

**GREAT LAKES UNITY REGIONAL CONFERENCE CORPORATION BYLAWS**  
**Adopted October 2005**  
**ARTICLE 1 – Identification**

**Section 1 – Name**

The name of the organization shall be: “Great Lakes Unity Regional Conference,” Hereafter referred to as the Corporation. The Corporation shall be registered as a non-profit corporation of Ohio and be governed by the laws of the state of Ohio.

**Section 2- Purpose**

The purpose of this organization shall be to promote and encourage the spiritual growth of all regional ministries as defined and recognized by the Association of Unity Churches through its ministers, leaders, and teachers; to hold open discussion, to examine progressive ideas, that through this association and fellowship we may bring forth an increasingly effective presentation of the teachings of Jesus Christ, as interpreted by the Unity School of Christianity of Unity Village, Missouri, and the Association of Unity Churches, hereafter referred to as the Association.

**Section 3 – Leadership**

We acknowledge Jesus Christ to be our leader and teacher, invisible though ever – present, and His teachings our guide. In all things we follow the inspiration and illumination of the Christ indwelling as taught by Him. The Bible is our authorized text book.

**Section 4 – Physical Boundaries**

The physical boundaries of this regional corporation shall be defined by the Association.

**ARTICLE II – PRINCIPAL OFFICE**

The Principal office of the corporation shall be a city and county in the state of Ohio. This office shall be designated by the Executive Ministry Team of the Region. This office shall conduct its operations and hold legally constituted meetings of the Executive Ministry Team or membership in other places within or without the state of Ohio, as the Executive Ministry Team or membership of the Corporation may from time to time determine.

**ARTICLE III – MEMBERSHIP**

**Section 1 - Qualifications**

Those persons eligible for membership in the Corporation are listed in the current Association Year Book including additions, changes, and / or deletions to the Year Book as issued by the Association. In addition consideration will be given to all qualified members in states adjoining the states of the Great Lakes Region, who are not presently served by other regional conferences and who make application for membership to the Great Lakes Unity Regional Conference. A member shall be defined as either a member minister (an ordained or licensed Unity minister who resides in the region) or a member ministry (a traditional member ministry or recognized Alternative ministry) that is within the region.

**Section 2 – Voting**

**2.1 Qualifications.** In transacting the business of the Corporation, each Licensed or ordained minister residing in the region and each delegate representing the member ministry

shall have a vote. Each traditional member ministry shall have a maximum of four (4) voting delegates, and each eligible Alternative Ministry shall have a maximum of two (2) voting delegates. All voting delegates must be present in order to vote. At least two (2) voting delegates of traditional member ministries and at least one (1) voting delegate of eligible Alternative Ministries shall be full-time ordained or licensed Unity ministers or authorized Spiritual Leaders of that ministry. The voting delegates, who are not ordained or Licensed Unity ministers will be selected by the Board of Trustees of that ministry.

Alternative ministries include those individuals who serve as chaplains within the region and are ordained or licensed and are in good standing with the Association. Up to two (2) voting delegates of traditional member ministries and up to one (1) voting delegate of eligible Alternative Ministries shall be determined by the Board of Trustees of that ministry.

## **2.2 Exceptions.**

- a. Only Licensed Unity Teachers in good standing with the Association shall vote for Licensed Unity Teacher Representative and Alternate.
- b. The Association Bylaws must take precedence over these Bylaws when the Corporation is voting on Association matters.

**2.3 Authority.** The membership shall vote on any item brought before it by the Executive Ministry Team or any member of the Corporation in accordance with these Bylaws and Articles of Incorporation.

## **2.4 Contracts and Obligations.**

- a. No sale or pledge of real property of the Corporation shall be made without the affirmative vote of at least two-thirds of the voting body present at a Corporation meeting.
- b. No agreements, contracts or obligations involving money, credit or financial liability can be entered into without the unanimous approval of all the officers, unless such agreements, contracts or obligations have been approved by action of the Corporate membership.
- c. Any expenditure exceeding \$5,000.00 in any fiscal year, other than for normal going-rate business, shall be submitted to the voting body present for approval. Majority vote is required for approval.
- d. All items of new business for the Corporate meeting agenda must be submitted to the Regional President in writing thirty days prior to the stated meeting. No non-member may submit an agenda item.

## **2.5 Prayer.**

- a. All meetings of the corporation, after the call to order, shall be opened with prayer.
- b. In any meeting, 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 chair shall provide a period of prayer and silence.

