

BYLAWS of
UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA

ARTICLE I
Identification

Section 1.01 STATEMENT OF PURPOSE

The purpose of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA, a Minnesota non-profit corporation, is to inspire spiritual growth, teach Unity principles, and assist each individual reach their own Christ-consciousness in an atmosphere of inclusivity. In the accomplishment of this purpose UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall endeavor to conduct celebration services, classes of instruction, and adopt other means that in the judgment of the Expanded Leadership Team (Board of Directors, Minister, Executive Director, and/or Licensed Unity Teacher), will further the principles of practical Christianity among humankind.

Section 1.02 UWH PARTNERSHIP AND RESPONSIBILITIES

UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA is a partner of Unity World Headquarters. The operation and conduct of this Ministry shall comply with the regulation and policies of UWH as outlined in the UWH Bylaws, insofar as they do not conflict with the laws of the State of Minnesota.

- a. Leadership. This Ministry shall have as its leader an ordained minister, or a licensed Unity teacher or Spiritual Leader elected by the Board of Directors. Refer to Section 3.02c.
- b. Teaching. The principles of practical Christianity shall be taught through this Ministry using methods, textbooks, literature, and other materials by new thought leaders.
- c. Reports. As Administrative Director of this Ministry, the Minister or Executive Director will make annual reports to UWH on forms provided by UWH.

ARTICLE II
Member-Ownership

Section 2.01 QUALIFICATIONS

A member-owner of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall endeavor to live in accord with the Jesus Christ principles of Love and Truth as taught by Unity. They shall further the work of this Ministry through their active interest, love, and support.

Section 2.02 ELECTION OF MEMBER-OWNERS

Completing the Spiritual Cooperative Orientation and signing the Spiritual

Co-Op Agreement is required to become a member-owner. Annual renewal is obtained by re-signing the Spiritual Co-Op Agreement. The Spiritual Co-Op Agreement will be regularly reviewed and updated by the Leadership Team to reflect our evolution as a community.

Section 2.03 POWERS and RIGHTS OF MEMBER-OWNERS

- a. Elect member-owners to the Board of Directors as per Section 3.04.
- b. Vote at any member-ownership meeting called in accordance with Section 2.04, at which a member-owner is present.
- c. Ratify the Bylaws of this Ministry or any changes thereto as per Section 5.01.
- d. Vote on any question of sale or pledge of real property owned and used for the operation of this Ministry which exceeds twenty-five thousand dollars (\$25,000) in value. A sixty-seven (67%) affirmative vote of all member-owners present and voting shall be necessary to approve the issue.
- e. Elect a member-owner, and their alternate, to serve on the Nominating Committee as per Section 3.04b.
- f. Call a special member-ownership meeting when the affairs of this Ministry warrant such action. Refer to Section 2.04b.
- g. Vote to override any action of the Board of Directors providing it is communicated to the member-ownership in writing ten (10) days prior to the subsequent meeting of the member-ownership. Sixty-seven percent (67%) of a quorum is necessary to override the Board action.
- h. Vote for the removal of any Director from their office in accordance with Section 3.05a.
- i. Vote on the date and at the time designated by the Minister and/or the Board of Directors.
- j. Offer suggestions to the Executive Director, Minister, and/or Board of Directors as may seem advisable for the good of the Ministry.
- k. Serve on Board committees and ministry teams if selected.
- l. Speak in a debate at any member-owner meeting according to the rules provided for the debate.
- m. Participate in all activities and programs of the ministry.
- n. Review the financial report for the past year.

Section 2.04 ANNUAL MEMBER-OWNER MEETINGS

- a. Annual Meeting. The annual Member-ownership Meeting of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be held at its official headquarters on the date and time of day designated by the Leadership Team (Minister and/or Executive Director and the Board of Directors) during the first quarter of the year.
- b. Written notice stating the date, time, and location of the annual

meeting shall be sent electronically to all member-owners at least thirty (30) days in advance of the meeting.

- c. Presiding. The President of the Board of Directors shall serve as the presiding officer of the annual member-owner meeting unless the president relinquishes the chair to another board member.
- d. Voting. Except where otherwise provided herein, the vote of a majority of the member-owners present and voting shall be necessary for approval or disapproval of the action being voted on. (Refer to Section 2.03d & 2.03g, and Section 5.01).
- e. Participation. Participation in the business affairs of any Member-ownership meeting shall be restricted to those in attendance.

