

Unity of Madison, Inc

Proposed Changes/Additions to Unity of Madison Bylaws dated 2004

Unity published their latest version of recommended bylaws in 2007 and the Board of Trustees felt that they were different enough from the Unity of Madison bylaws, dated 2004, in format and content that a review of the current bylaws was in order. There is nothing wrong with the current bylaws, the proposed revisions are an attempt to update the bylaws and make them more current.

One of the first noticeable revisions is in the formatting. Items are listed in different order and some duplications were eliminated. The following items were the significant changes/additions that the Board felt the community should be aware of. The proposed changes are listed next to the current sections, and an explanation for the change/addition follows each item.

1. Participation in Membership Meetings

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
<p>Article II, Section 2.06, e</p> <p>Participation. Voting in the business affairs of any Membership meeting shall be restricted to active Members in attendance. Participation of other persons in discussion of the business is allowed.</p>	<p>Article V, Section 1, E</p> <p>Participation. The right to speak in debate, make motions, and vote during annual meetings shall be restricted to those active members present. Association representatives have a right to speak when they have been invited by the senior minister or co-ministers, the Board of Trustees, or any member.</p>

Explanation: This change restricts the right to speak in debate and make motions in membership meetings to those active members present at the meeting.

2. Clarifying use of absentee voting

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
<p>Article II, Sect 2.06, f</p> <p>Voting. Unless otherwise provided herein, the vote of a majority of the Members present and voting shall be necessary for approval or disapproval of the action being voted upon. Members unable to attend a Membership Meeting may vote by absentee ballot. Such ballots must be received at the church at least 48 hours in advance of the meeting. Absentee ballots may be used only for motions exactly as represented in the written material prior to the meeting.</p>	<p>Article V, Section 1, F</p> <p>Voting. Unless otherwise provided in these bylaws, a majority vote, of the active members present and voting will be necessary for approval or disapproval of the action being voted upon. Members unable to attend a membership meeting may vote by absentee ballot at board candidate elections. Such ballots must be received at the church at least 48 hours in advance of the meeting. Proxy or absentee voting is not allowed for any other motion or item with the exception of board of trustee elections.</p>

Explanation: This change restricts the use of absentee voting to Board candidate elections only. Absentee votes on motions or other items are prohibited because the absentee voter would not be present for discussion and possible subsequent amendments to the agenda item as it occurs at the meeting. The absentee voter is disadvantaged by not being able to respond to the changes in the action that is considered by the membership.

3. Increase of dollar amount spent where approval of community is required

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
Article II, Section 2.04, e Vote on any question of sale, purchase or pledge of real property owned and used for the operation of this Church Center which exceeds five thousand dollars (\$5,000) in value. A seventy-five percent (75%) of affirmative vote of those present and voting is required to approve the sale, purchase or pledge.	Article V, Section 1, G, 3 Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds twenty-five thousand dollars (\$25,000) .

Explanation: Increase in dollar amount reflects cost of living adjustments and increase in size of the ministry.

4. Decrease in percentage of votes needed for community vote

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
Article II, Section 2.04, e Vote on any question of sale, purchase or pledge of real property owned and used for the operation of this Church Center which exceeds five thousand dollars (\$5,000) in value. A seventy-five percent (75%) of affirmative vote of those present and voting is required to approve the sale, purchase or pledge.	Article V, Section 1, G, 3 Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds twenty-five thousand dollars (\$25,000) ;
Article II, Section 2.04, h Vote by ballot for the removal of any Board member from office in accordance with Section 3.05. Seventy-five percent (75%) of those present and voting have the authority for determination.	Article V, Section 1, G, 6 Remove by a two-thirds (2/3rds) vote any or all trustee(s) from the Board of Trustees
Article II, Section 2.06, b Special Membership Meetings. Any time the affairs of this Church Center warrant a special Membership meeting, it may be called by: 1. The Minister. 2. A majority of the Board. 3. Submission of a petition that has been signed by at least twenty-five percent (25%) of the membership. The petition for the meeting must be submitted to the Board, which shall, within a reasonable length of time, call the meeting on behalf of the petitioners. The purpose(s) of the	Article V, Section 2, A Requesting Special Meetings. Any time the affairs of this ministry warrant, a special membership meeting may be requested by the senior minister or co-ministers; a majority vote of the entire number of trustees currently serving on the Board of Trustees; or a petition signed by one-tenth (1/10th) of the active membership and submitted to the Board of Trustees.

special Membership meeting shall be stated both in the written petition (if that is used) and the written notice to the Membership. Business conducted at the special Membership meeting will be limited to the pre-stated purpose(s).	
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Explanation: Decrease in percentage needed to approve motions and petitions reflect changes in Recommended Bylaws from Unity.

