

**BYLAWS  
OF**



**Ratified March 15, 2015**

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## BYLAWS OF UNITY VILLAGE CHAPEL

### ARTICLE I — Name

The name of this association shall be Unity Village Chapel.

### ARTICLE II — Purpose

**Section 2.01 Statement of Purpose.** The purpose of Unity Village Chapel, a Missouri corporation, (hereafter “Unity Village Chapel” or “the Corporation”) is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and the Association of Unity Churches International, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee’s Summit, Missouri, dba Unity Worldwide Ministries and hereafter referred to as “UWM”.

**Section 2.02 Accomplishment of Purpose.** In the accomplishment of this purpose, Unity Village Chapel shall endeavor to conduct services of worship and classes of instruction and to demonstrate the principles of Truth by using them in the operation of the ministry and to adopt other means that in the judgment of the minister(s) will further the principles of practical Christianity among people everywhere.

**Section 2.03 Unity Worldwide Ministries.** Unity Village Chapel shall be a vital part of the Unity movement and is a member of UWM. Any member of this ministry may call upon the resources and support of UWM through its senior minister(s), Board of Trustees, staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry will comply with the regulations and policies of UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of Missouri.

- 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 will 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” will include a person serving under special dispensation of UWM.
- D. **Teaching.** The principles of practical Christianity will be taught through this ministry using methods, textbooks, literature, the Bible and other materials approved by UWM.
- E. **Mailings.** Copies of all printed matter mailed by this ministry to its membership shall be sent to the offices of UWM.
- F. **Reports.** The minister designated Administrative Director will make annual reports to UWM as required.

**Section 2.04 Collaboration with Unity School of Christianity.** Whereas, Unity Village Chapel has been a department of Unity School of Christianity in the past, it now operates separately but in collaboration with Unity School of Christianity. Unity School of Christianity recognizes Unity Village Chapel as an autonomous body, which operates within certain parameters that best reflect the mission, vision and values of both organizations.

### **ARTICLE III — Office and Official Records**

**Section 3.01 Principal Office.** The principal executive office of the Corporation will be fixed by the Board of Trustees. Said office shall be in the County of Jackson, State of Missouri, or at such other place within the State of Missouri as the Board of Trustees hereafter shall designate. The Corporation may also have offices at such other place or places as the Board of Trustees may from time to time designate.

**Section 3.02 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 Corporation. Confidential documents are available only for use by the minister(s), Board members, or designated professional staff. Other documents are available to registered members upon request.

### **ARTICLE IV — Membership**

**Section 4.01 Qualifications.** A member of Unity Village Chapel will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and will further the work of this ministry through active interest, love, and support.

**Section 4.02 Certification of Membership.**

- A. Anyone desiring membership in Unity Village Chapel will file a membership registration with the ministry office. The registration will be presented to the Board Secretary, who in turn will certify the membership registration meets the qualifications of membership as set forth by the Board of Trustees in Section 4.01. All staff ministries and licensed UVC Unity teachers are considered members of this ministry.
- B. In three-year intervals, the Board Secretary shall re-certify the membership by conducting a census of the congregation for the purposes of establishing a credible list of registered members and to make membership more meaningful.

**Section 4.03 Membership Status.**

- A. Registered Membership. After certification as a registered member, as outlined in Section 4.02, each member shall have membership rights as outlined in Sections 4.04 and 5.01.
- B. Maintaining Registered Membership. Registered members must maintain their registered membership status as outlined in Section 4.02(B) in order to retain their registered membership rights.

**Section 4.04 Powers of Registered Members.** Registered members of Unity Village Chapel, eighteen years or older shall have the following powers:

- A. Vote at any membership meeting;
- B. Serve on ministry teams if selected,

- C. Offer suggestions to the minister(s), or Board of Trustees, as may seem advisable for the good of this ministry;
- D. Contact UWM regional representative or UWM directly for guidance, support, or information on available resources;
- E. Participate in all activities and programs of the ministry; and

