

BYLAWS OF UNITY CHURCH OF ARLINGTON

ARTICLE I – NAME

The name of this association shall be Unity Church of Arlington dba Unity of Arlington.

ARTICLE II - PURPOSE

Section 1. Statement of Purpose. The purpose of Unity of Arlington (“Unity of Arlington” or “the ministry”) a Texas non-profit corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and other spiritual teachers and interpreted by Unity and 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 or UWM.

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, Unity of Arlington 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 the principles of practical Christianity among people everywhere. If the ministry is temporarily without a minister, the Board of Trustees (also referred to as “the Board”), will notify the UWM Member Support Team within five to seven (5-7) days and will carry out this and all other functions until a new minister is selected.

Section 3. Unity Worldwide Ministries. Unity of Arlington 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 UWM through its senior minister or co-ministers, Board of Trustees, staff, or through direct communication with UWM.

- A. UWM Membership and Requirements.** In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of UWM as outlined in these bylaws and the UWM Bylaws, insofar as they do not conflict with the laws of the State of Texas or other laws and regulations applicable to the ministry.
- B. 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.
- C. 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, church growth programs, ethics compliance, and other topics related to church function.

- D. 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 purposes of these bylaws, the term “minister” shall include a person serving under special dispensation of UWM.
- E. Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials consistent with the UWM guidelines.
- F. Information Requests.** The ministry shall comply with all requests from UWM for identifying information, including but not limited to:
1. A copy of the Articles of Incorporation.
 2. A copy of the ministry bylaws whenever updated.
 3. A copy of the deed to properties owned by the ministry.
 4. A copy of the completed Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry.
 5. A copy of the Form 8822-B, Change of Address or Responsible Party – Business Form that the IRS requests.
- G. 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 Unity of Arlington will be fixed by the Board of Trustees. Said office shall be in the County of Tarrant, State of Texas, or at such other place within the State of Texas as the Board of Trustees shall hereafter designate. Unity of Arlington 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, donations, corporate minutes, and other records required by law or as designated by the Board of Trustees shall be maintained at the principal offices of Unity of Arlington. Confidential documents are available only for use by the minister(s), board members, or designated professional staff. Non-confidential documents are available to Active Members of Unity of Arlington by appointment.

ARTICLE IV - MEMBERS

Section 1. Qualifications. Membership in Unity of Arlington is open to all persons eighteen (18) years of age and older who shall endeavor to live in accord with the principles of Love and Truth as taught by Jesus Christ and Unity and help to further the work of Unity of Arlington through their active interest, participation, love, and support.

Section 2. Requirements for Membership and Membership Application. Anyone desiring membership in Unity of Arlington, regardless of city, state or country of residence, may, after three months of regular, in-person or online attendance and completion of Unity of Arlington new member orientation class file an application for membership with the office of Unity of Arlington. The application shall be presented to the Board of Trustees at its next regular board meeting. A majority vote of the trustees present and voting shall be required for the applicant to become a member. The applicant shall be notified of the Board's action by the Board Secretary.

Section 3. Terms of Membership.

A. Term. A member shall retain membership until it is voluntarily severed, as long as the member's conduct is in accord with the qualifications specified in Article IV, Section 1.

1. Active Members. The Unity of Arlington membership roll will be updated annually, and as new members are approved. Additionally, all members of record will be sent a renewal notice every two years beginning in 2022. Each member who returns his/her/their completed and signed renewal notice will be considered active and will be accorded all powers of membership specified in these Bylaws.

2. Inactive Members. All members who do not return the renewal notice will be considered inactive until the notice is returned. Any member wishing to return to active status may do so by completing the renewal notice and returning it to the office of Unity of Arlington. To vote at a membership meeting such members must fulfill these requirements at least sixty (60) days before a membership meeting. After two (2) years of being inactive, members will be removed from Unity of Arlington's membership rolls and must re-apply for Active Membership in accordance with the "Requirements for Membership" specified in these Bylaws.

B. 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 thirty (30) 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 of Trustees. The member may bring a person, who is a member of Unity of Arlington, to the meeting to counsel him/her/them. A two-thirds (2/3) vote of the entire membership of the Board of Trustees shall be required for removal of membership. A member so removed is ineligible to be reinstated as a member within two (2) years of removal unless approved by a two-thirds (2/3rds) vote of the entire membership of the Board of Trustees. Unity of Arlington will use the Disruptive Behavior Policy as recommended by UWM in all member ministries.

