

BYLAWS FOR UNITY OF NEW BRAUNFELS

ARTICLE I – Name

The name of this local ministry shall be Unity of New Braunfels.

ARTICLE II - Purpose

Section 1. Statement of Purpose. The purpose of Unity of New Braunfels, a Texas nonprofit corporation, (hereinafter referred to as “ministry”) is (i) to teach the universal Christ principles of love and truth, as taught and demonstrated by Jesus and interpreted by the Association of Unity Churches, Inc., d/b/a Unity Worldwide Ministries, a Georgia nonprofit corporation, with headquarters at Unity Village, Missouri, hereinafter referred to as Unity Worldwide Ministries (UWM), and (ii) to live its vision, mission, and core values as adopted by the members of UWM from time to time.

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

Section 3. Unity Worldwide Ministries. Unity of New Braunfels 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.

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 Texas.

- 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.
- C. **Leadership.** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by UWM or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term “minister” shall include a person serving under special dispensation of UWM.
- D. **Teaching.** In addition to offering UWM-approved Spiritual Education and Enrichment (SEE) classes, this ministry shall offer other classes and workshops which will be taught in accordance with Unity principals.
- E. **Comply with Requests.** The ministry shall comply with all requests for identifying information from UWM, including, but not limited to, authentic copies of the ministry’s:
1. Articles of Incorporation;
 2. Bylaws whenever updated;
 3. Deeds to properties owned by the ministry;
 4. Form SS-4, Application for Employer Identification Number, once it has been returned by the IRS to the ministry;
 5. Form 8822-B, Change of Address or Responsible Party.
- F. **Reports.** The ministry shall make annual reports to UWM as required.

ARTICLE III - Office and Official Records

Section 1. Principal Office. The principal executive office of the ministry shall be fixed by the Board of Trustees. Said office shall be in Comal County, Texas, or at such other place within Texas as the Board of Trustees hereafter shall designate. The ministry may also have offices at such other place or places as the Board of Trustees may from time to time designate.

Section 2. Official Records. Records of membership, finances, donation, corporate minutes, and other records required by law, or as designated by the Board of Trustees, shall be maintained at the principal office of the ministry. Confidential documents (including, but not limited to, human resources, membership, and donation information) are available only for use by the minister(s), board members, or designated professional staff and advisors. Non-confidential documents are available to members for review at the principal office of the ministry upon request.

ARTICLE IV - Members

Section 1. Qualifications. A member of Unity of New Braunfels shall endeavor to live in accord with the Christ principles of love and truth as taught by Unity Worldwide Ministries. A member shall work to further the purposes of this ministry through active interest, love, and support.

Section 2. Election of Members. Anyone who has reached the age of 18 desiring membership in Unity of New Braunfels shall file an application for membership or such other document as approved by the Board of Trustees with the ministry office. In addition, prospective members may need to meet additional requirements according to current ministry policy. The application shall be presented to the Board of Trustees at its next regular 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. All staff ministers are considered members of this ministry.

Section 3. Membership.

- A. **New Members.** After acceptance, a new member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the church.
- B. **Existing Members.** To retain membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal document prior to the start of that year's annual membership meeting. The membership term shall be from annual membership meeting to the next annual membership meeting. If no current membership document is on file prior to the start of the annual membership meeting, that person becomes a former member and cannot serve on the Board of Trustees nor vote at any membership meeting.
- C. **Founding Members.** Each of the Founding Members will have their membership renewed annually for life automatically. The Founding Members are Deborah Thomas, Pete Thomas, Candace Southmayd, Myrna Deady, Dennis Deady, Gerald Thiele, Ian and Mimi Whitehead.

Section 4. Reinstatement of Inactive Membership.

- A. **Reinstatement within two years.** Former members who wish to return to membership within the first two years after their most recent membership renewal, who meets membership qualifications and fill out a yearly membership renewal document, shall be reinstated as members by the Board of Trustees at its next regular meeting. In order to vote at a membership meeting such members must fulfill these requirements at least 60 days before a membership meeting.

- B. **Reinstatement after two years.** Persons who have not been members for two years or more and desire to return to membership may reapply in the same manner required of new members.

Section 5. Removal from Membership. A member may be removed with 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 matter that may lead to removal as a member. Thereafter, the member shall be given an opportunity for a hearing before the board. A two-thirds (2/3) vote of the board shall be required for removal from membership.

