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UNITY NORTH TAMPA BYLAWS
[Revised by Special Meeting - October 3, 2021]

ARTICLE I – Name

The name of this local ministry shall be **Unity North Tampa, Inc.**

ARTICLE II – Purpose

Section 1. Statement of Purpose. The purpose of Unity North Tampa is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and other spiritual teachers, and interpreted by the Association of Unity Churches, Inc., d/b/a Unity Worldwide Ministries, Unity Headquarters 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 UWM; and, to live its vision, mission and core values as adopted by the members UWM and by the ministry from time to time.

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, Unity North Tampa shall conduct services of worship and classes of instruction and demonstrate the principles of Truth by using them in the operation of the ministry and adopt other means that in the judgment of the minister(s) shall further the principles of positive practical Christianity and practical spirituality among people everywhere.

Section 3. Unity Worldwide Ministries. Unity North Tampa 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), Spiritual Leadership Council, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the bylaws, policies and regulations of UWM, 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, church growth programs, ethics compliance, and other topics related to church function.

41 **C. Leadership.** This ministry shall have as its spiritual leader an ordained or licensed Unity
42 minister(s) approved for ministry employment by UWM or a person serving under special
43 dispensation approved by UWM. For the purpose of these bylaws, the term “minister” shall
44 include a person serving under special dispensation of UWM.
45

46 **D. Teaching.** The principles of practical Christianity shall be taught through this ministry
47 using methods, textbooks, literature, and other materials consistent with the guidelines of
48 UWM and/or approved by the minister(s).
49

50 **E. Comply with Requests.** The ministry shall comply with all requests for identifying
51 information from UWM, including, but not limited to copies of the ministry’s:
52

- 53 1) Articles of Incorporation;
- 54 2) Bylaws whenever updated;
- 55 3) Deeds to properties owned by the ministry;
- 56 4) Form SS-4, Application for Employer Identification Number, once it has been
57 returned by the IRS to the ministry;
- 58 5) Form 8822-B, Change of Address or Responsible Party.
59

60 **F. Reports.** The ministry shall make annual reports to UWM as required.
61

62 **ARTICLE III - Office and Official Records** 63

64 **Section 1. Principal Office.** Said office shall be in the County of Hillsborough, State of Florida,
65 or at such other place within the State of Florida as the Spiritual Leadership Council hereafter
66 shall designate. The Corporation may also have offices at such other place or places, as the
67 Spiritual Leadership Council may from time to time designate. The ministry may also have offices
68 at such other place or places as the Spiritual Leadership Council may from time to time designate.
69

70 **Section 2. Official Records.** Records of membership, finances, donation, corporate minutes,
71 and other records required by law or as designated by the Spiritual Leadership Council shall be
72 maintained at the principal office of the ministry. Confidential documents are available only for
73 use by the minister(s), Leadership Council members, or designated professional staff and
74 advisors. Non-confidential documents are available to members.
75

76 **Section 3. Parliamentary Authority.** The rules contained in the current edition of *Robert’s*
77 *Rules of Order Newly Revised* shall govern this ministry in all cases to which they are applicable
78 and in which they are not inconsistent with these bylaws and any special rules of order the
79 ministry may adopt.
80

81 **ARTICLE IV - Members**

82
83 **Section 1. Qualifications.** A member of Unity North Tampa will endeavor to live in accord with
84 the Jesus Christ principles of love and truth as taught by Unity. He/she will further the work of
85 this ministry through his/her active interest, love, and support.
86

87 **Section 2. Membership Application.** Anyone who has reached the age of thirteen (13) and
88 desires to become a member of Unity North Tampa may file an application for membership with
89 the ministry office. Prospective members may also need to meet additional requirements
90 according to current ministry policy. The membership application shall be presented to the
91 Spiritual Leadership Council at its next regular meeting. A majority vote of the Council members
92 present and voting shall be required to accept the application. The applicant shall be notified of
93 the Council’s action by the Council Secretary. All staff ministers and active Licensed Unity
94 Teachers are considered active members of Unity North Tampa.
95

96 **Section 3. Membership.**

97
98 **A. New Members.** A prospective member must attend a basic Unity course approved by the
99 minister(s) and a membership orientation class presented by the minister(s) or their
100 designee. They become new members upon acceptance of their membership application as
101 described above. Sixty (60) days after acceptance, a new member shall become an active
102 member with voting rights at all membership meetings.
103