Section 4. Rights of Active Members. Each Active Member of Unity of Arlington shall have the right to:

- A. Attend regular meetings of the Board of Trustees.
- B. Vote at any annual membership meeting or meeting called for a special purpose at which the member is in attendance, either in person or online, as follows:
 - 1. Any financial expenditure exceeding thirty thousand dollars (\$30,000) in value. A two-thirds (2/3rds) affirmative vote of those active members present and voting at a meeting called with that specific purpose on the agenda shall be required for approval.
 - 2. Proposals to override any action of the Board of Trustees at a Special Membership meeting when the affairs of Unity of Arlington warrant such action. A two-thirds (2/3rds) affirmative vote of those active members present and voting at a meeting called with that specific purpose on the agenda shall be required to override any action of the Board of Trustees.
 - 3. The removal of any trustee from office because of failure to fulfill the duties of the office. This decision shall be made by a two-thirds (2/3rds) affirmative vote of those active members present and voting.
 - 4. The adoption of amendments to the Bylaws of Unity of Arlington in accordance with these Bylaws. *See Article XI: Amendment of Bylaws.*
 - 5. The election of members to the Board of Trustees.
 - 6. The election of members to the Nominating Committee.
- C. Serve on Board Committees and Ministry Teams, if selected.
- D. Speak at any membership meeting according to the rules provided.
- E. Contact the UWM Member Support Team directly for guidance, support, or information on available resources.
- F. Participate in all activities and programs of Unity of Arlington.
- F. Request items be added, as applicable, to the Board of Trustees or Annual Membership Meeting agenda(s) by providing written notice to the Board of Trustees President at least fifteen (15) days prior to the applicable meeting.

ARTICLE V- MEETINGS, QUORUMS, AND GOVERNANCE

Section 1. Purpose. Annual or Special Meetings of the members shall be conducted for the transaction of the spiritual, financial business and welfare of Unity of Arlington.

Section 2. Annual Membership Meetings. There shall be one annual membership meeting each year. The annual membership meeting of Unity of Arlington shall be held at its official

headquarters within the first quarter of the year, on a day and time and with an agenda agreed to by the senior minister (or co-ministers) and the Board of Trustees. The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting unless the President relinquishes the chair to another board member, to a representative of UWM, or to a professional registered parliamentarian.

Section 3. Special Membership Meetings.

A. Requesting Special Membership Meetings. Any time the affairs of Unity of Arlington warrant, a Special Membership Meeting may be called by written request of the senior minister or co-ministers; a majority of the elected members of the Board of Trustees; or by a petition signed by twenty-five (25) Active Members and submitted to the Board of Trustees.

B. Calling Special Membership Meetings. Upon receiving a proper request for a special membership meeting, the President of the Board shall call the meeting on behalf of the requesting party or parties within thirty (30) days of the receipt of the request.

C. Special Meeting Business. The purpose(s) for the special meeting shall be stated both in the written request and in the written notice to members. Business conducted at the special meeting shall be limited to the pre-stated purpose(s). The location, quorum, presiding officer, participation, voting and prayer provisions for special membership meetings shall be the same as those for annual meetings.

Section 4. Notice. Written notice stating the purpose, date, time, and place shall be sent via postal or electronic mail to all active members at least fifteen (15) days before any membership meeting.

Section 5. Quorum. Active Members present at a membership meeting called pursuant to the notice provisions of these bylaws shall constitute a quorum for the transaction of business during that meeting.

Section 6. Participation. Participation in the discussion of business affairs at any membership meeting will be open to any active members present. UWM representatives or invitees may speak at the invitation of the senior minister (or co-ministers) or the Board of Trustees. The right of other people to speak during membership meetings may be extended by a two-thirds (2/3) vote of the active members present.

Section 7. Voting. Unless otherwise provided herein, the vote of a majority of the active members present at the meeting shall be necessary for approval of motions and actions. Proxy or absentee voting is not allowed.

Section 8. Prayer. In any membership meeting, the President of the Board, the President's designee, minister(s), UWM representative, or any active member may request that action on an item of business be suspended for an interlude of quiet prayer, and the President, or President's designee, shall comply with the request.

Section 9. Meeting and Voting Options. If necessary, based on an emergency or extenuating circumstance, if a meeting and/or voting can't be held in person at Unity of Arlington, then the following options are available: A meeting can be held at a different location; or online using electronic video conferencing software capable of recording the meeting and displaying participants.