Section 6. Powers of Members. Each member of Unity of New Braunfels shall have the following powers:

- A. To speak in debate and vote at any membership meeting in accordance with the rules provided for debate;

- B. To serve on ministry teams or board committees, if selected; to speak in debate at any membership meeting according to the rules provided for debate;

- C. To offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of the ministry;

- D. To contact the UWM regional representative or UWM directly for guidance, support, or information on available resources;

- E. To participate in all activities and programs of the ministry; and

- F. Ten (10) or more members may request conflict management assistance by notifying the UWM Board in writing with copies to the UNB Board of Trustees and the minister(s).

ARTICLE V - Meetings

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

- A. **Date and Location of Annual Membership Meetings.** The meetings shall be held during the first quarter at the principal location of the ministry at a time and date established by agreement between the senior minister or co-ministers and Board of Trustees.
- B. **Notice.** Written notice stating the date, time, and place of the annual membership meeting shall be sent by electronic mail to all members at least thirty (30) days in advance of the meeting. A paper copy of the notification of the meeting sent by postal mail is available to any member upon request.
- C. **Quorum.** 10% of the members must be present (actually or virtually) in order to constitute a quorum for the transaction of business at any annual membership meeting.
- D. **Presiding Officer.** The President of the Board of Trustees shall serve as the presiding officer of the annual membership meeting unless the President relinquishes the chair to another board member, to a representative of UWM, or to a professional registered parliamentarian.
- E. **Participation.** The right to speak in debate, to make motions, and to vote during annual membership meetings shall be restricted to those members who are present (actually or virtually). The right of other persons to speak during membership meetings may be extended by the presiding officer or by a two-thirds (2/3) vote. UWM's representatives have a right to speak when they are at the meeting.
- F. **Voting.** Unless otherwise provided in these bylaws, a majority of the members present (actually or virtually) shall be necessary for approval or disapproval of the action being voted upon. Ballot voting will be available to members actually present at the meeting. Electronic voting will be available to members virtually present at the meeting. Proxy or absentee voting are not allowed.
- G. **Power and Authority.** At annual meetings, the membership shall have the power and authority to do all of the following:
 - 1. Elect members to the Board of Trustees;
 - 2. Ratify the bylaws and any proposed amendments to the bylaws;

3. Approve by a two-thirds (2/3) vote any expenditure regarding the sale, pledge, or proposed financing of real property, personal property, or other financial commitments of this ministry that exceeds twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater;
4. Elect a two members and an alternate to serve on the Nominating Committee;
5. Override any action of the Board of Trustees provided that notice of the action to be voted upon is sent by electronic mail to all members in writing thirty (30) days prior to the meeting; A paper copy of the notification of the meeting sent by postal mail is available to any member upon request; and is approved by a two-thirds (2/3) vote;
6. Remove by a two-thirds (2/3) vote any or all trustee(s) from the Board of Trustees; and
7. Vote on any matters officially brought to the attention of the membership.

H. **Prayer.** During any membership meeting, any member or UWM representative may request that action on an item of business be suspended while the membership enters into a time of prayer concerning the item of business. Upon such request, the presiding officer shall provide for a period of prayer and silence.

Section 2. Special Membership Meeting.

- A. **Requesting Special Membership Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the senior minister or co-ministers; by a majority vote of the entire Board of Trustees; or by a petition signed by ten percent (10%) of the membership and submitted to the Board of Trustees.
- B. **Calling Special Membership Meetings.** Upon receiving proper request for a special membership meeting, the President of the Board of Trustees shall call the meeting on behalf of the requesting party within forty-five (45) days of the receipt of the request. The notice of a special membership meeting shall be sent by electronic mail to all members at least thirty (30) days prior to the meeting. A paper copy of the notification of the meeting sent by postal mail is available to any member upon request. The location, quorum, presiding officer, participation, voting, and prayer provisions for special membership meetings shall be the same as those for annual membership meetings.
- C. **Special Membership Meeting Business.** Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice.

ARTICLE VI – Board of Trustees

Section 1. Membership. The Board of Trustees shall be composed of the senior minister and at least six (6) other trustees. The trustees shall be elected from among the membership of Unity of New Braunfels at the annual membership meeting. If the membership is fifty (50) members or fewer, the church may choose to have a Board of Trustees composed of the senior minister and at least four (4) other trustees.

Section 2. Eligibility and Term of Office.