104 **B. Active Members.** To retain membership rights, each member must indicate a desire to
105 remain an active member by completing and returning a yearly membership renewal
106 document as approved by the Spiritual Leadership Council. If no current membership
107 document is on file prior to, or at, the annual membership meeting, that person becomes
108 an inactive member and cannot serve on the Spiritual Leadership Council or vote at any
109 membership meeting. The Council Secretary shall notify said member of their inactive
110 status within ten (10) days.
111

112 **C. Youth Members.** Youth membership is open to those who are no less than thirteen (13)
113 years of age and no more than seventeen (17) years of age. Youth member shall have the
114 right to speak at all meetings which members have the right to speak, but they shall be
115 ineligible to vote at membership meetings or to serve as members of the Spiritual
116 Leadership Council. A youth member becomes an active member upon attaining the age
117 of eighteen (18). Any additional qualifications for youth membership shall be at the
118 discretion of the minister(s).
119
120

121 **D. Reinstatement of Inactive Member.** Within three (3) years of inactivation, members
122 who have been advised by the Spiritual Leadership Council of inactive status may be
123 reinstated by returning to regular attendance or active participation as determined by the
124 minister(s) and the Spiritual Leadership Council. To be eligible to vote at a membership
125 meeting the reinstated member must have been attending regularly or actively
126 participating for at least 60 days before the meeting. After three (3) years of inactivation,
127 former members must reapply for active membership as provided by Spiritual Leadership
128 Council policy.

129
130 **E. Removal of Membership for Cause.** A member may be removed for cause by the
131 Spiritual Leadership Council. Prior to any vote concerning removal, the member in
132 question must be notified by certified mail at least thirty (30) days prior to the Spiritual
133 Leadership Council meeting of the charges that may lead to removal of membership and
134 thereafter be given an opportunity for a hearing before the Council. The member shall have
135 the right to be present at the hearing by the Spiritual Leadership Council and may bring a
136 person to counsel him/her who must be a member of the local ministry. A two-thirds
137 (2/3rds) vote of the entire membership of the Council currently in office shall be required
138 for removal of membership. A member so removed is ineligible to be reinstated as a as a
139 member within two years of removal unless approved by a two-thirds (2/3rds) vote.
140

141 **Section 4. Rights of Active Members.** Each active member of Unity North Tampa shall have
142 the following rights:
143

- 144 **A.** To vote at any membership meeting, either in person, by telephone, or by other electronic
145 means simultaneously with a minimum standard being oral communication
- 146
- 147 **B.** To participate in all activities and programs of the ministry;
- 148
- 149 **C.** To serve on ministry teams when selected as provided in **Article VI, Section 16**
150 **[Ministry Teams];**
- 151
- 152 **D.** To offer suggestions for the good of this ministry to the minister(s) and the Spiritual
153 Leadership Council;
- 154
- 155 **E.** To review the annual financial report of the past year;
- 156
- 157 **F.** To speak in debate at any membership meeting as provided in **Article V, Section 1 (E)**
158 **[Meetings – Participation];**
- 159
- 160 **G.** To call a special membership meeting when the affairs of this ministry warrant such action
161 as provided in **Article V, Section 2 [Special Membership Meeting];**

162 **H.** To contact a Regional Representative or UWM directly for guidance, support, or
163 information on available resources;

164
165 **I.** Any ten (10) active members may request Peacemaking assistance by notifying the
166 President of UWM in writing with copies to the Spiritual Leadership Council and
167 minister(s). Upon receipt of a request for Peacemaking assistance from ten or more active
168 members to the President or designee of UWM, said person will confer with the minister(s)
169 and/or the Unity Southeast Regional Representative to evaluate whether further action is
170 required.

171
172 **ARTICLE V - Meetings**
173

174 **Section 1. Annual Meeting.** There shall be one annual membership meeting each year.
175

176 **A. Date and Location of Annual Meeting.** The annual membership meeting shall be held
177 during the first quarter at the principal location of the ministry at a time and date established
178 by agreement between the senior minister or co-ministers and the Spiritual Leadership
179 Council.
180

181 **B. Notice.** Written notice stating the date, time, and place of the annual meeting or any special
182 meeting shall be sent by postal or electronic mail to all members at least fifteen (15) days in
183 advance of the meeting.
184

185 **C. Quorum.** Those active members present and voting at a membership meeting called
186 pursuant to the above notice provisions will constitute a quorum for the transaction of
187 business at any membership meeting.
188