ARTICLE VI – BOARD OF TRUSTEES

Section 1. Composition. The Board of Trustees shall be composed of the minister or co-ministers and at least five (5) Active Members. Trustees shall be elected from among the active membership of Unity of Arlington at the annual membership meeting. Churches with fifty (50) members or less may choose to have a board of trustees composed of the minister or co-ministers and at least three (3) other trustees. (UWM recommends this paragraph be kept in its entirety to accommodate the natural fluctuation in active voting membership numbers.)

Section 2. Eligibility and Term of Office.

A. Qualifications. Any person nominated for a position on the Board of Trustees must be an active member of Unity of Arlington, regardless of city, state or country of residence, and not prohibited from service as specified in these bylaws at Article VI, Sec. 3. Each nominee shall be a person who:

1. desires to serve on the Board;
2. endeavors to live in accordance with the principles of Love and Truth as taught by Jesus Christ and Unity;
3. furthers the work of Unity of Arlington through active interest, love, and support, and practices the principles of tithing;
4. is a sincere and continuing student of Unity familiar with its teachings;
5. has demonstrated leadership capabilities and/or has served on a team or committee for at least three (3) months; and
6. has read and is willing to sign and uphold the Code of Ethics, the Trustee Accountabilities, Sexual Conduct Policy, Social Media Policy, Mutual Accountability Agreements/Covenants, these Bylaws, and other ministry policies, and has the time, skills and disposition to serve on the Board of Trustees.

B. Term. Elected trustees will hold office for the longer of their two (2) or three (3) year term 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 trustee will serve more than two (2) consecutive terms without an interval of at least one (1) year between terms. Any person who serves more than half of a term shall be credited with having served a full term.

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

- individuals employed by the ministry with the exception of the senior minister or co-ministers;
- relatives, significant others, or household members of any board member(s), members of the nominating committee, and/or employees of the church;
- members of the nominating committee; and
- individuals who have been a member of Unity of Arlington for less than ninety (90) days as of the date nominations to the Board are decided upon.

Section 4. Regular Board Meetings. Regular board meetings will be held at the headquarters of Unity of Arlington at least once per month or as specified by the Board of Trustees. There must be a minimum of one (1) regular board meeting per quarter.

Section 5. Special Board Meetings. Special meetings of the Board of Trustees may be held in person, electronically, or by conference call and shall be called by the President subject to the following conditions: The request shall be filed in writing with the Secretary and may be made by request of 1) the Minister; 2) two (2) or more trustees; or 3) the President of the Board as deemed necessary. All trustees, including the senior minister (or co-ministers) shall be sent notice by electronic mail of any special board meeting at least seventy-two (72) hours in advance of that meeting. The attendance of any trustee at the meeting shall serve as a waiver of this notice requirement.

Section 6. Action without a Meeting. The Board may take action without a meeting if consent in writing setting forth the action so taken, is signed, or electronically communicated to and acknowledged by all the trustees as a complete group and is thereafter ratified at a regular board meeting or special board meeting. Individual communications to board members regarding action without a meeting is prohibited. For Board transparency, full group communication is strongly encouraged.

Section 7. Closed Meetings: The Board of Trustees has the right to designate any portion of a meeting as closed by a majority vote of Board members present.

Section 8. Quorum: A majority of the total number of elected trustees, which must include the President or the President's designee, shall constitute a quorum for regular and special meetings of the Board of Trustees. A quorum is required for the conduct of meetings. Telephonic or electronic attendance is permitted and is not considered an absence. The President's designee must be an elected member of the Board of Trustees.

Section 9. Minutes: Minutes will be recorded for all meetings.

Section 10. Voting. Unless otherwise provided herein, the vote of a majority of the trustees present shall be necessary for approval of the action being voted upon.

Section 11. Board Authority.

- A.** Except as provided in these bylaws, all authority is vested in the Board of Trustees (including the senior minister/co-ministers as an active voting member) only when it meets in session after notice to all trustees and the senior minister (or co-ministers), and a quorum is present.
- B.** When discussing the senior minister's (or co-ministers) compensation, working conditions, or review of the minister's work record the Board may decide to exclude the minister from that portion of the discussion. The senior minister (or co-ministers) will not be allowed to vote on matters concerning their compensation, benefits, or other terms of employment.
- C.** The Board of Trustees is accountable to the active membership of Unity of Arlington.