## **ARTICLE V — Meetings**

### **Section 5.01 Annual Meetings.** There shall be one annual membership meeting each year.

- A. Annual Membership Meeting. The annual membership meeting of Unity Village Chapel shall be held at its official headquarters during the month of March at the time of day designated by the minister(s) and Board of Trustees.
- B. Written Notice. Written notice stating the date, time, and place of the annual membership meeting will be mailed to all registered members at least ten (10) days before any membership meeting. Written notice constitutes posted mail to the last known mailing address made available to Unity Village Chapel or electronic mail (email) to the last known email address made available to Unity Village Chapel.
- C. Quorum. Those registered members present and voting at the annual membership meeting will 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 at any annual membership meeting.
- E. Participation. Participation in the business affairs of any annual membership meeting will be limited to registered members in attendance. Participation of other persons in discussion of business must be approved by a two-thirds (2/3) majority vote of the registered members in attendance. UWM representatives have a right to participate in the business discussion when they have been invited by the minister(s), the Board, or the membership.
- F. Voting. Unless otherwise provided herein, the vote of a majority of the registered members present and voting or by absentee ballot will be necessary for approval or disapproval of the action being voted upon. Registered members unable to be present in an annual membership meeting may vote by absentee ballot upon application to the ministry office in advance of the meeting date. Absentee ballots must be returned prior to the meeting. Absentee ballots will not be accepted at special membership meetings. Proxy or electronic (Internet, e-mail, fax, etc.) voting is not allowed.
- G. Power and Authority. Annual membership meetings shall have the power and authority to do all of the following:
  - 1. Elect members to the Board of Trustees;
  - 2. Ratify the bylaws of this ministry or any amendments thereto;
  - 3. Vote on any expenditure that exceeds twenty-five thousand dollars (\$25,000) in value. A seventy-five percent (75%) affirmative vote of those present and voting is required for approval;
  - 4. Elect a member and an alternate to serve on the Nominating Team;

5. Vote to override any action of the Board of Trustees. This vote must be taken at a duly constituted membership meeting. Notice of the issue to be voted on must be submitted to the membership in writing ten (10) days prior to the meeting. Seventy-five percent (75%) of those present and voting have the authority for determination;
  6. Vote for the removal of any or all trustee(s) from the Board of Trustees. A two-thirds (2/3) affirmative vote of those present and voting is required; and
  7. Vote on any matters officially brought to the attention of the membership.
- H. Prayer. In any membership meeting, the Board President, minister(s), UWM 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 request the President will provide a period of prayer and silence.

**Section 5.02 Special Membership Meeting.**

- A. Any time the affairs of this ministry warrant a special meeting the meeting may be called by the senior minister(s), a majority of the trustees of the Board or submitting a petition having been signed by ten percent (10%) of the registered membership; a written request must be submitted to the Board who will within thirty (30) days call the meeting on behalf of the requesting party.
- B. The purpose(s) for the special meeting will be stated by both written request and written notice to the membership. In the case of a Special Membership Meeting called by written petition, the written notice of the meeting to the membership will faithfully reflect (restate, reproduce) the purpose(s) for the special meeting stated in the petition.
- C. Business conducted at the special meeting will be limited to the pre-stated purpose(s).

**ARTICLE VI — Board of Trustees**

**Section 6.01 Membership.** The Board of Trustees shall consist of:

The senior minister(s).

One (1) representative of Unity School of Christianity (to be determined by the Board of Trustees of Unity School of Christianity) and one alternate to attend and to vote in the absence of the primary appointee. Each trustee representing Unity School of Christianity shall be a registered member of Unity Village Chapel and shall meet all the qualifications as set forth in Section 6.10(A).

Seven (7) trustees elected from the registered membership of Unity Village Chapel, eighteen years or older.

**Section 6.02 Terms of Office.** Each elected trustee will hold office for three years or until a successor is duly elected. Trustees elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they are elected. No elected trustee will serve more than two consecutive three-year terms without an interval of one year between terms. Any person who serves on the Board more than half a term shall be credited with having served a full term.

**Section 6.03 Limitations.** The following persons are prohibited from serving on the Board of Trustees.

- Any active licensed Unity teacher,
- relatives of, or significant other of, or household members of any Board member or active licensed Unity teacher,

- individuals receiving compensation from the ministry (with the exception of the senior minister(s));
- relatives, significant others, or household members of any individual receiving compensation from the ministry.