Section 2.05 SPECIAL MEMBER-OWNER MEETINGS

- a. Any time the affairs of this Ministry warrant, a special meeting may be called by:
 - 1. A majority of the Directors of the Board.
 - 2. The Minister and/or Executive Director.
 - 3. Submitting a petition having been signed by twenty-five percent (25%) of the Member-ownership; a written request must be submitted to the board, who shall, within a reasonable length of time, call the meeting on behalf of this requesting party.
- b. The Purpose(s) for any Special Member-ownership Meeting shall be stated in the written notice to the Member-ownership and business conducted at said Special Meeting shall be limited to the pre-stated purpose(s).
- c. Written Notice. Written notice stating the date, time, and place shall be electronically sent to all member-owners at least ten (10) days before any member-ownership meeting.
- d. Quorum. Those member-owners present and voting at a member-ownership meeting called pursuant to the notice provisions of Section 2.05c. [electronic notice] will constitute a quorum for the transaction of business at any member-ownership meeting.
- e. Participation. Participation in the business affairs of any Member-ownership meeting shall be restricted to those in attendance.
- f. Voting. Except where otherwise provided herein, the vote of a majority of the member-owners present and voting shall be necessary for approval or disapproval of the action being voted on. (Refer to Section 2.03d & g, and Section 5.01).

ARTICLE III
Government

Section 3.01 ADMINISTRATION

The government of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be vested in the board of Directors elected from Member-ownership, and the Minister or the Executive Director.

Section 3.02-A MINISTER

If UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA has a minister in place...

- a. Duties. As Spiritual Leader, the Minister shall be responsible for scheduling, conducting, and content of services, classes, and all other activities that further the purpose of this Ministry as stated 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 their own employment, or that of their successor.
 - 3. A member of all committees.
- 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 Director of Ministry Services of UWH to obtain resumes of approved Ministerial candidates.

Section 3.02-B LEADERSHIP TEAM

If UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA does not have a minister in place...

- d. Duties. The Executive Director shall be responsible for scheduling, conducting, and content of services. The Licensed Unity Teacher (LUT) shall be responsible for the scheduling and content of classes. The Leadership Team shall be responsible for all other activities that further the purpose of this Ministry as stated in Section 1.01. The Leadership Team shall be responsible for the complete functioning of this Ministry.
- e. Compensation. The compensation of the Executive Director shall be fixed by the Board of Directors.
- f. Vacancy. Should a vacancy occur in the role of the Executive Director, the Board of Directors shall be responsible for hiring for the position.
- g. Pledge. The Executive Director shall uphold the agreements of the Leadership Team Pledge.
- h. Administrative function: The Executive Director shall perform the administrative functions as described in Executive Director position

description.

Section 3.03 BOARD OF DIRECTORS- MEMBER-OWNERS

Structure. The Board of Directors shall consist of the minister (if any) and six Directors elected from the member-ownership of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA. Each elected Director will hold office for three years, or until a successor is duly elected. The terms of two elected Directors will expire annually and their offices will be filled at the annual member-ownership meeting in accordance with Section 3.04 [Board of Directors Election]. No elected Director will serve more than two consecutive terms of three years each without an interval of one year between terms.

- a. Prayer. It is important that in addition to adhering to the normal procedures for legal functioning set forth in these Bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Directors. During the discussion of an item of business, any Director or the Executive Director may request time for prayer about the issue. Upon request the President shall provide a period of prayer and silence.
- b. Duties. As representatives of the member-ownership, the Board of Directors will:
 1. Uphold the spiritual purpose of this ministry as stated in 1.01 [Statement of Purpose].
 2. Be conversant with these Bylaws and establish policy for the operation of the church.
 3. Uphold the highest interest of the member-ownership in conducting the business of this ministry.
 4. Be faithful in attendance at service, Board meetings and member-ownership meetings of this ministry.
 5. Make determination of the business needs of this ministry, establish an annual budget, and authorize payment of monies for those purposes.
 6. Administer the property of the ministry, both real and personal.
 7. Make determinations on the sale, pledge, or proposed financing of real or personal property belonging to the ministry. All decisions in favor of the sale, pledge, or proposed financing of real property exceeding twenty-five thousand dollars (\$25,000) in value shall be presented to the member-ownership at a properly constituted member-ownership meeting to be voted on in accordance with Section 2.03d [powers of active member-owners].
 8. Authorize the employment and termination of the Minister, Executive Director, and all staff personnel and set and approve their salaries. (See section 3.02)

9. Set dates for the fiscal year.
10. Act to fill an unexpired term of any Director in accordance with Section 3.05b.
11. Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Section 3.07.
12. Communicate with the Director of Ministry Services of UWH for aid in resolving any matters concerning the Minister's services, which cannot otherwise be reasonably resolved.
13. Consider other duties brought to their attention by the Minister, the Executive Director, and/ or other Directors.
14. Will secure fidelity bond for person handling church monies.
15. Will secure liability insurance for all Board of Directors member-owners, Executive Director, and minister(s).
16. Seek Unity Churches & Leaders (UC&L) assistance in the event of a dispute adversely affecting the ministry.
17. Uphold the agreements of the Leadership Team Pledge.