## **Section 3 – Meetings**

**3.1 Annual Meeting.** The annual Corporate meeting will be held at the annual Great Lakes Unity Regional Conference. The time of the meeting(s) will be set by the Executive Ministry Team of the Corporation. The meeting time allotted to the regions during the annual

Association of Unity Churches annual conference is also deemed a regular meeting, and normal business may be conducted there in accordance with the by-laws.

**3.2 Special Meetings.** Special meetings of the Corporation may be called by:

- a. majority vote of the Executive Ministry Team
- b. a petition signed by no less than seven members of the Corporation. The petition must be submitted to the President of the Corporation and a meeting shall be called within sixty (60) days of receipt.

**3.3 Notice of Special Meetings.** Written notice of any special meeting stating the purpose, date, place and time of the meeting shall be mailed to all members at least thirty (30) days prior to the meeting.

**3.4 Quorum.** A quorum shall be the members and delegates present and voting at any duly constituted Corporate meeting.

**3.5 Rules.** Roberts Rules of Order, as newly revised, shall govern Corporate meetings.

**3.6 Agenda.** There shall be a written agenda distributed to all members at least twenty (20) days prior to all Corporate meetings. All agenda items must be submitted to the President in writing no less than thirty (30) days prior to the scheduled meeting.

#### **Section 4 - Bylaw Amendments.**

The Bylaws shall be amended only by two thirds vote of members and delegates present and voting at any regular or special meetings of the Corporation. All proposed amendments must be sent by First-class mail to all members and known delegates eligible to vote in good standing at least thirty (30) days prior to the beginning of a Corporate meeting in which vote is to be cast.

### **ARTICLE IV – GOVERNMENT**

#### **Section 1- Officers**

**1.1 Composition.** The governing board shall be known as The Executive Ministry Team. The conference delegates shall elect two qualified members or delegates to the conference to the Executive Ministry Team each year and that team shall organize itself and elect its own officers according to their discernment.

Officers of the Corporation shall be the President, Secretary, and Treasurer. The officers and three elected members are full voting members of the Executive Ministry Team. The Executive Ministry Team may elect other officers as it sees fit. When the term for the current person serving as Regional Representative, Judicatory Regional Representative, and Alternate Judicatory Regional Representative is completed, the conference delegates shall elect them also. The Regional Representative, Judicatory Regional Representative, and Alternate Judicatory Regional Representative and Regional Licensed Unity Teacher Representative shall be invited to all Executive Ministry Team meetings on an advisory and non-voting basis.

**1.2 Qualifications.**

- a. Four of the elected Executive Ministry Team members shall be Ordained or Licensed Unity ministers. The remaining two may be lay

- delegates to the conference.
- b. The Regional Representative, Judicatory Regional Representative, and Alternate Judicatory Regional Representative must satisfy qualifications defined by the Association.
  - c. The Licensed Unity Teacher Representative and Alternate Licensed Unity Teacher Representative must be active Licensed Unity Teachers in the Great Lakes Region, as defined by the Association.
  - d. All Nominees must be present and voting at the meeting in which the election is held.
  - e. Candidates must be persons who have shown an active interest in Corporate and Conference business.
  - f. All candidates must be persons in good standing with the Association.
  - g. All candidates and elected officers must be currently residing in the Great Lakes Region. Should an Executive Ministry Team member no longer reside in the Great Lakes Region his/her office shall be deemed vacant.
  - h. All Executive Team Members, regular consultants, and ministry team members are required to have a working knowledge of the Corporation Bylaws and Policy Manual.

### **1.3 Term of office**

- a. Each member of the Executive Ministry Team shall serve a three year term.
- b. No individual shall be elected for more than two (2) consecutive terms to the Executive Ministry Team. However, that person may be elected or appointed after one (1) full year absence from the Executive Ministry Team.
- c. Contract consultants, Licensed Unity Teacher Representative, or Alternate Licensed Teacher Representative shall not serve on the Executive Ministry Team, except for the elected representative of the Licensed Unity Teachers of the region.
- d. Serving one or more years of an unexpired term shall constitute a full term of office.
- e. The term of office for the Licensed Unity Teacher Representative and Alternate shall be three (3) years. The Licensed Unity Teacher Representative may serve no more than two (2) consecutive terms; however, that person may be elected or appointed after one (1) full Year's absence from the office. Serving one or more years of an unexpired term shall constitute a full term of office.