**Section 6.04 Regular Board Meetings.** Regular monthly business meetings of the Board of Trustees shall be posted in the church bulletin seven (7) days in advance of the meeting date and will be held at the time and place determined by the Board.

**Section 6.05 Special Board Meetings.** Special meetings of the Board will be called by the President of the Board under the following conditions: 1) by request of the senior minister(s); 2) by request of two (2) or more trustees; or 3) as the President of the Board deems it necessary. The request will be filed in writing with the Board Secretary. Reasonable effort must be made to notify all trustees of any special meeting.

**Section 6.06 Quorum.** There shall be no less than six trustees present in person or by teleconference at any posted scheduled meeting to constitute a quorum and transaction of business by the Board.

**Section 6.07 Minister(s) Attendance and Voting.** The senior minister(s) has/have the right to attend all Board meetings, with the exception of those meetings or portions thereof that pertain to determinations of the minister's salary and/or review of work record. Each minister must be notified in writing of all special meetings. In the event of co-ministers, they shall have one (1) vote.

**Section 6.08 Prayer.** It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business, any trustee may request time for prayer about the issue. Upon request the President shall provide a period of prayer and silence.

**Section 6.09 Duties and Responsibilities of the Board of Trustees.** As representatives of the membership, the Board of Trustees will:

- A. Uphold the spiritual purpose of this ministry as stated in Section 2.01;
- B. Uphold the highest interest 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 services, Board and membership meetings of this ministry;
- E. Make determination of the business needs of this ministry and authorize payment of monies for those purposes;
- F. Administer the property of this ministry, both real and personal;
- G. Make determinations on the sale, pledge, or proposed financing of real or personal property belonging to this ministry, provided that 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 membership at a properly constituted membership meeting for final approval;
- H. Employ a licensed or ordained Unity minister(s) through cooperation with the employment management procedures of UWM;

- I. After a ministry and its senior minister(s) 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(s) by a two-thirds (2/3) vote;
- J. As recommended by the senior minister(s), authorize the employment of all staff personnel of this ministry and set and approve their salaries;
- K. Set dates for the fiscal year;
- L. Each year cause to be prepared a complete financial statement with disclosures that will set forth the fiscal conditions and operations of the ministry;
- M. Secure a fidelity bond for persons handling church monies;
- N. Certify registered members;
- O. In three-year intervals, the Board Secretary shall re-certify the membership by conducting a census of the congregation,
- P. Act to fill the unexpired term of any trustee;
- Q. Elect officers of the Board, and their successors to fill any unexpired term when necessary;
- R. Ratify ministries and their chairpersons as appointed by the senior minister(s) and ratify teams and their chairpersons as appointed by the President of the Board;
- S. Advise the President of the Board and senior minister or co-ministers on appointments to ministries and teams;
- T. Seek UWM's assistance in the event of a dispute adversely affecting the ministry;
- U. Attend and actively participate in ongoing Board education programs;
- V. Consider other issues brought to their attention by the minister(s) and other trustees;
- W. Keep or cause to be kept an accurate record of registered membership;
- X. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations; and acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- Y. Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue regulations;
- Z. Secure liability insurance for all Board of Trustee members and minister(s); and
- AA. Take such other actions as may be deemed necessary for the best interest of this ministry.

**Section 6.10 Nomination and Election.**

- A. Qualifications. Any person elected to the Board of Trustees must be a registered member of Unity Village Chapel 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 his/her active interest, love, and financial support.
4. Is a sincere and continuing student of Unity, conversant with its teachings.
5. Has demonstrated leadership capabilities.

B. Nominating Team.

1. Selection. A Nominating Team will be formed at least three months prior to the annual membership meeting, and will initiate a search for qualified candidates for the Board of Trustees. The team will consist of the senior minister(s) and three registered members selected in the following manner:
  - a. At the annual membership meeting, the registered membership shall elect one of its registered members and an alternate to serve on the Nominating Team for the next year's election. In the event of unavailability to serve of the persons so elected, the Board will select a registered member to fill the vacancy, other than a current Board member.
  - b. The Board will elect one of its trustees to the Nominating Team.
  - c. Together with the minister(s), the above two team members will select a third team member from the registered membership who will become Chairperson of the Nominating Team.
  - d. In the event of an interim Board, the Nominating Team shall complete its selection process within thirty (30) days from the establishment of the interim Board.
2. Duties and Responsibilities. The Nominating Team will initiate a search for at least two (2) qualified candidates for nomination as members of the Board of Trustees. The report of the Nominating Team will be mailed to all registered members at least ten (10) days prior to the annual membership meeting.