Section 12. 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 13. 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.
- B.** Uphold the highest and best interests of the membership in conducting the business of this ministry. Speak with "one voice" as a Board of Trustees honoring the authority held only as a group and not as an individual trustee.
- C.** Be conversant and comply with the Code of Ethics, these bylaws, and the policies and procedures for the operation of Unity of Arlington.
- D.** Revise policies and procedures for the operation of Unity of Arlington as needed.
- E.** Be faithful in attendance at services, Board and membership meetings, and training courses of Unity of Arlington. Attend and actively participate in annual and ongoing Board education programs and training.
- F.** Adopt an annual income and expense budget. Function within the parameters of the approved budget. Determine the business needs of this ministry. Plan, prioritize, and authorize payment of funds for those purposes in alignment with the ministry's annual budget.
- G.** Provide for the administration, care, and upkeep of the real and personal property of this Ministry.

- H. 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 thirty thousand dollars (\$30,000) shall be presented to the membership at a properly constituted membership meeting for final approval.
- I. Employ a licensed or ordained Unity minister(s) (or someone serving under special dispensation from UWM) through cooperation with the employment procedures of UWM. Provide the new minister with an accurate job description, contract of hire and a clear understanding of accountabilities. If the senior minister (or co-ministers) position becomes vacant, the board shall notify the UWM Member Support Team within five to seven (5-7) days.
- J. 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-minister(s) by a two-thirds (2/3rds) vote of the trustees present at the meeting (excluding the minister(s)). Notwithstanding the foregoing, the Board of Trustees may, by a two-thirds (2/3rds) majority vote of the trustees present at the meeting (excluding the minister(s)) immediately terminate any senior minister or co-minister for criminal or immoral behavior.
- K. Take into consideration the recommendations of the senior minister or co-ministers in determining staff and authorizing funds for their financial support.
- L. Elect one of its members in accordance with these bylaws to participate on the Nominating Committee and inform the Nominating Committee how many Board openings need to be filled and the term, either two (2) or three (3) year term, of each opening
- M. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry. Ensure accounting records are current and properly entered and maintained for all aspects of the ministry. Employ a qualified bookkeeper or accountant for this purpose.
- N. As determined by the Board, secure a fidelity bond or theft and dishonesty insurance for people handling church funds.
- O. Approve applicants for membership and remove people from membership as outlined in Article IV.
- P. Keep or cause to be kept an accurate record of active and inactive members as outlined in Article IV.
- Q. Provide for the sending, whether electronically or otherwise, of membership renewal forms or such other documents as are approved by the Board of Trustees to all active members on Unity of Arlington's membership rolls as outlined in Article IV.

- R. At its discretion and in accordance with the bylaws, fill the unexpired term of any trustee, which appointment shall remain in effect until the next annual meeting.
- S. Elect officers of the Board and their successors to fill any unexpired term when necessary.
- T. Create Board Committees as needed to support the functions and responsibilities of the Board. Board Committees report to the Board to provide clarity and information in support of Board function, while Ministry Teams report to the minister(s) for the smooth functioning of the ministry.
- U. Establish the fiscal year as the calendar year unless the Board finds a compelling reason to adopt a non-calendar year.
- V. Consider other issues brought to their attention by the minister or members of the Board.
- W. Keep or cause to be kept records of attendance of children and staff present and involved with the children's programs.
- X. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations.
- Y. Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations.
- Z. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations.
- AA. As determined by the Board, secure liability insurance for all Board of Trustee members and minister(s).
- BB. Take other actions as may be deemed necessary for the best interests of this ministry.
- CC. Keep or cause to be kept a background check on all staff and volunteers directly involved members. with the children's programs, individuals handling funds, and current/potential Board members. Update or cause to update all background checks at least every three (3) years.
- DD. Send or cause to be sent the Annual Ministry Report (AMR) to UWM.

Section 14. Nomination and Election of the Board of Trustees.

A. Nominating Committee.

1. **Selection.** A Nominating Committee shall be formed at the annual membership meeting. The Nominating Committee will consist of the senior minister or co-ministers, two (2) or three (3) elected Active Members and a Board appointee selected

in the following manner:

- a. Two (2) or Three (3) Nominating Committee members shall be elected by majority vote of the Active Members present at the annual membership meeting.
- b. The Board will appoint one of its members (but not its President) to serve on the Nominating Committee.
- c. The Nominating Committee shall select its Chair from among the two (2) or three (3) congregant members.
- d. Elected members of the Nominating Committee may not serve consecutive terms.
- e. In the event that a person elected to serve on the Nominating Committee becomes unavailable, the Board shall elect (by majority vote) a person from among the active members who is not a current member of the Board to fill the vacancy.

