



UNITY CHURCH OF HAWAI'I BYLAWS

These updated ByLaws (February 7, 2019) reflect corrections made to Scrivener’s errors in the last posted ByLaws approved by the Congregation at the March 2018 Annual Meeting. The corrected errors were:

Section	Subject	Rationale
4.04 (b)	<u>Nominating Committee</u>	Passed, but was not reflected in the ByLaws as the tally sheet reflected they failed.
4.04 (d)	<u>Election Procedure of the Annual Meeting</u>	Tally Sheet reflected that it passed, but the change was not reflected in the ByLaws.

Corrections February 7, 2019

Section 4.04 BOARD OF TRUSTEES - ELECTION

4.04 (b) Nominating Committee. A Nominating Committee shall be formed at least **four** months prior to the annual membership meeting, and shall seek to present at least **two** candidates for each vacancy for the Board of Trustees. The Committee shall consist of the Senior Minister and three other Members selected in the following manner.

- (1) At the annual membership meeting, the membership shall elect two congregant members and an alternate, to serve on the Nominating Committee for the next year’s elections.
- (2) Nominating Committee members shall not be eligible to run for a Board position without resigning.
- (3) No change.
- (4) The **four committee members** will select the Chair from amongst the two congregant members.
- (5) The committee shall require each board candidate to submit an application.
- (6) The committee shall be responsible for vetting the qualifications of all board candidates in the areas of membership verification and attendance in classes of basic Unity principles.
- (7) The committee shall disclose names and biographies of all vetted applicants to the congregation five weeks prior to the annual meeting.

(d) Election Procedure of the Annual Meeting. Votes shall be cast by ballot, including absentee and electronic ballots. Based upon highest to lowest ballot results, candidates will sequentially take turns selecting among the term lengths (either partial or full) available to them. Any tie votes shall be awarded by lot.

Corrections. In Section 4.04(b), the Nominating Committee changed from being formed three months prior to the membership meeting to four months prior to the membership meeting. The committee will provide at least two candidates for each vacancy instead of one candidate. The committee will consist of four members instead of three.

Items (1) and (4) changed the number of committee members.

Items (2), (5), (6), and (7) were additions to the Section.

(d) Election Procedure of the Annual Meeting. This section added the selection of term lengths and procedures in which candidates are assigned to them.

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(d) Election Procedure of the Annual Meeting. This section added the selection of term lengths and procedures in which candidates are assigned to them.

ARTICLE I **Identification**

Section 1.01 STATEMENT OF MISSION

The mission of Unity Church of Hawai'i (UCOH), a Hawai'i Corporation, shall be to teach and practice the universal principles of Truth, as taught, and demonstrated by Jesus Christ and other Spiritual Masters and interpreted by Unity Worldwide Spiritual Institute and Unity Worldwide Ministries (UWM). In the accomplishment of this purpose, Unity Church of Hawai'i shall endeavor to conduct services of worship and classes of instruction, to demonstrate the principles of Truth by using them in the operation of the Ministry, and to adopt other means that in the judgement of the Senior Minister will further the principles of Practical Christianity among humankind.

Section 1.02 MEMBERSHIP IN UNITY WORLDWIDE MINISTRIES AND RELATED RESPONSIBILITIES

Unity Church of Hawai'i is a member of Unity Worldwide Ministries. The operation and conduct of this Ministry shall be congruent with the regulations, policies, and Bylaws of Unity Worldwide Ministries, insofar as they do not conflict with the laws of the State of Hawai'i.

- (a) **Leadership.** This Ministry shall have as its leader an ordained or Licensed Unity Minister(s) approved for Ministry employment by Unity Worldwide Ministries or a person serving under special dispensation approved by Unity Worldwide Ministries. For the purpose of these Bylaws, the term "Minister" shall include a person serving under special dispensation of Unity Worldwide Ministries.
- (b) **Teaching.** The Principles of practical Christianity shall be taught through this Ministry using methods, textbooks, literature, and other materials consistent with the guidelines of Unity Worldwide Ministries.
- (c) **Mailings.** Copies of all printed matter mailed by this Ministry to its membership shall be sent to the office of the President/CEO of Unity Worldwide Ministries.
- (d) **Reports.** The Ministry shall make annual reports to Unity Worldwide Ministries on forms supplied by Unity Worldwide Ministries.