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

1. Read Sections 6.10(A) and 6.10(D) of these bylaws just prior to beginning the process of nomination and election;
2. Call upon the Chairperson of the Nominating Team or the Chairperson's designee to offer the team's nominations; and
3. All nominees must be pre-qualified, in accordance to Section 6.10(A), by the Secretary of the Board of Trustees at least ten (10) days prior to the annual meeting.

D. Election Procedure. The election shall be by ballot if there are any partial terms to be filled or there are more than two (2) nominees. The result of the vote shall be announced at the annual meeting. The two (2) nominees receiving the largest number of votes will be elected to full three (3) year terms. The candidates receiving the next highest number of votes will be elected to the longest un-expired term.

**Section 6.11 Removal from Office by the Board of Trustees.** Any trustee may resign at any time. In addition any trustee may be removed by the Board of Trustees due to absences from three successive regular Board meetings or because of a failure to fulfill the duties of the office. Absences may be excused by the Board upon written request. If resignations on the Board have brought the number of trustees to less than a quorum, a Nominating Team will submit a slate of qualified nominees to the membership to fill the vacancies.

**Section 6.12 Replacement.** Should a vacancy occur on the Board of Trustees, the Board will 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 6.10(A) may be considered as replacements. No replacement will have served as a trustee during the year prior to their election. A majority vote of those registered members present and voting will be necessary to elect. The term will expire on the day of the next annual meeting. A person elected in this manner is not considered to have served a complete term.

**Section 6.13 Board of Trustees Recall.**

- A. If more than fifty-percent (50%) of the Board of Trustees is to be recalled, the entire Board of Trustees must be recalled.
- B. If the entire Board of Trustees is recalled by the registered membership, then the membership may re-elect recalled trustees. The number re-elected must be less than fifty-percent (50%) of the recalled trustees.
- C. If the entire Board of Trustees has been recalled, or a quorum does not exist, the registered church membership may choose to elect an interim Board whose term of office will not exceed sixty (60) days. By the end of sixty (60) days a permanent Board must be elected.

**Section 6.14 Board of Trustees Officers.** Officers of the Board of Trustees will consist of a President, Vice-President, Secretary, and Treasurer. All officers will be selected in a manner decided by the Board, at the first Board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. Officers will hold their respective offices for one year or until their successors are duly elected or qualified.

**Section 6.15 Duties of Officers.**

- A. President. The President will:
  - 1. Preside at all Board of Trustees meetings.
  - 2. Preside at all membership meetings.
  - 3. Appoint teams in accordance with Article VIII.
  - 4. Be a member of all teams by virtue of the office, except the Nominating Team.
  - 5. Sign such papers and documents, upon proper authorization, as may be necessary.
  - 6. Be responsible for the planning of Board orientation, retreats, and workshops.
- B. Vice-President. The Vice-President will:
  - 1. Perform all the duties of the President of the Board in the absence of the President.

2. Become President of the Board in case the office of the President becomes vacant. In such a case, a new Vice-President of the Board will be elected from among the remaining trustees to fill the remainder of the term.

C. Secretary. The Secretary will:

1. Keep, or cause to be kept, an accurate record of the minutes of all Board and membership meetings.
2. Hold in custody and be responsible for all reports, contracts, other legal papers, and the minute books which items will 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. Certify all registered members as outlined in Section 4.02(A).
5. Conduct a census of the congregation in three-year intervals for the purpose of re-certifying registered membership as outlined in Section 4.02(B).

D. Treasurer. The Treasurer will:

1. Be custodian of the funds of this ministry. He/she will pay out or cause 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, covering the last complete fiscal period, at the annual membership meeting.
4. Count, or cause to be counted by the appointment of qualified persons, all funds received, and be responsible for their deposit. When counting ministry funds there should be at least two (2) persons present.
5. Place, or cause to be placed, the funds of this ministry in the bank or other depository approved by the Board.