2. Duties and Responsibilities of Nominating Committee. The Nominating Committee shall initiate a search for a minimum of one (1) qualified candidate per opening for nomination to the Board of Trustees. The Board of Trustees shall specify the number of openings to be filled and whether each opening is for a two (2) or three (3) year term. A standardized application and vetting process shall be used consistently for all potential candidates including a background check. The report of the Nominating Committee shall be sent by postal or electronic mail to all Active Members at least fifteen (15) days prior to the annual membership meeting.

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

1. Read Article VI, Sec. 14, (A)(1) and (2) just prior to beginning the process of nomination and election.
2. Call upon the Chair of the Nominating Committee to offer the Nominating Committee's candidate nominations including the term (two (2) or three (3) years) that the candidate is nominated to fill.
3. Nominations from the floor are strictly prohibited due to the inability to implement the standardized application and vetting process that shall be used consistently for all potential candidates including a background check.

C. Qualifications. All nominees must meet the qualifications as specified in these bylaws at Article VI, Sec. 2 and must not be ineligible to serve as specified in these bylaws at Article VI, Sec. 3.

D. Election Procedure. The election shall be by ballot. The result of the vote shall be announced at the annual meeting. Vacancies will be filled by nominee(s) receiving the greatest number of votes from the active members present. Nominees who are elected will

serve either a two (2) or three (3) year term.

Section 15. Removal of the Board of Trustees.

- A. Removal from Office by the Board of Trustees.** Any Board officer may be removed by a majority vote of the other Board members.
- B. Removal from the Board of Trustees.** Any trustee may be removed by the Board of Trustees due to unexcused absences from three (3) consecutive regular Board Meetings, failure to uphold the code of Ethics, Sexual Conduct Policy, Social Media Policy, and other ministry policies, or disruptive or unethical behavior. Removal from office shall require a two-thirds (2/3) vote of the other Board members.

Section 16. Board of Trustees – Vacancy Replacement (Unexpired terms). If there is a vacancy on the Board of Trustees, the trustees may, by majority vote, appoint a replacement trustee with an individual who meets the qualifications specified in these bylaws. The replacement trustee shall fill the vacancy until the next annual membership meeting. Any person who serves more than half of a term shall be credited with having served a full term.

Should the number of board members fall beneath the quorum requirement, the remaining members of the Board of Trustees shall be empowered to call and hold meetings and to carry on the necessary day-to-day activities of the ministry as a temporary measure.

Section 17. Board of Trustees Officers. The officers of the Board of Trustees shall be a President, a Vice-President, a Secretary, a Treasurer, and such other officers as the Board shall designate. All officers shall be elected by a majority vote of the Board members present and voting at the first Board meeting after the annual meeting, or at a special board meeting called for the purpose of electing officers. The term of office shall be for one (1) year or until successors are elected.

Section 18. Duties of Officers.

- A. President.** The President shall preside at all Board of Trustees meetings; preside at all membership meetings; appoint members of Board Committees with the advice of the Board; serve as an ex officio member of all Board Committees except the Nominating Committee; sign such papers and documents upon proper authorization as may be necessary; participate in the planning of Board orientation, retreats, and workshops. Mentor the incoming President into the duties and responsibilities of the office.
- B. Vice-President.** The Vice-President shall assist the President in the performance of that officer's duties; perform all the duties of the President of the Board in the absence of the President; and 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 keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings; shall be responsible for preparing all

reports, contracts, agreements, other legal documents and for the corporate seal, all of 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; be a signatory to any legally required documents which the federal, state or local government determine necessary; attend to all official business communications as directed by the Board; keep or cause to be kept accurate active and inactive membership lists; and send or cause to be sent membership renewal cards to all active or inactive members every other year beginning in 2022.

- D. Treasurer.** The Treasurer shall be custodian of all funds belonging to this ministry; pay out or cause to be paid out funds authorized by the Board; keep, or cause to be kept, a record of all financial transactions; submit a monthly financial report at each regular board meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting and to UWM; prepare and submit and account for, or cause to be accounted for by the appointment of qualified persons, all funds held or received being responsible to assure that they are deposited in accounts authorized by the Board. When counting ministry funds there should be at least two (2) people approved by the Board present.