Section 3.04 BOARD OF DIRECTORS ELECTION

- a. Qualifications. Any candidate for election to the Board of Directors must be an active member-owner of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA. They 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 as taught by Unity.
 3. Furthers the work of this Ministry through their active interest, love and support.
 4. Members of the same household shall not be eligible to serve concurrently.
 5. Actively participates in the community as well as possessing the skills and commitments as listed on Appendix #1.
- b. Nominating Committee. A Nominating Committee shall be formed at least 60 days prior to the annual Member-ownership Meeting, and shall initiate a search for at least two qualified candidates for the Board of Directors. The committee shall consist of three member-owners selected in the following manner:
 1. At the Annual Member-ownership Meeting, the Member-ownership shall elect one of its member-owners, and an alternate, to serve on the Nominating Committee for the upcoming year's election.
 2. The Board shall elect one of its Directors.
 3. Members of the nominating committee will be verified by the Executive Director/Minister before the first official meeting.
 4. The above three Committee Member-owners shall select a

Chairperson within the Nominating Committee at the first official meeting.

5. Executive Director/Minister shall verify membership prior to any candidate being encouraged to apply for the Board.
- c. Nominating Procedure. As the presiding officer at the annual member-ownership Meeting, the President shall:
 1. Read Section 3.04 just prior to the call for nomination.
 2. Call the Chairman of the Nominating Committee to present the Committee's nominations.
- d. Election. Votes shall be cast by ballot only if more than two nominations have been made, with the two receiving the largest number of votes elected.

Section 3.05 BOARD OF DIRECTORS-VACANCY AND REPLACEMENT

- a. Vacancy. A vacancy may occur by:
 1. Resignation of a Director.
 2. A vote by the Board for removal of a Director due to three unexcused successive absences from regular board meetings. Absences may be excused by the board upon written request.
 3. The Member-ownership or the Board of Directors voting for removal of a Director because of their failure to fulfill the duties of their office as specified in section 3.03b (See Section 2.03h).
- b. Replacement. The Board of Directors, at its next meeting shall fill any occurring vacancy. Only persons meeting the specified qualifications in Section 3.04a may be considered. A majority vote of those present and voting shall elect. Term of the replacement Director shall expire on the same date as the term of the Director they succeed.

Section 3.06 BOARD OF DIRECTORS- MEETINGS AND QUORUM

- a. Regular Board Meetings. The regular business meetings shall be held at the headquarters of this ministry as specified by the board.
- b. Special Board Meetings. Special meetings shall be called by the President at the request of the Minister, request of the Executive Director, request of two or more Directors, or as the President deems it necessary. All Directors must be notified of any special meeting.
- c. Quorum. Four Directors shall constitute a quorum.
- d. Minister Attendance. The Minister has the right to attend all Board meetings and must be notified of all special meetings.
- e. Executive Director Attendance. The Executive Director shall attend all meetings of the Board of Directors, excluding when the Executive Director's personnel matters are being discussed by the Board of Directors.

Section 3.07 BOARD OF DIRECTORS OFFICER

Officers of the Board shall consist of a President, Vice President, Secretary, and Treasurer. They shall be elected by a majority vote for those present and voting at the next regular board meeting following the annual Member-ownership Meeting each year, and shall hold their respective offices for a term of one year, or until their successors are elected and qualified. All nominations shall be made by informal ballot.

a. President. The President shall:

1. Preside at all Board meetings and all Member-ownership meetings.
2. Be an ex officio member-owner of all committees authorized by the board except the Nominating Committee.
3. 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 their absence.
2. Become President in case of the office of the Presidency becomes vacant. A new Vice President shall then be elected from the remaining Directors to fill the remainder of the term.
3. Sign such papers and documents, upon proper authorization, as may be necessary.
4. Perform such other duties as may be delegated by the President.

c. Secretary. The Secretary shall:

1. Keep, or cause to be kept, an accurate record of the minutes of all board and member-ownership meetings.
2. Hold in custody and be responsible for all reports, contracts, other than legal papers, 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.
4. Maintain an accurate record of the number of member-owners.

d. Treasurer. The Treasurer shall:

1. Be custodian of the funds of this Ministry, paying out, or causing to be paid out, funds authorized by the Board.
2. Keep, or cause to be kept, a record of all financial transactions and submit a monthly financial report at each regular board meeting.
3. Submit a financial report at the annual Member-ownership Meeting, covering the last complete fiscal period.
4. Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit in the bank or other depository approved by the Board.