**1.4 Vacancy.** Should a vacancy occur on the Executive Ministry Team, said team will appoint a qualified person to finish the term vacated. If that person was an officer, the appointed person may or may not fulfill that office according to the discretion of the Executive Ministry Team.

- a. **Regional Representative.** Should a vacancy occur in the office of Regional Representative the Judicatory Representative will fill that position for the balance of that term
- b. **Judicatory Regional Representative.** Should a vacancy occur in the office of Judicatory Regional Representative, the Alternate Judicatory Regional Representative shall fill that position for the balance of that term.

- c. **Alternate Judicatory Regional Representative.** Should a vacancy occur in the office of Alternate a new Alternate Judicatory Representative will be elected at the next annual Corporate meeting.
- d. **Licensed Unity Teacher Representative.** Should a vacancy occur in the office of Licensed Unity Teacher Representative, the Alternate License Unity Teacher Representative will fill the balance of the term.
- e. **Alternate Licensed Unity Teacher Representative.** Should a vacancy occur in the position of Alternate Licensed Teacher Representative, the position will be duly elected by the Licensed Unity Teachers present and voting at the next special or regular Corporate meeting to fill the unexpired term.

**1.5 Assumption of Office.** The Executive Ministry Team shall assume office at the end of the Annual Corporate business meeting in which they are elected. The Executive Ministry Team shall then meet to elect their officers which will be announced to the corporate body at their next session. The Highest officer in the continuing term shall call and chair the organizing meeting until the new President is elected.

**1.5 Executive Ministry Team – Duties and Powers.**

- a. The affairs of the Corporation shall be vested in the Executive Ministry Team. The Executive Ministry Team shall have the right to exercise The Corporate powers of the Corporation and provide such other rules and regulations as it deem proper to govern and control the affairs of the Corporation, provided such actions are in accordance with these Bylaws and policies established by the Corporate body.
- b. Meetings of the Executive Ministry Team may be called by the President at the request of any Ministry Team member for the purpose of transacting business.
- c. The Executive Ministry Team has the right to appoint and remove all agents, ministry teams, and contract consultants and to proscribe their duties unless superseded by the Corporate membership.
- d. The Executive Ministry Team shall set a date, place and time of the Annual Great Lakes Regional Conference.
- e. The Corporation shall, at its expense, provide malpractice and liability insurance for the Executive Ministry Team members, Licensed Unity Teacher Representative, and Regional employees; shall provide liability insurance to cover all Regional activities; and shall, at its expense, provide a bond to cover persons who handle monies in the name of Great Lakes Unity Regional Conference.

**1.7 President – Duties and Powers.** The President shall preside at all meetings of the Corporation and the Executive Ministry Team. S/he shall have the power to perform all duties incidental to the Office of the President. S/he shall have such additional power as may be delegated to her/him by the Corporation. S/he shall sign for the Corporation all Corporate records, instruments, contracts and conveyances on which the President's name is required by law. The President shall appoint or cause to be employed a parliamentarian at every Corporate business meeting as defined in Article III – Section 3

**1.8 Secretary – Duties and Powers.** The Secretary shall attend all business meetings of the Corporation. S/he shall keep, or cause to be kept, and preserve in record books

belonging to the corporation. S/he shall carry on all correspondence of the Corporation as directed. S/he shall keep a complete file of all correspondence and all legal documents of the corporation.

**1.9 Treasurer – Duties and Powers.** The Treasurer or designee shall keep, or cause to be kept, all books belonging to the corporation, a complete and accurate account of all receipts and disbursements, resources and liabilities of the corporation.

**1.10 Regional Representative – Duties and Powers.** The Regional Representative shall serve on the Executive Ministry Team as an advisor or non-voting capacity and perform the duties of Regional Representative as defined by the Association.

**1.11 Judicatory Regional Representative – Duties and Powers.** The Judicatory Regional Representative shall serve on the Executive Ministry Team as an advisor or non-voting capacity and perform the duties of the Judicatory Representative as defined by the Association.

**1.12 Alternate Judicatory Regional Representative – Duties and Powers.** The Alternate Judicatory Regional Representative shall serve as an advisor or non-voting member of the Executive Ministry Team and performs duties as assigned by the Judicatory Representative.

