

By-laws for Unity Church of Truth and Religious Educational Center, Inc.,  
Tustin, California  
Revised March 13, 2016

**Article I**

**Section 1.01 — Statement of Purpose**

The purpose of the Unity Church of Truth and Religious Educational Center, Inc., a California not-for-profit corporation is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity School of Christianity and the Association of Unity Churches, a non-profit corporation organized and existing under the laws of the state of Georgia with headquarters at Unity Village, Missouri, here-after referred to as the Association.

In the accomplishment of this purpose, Unity Church of Truth and Religious Educational Center, Inc., hereafter referred to as Unity Church of Truth or the church, shall endeavor to conduct services of worship and all classes of instruction and to demonstrate the principles of Truth by using them in the operation of the church and adopt other means that in the judgment of the minister will further the principles of the practical Christianity among people everywhere.

**Section 1.02 — Association of Unity Churches Membership and Responsibilities**

Unity Church of Truth is a member of the Unity Worldwide Ministries. The operation and the conduct of this Ministry shall comply with the regulations and policies of the Association, as outlined in the Association By-laws, insofar as they do not conflict with the laws of the State of California.

- (a) **Leadership.** This Ministry shall have as its leader an ordained or licensed Unity minister or a licensed Unity Teacher approved by the Association. Refer to Section 4.02.
  
- (b) **Teaching.** The principles of Practical Christianity shall be taught through this Ministry using methods, textbooks, literature, and other materials approved by the Association, or such that are in keeping with the objectives of the ministry.
  
- (c) **Reports.** As Administrative Director of this Ministry, the Minister shall make annual reports to the Association on forms supplied by the Association.

**Article II**

**Section 2.01 — Principle Office**

The principle executive office of the corporation shall be fixed by the Board of Directors. Said office shall be in the County of Orange, State of California, or at such other place within the State of California as the Board of Directors hereafter shall designate. The Corporation may also have offices at such other place or places, as the Board of Directors may from time to time designate.

## **Article III**

### *Membership*

#### **Section 3.01 — Qualifications**

A member of Unity Church of Truth shall endeavor to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity. He/she shall further the work of the Ministry through his/her active interest, love, and support.

#### **Section 3.02 — Election of Members**

Anyone eighteen years of age or older desiring membership in Unity Church of Truth shall file an Application for Membership card with the Ministry office. The application shall be presented to the Board of Directors at its next regular meeting. Upon a majority affirmative vote of the Directors present and voting, the applicant shall become a member and shall be notified accordingly by the Board Secretary. All staff ministers and licensed Unity Teachers are considered members of this Ministry.

#### **Section 3.03 — Terms of Membership**

- (a) **Renewal.** An active member shall renew membership annually.
- (b) **Inactive members.** An active member shall become inactive:
  - 1. upon request
  - 2. upon absence from the congregation for one year providing the church has attempted to notify the member of the change in the membership status;
- (c) **Junior members.** Children under eighteen may be elected to non-voting membership.
- (d) **Removal.** Removal from the membership role of any member whose qualifications are in question requires at least a two thirds affirmative vote of the Board of Directors, including agreement by the Minister. Prior to action concerning removal, the member must be given an opportunity for a hearing before the Board.

#### **Section 3.04 — Powers of Active Members**

Active member of Unity Church of Truth shall have the power to do the following:

- (a) Vote at any membership meeting called in accordance with Section 3.05., at which the member is present.
- (b) Elect members to the Board of Directors as specified in Section 4.04.
- (c) Ratify the By-laws of this Ministry or any amendments thereto as specified in Section 8.01.
- (d) Vote on any question of sale or pledge of real property owned and used for the operation of this Ministry which exceeds one hundred thousand dollars (\$100,000.) in value. A seventy-five percent affirmative vote of those present and voting is required to approve the sale or pledge. Refer to Section 4.03(c) 7.
- (e) Elect a member, and his alternate, to serve on the Nominating Committee as specified in Section 4.04 (c) 1.
- (f) Call a special membership meeting when the affairs of this Ministry warrant such action. Refer to Section 3.05(b)

- (g) Vote to override any action of the Board of Directors providing it is communicated to the membership in writing ten days prior to the subsequent meeting of the membership and seventy-five percent of those present and voting have the authority for determination.
- (h) Vote for the removal of any Director from his/her office in accordance with Section 4.05(a) 4.
- (i) Vote on any matters officially brought to the attention of the Membership.
- (j) Offer suggestions to the Minister or Board of Directors as may seem advisable for the good of this Ministry.
- (k) Any ten active members may request liaison assistance by notifying the Executive Director of the Unity Worldwide Ministries in writing with copies to the Board of Directors and Minister.

