members of any individual receiving compensation from the ministry.

Section 4. Regular Board Meetings. The regular business meetings of the Board of Trustees will be held at the headquarters of this ministry on a monthly basis, unless otherwise specified by the board.

Section 5. Special Board Meetings. 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 senior minister or co-ministers;
- B. By request of two or more trustees;
- C. As the President of the Board deems it necessary; the request 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. The attendance of any member of the board at the meeting shall serve as a waiver of this notice requirement.

Section 6. Quorum. A majority of the total number of trustees currently serving shall constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the trustees present shall be necessary for approval of the action being voted upon. Should the total number of trustees fall below four [this includes the minister] refer to section 13 [Vacancies].

Section 7. Minister(s) Attendance. The senior minister or co-ministers 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 the ministers work record.

Section 8. 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 an issue. Upon such request the President shall provide a period of prayer and silence.

Section 9. Duties and Responsibilities of the Board of Trustees. As representatives of the membership, the Board of Trustees shall:

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these bylaws;
- B. Uphold the highest and best interests of the membership in conducting the business of this ministry;
- C. Be conversant with these bylaws and establish policy for the operation of this ministry;
- D. Be faithful in attendance at services as well as board and membership meetings of this ministry;
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes;
- F. Administer the real and personal property of this ministry;
- G. Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater shall be presented to the membership at a properly constituted membership meeting for final approval;
- H. Employ a licensed or ordained Unity minister(s) through cooperation with the employment management procedures of the UWM;
- I. After a ministry, and its senior minister, or co-ministers, have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the Board of Trustees may terminate the employment of a senior minister or co-ministers by a two-thirds (2/3rds) vote;
- J. As recommended by the senior minister or co-ministers, determine staff positions and authorize funds for their financial support;
- 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 conditions and operations of the ministry;
- M. Secure a fidelity bond or theft and dishonesty insurance for persons handling ministry funds;
- N. Approve applicants for membership;
- O. Provide for the availability of yearly membership renewal forms or such other documents as approved by the Board of Trustees to all active and inactive members;
- P. Fill the unexpired term of any trustee;
- Q. Elect officers of the board and their successors to fill any unexpired term when necessary;

- R.** Co-create such ministry teams as needed to support the functions and responsibilities of the minister, board and ministry;
- S.** Advise the minister and the President of the Board on appointments to ministry teams;
- T.** Seek UWM assistance in the event of a dispute adversely affecting the ministry;
- U.** Attend and actively participate in ongoing board education programs;
- V.** Consider other issues brought to their attention by the minister or members of the board;
- W.** Keep or cause to be kept an accurate record of active and inactive members;
- X.** Keep or cause to be kept records of attendance of children and staff present and involved with the children's programs;
- Y.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- Z.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- AA.** Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- BB.** Secure liability insurance for all Board of Trustee members and minister(s); and
- CC.** Take such other actions as may be deemed necessary for the best interests of this ministry.

Section 10. Duties and Responsibilities of the Board Alternate. The alternate will attend all meetings, be involved in discussion, but do not have voting privileges. They are the first choice if board replacement is needed.

Section 11. Board Member Nomination and Election.

A. Qualifications. To be eligible to be elected to the Board of Trustees, a person must be an active member of Unity Spiritual Center. In addition candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active participation, love, and support; be a sincere and continuing student of Unity always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.

B. Nominating Ministry Team.

1. **Selection.** A Nominating Ministry Team will be formed at least three months prior to the annual membership meeting. The ministry team will consist of the senior minister or co-ministers and three active members selected in the following manner:

- a. At the annual membership meeting, the membership shall from among the active membership of the ministry select one member and one alternate to serve on the Nominating Ministry Team for the following year's election. In the event the person selected to serve becomes unavailable, the alternate shall serve. If the alternate also becomes unavailable to serve, the board will select a person from among the active members who is not a current member of the board to fill the vacancy.
- b. The board will select one of its trustees to serve on the Nominating Ministry Team.
- c. Together with the senior minister or co-ministers, the above two ministry team members will select a third person from among the active members to serve on the Nominating Ministry Team.
- d. The chairperson will have served as a member on the previous year's nominating ministry team.
- e. The Nominating committee alternate will serve as an active member and have a voting presence whenever one or more members are absent.
- f. In the event of an interim board, the Nominating Ministry Team shall complete its selection process within thirty (30) days from the establishment of the interim board.

2. **Duties and Responsibilities.** The Nominating Ministry Team will initiate a search for at least two qualified candidates for nomination as members of the Board of Trustees. The report of the Nominating Ministry Team will be sent to all active members at least fifteen (15) days prior to the annual membership meeting.

C. Nomination Procedure. The presiding officer of the annual membership meeting shall:

1. Read Article VI, Section 11A and 11D of these bylaws just prior beginning the process of nomination and election;
2. Call upon the Chairperson of the Nominating Ministry Team to offer the ministry team's nominations.

D. Election Procedure. The election shall be by ballot. The result of the vote shall be announced to the annual meeting. The two nominees receiving the largest number of votes will be elected to full three (3) year terms. The candidates receiving the next highest number of votes will be elected to the longest unexpired term.

Section 12. Removal from Office by the Board of Trustees. Any trustee may resign at any time. In addition any trustee may be removed by the Board of Trustees due to unexcused absences from three successive regular board meetings or because of a failure to fulfill the duties of the office.

Section 13. Vacancies.

- A. Should there be a vacancy on the Board of Trustees the alternate trustee shall fill the vacancy until the next annual membership meeting.
- B. In the event there is a vacancy in the office of alternate trustee the Board shall select a qualified replacement to fill the position. A majority vote shall be necessary for election. The term of service shall expire on the date of the next annual meeting.
- C. Should more than two vacancies occur simultaneously among the elected members of the Board of Trustees, or should the total number of trustees fall below four [this includes the minister], two special membership meetings will be called.