ARTICLE VII – ADMINISTRATION, MANAGEMENT AND LEADERSHIP

Section 1. Administration. The administration of Unity of Arlington shall be vested in the senior minister or co-ministers as the spiritual leader(s) and 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) or someone serving under special dispensation from UWM.
- 1. Qualifications.** Any senior minister shall agree to abide by the UWM Code of Ethics, Sexual Conduct Policy, Social Media Policy, UWM Membership Model Policy, and additional policies of the ministry.
 - 2. 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 specified in Article II, Section 2. 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 except as set forth below, including associate or assistant ministers.
 - b.** Be voting member(s) of the Board of Trustees with a single vote on all matters except those: 1) concerning their own employment and compensation, or that of their successor(s); and 2) concerning compensation

for and hiring or retention of members of their household and/or their relatives whether as employees or independent contractors. In the case of co-ministers, the ministers will decide which of them shall cast their single vote.

- c. Create Ministry Teams related to these duties and appoint or cause to be appointed the members of these Ministry Teams. Ministry Teams report to the minister(s) for the smooth functioning of the ministry.
- d. Serve as ex officio members of all Ministry Teams.
- e. Be responsible for seeking UWM's assistance in the event of a dispute adversely affecting the ministry and notify the Board.
- f. Ensure the annual Credentialed Leader Report(s) (CLR) and 6-month Special Dispensation Report(s), if applicable, are sent to UWM according to UWM's guidelines.

3. Selection. The Board of Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of UWM.

4. Compensation. The compensation of the senior minister or co-ministers employed by this ministry shall be set by a written agreement between the minister(s) and the Board of Trustees for a period of not less than one year.

B. Associate and/or Assistant Ministers. The associate and/or assistant minister(s) as defined below, will be duly licensed or ordained Unity 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 by the senior minister 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).

2. Qualifications. Any associate and/or assistant minister shall agree to abide by the UWM Code of Ethics, Sexual Conduct Policy, Social Media Policy, UWM Membership Model Policy and additional policies of the ministry.

Section 3. Definitions.

A. Unity Ministry. A member ministry is a ministry recognized by UWM.

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, and fellowship activities of the ministry. The senior minister shall also be responsible for overseeing the administration and operation of the ministry.

- C. Co-Minister.** In shared partnership ministries, 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 equally assumes the leadership role with another minister in a UWM ministry.

- D. Associate Minister.** In ministries with more than one 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) 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 Minister duly ordained, licensed, or serving under special dispensation 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 minister reports directly to the senior minister, who determines the scope of the assistant minister's responsibilities.

ARTICLE VIII—DISSOLUTION

In the event Unity of Arlington is dissolved, after the liquidation of personal property, real estate, and all assets, the ministry shall deliver all funds remaining after the payment of the debts of the ministry to UWM. Such funds shall be for the use and benefit of UWM as may be determined by the UWM Board of Trustees in alignment with current policies and procedures. Should UWM no longer exist, any assets remaining of this ministry after dissolution will be disposed of by a court of competent jurisdiction of the county in which the principal executive offices of the ministry 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 IX EMERGENCY SITUATIONS

In the case of a national emergency declared by the President of the United States, a State Emergency declared by the Governor of Texas, or a local emergency as determined by a two-thirds (2/3rds) vote of the local ministry trustees present and voting, the Board of Trustees is authorized to meet by electronic means and to have the full power to adjust budgets and cancel/postpone events or reschedule them as electronic meetings. As long as the emergency continues, the Board of Trustees may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry. It is the responsibility of the Board of Trustees to continue to communicate

faithfully to the membership regarding the activities of the Board of Trustees and Unity of Arlington during the emergency.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* or *Roberta's Rules of Order* shall govern the meetings of this ministry in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order this ministry may adopt. The Board of Trustees by a majority vote will determine which rules are in effect for any given meeting.

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 mailed and/or emailed 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.

ATTEST

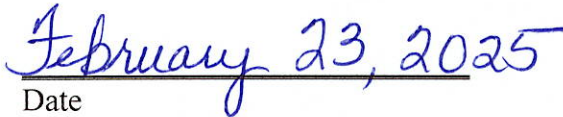
These bylaws were reviewed and approved by Unity Worldwide Ministries and adopted by the membership at the special membership meeting on February 23, 2025 and supersede all previous bylaws adopted by Unity of Arlington.



Catherine Smith, Board President



Shirley Cobb, Board Secretary



Date