**1.13 Licensed Unity Teacher Representative and Alternate.** It is the Licensed Unity Teacher Representative's position to represent the interests of the Regional Licensed Unity Teachers to the Executive Ministry Team, offer the Licensed Teacher's perspective on Regional matters, communicate such matters back to the Licensed Teachers, and such other business as is agreed upon with the Executive Ministry Team in the position's job description.

**1.14 Removal from Office as Executive Ministry Team Member.**

- a. Whenever there is a weight of evidence that an Executive Ministry Team member or officer with the exception of the Regional Representative and Judicatory Representative positions, is not fulfilling the legal and/or moral responsibilities of the office, said Member or Officer may be removed from the position by a three-fourths (3/4) vote of the remaining Members of the Executive Ministry Team.
- b. An Executive Ministry Team Member or Officer may be removed from office by a three – fourths (3/4) vote of the conference body present and voting at any Corporate meeting. Such request shall be made by a petition signed by at least ten percent (10%) of those present and voting at the previous annual Corporate meeting; said petition must be presented to the Regional President at least thirty (30) days prior to the next annual Corporate meeting.
- c. If there is a weight of evidence that a Regional Representative or Judicatory Regional Representative is not fulfilling the legal and/or moral responsibilities of the office, it is the responsibility of the Regional Conference to remove said Representative from office. Such request shall be made by the recommendation of the Executive Ministry Team to the Conference Body; or, by a petition signed by at least ten percent (10%) of the licensed or Ordained ministers or delegates present and voting at the previous annual Corporate meeting; said petition must be presented to the Regional President at least thirty (30) day s prior to the next regular or special Corporate meeting. Such requests shall require a three – fourths

(3/4) vote of the Regional Conference membership present and voting. The results of such vote shall be forwarded to the Association of Unity Churches Board of Trustees through the office of the President.

## **Section 2 – Election**

**2.1** Election of Ministry Team members shall be held during the annual corporate meeting normally held in the fall of the year during the annual regional conference. They shall be elected by a simple majority vote.

**2.2 Regional Representative.** The Regional Representative shall be a person qualified by definition of The Associations Standards Ministry Team and elected by majority vote at the annual Corporate meeting.

**2.7 Judicatory and Alternate Judicatory Representatives.** The Judicatory representative shall be a person qualified by definition of The Associations Standards Ministry Team and the person receiving the most votes for the position by the annual Corporate meeting, the Alternate Judicatory Representative will be the person receiving the next most votes.

## **Section 3- Nominations**

**3.1 The Leadership Development Team.** The Leadership Development Team shall be composed of three members and delegates of the conference. At least two shall be Licensed or Ordained Unity Ministers, appointed by the President and ratified by the Executive Ministry Team. They should be person active in the affairs of the region. **The Leadership Development Team** shall cause to be placed in nomination the names of qualified persons for each available office except those of Licensed Unity Teacher Representative and Alternate Licensed Unity Teacher Representative. The Leadership Development Team shall also make recommendations to the Executive Ministry Team as to who might best serve in certain capacities on the Executive Ministry Team to best utilize the skills, talent and experience of those on the team.

**3.2 Other Nominations.** Other nominations of qualified candidates may be received from the membership in attendance at the annual Corporate meeting as provided by Roberts Rules of Order.

**3.3 Licensed Unity Teacher Representative and Alternate.** Nominations for Licensed Unity Teacher Representative and Alternate shall be defined in the Licensed Teacher job description as presented by the Executive Ministry Team.

## **ARTICLE V – AMENDMENTS TO BYLAWS**

Amendments to Bylaws shall be presented in writing and read once previous to the time of voting. A two-thirds vote of any quorum is required. All proposed amendments must be sent by first class mail to all persons eligible to vote in good standing at least thirty (30) days prior to the beginning of a Corporate Membership Meeting where voting on the proposed amendments will take place. These Bylaws supersede all previous Bylaws adopted by the Corporate Body.

## **ARTICLE VI- FISCAL REQUIREMENTS**

**Section 1- Fiscal Year.** The Fiscal Year of the Corporation shall coincide with the calendar year, January 1 through December 31.

**Section 2 – Financial Peer Review.** There shall be an annual internal peer review of the financial statement by three qualified members of the Conference at the annual conference in October. The President shall appoint the three reviewers.

The Treasurer shall provide:

- a. all year-end bank statements
- b. a detailed transaction report print out
- c. a balance sheet
- d. a profit and loss statement with budget comparisons
- e. a budget for the next fiscal year

If at any time it is deemed advisable, the Executive Ministry Team or Conference body may request a full audit.