189 **D. Presiding Officer.** The President of the Spiritual Leadership Council shall serve as the
190 presiding officer of the annual membership meeting unless the President relinquishes the
191 chair to another Council member, to a representative of UWM, or to a professional registered
192 parliamentarian.
193

194 **E. Participation.** The right to speak in debate, to make motions and to vote during annual
195 membership meetings shall be restricted to those active members who are present or in
196 person by electronic means, and who were admitted to membership at least sixty (60) days
197 prior to the date of the annual meeting. The right of other persons to speak during
198 membership meetings may be extended by the presiding officer or by a two-thirds (2/3rds)
199 vote. UWM's representative(s) have a right to speak when they are at the meeting.
200
201

202 **F. Voting.** Unless otherwise provided in these bylaws, a majority of the active members present
203 and voting shall be necessary for approval or disapproval of the action being voted upon. In
204 the spirit of unity, the broadest possible consensus is always preferred.
205

206 **G. Prayer.** In any membership meeting, the Council President, minister(s), UWM
207 representative or any member may request that action on an item of business be suspended
208 while the membership enters into a time of prayer concerning the item of business. Upon such
209 request, the presiding officer shall provide a period of prayer and silence.
210

211 **H. Power and Authority.** Active members shall have the power and authority to do all of the
212 following:
213

- 214 1) Vote to ratify any Council recommendation regarding employment or termination of
215 employment of the senior minister(s) by a two-thirds (2/3rds) vote as outlined in **Article**
216 **VII, Sections 2 and 3 [Employment and Termination];**
217
- 218 2) Elect two (2) active members to the Spiritual Leadership Council at each annual meeting
219 as provided in **Article VI, Section 11 [Nomination and Election];**
220
- 221 3) Elect a member and an alternate to serve on the Nominating Team for the next annual
222 meeting, as provided in **Article VI, Section 11 (A) [Nominating Team];**
223
- 224 4) Fill vacancies on the Spiritual Leadership Council as provided in **Article VI, Section 13**
225 **[Vacancies].**
226
- 227 5) Approve proposed amendments to or revisions of these bylaws as provided in **Article XI**
228 **[Amendment of Bylaws];**
229
- 230 6) Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or
231 proposed financing of real property belonging to this ministry that exceeds fifty-thousand
232 dollars (\$50,000) or thirty-five percent (35%) of the previous year's income, whichever is
233 less;
234
- 235 7) Override any action of the Spiritual Leadership Council provided notice of the action to be
236 voted upon is sent by postal or electronic mail to all members in writing fifteen (15) days
237 prior to the meeting and is approved by a two-thirds (2/3rds) vote;
238
- 239 8) Remove by a two-thirds (2/3rds) vote any or all member(s) from the Spiritual Leadership
240 Council provided notice of the action is sent by mail to all members in writing fifteen (15)
241 days prior to the meeting;

242 9) Any active member may request in writing, no later than thirty (30) days prior to the annual
243 meeting, that a specified matter be placed on the agenda;

244
245 10) Vote on any matters officially brought to the attention of the membership.
246

247 **Section 2. Special Membership Meeting.**

248
249 **A. Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special
250 membership meeting may be requested by the senior minister (or co-ministers); by a
251 majority vote of the Spiritual Leadership Council; or by a petition signed by ten percent (10%)
252 of the active members and submitted to the Spiritual Leadership Council.
253

254 **B. Calling Special Meetings.** Upon receiving proper request for a special membership
255 meeting, the President of the Spiritual Leadership Council shall call the meeting on behalf of
256 the requesting party within thirty (30) days of the receipt of the request. The notice of a
257 special meeting shall be sent by postal or electronic mail to all members at least fifteen (15)
258 days prior to the meeting. The location, quorum, presiding officer, participation, voting, and
259 prayer provisions for special membership meetings shall be the same as those for annual
260 meetings.
261

262 **C. Special Meeting Business.** Business conducted at a special meeting shall be limited to
263 the pre-stated purpose(s) given in the meeting notice.
264

265 **ARTICLE VI – Spiritual Leadership Council**

266
267 **Section 1. Composition.** The Spiritual Leadership Council shall be composed of the senior
268 minister (or co-ministers) and six (6) active members elected as provided herein.
269

270 **Section 2. Eligibility and Term of Office.**

271
272 **A. Qualifications.** To be eligible for election to the Spiritual Leadership Council, an active
273 member must:
274