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

- B. **Term of Office.** Elected trustees shall hold office for three (3) years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they were elected. No elected trustee shall serve more than two (2) consecutive terms without an interval of one (1) year between terms. Any person who serves on the Board more than half of a term shall be deemed as having served a full term.

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

- A. Licensed Unity Teachers;

- B. Significant others or related household members of any trustee of the ministry;

- C. Individuals receiving compensation from the ministry with the exception of the senior minister;
and

- D. Significant others or related household members of any individual receiving compensation from the ministry.

Section 4. Regular Board Meetings. Regular meetings of the Board of Trustees shall be held at least once a month unless otherwise determined by the board. There must be a minimum of one meeting per quarter.

Section 5. Special Board Meetings. Special meetings of the board shall be called by the President of the Board if requested by the senior minister, by three (3) or more trustees, by a written petition of 10% of the ministry's voting members or by the President if the President deems it necessary. Any request for a special board meeting shall be made in writing to the Board Secretary. All current board members, including the senior minister, shall be sent notice by postal and electronic mail of any special board meeting at least seventy-two (72) hours in advance of the meeting. Attendance of a quorum of the board at the meeting shall serve as a waiver of this notice requirement.

Section 6. Quorum. A majority of the total number of trustees including the minister constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the trustees present and voting shall be necessary for approval of the action being voted upon.

Section 7. Board Authority

- A. All authority is vested in the Board of Trustees only when it meets in session in person or virtually with electronic voting after notice to all trustees and the senior minister, and a quorum is present.
- B. When discussing the minister's compensation, working conditions or performance, the board (including the minister) may decide to exclude the minister from that portion of the discussion.

Section 8. Prayer. It is important that, in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, the spiritual principles taught by Unity Worldwide Ministries be utilized in the handling of decisions before the Board of Trustees. During the discussion of any item of business a trustee may request time for prayer concerning the topic. Upon such request, the President shall provide for a period of prayer and silence.

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

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 1 and 2 of these bylaws;
- B. Uphold the best interests of the membership in conducting the business of this ministry;

- C. Be conversant with these bylaws and establish policy for the operation of this ministry:
- D. Be faithful in attendance at worship and holiday services as well as board and membership meetings of this ministry;
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes:
- F. Provide for the administration of the real and personal property of this ministry;
- G. Make decisions regarding the sale, pledge, or proposed financing of real property, personal property, or other financial commitments of this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property, personal property, or other financial commitments exceeding twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater, shall be presented to the membership at a properly constituted membership meeting for final approval;
- H. Employ an ordained or licensed Unity minister(s) through cooperation with the employment management procedures of the Unity Worldwide Ministries (UWM);
- I. When conflict arises between board members or the board and the senior minister, the ministry shall seek to reconcile differences and immediately notify UWM for help with procedures and to provide guidance and consultation;
- J. As recommended by the senior minister, determine staff positions, including associate and assistant ministers, and authorize funds for their financial support through the annual budget process;
- K. Establish the fiscal year;
- L. Cause to be prepared a monthly a statement of income and expenses, a monthly balance sheet. and an annual financial statement setting forth the financial conditions and operations of the ministry. (When the Board deems appropriate, an independent, qualified accountant may be engaged to undertake a review or audit of the ministry's financial records.);

- M. Approve applicants for membership and remove former members from the membership rolls;
- N. Provide for the sending of yearly membership renewal forms or such other documents as approved by the Board of Trustees to all members and former members; keep or cause to be kept an accurate record of members and former members;
- O. Fill the unexpired term of any trustee;
- P. Elect officers of the board, and their successors when necessary to fill any unexpired term;
- Q. Create ministry teams and board committees as needed to support the functions and responsibilities of the board;
- R. Seek UWM assistance in the event of a dispute affecting the ministry;
- S. Attend and actively participate with board education programs;
- T. Consider issues brought to their attention by the minister or members of the board;
- U. Keep or cause to be kept accurate records of attendance of minors and adults present and involved with children's programs; keep or cause to be kept a background check on all staff and volunteers directly involved with the children's programs;
- V. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- W. Issue or cause to be issued necessary forms, including but not limited to 1099 and W-2 forms, in compliance with Internal Revenue Service regulations;
- X. Take such other actions as may be deemed necessary for the best interests of this ministry, including but not limited to:
 - 1. Secure theft and dishonesty insurance for persons handling church funds;

2. Secure liability insurance for all Board of Trustee members and minister(s); and
 3. Secure property and casualty insurance.
- Y. Send or cause to be sent the Annual Ministry Report to UWM.