### Section 3.05 — Meetings and Quorum

**(a) Annual Membership Meeting.** The annual membership meeting of Unity Church of Truth shall be held at its official headquarters on a Sunday during the first quarter of the calendar year at the time of day designated by the Minister and Board of Directors.

1. **Written Notice.** Written notice stating the date, time, and place shall be communicated to all active members at least 10 days before any membership meeting.

**(b) Special Membership Meetings.** Any time the affairs of this Ministry warrant, special membership meetings may be called by:

1. The Minister
  2. A majority of the Directors of the Board
  3. Submitting a petition having been signed by 10 percent of the active membership
- A written request must be submitted to the Board who shall, within a reasonable length of time, call the meeting on behalf of the requesting party. The purpose(s) for the special meeting shall be stated both in the written request and the written notice to the Membership. Business conducted at the special meeting shall be limited to the pre-stated purpose.

**(c)Written Notice.** Written notice stating the date, time, and place shall be communicated to all active members at least 10 days before any membership meeting.

**(d)Quorum.** The lesser of fifty (50) members or twenty-five per cent (25%) of the Membership shall constitute a quorum at and membership meeting.

**(e)Participation.** Participation in the business affairs of any membership meeting shall be restricted to active members in attendance. Participation of other persons in discussion of business must be approved by two-thirds majority vote of the active members in attendance.

**(F)Voting.** Unless otherwise provided herein, the vote of a majority of the active members present and voting or voting by absentee ballot shall be necessary for the approval or disapproval of that action being voted upon. Refer to Section 3.04(d) and (g) and Section 8.01. Active members unable to be present in a membership meeting may vote by absentee ballot

upon application to the church office in advance of the meeting date. Absentee ballots must be returned prior to the meeting.(g)

**Prayer.** In a membership meeting, the chair, the minister, a Unity Worldwide Ministries Liaison 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 a request the chair shall provide a period of prayer and silence.

## **Article IV** *Government*

### Section 4.01 — **Administration**

The government of the Unity Church of Truth shall be vested in the Minister, who is the Administrative Director, and the Board of Directors elected from the Membership.

### Section 4.02 — **Minister**

- (a) **Duties.** As the Spiritual Leader, the Minister shall 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 Section 1.01. As Administrative Director, the Minister shall be:
1. Responsible for the complete functioning of this Ministry.
  2. A voting member of the Board of Directors on all matters except his/her own employment, or that of a successor.
  3. A member of all committees. Refer to Section 5.01.
  4. Administrative advisor to all auxiliaries within the church and shall be an ex-officio member of the Board of each.
  5. Responsible for seeking Unity Worldwide Ministries liaison assistance in the event of a dispute adversely affecting the Ministry.
- (b) **Compensation.** The compensation of the Minister shall be fixed by agreement between the Minister and the Board of Directors.
- (c) **Vacancy.** Should a vacancy occur in the office of the Minister, the Board of Directors shall communicate with the Executive Director of the Association and request a list of applicants for the position.
- (d) **Duration.** The Minister shall serve the Church without limit of time, except as may be provided in the employment contract.

### Section 4.03 — **Board of Directors** — *Members*

- (a) **Structure.** The Board of Directors shall consist of the Minister and six Directors elected from the Membership of Unity Church of Truth. Each elected Director shall hold office for three years or until a successor is duly elected. The terms of two elected Directors shall expire annually and their offices shall be filled at the annual membership meeting in accordance with Section 4.04. No Director shall be elected to serve more than two consecutive terms of three years each without an interval of one year between terms. Further no board member shall be the spouse, parent, or child of another board member.

