

## **ARTICLE IV - GOVERNMENT**

### **Section 4.01 - ADMINISTRATION**

The government of Unity of Bellevue shall be vested in the Minister, who is the Administrative Trustee, and in the Board of Trustees elected from the Membership.

### **Section 4.02 - MINISTER**

- (a) Duties. As the Spiritual Leader, the Minister shall be responsible for the scheduling, conduct and content of services, classes and all other activities that further the purpose of this Ministry as specified in Section 1.01. As Administrative Trustee, the Minister shall be:
- (1) Responsible for the complete functioning of this Ministry, including the hiring and termination of all employees.
  - (2) A voting member of the Board of Trustees and the Executive Committee on all matters except his/her own employment or that of his/her successor.
  - (3) A member of all committees. Refer to Section 5.01.
  - (4) Responsible for communicating with the Unity Worldwide Ministries for the aid in resolution of all disputes between the Board of Trustees and the Minister concerning the Minister's services.
- (b) Compensation. The compensation of the Minister shall be fixed by agreement between the Minister and the Board of Trustees and shall be reviewed annually.
- (c) Vacancy. Should a vacancy occur in the office of the Minister, the Board of Trustees shall communicate with the Unity Worldwide Ministries and request a list of applicants for the position.

### **Section 4.03 - ASSOCIATE MINISTER**

- (a) This position shall be filled when and as the needs of this Ministry require, as determined by agreement between the Minister and the Board of Trustees. When appropriate, the Minister shall request a list of applicants from the Unity Worldwide Ministries.
- (b) Duties. The primary responsibility of the Associate Minister is to assist the Minister in the performance of the Minister's duties as provided for in Section 4.02(a). The Associate Minister is:
- (1) Responsible for the duties of the Minister in the Minister's absence.
  - (2) Responsible for such other duties as assigned by the Minister.
  - (3) Encouraged to attend and contribute to meetings of the Board of Trustees.
- (c) Compensation. The compensation of the Associate Minister shall be recommended by the Minister and approved by the Board of Trustees.
- (d) Qualifications. The Associate Minister shall have the qualifications and approval required in Section 1.02(a).

### **Section 4.04 - BOARD OF TRUSTEES - MEMBERS**

- (a) Structure. The Board of Trustees shall consist of the Minister and six (6) Trustees elected from the Membership of Unity of Bellevue. Each elected Trustee shall hold office for three (3) years, or until his/her successor is duly elected. The terms of two (2) elected Trustees shall expire annually and their offices shall be filled at the Annual Membership Meeting in accordance with Section 4.05. No elected Trustee shall serve more than two (2) consecutive terms of three (3) years each without an interval of one (1) year between terms.
- (b) Duties. As representative of the Membership, the Trustees of the Board shall:
- (1) Uphold the spiritual purpose of this Ministry as stated in Section 1.01.
  - (2) Uphold the highest interest of the Membership in conducting the business of this Ministry.
  - (3) Be conversant with these Bylaws, and establish policy for the operation of the church.
  - (4) Be responsible for the hiring and/or termination of the Senior Minister.
  - (5) Be faithful in attendance at services, Board and Membership Meetings, and official Board retreats of this Ministry.
  - (6) Make determinations of the business needs of this Ministry and authorize payment of money for those purposes.
  - (7) Administer the property of this Ministry, both real and personal.
  - (8) Make determinations on the sale, purchase or pledge of real or personal property belonging to this Ministry. All decisions which, with a favorable determination would result in an

accumulation of decisions regarding the sale, purchase, hypothecation or pledge of real property exceeding ten (10%) per cent of the gross operating revenues of the prior fiscal year in value shall be presented to the Membership at a properly constituted Membership Meeting to be voted on in accordance with Section 3.04(d).

- (9) Authorize all paid staff positions of this Ministry and approve salaries after considering the recommendations of the Minister. Refer to Section 4.02(a).
- (10) Set dates for the fiscal year.
- (11) Have a qualified accountant compile an annual summary of the financial records of this Ministry at the end of each fiscal year.
- (12) When deemed advisable, secure a fidelity bond for the Treasurer, the amount set by the Board.
- (13) Act to fill the unexpired term of any Trustee in accordance with Section 4.06(b).
- (14) Elect officers of the Board, and their successors to fill any unexpired term when necessary. Refer to Section 4.08(b)(2).
- (15) Ratify committees and their chairperson as appointed by the Board President. Refer to Section 5.01.
- (16) Communicate with the Unity Worldwide Ministries for the aid in resolution of all disputes between the Board of Trustees and the Minister concerning the Minister's services.
- (17) Consider other duties brought to their attention by the Minister, the Membership and other Trustees.
- (18) To keep or cause to be kept an accurate record of membership.
- (19) To 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.

#### **Section 4.08 - BOARD OF TRUSTEES - OFFICERS**

Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary and Treasurer. All officers shall be elected by a majority vote of Trustees present and voting, at the first Board meeting after the Annual Meeting, or at a special meeting called for the purpose of electing officers. Officers shall hold their respective offices for one year, or until their successors are duly elected or qualified.

(a) President. The President shall:

- (1) Preside at all Board of Trustees meetings.
- (2) Preside at all Membership meetings.
- (3) Preside at all Executive Committee meetings.
- (4) Appoint committees in accordance with Section 5.01.
- (5) Be a member of all committees by virtue of his/her office, except the Nominating Committee.
- (6) Sign such papers and documents, upon proper authorization, as may be necessary.

(b) Vice-President. The Vice-President shall:

- (1) Perform all duties of the President in his/her absence.
- (2) Become President in case the office of presidency becomes vacant. In such a case, a new Vice-President shall be selected from among the remaining Trustees to fill the remainder of the term.

(c) Secretary. The Secretary shall:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all Board and Membership Meetings.
- (2) Hold in custody and be responsible for all reports, contracts, other legal papers, the minute book and the corporate seal, which items shall be kept in the Ministry office at all times, or in such other place as prescribed by the Board.
- (3) Attend to all official business required by the Board.

(d) Treasurer. The Treasurer shall:

- (1) Be custodian of the funds of this Ministry. He/she shall pay out, or cause to be paid out, funds authorized by the Board. Refer to Section 4.04(b).
- (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.
- (5) Place, or cause to be placed, the funds of this Ministry in the bank or other depository approved by the Board.

(e) Executive Committee. The Executive Committee shall consist of the Minister and the Officers of the Board of Trustees. It shall meet from time to time as determined by the President and Minister to set the agenda for the Board Meeting and to provide counsel and support to the Minister.