ARTICLE IV

Meeting Procedures

Section 4.01 ORDER OF BUSINESS AND RULES OF ORDER

"Robert's Rules of Order" shall be authority on parliamentary law and used in the conduct of all meetings of both the Board of Directors and the Member-ownership, unless otherwise provided for by these Bylaws. The regular order of business of Board of Directors and Member-ownership meetings shall be as follows, unless otherwise agreed upon:

1. Opening prayer
2. Reading of the mission statement or Leadership Team Pledge
3. Roll call
4. Minutes of previous meeting
5. Treasurer's report
6. Reports of committees
7. Minister's or Executive Director's report
8. Unfinished business
9. New business
10. Closing Prayer

ARTICLE V
Bylaws Amendments

Section 5.01 PROCEDURE

Changes, alterations, or amendments to these Bylaws must be made by voting member-owners of this corporation after notice in writing setting forth the proposed changes, alterations or amendments, has been provided electronically to all member-owners at least ten (10) days before the meeting is to be held. An affirmation vote of sixty-seven percent (67%) of all member-owners present and voting shall be necessary to pass any amendment to these Bylaws.

ARTICLE VI
Dissolution

Section 6.01 - Should this Corporation dissolve, all property and funds remaining after the payment of the debts of UNITY SPIRITUAL CENTER OF CENTRAL MINNESOTA shall be held by the UWH for the re-establishment of a Unity Center or Church in this area.

Considerations for Board of Directors Candidacy

Board members uphold the spiritual purpose of our ministry, establish policies, actively participate in ministry teams, direct the business of the Center, maintain conversance with our by-laws, and protect the financial interests of our Center. These are some skills and commitments that make a good candidate for the Board of Directors:

1. Mission Alignment

They genuinely understand and support USCCM's purpose, mission, values, and spiritual teachings, and can make decisions through that lens.

2. Spiritual Maturity

They practice prayer, reflection, and principle-centered living, and can stay centered even in challenging conversations or situations.

3. Integrity and Accountability

They follow through on commitments, act ethically, and hold confidentiality and trust as sacred.

4. Collaborative Spirit

They listen well, communicate respectfully, and work as part of a team rather than for personal agenda.

5. Vision, Stewardship and Financial Literacy

They have vision to uphold the practical realities of finances, and policies that maintain the long-term sustainability of the organization. They bring financial literacy to help steward USCCM's resources.

6. Willingness to Learn

They're open to training, new ideas, diverse perspectives, and evolving best practices.

7. Healthy Boundaries

They understand the difference between governance and management, allowing staff and volunteers to do their work without micromanaging.

8. Heart for Service

They bring compassion, commitment, and a genuine desire to contribute to the well-being and growth of the spiritual community.

Commitments of the Board of Directors:

- Attend monthly board meetings.
- Act as Service Manager to open and close the building for Sunday service & social time.
- Live in accordance with the [Leadership Team Pledge](#):

2025 Leadership Team Pledge

We, the Leadership Team of Unity Spiritual Center of Central Minnesota (Unity), affirm that Unity is a thriving community of emotional, spiritual, and financial stability.

WE PLEDGE:

1. We know that God is present in all that we are as individuals and as members of the Leadership Team and community.
2. We hold sacred our personal prayer life, our spiritual life, and our spiritual growth.
3. We uphold the spiritual purposes of this community, openly support activities of prayer and value building community.
4. We further the work of this community through our active interest, love, and support.
5. We are conversant with the bylaws of this community and uphold them.
6. We participate actively in board meetings and keep informed of developments relevant to issues that may come before the Leadership Team.
7. We make decisions in the context of the values, mission, vision, and goals of Unity Spiritual Center of Central Minnesota.
8. We consistently and openly communicate concerns of the community to the full Leadership Team and communicate the Leadership Team's actions to the community.
9. We ensure continuous improvement and excellence by being direct with our communication, open to feedback and keeping our agreements.
10. We enthusiastically participate in sacred service, and we regularly acknowledge the loving sacred service of staff and volunteers.
11. We ask for prayer in any deliberation, and we know that every thought is a prayer.
12. We exercise the duties and responsibilities of this office with prayer, integrity, respect, and self-care, with an on-going commitment to learning.

Unity Spiritual Center of Central Minnesota



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Three sets of horizontal lines for signature or initials, arranged in two columns.