ARTICLE II **Office Records**

Section 2.01 PRINCIPAL OFFICE

The principal executive office of the Corporation shall be determined by the Board of Trustees. Said office shall be in the County of Honolulu, State of Hawai'i, or at such other place within the State of Hawai'i 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 2.02 OFFICIAL RECORDS

Records of membership, finances, donations, 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 for use by the Minister(s), Board members, or designated professional staff. Confidential documents are limited to individual donation records, personnel records, and personally identifiable information (PII) of the membership. Information regarding other documents available to voting members under State law are described in Appendix "A".

**ARTICLE III
Membership**

Section 3.01 QUALIFICATIONS

All members of Unity Church of Hawai'i, including online members, shall endeavor to live in accordance with the stated UCOH spiritual principles of Love and Truth as taught by Jesus Christ and other Spiritual Masters. All members shall further the work of this Ministry through their conscious commitment to spiritual growth, prayer, love, financial support, and volunteer service.

Section 3.02 MEMBERSHIP

Anyone desiring membership in Unity Church of Hawai'i shall complete an orientation program either in person or online, or submit a letter of recommendation verifying membership in another Unity Church. All Staff Ministers and Licensed Unity Teachers are considered members of this Church. Membership officially begins on the date of the signing of the Membership Covenant attached hereto as Exhibit "A". Members below the age of 18 will be considered Junior Members and are not eligible to vote.

Section 3.03 TERMS OF MEMBERSHIP

- (a) Membership must be renewed annually by December 31, in a manner prescribed by the Board of Trustees.
- (b) Any member whose commitment to the Membership Covenant as determined by the Board of Trustees is in question shall be formally requested to meet with the Senior Minister to review and discuss the related matters.

Section 3.04 RIGHTS OF VOTING MEMBERS

Members of Unity Church of Hawai'i shall have the right to do the following:

- (a) Vote at any membership meeting called in accordance with Article III Section 3.05 (g) at which the member is actually or electronically present.
- (b) Elect Members to the Board of Trustees as specified in Article IV Section 4.04.
- (c) Ratify the Bylaws of this Ministry or any amendments thereto as specified in Article VIII Section 8.01.
- (d) At any annual or special meeting of the membership, the membership must vote on any question of sale or pledge or purchase of real property owned and used for the operation of this Ministry that exceeds Twenty-Five Thousand dollars (\$25,000) in value. A seventy-five percent (75%) affirmative vote of those present and voting is required to approve the sale, pledge or purchase.
- (e) Elect a member, and his/her alternate, to serve on the Nominating Committee as specified in Article IV Section 4.04 (b) (1).
- (f) Call a special membership meeting when the affairs of this Ministry warrant such action. Refer to Article III Section 3.05 (b) (3).
- (g) Vote at any annual or special membership meeting, to override any action of the Board of Trustees, provided seventy-five percent (75%) of those Members actually or electronically present vote in favor of overriding such action (see Article III 3.05 (a) and (b)). Notice of the issue to be voted on must be submitted to the membership in writing ten (10) days prior to the meeting.
- (h) Vote for the removal of any or all Trustee(s) from office in accordance with Article IV Section 4.05 (a). A two-thirds (2/3) affirmative vote is required.
- (i) Vote for any matters officially brought to the attention of the membership.
- (j) Offer suggestions to the Senior Minister or Board of Trustees as may seem advisable for the good of this Ministry.

Section 3.05 MEETINGS AND QUORUM

- (a) **Annual Membership Meeting.** The annual membership meeting of Unity Church of Hawai'i shall be held at its official headquarters the first Sunday in March, the time designated by the Senior Minister and Board of Trustees.
- (b) **Special Membership Meetings.** At any time, the affairs of this Ministry warrant, a special meeting may be called by:
 1. The Senior Minister,
 2. A majority of the Trustees of the Board,
 3. Any member submitting a Petition having been signed by twenty-five (25%) of the membership.

A written request must be submitted to the Board of Trustees who shall, within thirty (30) days, call the meeting on behalf of the requesting party. The purpose(s) for the special meeting shall be stated both in the written request and the written notice to the membership. Business conducted at the special meeting shall be limited to the pre-stated purpose(s).