Section 10. Nomination and Election.

A. Nominating Committee.

1. **Selection.** The Nominating Committee shall consist of one current board member, two members of the ministry and an alternate selected in the following manner:
 - a. At the annual membership meeting, the members shall select two members and one alternate to serve on the Nominating Committee for the following year's election. In the event a person elected to serve becomes unavailable, the alternate shall serve. If the alternate also becomes unavailable to serve, the board shall select a person from among the members who is not a current member of the board to fill the vacancy;
 - b. The board shall elect one of its trustees to serve on the Nominating Committee;
 - c. The three Nominating Committee members shall select a chairperson from amongst themselves;
 - d. The Nominating Committee shall begin its work at least six (6) months prior to the next annual membership meeting.
2. **Duties and Responsibilities.** The Nominating Committee shall initiate a search for at least two qualified candidates for each open position on the Board of Trustees. The report of the Nominating Committee shall be sent to all members at least thirty (30) days prior to the annual membership meeting.
3. **Other Nominations.** Any member meeting the qualifications as set in the board policy wishing to be nominated shall notify the Nominating Committee no later than sixty (60) days prior to the annual membership meeting.

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

1. Read Article VI, Section 10A and 10C of these bylaws just prior beginning the process of nomination and election; and
2. Call upon the chairperson of the Nominating Committee to offer the names of candidates on the ballot.

C. Election Procedure. The election shall be by ballot. The result of the vote shall be announced at the annual membership meeting. The two nominees receiving the highest number of votes shall be elected to fill three (3) year terms. If there are any other open positions, the nominee receiving the next highest number of votes shall be elected to the longest unexpired term.

Section 11. Removal from Office by the Board of Trustees. Any trustee may be removed by the Board of Trustees due to unexcused absences from three successive regular board meetings, failure to fulfill the duties of the office, disruptive or unethical behavior. Removal requires a majority vote of the other Board Members.

Section 12. Vacancies.

- A. Should there be a vacancy on the Board of Trustees, the board shall select a qualified replacement to fill the position, until the next annual membership meeting. A majority vote of the board shall be necessary for election. The remaining term of service shall be filled by election at the next annual membership meeting.
- B. Should the number of board members fall beneath the quorum requirement, the remaining board members shall be empowered to call and hold the special membership meetings allowed by Article VI, Section 12C and to carry on the necessary day-to-day activities of the ministry.
- C. Should the number of board members fall beneath a quorum, two special membership meetings shall be called.
 8. The first special membership meeting shall occur within thirty (30) days of the board falling beneath a quorum, with notice of the meeting sent by electronic mail to all members at least fifteen (15) days prior to the meeting. A paper copy of the notification of the meeting sent by postal mail is available to any member upon request. The purpose of this meeting shall be:

- a. To elect interim board members;
 - b. To constitute or reconstitute the Nominating Committee;
9. To set the date for a second special membership meeting. The second special membership meeting shall be held no later than sixty (60) days after the first meeting with notice sent to all members by electronic mail at least thirty (30) days prior to the meeting. A paper copy of the notification of the meeting sent by postal mail is available to any member upon request.
1. The Nominating Committee shall:
 - a. Complete their search for board nominees within thirty (30) days of the first special membership meeting;
 - b. The results of the Nominating Committee work shall be mailed to all members within fifteen (15) days of completion.
 2. The board members shall be elected at the second of these special membership meetings in accordance with Article VI, Sections 10B and 10C. If the regular annual membership meeting of this ministry should be scheduled in this time period, then board elections shall be held at the regular annual membership meeting of this ministry.
 3. The nominee receiving the highest number of votes shall fill the longest unexpired term; the nominee receiving the next highest number of votes receives the next longest term. This procedure is followed until all board vacancies are filled.

Section 13. Board of Trustees Officers. The officers of the Board of Trustees shall be a president, a vice president, a secretary and a treasurer. All officers shall be elected by a majority of the board members present and voting at the first board meeting after the annual membership meeting or at a special board meeting called for the purpose of selecting officers. The term of office shall be one year or until successors are elected.

Section 14. Duties of Officers.