- 275 1) have been an active member of Unity North Tampa for at least one (1) year and have
276 furthered the work of this ministry through active interest, love and financial support;
- 277 2) have the time and the desire to serve on the Spiritual Leadership Council;
- 278 3) have demonstrated spiritual leadership qualities and a sincere commitment to continued
279 study of Unity teachings;
- 280 4) endeavor to live in accord with the Jesus Christ principles of love and truth as taught by
281 Unity Worldwide Ministries.
282

283 **B. Term of Office.** Elected Spiritual Leadership Council members shall hold office for three
284 (3) years, or until their successors have been elected and assume office. Spiritual Leadership
285 Council members elected at any annual membership meeting shall take office at the
286 conclusion of the meeting at which they were elected. No elected Council member shall serve
287 more than two (2) consecutive terms without an interval of one (1) year between terms. Any
288 person who serves on the Council more than half of a term shall be credited with having
289 served a full term. The terms of two (2) elected Council members will expire annually so as
290 to stagger the three (3) year terms of the Council members over a period of three (3) years
291

292 **Section 3. Prohibition of Council Service.** The following persons are prohibited from
293 serving on the Spiritual Leadership Council:
294

- 295 **A.** Any active licensed Unity teacher from this ministry;
- 296
- 297 **B.** Relatives, significant others or household members of any Council member of the
298 ministry;
- 299
- 300 **C.** Individuals receiving compensation from the ministry with the exception of the senior
301 minister (or co-ministers);
302
- 303 **D.** Relatives, significant others or household members of any individual receiving
304 compensation from the ministry.
305

306 **Section 4. Regular Council Meetings.** Regular meetings of the Spiritual Leadership Council
307 shall be held at least once a month, unless otherwise determined by the Council. There must be a
308 minimum of one (1) meeting per quarter.
309

310 **Section 5. Special Council Meetings.** Special meetings of the Council shall be called by the
311 President of the Council if requested by the senior minister (or co-ministers), by three (3) or more
312 Council members, by a written petition of ten percent (10%) of the ministry's active members, or
313 by the President, if the President deems it necessary. Any request for a special Council meeting
314 shall be made in writing to the Council Secretary. All current Council members, including the
315 senior minister (or co-ministers), shall be sent notice by postal or electronic mail of any special
316 Council meeting at least seventy-two (72) hours in advance of the meeting. The attendance of any
317 member of the Council at the meeting shall serve as a waiver of this notice requirement.
318

319 **Section 6. Action without a Meeting.** The Council may take an action without a meeting if
320 a consent in writing, setting forth the action so taken, is signed or electronically acknowledged by
321 all of the Council members and is thereafter ratified at a regular or special meeting.
322

323 **Section 7. Quorum.** A majority of the total number of Council members including the
324 minister(s) constitute a quorum for the transaction of business. Unless otherwise provided herein,
325 the vote of a majority of the Council members present and voting shall be necessary for approval
326 of the action being voted upon. Should the total number of Council members, including the
327 minister(s), fall below a quorum, the remaining Council members shall refer to and implement
328 **Section 13** concerning vacancies. Telephonic or electronic attendance is permitted and is not
329 considered an absence.

330
331 **Section 8. Council Authority.**

- 332
333 **A.** Except as provided in these bylaws, all authority is vested in the Spiritual Leadership
334 Council only when it meets in session after notice to all Council members and the senior
335 minister (or co-ministers), and a quorum is present.
336
337 **B.** When discussing the minister's (or co-ministers) compensation, working conditions, or
338 review of the minister's work record the Council (including the minister) may decide to
339 exclude the minister from that portion of the discussion.

340
341 **Section 9. Prayer.** It is important that in addition to adhering to the normal procedures for
342 legal functioning set forth in these bylaws, that the spiritual principles taught by Unity Worldwide
343 Ministries be utilized in the handling of decisions before the Spiritual Leadership Council. During
344 the discussion of any item of business, a Council member may request time for prayer concerning
345 the topic. Upon such request, the President shall provide a period of prayer and silence.