## **ARTICLE VII — Administration, Management and Leadership**

**Section 7.01 Administration.** The administration of Unity Village Chapel shall be vested in the senior minister(s) as the Administrative Director(s) and the Board of Trustees elected from the membership.

**Section 7.02 Minister(s).**

A. Senior Minister(s). The senior minister(s) will be duly licensed or ordained Unity minister(s).

1. Duties. As the spiritual leader(s) of this ministry, the senior minister(s) will 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, the minister(s) will:
  - a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees.

- b. Serve as member(s) of the Board of Trustees.
  - c. Appoint ministries.
  - d. Serve as a member of all ministries and teams.
  - e. Be responsible for seeking UWM's assistance in the event of a dispute adversely affecting the ministry.
2. Compensation. The compensation of the minister(s) shall be fixed by agreement between the minister(s) and the Board of Trustees.
- B. Associate and/or Assistant Minister(s). Associate and/or assistant minister(s) will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the senior minister(s) .
1. Duties. The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior minister(s).
  2. Compensation. The compensation of the associate and/or assistant minister(s) shall be fixed by agreement of these minister(s) and the senior minister(s), as ratified by the Board of Trustees.

### **Section 7.03 Definitions.**

- A. A Unity Ministry. A member ministry of UWM recognized by UWM will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader.
- B. Senior Minister. A Unity minister duly ordained, licensed (or serving under special dispensation) by UWM (or Unity School of Christianity prior to July 1, 1996), who assumes the spiritual and administrative leadership role in a member ministry. This leader works in conjunction with the Board of Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.
- C. Co-Minister. In shared partnership ministries, a Unity minister duly ordained or licensed by UWM (or Unity School of Christianity prior to July 1, 1996), who equally assumes the spiritual and administrative leadership role with another co-minister in a member ministry. These leaders work in conjunction with the Board of Trustees of the member ministry, and oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.
- D. Associate Minister. In ministries with more than one minister, a Unity minister duly ordained or licensed by UWM (or Unity School of Christianity prior to July 1, 1996), serving in a member ministry. The associate minister may be equal in ability, but functions with less responsibility than the senior minister(s). The associate minister reports to the senior minister(s), who determines the scope of the associate's responsibilities.
- E. Assistant Minister. In ministries with more than one minister, a Unity minister duly ordained or licensed by UWM (or Unity School of Christianity prior to July 1, 1996), serving in a member ministry. The skills and/or experience of the assistant minister may be less than those of the senior minister(s). The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation, or administrative support. The skills of the assistant are, therefore, allowed to develop for a more comprehensive range of ministry service of the assistant and the ministry.

**ARTICLE VIII — Ministries and Teams**

The senior minister(s) will appoint ministries for any specific purpose, with the exception of the Nominating Team. The President of the Board will appoint teams for any specific purpose, with the exception of the Nominating Team. Ratification by the Board is required for both ministries and teams.

**ARTICLE IX — Seal**

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 incorporation.

**ARTICLE X — Dissolution**

Should this corporation dissolve:

- A. All property and funds remaining after the payment of the debts of the corporation will be delivered to Unity School of Christianity, a nonprofit corporation organized under the laws of the State of Missouri, for religious and educational purposes.
- B. Such funds or property will be for the use and benefit of the Unity School of Christianity as may be determined by the Board of Trustees of Unity School of Christianity including, but not limited to, operating Unity Village Chapel within the corporate structure of Unity School of Christianity.

**ARTICLE XI — Parliamentary Authority**

The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern the meetings of this corporation 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 corporation may adopt.

**ARTICLE XII — Bylaws Amendments**

Amendments to these bylaws must be made by voting members of the Corporation at a legally constituted membership meeting. Written notice setting forth the proposed amendments must be mailed to all registered members at least ten (10) days prior to the required membership meeting. An affirmative vote of seventy-five percent (75%) of all registered members present and voting will be necessary to pass any amendment to these bylaws. These bylaws fully supersede all previous bylaws adopted by Unity Village Chapel.

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***Ratified March 15, 2015 at the Unity Village Chapel Annual Meeting  
Attest: Patrice Bryant, Board Secretary***