1. The first meeting will occur within thirty [30] days. The purpose of this meeting shall be:
 - a. To elect interim board members.
 - b. To constitute or reconstitute the Nominating Ministry Team
 - c. To set the date for a second meeting. The second Special Membership meeting will be held no later than seventy-five (75) days after the first meeting.

2. The Nominating Ministry Team shall:
 - a. Complete their search for board nominees within thirty (30) days of the first Special Membership meeting.
 - b. The results of their work shall be provided to all members within forty-five (45) days.

3. The board members will be elected at the second of these Special Membership meetings. If the regular annual meeting of this ministry should be scheduled in this time period, then board elections will be held at the regular annual meeting of this ministry.

D. Election Procedure. The candidate receiving the largest number of votes will fill the longest unexpired term; the candidate receiving the next highest number of votes receives the next longest term. This procedure is followed until all vacancies are filled including that of alternate to the board.

Section 14. Board of Trustees Officers. The officers of the Board of Trustees shall be a president, a vice president, a secretary, and a treasurer. All officers will be selected in a manner determined by 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 15. Duties of Officers.

A. President. The president shall:

1. preside at all Board of Trustees meetings;
2. preside at all membership meetings;
3. appoint members of ministry teams with the advice of the minister and board;
4. serve as an ex officio member of all ministry teams 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. assist the president in the performance of that officer's duties;
2. perform all the duties of the president of the board in the absence of the president;
3. succeed to the office of president in case the office of the president becomes vacant. In such a case, a new vice president will be elected from among the remaining trustees to fill the remainder of the unexpired term.

C. Secretary. The secretary shall:

1. keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings;
2. hold in custody 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 the ministry at all times or in such other depository as prescribed by the board; attend to all official business as directed by the board;
3. keep or cause to be kept accurate active and inactive membership lists;
4. make available yearly membership renewal forms to all active or inactive members.

D. Treasurer. The treasurer shall:

1. be custodian of all funds belonging to this ministry;
2. pay out or cause to be paid out funds authorized by the board;
3. keep, or cause to be kept, a record of all financial transactions;
4. submit a monthly financial report at each regular board meeting;
5. submit a financial report covering the last complete fiscal year to the annual membership meeting;
6. account for, or cause to be accounted for by the appointment of qualified persons, all funds received being responsible to assure that they are deposited in accounts authorized by the board;
7. when counting ministry funds there should be at least two (2) persons present.

ARTICLE VII - Administration, Management and Leadership

Section 1. Administration. The administration of Unity Spiritual Center shall be vested in the senior minister or co-ministers as the administrative director(s), and the Board of Trustees elected from the membership.

Section 2. Minister(s).

A. Senior Minister or Co-ministers. The senior minister or co-ministers will be duly licensed or ordained Unity minister(s).

1. **Duties.** As the spiritual leader(s) of this ministry, the senior minister or co-ministers will be responsible for the scheduling, conduct, and content of services, classes, and all other activities that further the purpose of this ministry. As administrative director(s), the minister(s) shall:
 - a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant ministers;
 - b. Serve as voting member(s) of the Board of Trustees on all matters except their own employment, or that of their successor(s);
 - c. Create ministry teams related to these duties;
 - d. Appoint the members of such ministry teams;
 - e. Serve as ex officio members of all ministry teams;
 - f. Be responsible for seeking the UWM's assistance in the event of a dispute adversely affecting the ministry.
2. **Selection.** The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of the UWM.
3. **Compensation.** The compensation of the senior minister or co-ministers employed by this ministry shall be set by the Board of Trustees.

4. **Vacancy.** The position of a minister or co-minister may be vacated by any of the following actions:
 - a. Resignation.
 - b. Removal due to failure to fulfill the duties of the position.

- B. Associate and/or Assistant Ministers.** Associate and/or assistant minister(s) will be duly licensed or ordained Unity, Religious Science or Interfaith minister(s) who function(s) with less responsibility than the senior minister or co-ministers.
1. **Duties.** The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior or co-ministers.
 2. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant minister(s) shall be fixed by the senior minister or co-minister(s).

Section 3. Definitions.

- A. A Unity Ministry.** A member ministry in the UWM recognized by the UWM will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the UWM office.)
- B. Senior Minister.** 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 and administrative leadership role in a member ministry. 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.
- C. Co-Minister.** 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 and administrative leadership role with another co-minister in a member ministry. 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.
- D. Associate Minister.** In ministries with more than one minister, a Unity, Religious Science or Interfaith 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 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.
- E. Assistant Minister.** In ministries with more than one minister, a Unity, Religious Science or Interfaith 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 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.

ARTICLE VIII – Ministry Teams

With the exception of the Nominating Ministry Team, ministry teams may be appointed by the President of the Board and the senior minister or co-ministers for their respective areas of responsibility.

ARTICLE IX - Dissolution

In the event that this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will be delivered to the UWM, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes. 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. The UWM will make available according to its current policies and procedures, funds for the reestablishment of a Unity ministry in Panama City. 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 executive offices of the corporation 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.

ARTICLE X – Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the meetings of this corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the corporation may adopt.

ARTICLE XI Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be adopted at any annual or special membership meeting provided that written notice setting forth the exact wording of such proposed amendment(s) or general revision has been made available to all active members at least fifteen (15) days prior to the meeting at which they will be considered. An affirmative vote of two-thirds (2/3rds) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws.

WHEREFORE, the foregoing bylaws have been duly adopted and are effective as of March 18, 2018.

Unity Spiritual Center of Panama City, Florida

President

Senior Minister

Vice President

Other Minister

Secretary

Treasurer