346
347 **Section 10. Duties and Responsibilities of the Spiritual Leadership Council.** As
348 representatives of the membership, the Spiritual Leadership Council shall:

- 349
350 **A.** Uphold the spiritual purpose of this ministry as stated in **Article II [Purpose]**;
351
352 **B.** Uphold the highest interests of the membership in conducting the business of this ministry;
353
354 **C.** Be conversant with these bylaws and establish policy for the operation of the ministry;
355
356 **D.** Be faithful in attendance at weekly services as well as Council, membership and special
357 team meetings of this ministry;
358
359 **E.** Determine the business needs of this ministry and authorize payment for those purposes;
360
361 **F.** Provide for the administration of the real and personal property of this ministry;
362

- 363 **G.** Make decisions regarding the sale, pledge, or proposed financing of real property belonging
364 to this ministry provided that all decisions concerning the sale, pledge, or proposed
365 financing of real property exceeding fifty thousand dollars (\$50,000) or thirty-five percent
366 (35%) of the previous year's income, whichever is **less**, shall be presented to the Voting
367 Members at a properly constituted membership meeting for final approval;
368
- 369 **H.** Employ an ordained or licensed Unity Minister(s) through cooperation with the
370 employment procedures of the Unity Worldwide Ministries (UWM) and in accordance with
371 **Article VII, Section 2 [Employment]**;
372
- 373 **I.** When conflict arises between the Council and the Council and/or the senior minister (or
374 co-ministers), such ministry shall seek to reconcile differences and immediately notify
375 UWM for help with procedures and to provide guidance and consultation. After a ministry
376 and its senior minister (or co-ministers) have sought to reconcile differences and
377 cooperated with the procedures and guidance of UWM, two-thirds (2/3rds) of the Spiritual
378 Leadership Council (excluding the minister) may call a special membership meeting to
379 terminate the employment of a senior minister (or co-ministers) in accordance with
380 **Article VII, Section 3 [Termination]**. If the senior minister (or co-ministers) position
381 becomes vacant, the Council shall notify UWM within three (3) business days;
382
- 383 **J.** As recommended by the senior minister (or co-ministers), determine staff positions,
384 including associate and assistant ministers, and authorize compensation through the
385 annual budget process;
386
- 387 **K.** Adopt an annual income and expense budget and set dates for the fiscal year;
388
- 389 **L.** Authorize periodic reviews or audits of the finances of the ministry of which may be
390 conducted by an outside auditor or from a committee of members elected by the Council;
391
- 392 **M.** Ensure accounting records are current and properly maintained for all aspects of the
393 ministry. When deemed appropriate by the Council, a qualified accountant may be
394 employed for this purpose;
395
- 396 **N.** Approve applicants for membership and remove former members from the membership
397 rolls;
398
- 399 **O.** Keep or cause to be kept an accurate record of members and former members;
400
- 401 **P.** Fill the unexpired term of any Council member;
402

- 403 **Q.** Elect officers of the Council and their successors to fill any unexpired term when necessary;
- 404
- 405 **R.** Ratify ministry teams as appointed by the Council President and the minister(s);
- 406
- 407 **S.** Attend and actively participate with ongoing Council education programs;
- 408
- 409 **T.** Consider issues brought to their attention by the minister(s) or members of the Council;
- 410
- 411 **U.** Keep or cause to be kept a background check on all staff and volunteers directly involved
- 412 with the children's programs;
- 413
- 414 **V.** Keep or cause to be kept accurate records of gifts to the ministry in compliance with
- 415 Internal Revenue Service regulations; acknowledge in writing contributions in compliance
- 416 with Internal Revenue Service regulations;
- 417
- 418 **W.** Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal
- 419 Revenue Service regulations;
- 420
- 421 **X.** Secure insurance covering the building, grounds and other properties, as well as such other
- 422 insurance as the Council deems necessary;
- 423
- 424 **Y.** Take such other actions as may be deemed necessary for the best interests of this ministry;
- 425
- 426 **Z.** Send the Annual Ministry Report to UWM.

427
428 **Section 11. Nomination and Election.**

- 429
- 430 **A. Nominating Team.** The Nominating Team shall consist of three (3) members: a) the
- 431 senior minister; b) one (1) current Council member selected by the Spiritual Leadership
- 432 Council; and c) one (1) active member (and an alternate) who are not currently serving on
- 433 the Council as selected by the active members at the annual meeting. In the event that the
- 434 senior minister or the active member is unavailable, the alternate active member shall serve
- 435 in their place. Any other vacancy on the Nominating Team shall be filled by the Spiritual
- 436 Leadership Council, subject to the above guidelines.
- 437
- 438 **B. Duties and Responsibilities.** The Nominating Team shall initiate a search for at least
- 439 one (1) qualified candidate per opening for nomination as a member of the Spiritual
- 440 Leadership Council and select a chairperson to present the team's nominations at the
- 441 annual membership meeting.
- 442