5.Change in title of Board of Trustees Officers

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
Article IV, Section 4.01 Officers of the Board shall consist of a Chair, Vice-Chair and a Secretary. All officers shall be elected by a majority vote of those present and voting at the regular meeting of the Board following the Annual Meeting of each year. Officers shall hold their respective offices for a tenure of one year or until their successors are duly elected.	Article VI, Section 15 Board of Trustees Officers. The officers of the Board of Trustees shall be a president, a vice president, and a secretary. The office of treasurer may or may not be an elected member of the Board of Trustees. All officers will be selected in a manner determined by the board at the first board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. The term of office shall be one year or until successors are elected.

Explanation: Includes the addition of “The office of treasurer may or may not be an elected member of the Board of Trustees.” This retains the option of appointing a treasurer who is not a member of the Board of Trustees. The change from “chair” and “vice-chair” to “president” and “vice-president” is because of Unity recommendations and because “president” and “vice-president” is more commonly used in spoken word.

6.Increase of dollar amount spent where approval of Board of Trustees is required

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
Article III, Section 3.03, d, 8 Make determinations on the sale, pledge or purchase of real or personal property belonging to this Church Center. All decisions in favor of the sale, pledge or purchase of real property exceeding five thousand dollars (\$5,000) in value shall be presented to the membership at a properly constituted Membership meeting to be voted on in accordance with Section 2.04.	Article VI, Section 10, G Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding twenty-five thousand dollars (\$25,000), shall be presented to the membership at a properly constituted Membership meeting to be voted on in accordance with Article V, Section 2B.

Explanation: Increase in dollar amount reflects cost of living adjustments and increase in size of the ministry.

7. Clarifications of Board of Trustee Meetings as being closed meetings

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
None	Article VI, Section 6 Closed Board Meetings. All meetings of the Board of Trustees, regular or special, are closed meetings. According to Roberts Rules of Order, no one is entitled to attend board meetings except board members. However, individuals can request or be invited to attend portions of board meetings.

Explanation: This addition to the bylaws is to clarify that Board of Trustee meetings are closed meetings.

8. Duties and Responsibilities of Appointed (also known as Alternate) Board of Trustee Members

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
None	Article VI, Section 11 Duties and Responsibilities of Appointed (also known as Alternate) Board of Trustee members. As representatives [See Article VI, Section 7 regarding Quorum, and Article VI, Section 11 regarding Duties of Appointed (also known as alternate) Board of Trustee Members.] of the membership, Appointed (also known as Alternate) Board of Trustee members shall: A. Be appointed to serve a term of no more than one year or until reappointment; B. Attend all Board meetings; C. Participate in all discussions at Board meetings; D. Count money from collections and make bank deposits; E. Serve on Board committees (Services, Finances, etc.) F. Appointed (also known as alternate) board members do not make or second or vote on motions presented at Board meetings. G. In the absence of a quorum of elected trustees, appointed (also known as alternate) board members will assume the voting privileges of elected trustees.

Explanation: This addition clarifies the duties, responsibilities and limitations of an Appointed (also known as Alternate) Board Member.

9. Procedure for Removal of Senior Minister

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
Article III, Section 3.02, d Removal. The removal procedure is as follows:	Article VI, Section 10, I

<ol style="list-style-type: none"> 1. Liaison assistance shall be sought from the Association. 2. After a minimum of three months from the initial visit of a Liaison Representative, there may be a vote on the removal of the Minister. 3. Such removal can only be done at a Membership meeting called in accordance with Section 2.06 and requires a seventy-five percent (75%) ballot vote of those present and voting. 	<p>Removal: The removal procedure is as follows:</p> <ol style="list-style-type: none"> 1. The ministry and senior minister or co-ministers seek to reconcile differences, including, but not limited to, seeking the guidance of the Unity Worldwide Ministries. 2. Call a Special Membership meeting (in accordance with Article V, Section 2, B) for the purposes of input and discussion. 3. After a minimum of three months from the initial contact with the Unity Worldwide Ministries, the Board of Trustees may terminate the employment of a senior minister or co-ministers by a three-fourths (3/4th) vote of elected board members. [See Article VI, Section 7 regarding Quorum, and Article VI, Section 11 regarding Duties of Appointed (also known as alternate) Board of Trustee Members.]
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Explanation: This change moves the responsibility of removing a senior minister/co-ministers from the congregation to the Board of Trustees. The Board of Trustees is the body who ultimately hires a senior minister/co-ministers and should be the body who would ultimately remove the senior minister/co-ministers.