- (b) **Prayer.** During the discussion of an item of business, any Director may request time for prayer about the issue. Upon request the Chair shall provide a period of prayer and silence.
- (c) **Duties.** As representatives of the Membership, the Directors of the Board shall:
1. Uphold the spiritual purpose of this Ministry as stated in Section 1.01.
  2. Uphold the highest interest of the Membership in conducting the business of this Ministry.
  3. Be conversant with the Bylaws.
  4. Be faithful in attendance at services, board and membership meetings of this Ministry.
  5. Make determinations of the business needs of this Ministry and authorize payment of monies for those purposes.
  6. Administer the property of this Ministry, both real and personal.
  7. Make determinations on the sale or pledge of real or personal property belonging to this Ministry. All decisions in favor of the sale or pledge of real property exceeding one hundred thousand dollars (\$100,000 ) in value shall be presented to the Membership at a properly constituted Membership meeting to be voted on in accordance with Section 3.04(d).
  8. As recommended by the Minister, authorize the employment of all staff personnel of this Ministry and set and approve their salaries. See Section 4.02 (a) 2.
  9. Set dates for the fiscal year.
  10. Each year cause to be prepared a complete financial statement with disclosures which will set forth the fiscal conditions and operations of the Ministry.
  11. When deemed advisable, secure a fidelity bond for the Treasurer to be set by the Board.
  12. Approve applicant for membership in accordance with Section 3.02.
  13. Act to fill the unexpired term of any Director in accordance with Section 4.05 (b).
  14. Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Section 4.07.
  15. Ratify committees and their chairpersons as appointed by the Board President.
  16. Communicate with the Executive Director of the Association for aid in resolution of all matters concerning the Minister's services which cannot otherwise be reasonably resolved.
  17. Consider other duties brought to their attention by the Minister and other directors.

#### Section 4.04 — **Board of Directors** — *Election*

- (a) **Qualifications.** Any person elected to the Board of Directors must be an active member of the Unity Church of Truth. He/she shall be a person who:
1. Desires to serve on the Board.
  2. Endeavors to live in accord with the Jesus Christ principles of love and Truth taught by Unity.
  3. Furthers the work of this Ministry through active interest, love, and support.
  4. Is a sincere and continuing student of Unity, conversant with its teachings.
  5. Has demonstrated leadership capabilities.

- (b) **Nominating Committee.** A Nominating Committee shall be formed at least three months prior to the annual membership meeting, and shall initiate a search for at least two qualified candidates for the Board of Directors. The Committee shall consist of the Minister and three members selected in the following manner:
1. At the annual Membership Meeting, the Membership shall elect one of its members, and his/her alternate, to serve on the Nominating Committee for the next year's election.
  2. The Board shall elect one of its Directors.
  3. Together with the Minister, the above two committee members shall select a third committee member from the Membership who shall become Chairperson of the Nominating Committee. In the event of unavailability to serve of the person so elected, the Board shall select a person from the active membership to fill the vacancy, other than a current Board member.
- (c) **Nominating Procedure.** As the presiding officer of the annual membership meeting, the President shall:
1. Read Section 4.04 just prior to the call for nominations.
  2. Call upon the Chairperson of the Nominating Committee to present the Committee's nominations.
  3. Call for additional nominations from the floor. Nominees should never be chosen on the basis of a person's business success or financial resources alone. All nominees, no matter how nominated, must qualify in accordance with paragraph (a) of this section.
- (d) **Election.** Votes shall be cast by ballot only if more than two nominations have been made. The two nominees receiving the largest number of votes shall be elected to the Board of Directors.

#### Section 4.05 — **Board of Directors** — *Vacancy and Replacement*

- (a) **Vacancy.** The office of a Director may be vacated by any of the following means.
1. The resignation of the Director
  2. The Board voting for the removal of a Director due to absences from three successive regular board meetings. Absences may be excused by the Board upon written request.
  3. The Board voting for the removal of a Director because of failure to fulfill the duties of office as specified in Section 4.03 (c).
  4. The Membership voting for the removal of a Director because of failure to fulfill the duties of office as specified in Section 4.03 (c). See Section 3.04(h).
- (b) **Replacement.** Should a vacancy occur on the Board of Directors, the Board shall proceed to fill the vacancy by ballot at its next regular meeting. In case of emergency, a special meeting may be called. Only persons meeting the qualifications specified in Section 4.04(a) may be considered as replacements. No replacement shall have served as a Director during the year prior to his/her election. A majority vote of those present and voting shall be necessary to elect. The term of the newly elected Director shall expire on the same date as the term of the Director he/she succeeds.