443 **C. Other Nominations.** Any active member wishing to nominate another active member
444 may do so by contacting the Nominating Team no later than fifteen (15) days in advance to
445 the annual business meeting.
446

447 **D. Self-Nominations.** Any active member not nominated by the Nominating Team may
448 submit their name to the Spiritual Leadership Council no later than 15 (fifteen) days prior
449 to the annual membership meeting. Such nominees shall then be placed on the Council
450 ballot for election at the annual business meeting.
451

452 **E. Nomination Procedure.** The presiding officer of the annual membership meeting shall:

- 453 1) Read **Article VI, Section 2 (A) [Qualifications]** of these bylaws just prior
454 beginning the process of nomination and election; and
- 455 2) Call upon the chairperson of the Nominating Team to present the team's nominations;
456 and
- 457 3) Read the names of additional nominees whose names have submitted at least fifteen
458 (15) days prior to the annual business meeting.
459

460 **F. Election Procedure.** The election shall be by ballot if there are any partial terms to be
461 filled or there is more than one (1) nominee for each position. The result of the vote shall
462 be announced to the annual meeting. The two (2) qualified nominees receiving the highest
463 number of votes shall be elected to fill three (3) year terms. The candidates receiving the
464 next highest number of votes shall be elected to the longest unexpired term.
465

466 **G. Interim Council** In the event of an interim Council, the Nominating Team shall complete
467 its selection process within thirty (30) days from the establishment of the interim Council.
468

469 **Section 12. Removal from Office by the Spiritual Leadership Council.** Any Council
470 member may be removed by the Spiritual Leadership Council due to unexcused absences from
471 three (3) successive regular Council meetings, failure to fulfill the duties of the office, disruptive
472 or unethical behavior. Removal requires a majority vote of the other Council members.
473

474 **Section 13. Vacancies.**

475 **A.** Should there be a vacancy on the Spiritual Leadership Council, the Council shall select a
476 qualified replacement to fill the position. A majority vote shall be necessary for election.
477 The term of service shall expire on the date of the next annual meeting.
478

479 **B.** Should the number of Council members fall beneath the quorum requirement, the
480 remaining Council members shall be empowered to call and hold the special meetings
481
482

483 allowed by **Section 13 (C)** and to carry on the necessary day-to-day activities of the
484 ministry.

485
486 **C.** Should the number of Council members fall beneath a quorum, two special membership
487 meetings shall be called.

488
489 1) The first special meeting shall occur within thirty (30) days with notice of the meeting
490 sent by postal or electronic mail to all Voting Members at least fifteen (15) days prior to
491 the meeting. The purpose of this meeting shall be:

- 492
493 a) To elect interim Council members;
494 b) To constitute or reconstitute the Nominating Team;
495 c) To set the date for a second special meeting. The second special membership
496 meeting shall be held no later than seventy-five (75) days after the first meeting with
497 notice sent to all members by postal or electronic mail at least fifteen (15) days prior
498 to the meeting.

499
500 2) The Nominating Team shall complete their search for Council nominees within thirty
501 (30) days of the first special membership meeting and forward their nominations by
502 mail to all active Voting Members to all Voting Members within forty-five (45) days.

503
504 3) The Council members shall be elected at the second of these special membership
505 meetings. If the regular annual meeting of this ministry should be scheduled in this time
506 period, then Council elections shall be held at the regular annual meeting of this
507 ministry.

508
509 **D. Election Procedure.** The candidate receiving the highest number of votes shall fill the
510 longest unexpired term; the candidate receiving the next highest number of votes receives
511 the next longest term. This procedure is followed until all vacancies are filled.

512
513 **Section 14. Spiritual Leadership Council Officers.** The officers of the Spiritual Leadership
514 Council shall be a president, a vice president, a secretary, a treasurer, and other officers as the
515 Council may decide. All officers shall be elected by a majority of the Council members present and
516 voting at the first Council meeting after the annual meeting, or, at a special meeting called for the
517 purpose of electing officers. The term of office shall be one (1) year or until successors are elected.

523 **Section 15. Duties of Officers.**

524

525 **A. President.** The president shall preside at all Spiritual Leadership Council meetings,
526 preside at all membership meetings, appoint members of ministry teams related to Council
527 functions (except the Nominating Committee) with the advice of the Council, serve as an
528 ex officio member of all ministry teams except the Nominating Committee, sign such
529 papers and documents upon proper authorization as may be necessary and be responsible
530 for collaborating with the senior minister in the planning of Council orientations, retreats,
531 and workshops.