- A. **President.** The president shall preside at all Board of Trustees meetings, preside at all membership meetings, serve as an ex officio member of all ministry teams and board committees except the Nominating Committee, sign such papers and documents upon proper authorization as may be

necessary and be responsible for collaborating with the senior minister in the planning of board orientation, retreats, and workshops.

- 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 shall 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, hold in custody and be responsible for all reports, contracts, other legal papers, keep the meeting minute books 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 state or local government determine necessary, attend to all official business as directed by the board, keep or cause to be kept accurate membership lists and send or cause to be sent yearly membership renewal forms to all members and members who have been inactive for only one year.

- 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 monthly financial reports at each regular board meeting, submit a financial report covering the last complete fiscal year to the annual membership meeting and account for, or cause to be accounted for by the appointment of qualified persons, all funds received being responsible to assure that all such funds are deposited in accounts authorized by the board. When counting ministry funds there should be at least two (2) persons present.

ARTICLE VII – Administration, Management and Leadership

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

Section 2. Minister(s).

- A. **Senior Minister or Co-ministers.** The senior minister or co-ministers shall be duly licensed or ordained Unity minister(s) or someone serving under special dispensation by UWM. When there are co-ministers, there is only one ministerial vote on the board.

1. **Qualifications.** Any senior minister and/or co-ministers shall agree to abide by the UWM Code of Ethics and the Sexual Conduct Policy.

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

 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 the Board of Trustees.

 5. **Termination.** After the ministry and its senior minister, 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 by a two-thirds (2/3) vote, excluding the minister;
- B. **Associate and/or Assistant Ministers.** Associate and/or assistant minister(s) are hired by the senior minister with the consent and approval of the Board of Trustees and shall be duly licensed or credentialed by UWM. These ministers function(s) with less responsibility than the senior minister or co-ministers.

1. **Qualifications.** Any associate and/or assistant minister shall agree to abide by the UWM Code of Ethics and the Sexual Conduct Policy.
2. **Duties.** The associate and/or assistant minister(s) shall perform the duties and fulfill the responsibilities assigned them by the senior minister or co-ministers.
3. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant minister (s) shall be fixed by the senior minister or co-minister(s).

Section 3. Definitions.

- A. **A Unity Ministry.** A member ministry is a ministry recognized by UWM.
- B. **Senior Minister.** A senior minister is a Unity minister duly ordained, licensed or serving under special dispensation by 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 oversees teaching, preaching, healing, counseling, praying and all spiritual services 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 co-minister is a Unity minister duly ordained or licensed by UWM (or Unity School of Christianity prior to July 1, 1966) or serving under special dispensation, who equally assumes the leadership role with another minister in a member ministry.
- D. **Associate Minister.** In ministries with more than one minister, an associate minister may be equal in ability, but function 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.** The assistant minister reports to the senior minister, who determines the scope of the assistant's responsibilities. The assistant may be placed in a specialized service area of the ministry; e.g., pastoral care or administrative support.

ARTICLE VIII - Ministry Teams and Board Committees

- A. With the exception of the Nominating Committee, ministry teams and board committees may be created by the Board of Trustees and the chair or co-chairs of these teams shall be appointed by the President of the Board or the senior minister or co-ministers for their respective areas of responsibility, with the approval of the Board of Trustees.
- B. The chair or co-chairs of the ministry teams and board committees shall recruit the members of their respective teams.
- C. **Emergency Situations.** In the case of a national emergency declared by the President of the United States, a State Emergency declared by the governor, 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 lasts, the Board of Trustees may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry.

ARTICLE IX – Dissolution

In the event that this ministry is dissolved, all property and funds remaining after the payment of the debts of the ministry shall be delivered to UWM. Such funds or property shall be for the use and benefit of UWM as may be determined by the Board of Trustees of UWM in alignment with current policies and procedures. Should UWM no longer exist, any remaining assets of this ministry after dissolution shall 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 501(c) (3) of the Internal Revenue Code of 1954 as amended.

ARTICLE X – Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of this 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 the ministry may adopt.

ARTICLE XI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be considered after approval of the proposed amendment or revision by UWM. After such approval, the proposal amendment or revision 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 and 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 (2/3) of the members present (actually or virtually) and voting shall be necessary to adopt any amendment(s) to or general revision of these bylaws.

ATTEST: John Bergmann
President, Board of Trustees

2/12/23
Date

John J. [Signature]
Secretary, Board of Trustees

February 12, 2023
Date