#### Section 4.06 — **Board of Directors** — *meetings and quorum*

- (a) **Regular Board Meetings.** The regular business meetings of the Board of Directors shall be held at the headquarters of this Ministry once a month, unless otherwise specified by the Board.
- (b) **Special Board Meetings.** Special meetings of the Board shall be called by the President under any of the following conditions:
  - 1. By request of the Minister.
  - 2. By request of two or more Directors.
  - 3. As the President deems it necessary. The request shall be filed in writing with the Board Secretary. Reasonable effort must be made to notify all Directors of any special meeting.
- (c) **Quorum.** Four Directors shall constitute a quorum for the transaction of business.
- (d) **Minister — Attendance.** The Minister has the right to attend all Board meetings. He/she must be notified of all special meetings.

#### Section 4.07 — **Board of Directors** — *Officers*

Officers of the Board of Directors shall consist of a President, Vice-President, Secretary, and Treasurer. Immediately following the Annual Membership Meeting, the Directors shall meet and elect officers of the Board for the ensuing year. All officers shall be elected by majority vote of Directors present and voting, and shall hold their respective offices for one year, or until their successors are duly elected or qualified.

- (a) **President.** The President shall:
  - 1. Preside at all Board of Directors meetings.
  - 2. Preside at all membership meetings.
  - 3. Appoint committees in accordance with Section 5.01.
  - 4. Be a member ex-officio of all committees except the Nominating Committee.
  - 5. Sign such papers and documents, upon proper authorization, as may be necessary.
- (b) **Vice President.** The Vice president shall:
  - 1. Perform all the duties of the President in the absence of the President.
  - 2. Become President in case the office of the President becomes vacant. In such a case, a new Vice President shall be elected from the remaining Directors to fill the remainder of the 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. Be responsible for all reports, contracts, other legal paper, minute books, and the corporate seal, which items shall be kept in the Ministry office at all times, or in such other depository as prescribed by the Board.
  - 3. Attend to all official business required by the Board.
- (d) **Treasurer.** The Treasurer shall:
  - 1. Be custodian of the funds of this Ministry. He/she shall pay out, or cause to be paid out, funds authorized by the Board. Refer to Section 4.03 (c) 11.
  - 2. Submit a financial report, covering the last complete fiscal period, at the annual membership meeting.

3. Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible of their deposit.
4. Place, or cause to be placed, the funds of this Ministry in the bank or other depository approved by the Board.

## **Article V**

### **Section 5.01 — Formation**

Committees for any specific Board purposes, with the exception of the Nominating Committee, shall be appointed by the Board President. Approval by the Minister plus ratification by the Board is required.

## **Article VI**

### **Section 6.01 — Description**

The corporate seal of this Ministry shall include the name of the Ministry in a circle, which encloses the name of the city, state, and date of the incorporation.

### **Section 6.02 — Dissolution**

Should this corporation dissolve, all property and funds remaining after the payment of the debts of the corporation shall be delivered to the Unity Worldwide Ministries (UWM), a non-profit corporation organized under the laws of Georgia, for religious and educational purposes. Such funds or property shall be for the use and benefit of the UWM as may be determined by the Board of Trustees. Upon re-establishment of a Unity church or center in Tustin or vicinity, the UWM shall make available to said church an amount of money equivalent to that received from the dissolution.

Should the UWM no longer exist, any assets remaining of this corporation after dissolution shall be disposed of by a Court of Competent Jurisdiction of the County in which the principle office of the corporation is then located exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01 (3) of the Internal Revenue Code of 1954.

## **Article VII**

### *Meeting Procedure*

### **Section 7.01 — Order of Business**

The regular order of business at Board of Directors and membership meetings shall be determined by the current Board of Directors.

### **Section 7.02 — Rules of Order**

Robert's Rules of Order shall be the authority of this Ministry on parliamentary law and its usage, unless otherwise provided by these by-laws.

## **Article VIII**

### *By-laws Amendments*

#### **Section 8.01 — Procedures**

Amendments to these By-laws must be made by voting members of this Corporation at a legally constituted membership meeting. Written notice setting forth the proposed amendments must be communicated to all members at least ten days prior to the required membership meeting. An affirmative vote of seventy five per cent (75%) of all members present and voting shall be necessary to pass any amendment to these By-laws.

These By-laws fully supersede all previous By-laws by Unity Church of Truth.