532

533 **B. Vice President.** The vice president shall assist the president in the performance of that
534 officer's duties, perform all the duties of the president of the Council in the absence of the
535 president, and succeed to the office of president in case the office of the president becomes
536 vacant. In such a case, a new vice president shall be elected from among the remaining
537 Council members to fill the remainder of the unexpired term.

538

539 **C. Secretary.** The secretary shall keep, or cause to be kept, an accurate record of the minutes
540 of all Council and membership meetings, hold in custody and be responsible for all reports,
541 contracts, other legal papers, keep the meeting minute books at the principal executive
542 office of the ministry at all times or in such other depository as prescribed by the Council,
543 be a signatory to any legally required documents which the state or local government
544 determine necessary, attend to all official business as directed by the Council, and keep or
545 cause to be kept up-to-date membership lists.

546

547 **D. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry, pay
548 out or cause to be paid out funds authorized by the Council, see that all expenditures are
549 evidenced by proper receipts and vouchers, keep or cause to be kept a record of all financial
550 transactions, submit monthly financial reports at each regular Council meeting, submit a
551 financial report covering the last complete fiscal year and a budget for the upcoming year
552 to be approved by the membership at the annual membership meeting, and account or
553 cause to be accounted for by the appointment of qualified persons all funds received being
554 responsible to assure that all such funds are deposited in accounts authorized by the
555 Council. When counting ministry funds there should be at least two (2) persons present.
556 The Council may require the treasurer to pass background checks for the faithful
557 performance of his or her duties.

558

559 **Section 16. Ministry Teams.** Except as otherwise provided in these bylaws, ministry teams for
560 any specific purpose shall be appointed by and agreed upon by the minister(s) and the Council
561 President and ratified by the Spiritual Leadership Council.

562

563 **ARTICLE VII– Administration and Leadership**

564
565 **Section 1. Administration.** The administration of Unity North Tampa shall be vested in the
566 senior minister (or co-ministers) as the administrative director and the Spiritual Leadership
567 Council elected from the membership.

568
569 **Section 2. Employment.** The Spiritual Leadership Council shall select their recommendation
570 for senior minister (or co-ministers) following the employment procedures for ministerial
571 personnel of UWM.

572
573 **A.** The Council shall appoint a Ministerial Search Team consisting of no less than
574 five (5) Voting Members, with no more than three (3) members from the Spiritual
575 Leadership Council. The Search Team shall seek qualified ministerial candidates and
576 present them to the Spiritual Leadership Council and the congregation.

577
578 **B.** The candidate recommended by the Council for employment must be ratified by a two-
579 thirds (2/3rds) vote of the active members present and voting, as provided in **Article V,**
580 **Section 1 (H) (1).**

581
582 **Section 3. Termination.** After a ministry and its senior minister or co-ministers have
583 cooperated with the Peacemaking procedures of UWM, or with any other mediating
584 organization, a two-thirds (2/3rds) vote of the active members present and voting is required to
585 terminate the employment of a senior minister or co-minister, as provided in **Article V,**
586 **Section 1 (H) (1).**

587
588 **Section 4. Senior Minister (or Co-Ministers).** The senior minister (or co-ministers) shall
589 be duly licensed or ordained Unity minister(s) or someone serving under special dispensation.

590
591 **A. Duties.** As the spiritual leader(s) of this ministry, the senior minister (or co-ministers)
592 shall be responsible for the scheduling, conduct, content of services/classes, and all other
593 activities that further the purpose of this ministry. As chief executive officer(s), the
594 minister(s) shall:

- 595
596 1) Be responsible for the complete functioning of this ministry, including the hiring and
597 termination of all employees including associate or assistant ministers;
598
599 2) Be and serve as voting member(s) of the Spiritual Leadership Council on all matters
600 except their own employment, or that of their successor(s);
601
602 3) Serve as ex officio member(s) of all ministry teams;

- 603 4) Be responsible for creating specific ministry teams related to these duties; and appoint
604 the members of these teams as provided in **Article VI, Section 16 [Ministry**
605 **Teams;**
606
607 5) Be responsible for promptly seeking UWM's assistance in the event of a dispute
608 adversely affecting the ministry.
609