10. Formation of Ministry Teams

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
<p>Article V, Section 5.01</p> <p>a) Formation. Committees for any specific purpose, with the exception of the Nominating Committee, may be appointed by the Board Chair and shall be ratified by the Board. Committees may also be appointed by the Minister and shall be ratified by the Board.</p> <p>b) Dissolution. Committees for any specific purpose, with the exception of the Nominating Committee, shall be dissolved by a majority vote of the Board of Trustees. This may be done when one of the following has occurred:</p> <ol style="list-style-type: none"> 1) The Board has received a written request from the committee that it be dissolved. 2) The Board has received a request from the Minister for a committee to be dissolved. 3) A majority of trustees has deemed it necessary for the good of the church community to dissolve a 	<p>Article VIII</p> <p>A. Formation: With the exception of the Nominating Ministry Team, ministry teams may be appointed by the Board of Trustees or the senior minister or co-ministers for their respective areas of responsibility.</p> <p>B. With the exception of the Nominating Ministry Team, ministry teams may be dissolved when a majority of the trustees deem it necessary for the good of the church community.</p>

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Explanation: This change removes specific guidelines for forming and dissolving ministry teams.

11.Parliamentary Authority

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
<p>Article VIII Section 8.01 – Order of Business</p> <p>The regular order of business at Board and Membership meetings, shall, unless otherwise agreed on, be as follows:</p> <ol style="list-style-type: none"> 1)Opening prayer 2)Roll call 3)Reading of minutes of the previous meeting 4)Church Treasurer’s report 5)Election. 6)Reports of committees. 7)Minister’s report 8)Bills and communications. 9)Unfinished business. 10)New business. 11)Closing prayer. <p>Section 8.02 – Rules of Order</p> <p>Robert’s Newly Revised Rules of Order (1981) shall be the authority of this Church Center on parliamentary law and its usage, unless otherwise provided by these Bylaws.</p>	<p>Article XI</p> <p>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.</p>

Explanation: This change removes specific guidelines on agenda at Board and Membership meetings.

12.Amendment of Bylaws

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
<p>Article IX Section 9.01 – Amending Bylaws</p> <p>Amendments to these Bylaws must be made by the voting Members of this corporation at a legally constituted Membership meeting. Written notice setting forth the proposed amendments must be mailed to all Members at least 10 days prior to the required Membership meeting. An affirmative vote of seventy-five percent (75%) of all Members present and voting shall be necessary to pass any amendment to these Bylaws.</p>	<p>Article XII</p> <p>Section 1. Amending Bylaws. Any amendment(s) to or general revision of these bylaws may 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 mailed to all active members at least ten (10) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4ths) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these</p>

<p>Section 9.02 – Supersede Previous Bylaws.</p> <p>These Bylaws fully supersede all previous Bylaws adopted by Unity of Madison, Incorporated.</p>	<p>bylaws. To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a 2/3rds vote of the members of the Board of Trustees present and voting at the first meeting of the board following the adoption of such amendment(s) or general revision. [See Article VI, Section 7 regarding Quorum, and Article VI, Section 11 regarding Duties of Appointed (also known as alternate) Board of Trustee Members.]</p> <p>Section 2. Supercede Previous Bylaws.</p> <p>These Bylaws fully supersede all previous Bylaws adopted by Unity of Madison, Incorporated.</p>
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Explanation: This change adds a statement regarding Board of Trustees ratifying bylaws amendments.

13. Administration and Leadership of Ministry

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
None	<p>Article VII, Section 2, B & C</p> <p>Associate and/or Assistant Ministers. 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 or co-ministers.</p> <p>1. Duties. The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior minister or co-ministers.</p> <p>2. 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).</p>

Explanation: This addition reflects wording from Unity Recommended Bylaws.

14. Definitions

Current 2004 UOM Bylaws	Proposed Bylaw Change/Addition
	<p>Article VII, Section 3</p> <p>A. A Unity Ministry. A member ministry in the Unity Worldwide Ministries recognized by the Unity Worldwide Ministries will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the Unity</p>

Worldwide Ministries office.)

B. Senior Minister. A Unity minister duly ordained, licensed [or serving under special dispensation] by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), 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 the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), 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 the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The Associate Minister may be equal in ability, but functions 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. In ministries with more than one minister, a Unity minister duly ordained or licensed by the Unity Worldwide Ministries (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. 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.

Explanation: This addition reflects wording from Unity Recommended Bylaws.