610 **B. Compensation.** The compensation of the senior minister (or co-ministers) employed by this
611 ministry shall be set by the Spiritual Leadership Council and be in alignment with the approved
612 budget.
613

614 **C. Vacancy.** A senior minister or co-minister position may be vacated by: a) resignation; b)
615 inability to serve or; c) termination in accordance with **Article VII, Section 3**
616 **[Termination].**
617

618 **D. Associate and/or Assistant Ministers.** Associate and/or assistant minister(s) are hired
619 by the senior minister (or co-ministers) with the consent and approval of the Spiritual
620 Leadership Council. These minister(s) function with less responsibility than the senior
621 minister (or co-ministers).
622

- 623 1) **Qualifications.** Any associate and/or assistant minister shall agree to abide by the
624 UWM Code of Ethics and the Sexual Conduct Policy.
625
626 2) **Duties.** The associate and/or assistant minister(s) shall perform the duties and fulfill
627 the responsibilities assigned them by the senior minister (or co-ministers).
628
629 3) **Compensation.** To the extent funded by the Council the compensation of the
630 associate and/or assistant Minister(s) shall be fixed by the senior minister (or co-
631 ministers).
632

633 **Section 3. Definitions.**

634

635 **A. A Unity Ministry.** A member ministry is a ministry recognized by UWM.
636

637 **B. Senior Minister.** A senior minister is a Unity Minister duly ordained, licensed or serving
638 under special dispensation by UWM or Unity School of Christianity prior to July 1, 1966,
639 who assumes the spiritual and administrative leadership role in a member ministry. This
640 leader oversees teaching, preaching, healing, counseling, praying and all spiritual services
641 and fellowship activities of the ministry. The senior minister shall also be responsible for
642 overseeing the administration and operation of the ministry.

643 **C. Co-Minister.** In shared partnership ministries, a co-minister is a Unity Minister duly
644 ordained or licensed by UWM or Unity School of Christianity prior to July 1, 1966 or serving
645 under special dispensation, who equally assumes the leadership role with another minister
646 in a member ministry.

647
648 **D. Associate Minister.** In ministries with more than one minister, an associate minister
649 may be equal in ability, but function with less responsibility than the senior minister. The
650 associate minister reports to the senior minister, who determines the scope of the
651 associate's responsibilities.

652
653 **E. Assistant Minister.** The skills and/or experience of the assistant minister may be less
654 than those of the senior minister. The assistant minister reports to the senior minister, who
655 determines the scope of the assistant's responsibilities. The assistant may be placed in a
656 specialized service area of the ministry, i.e., pastoral visitation or administrative support.

657
658 **ARTICLE VII – Emergency Situations**

659
660 In the case of a national emergency declared by the President of the United States, a State of
661 Emergency declared by the governor, or a local emergency as determined by a two-thirds (2/3rds)
662 vote of the Spiritual Leadership Council present and voting, the Council is authorized to meet by
663 electronic means and to have the full power to adjust budgets and cancel/postpone events or
664 reschedule them as electronic meetings. As long as the emergency lasts, the Spiritual Leadership
665 Council may take any other emergency actions deemed helpful and necessary to assure the welfare
666 of this ministry.

667
668 **ARTICLE IX – Dissolution**

669
670 In the event that this ministry is dissolved, all property and funds remaining after the payment of
671 the debts of the ministry shall be delivered to UWM. Such funds or property shall be for the use
672 and benefit of UWM as may be determined by the UWM Board of Council members in alignment
673 with current policies and procedures. Should UWM no longer exist, any remaining assets of this
674 ministry after dissolution shall be disposed of by a court of competent jurisdiction of the county
675 in which the principal executive offices of the ministry are then located and shall be used
676 exclusively for such purposes or distributed to such organization or organizations as said court
677 shall determine, which are organized and operated exclusively for purposes set out in Section
678 501(c) (3) of the Internal Revenue Code of 1954 as amended.

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ARTICLE X – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws shall 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 sent by postal or electronic mail to all members at least fifteen (15) days prior to the meeting at which they shall be considered. An affirmative vote of two-thirds (2/3rds) of the active members present and voting shall be necessary to adopt any amendment(s) to or general revision of these bylaws.

ATTEST:

These bylaws, approved by Unity Worldwide Ministries, and adopted by the membership at the membership meeting on October 3, 2021, supersede all previous bylaws adopted by Unity North Tampa.

Council President

Council Secretary

Date