(c) Annual and Special Meeting Notices. Ten (10) days prior notice shall be given to each member or at the direction of the chairperson or other persons calling the meeting. Such notice shall be delivered in person, by telephone, or other form of wire or wireless communication, by mail or private carrier, or by electronic transmission. Oral notice is effective when communicated. If mailed, notice shall be deemed to be delivered at the earliest of the following (i) when received, (ii) five days after its deposit with the U.S. Postal Service, or (iii) on the date shown on the return receipt if sent by registered or certified mail, return receipt requested. Notice given by electronic transmission shall be deemed given (i) when directed to an electronic mail address at which the member has consented to receive notice, (ii) when directed to a facsimile number at which the member has consented to receive notice, (iii) when posted on an electronic network together with separate notice to the specific posting given to the member, and (iv) when directed to the member if transmitted by any other form of electronic transmission.

(d) Waiver of Notice. Any member may waive notice of any meeting provided such waiver is made in writing and signed by the member entitled to the notice or is transmitted by electronic transmission and delivered to the Corporation for inclusion in the minutes or corporate records. The attendance of a member at a meeting shall constitute a waiver of notice of such meeting, except where a member at the beginning of the meeting or prior to the vote on any matter not noticed in conformity with law, these Bylaws, or the Articles of Incorporation, objects to lack of notice and does not thereafter vote or assent to the objected action.

(e) Quorum. A quorum shall exist if there are twenty (20) Members or fifteen percent (15%) of membership, whichever is greater, actually, or electronically present at the meeting.

(f) Participation. Participation in the business affairs of any membership meeting shall be restricted to Members in actual or electronic attendance. Participation of other persons in discussion of business must be approved by a two-thirds (2/3) majority vote of the Members in actual or electronic attendance. Unity Worldwide Ministries representatives have a right to participate in discussion when invited by the Senior Minister, the Board of Trustees, or the membership.

(g) Voting. Unless otherwise provided herein, the votes of the majority of the Members actually or electronically present and voting shall be necessary for approval or disapproval of that action being voted upon. Refer to Section Article III 3.04 (a) and Article VIII Section 8.01. Members may vote by absentee ballot for election of

Members to the Board of Trustees. All absentee ballots must be registered with the Board Secretary or designee prior to the opening of the membership meeting.

ARTICLE IV **Government**

Section 4.01 ADMINISTRATION

- (a) **Operation.** The Senior Minister and the Board of Trustees of Unity Church of Hawai'i shall assume full legal responsibility for the Church and be responsible for the overall operation of the organization.
- (b) **Fiscal Year.** The fiscal year of Unity Church of Hawai'i shall begin January 1 and end December 31 unless otherwise established by a two thirds (2/3) majority of the Board of Trustees.

Section 4.02 MINISTER(S)

Senior Minister. The senior Minister will be a duly licensed or ordained Unity Minister or serving with Special Dispensation granted by Unity Worldwide Ministries to function as Senior Minister.

- (a) **Duties.** As the spiritual leader of this Ministry, the Senior Minister 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 Senior Minister shall:
 - (1) Be responsible for the complete functioning of this Ministry, including the hiring and termination of all employees;
 - (2) Serve as a voting member of the Board of Trustees on all matters except his/her own employment, or that of a successor;
 - (3) Create Ministry teams related to these duties;
 - (4) Appoint the members of such Ministry teams;
 - (5) Serve as ex officio member of all Ministry teams;
 - (6) Serve as ex officio member of all Board committees;
 - (7) Be responsible for seeking the Unity Worldwide Ministries' assistance in the event of dispute adversely affecting the Ministry.
- (b) **Selection.** The Board of Trustees shall select the Senior Minister following the employment procedures for ministerial personnel of Unity Worldwide Ministries.
- (c) **Compensation.** The compensation of the Senior Minister employed by this Ministry shall be set by the Board of Trustees.

Section 4.03 BOARD OF TRUSTEES – MEMBERS

- (a) **Structure.** The Board of Trustees shall consist of the Senior Minister and nine (9) Trustees elected from the membership of Unity Church of Hawai'i. Three (3) Trustees

shall be elected at each annual membership meeting; each to serve a three (3) year term. In addition, alternate Trustees shall be elected at each annual membership meeting to complete the remaining term of any Trustee position(s) vacated, by a formerly elected Trustee, since the last annual membership meeting.

- (1) No elected Trustee shall serve more than two (2) consecutive terms, except a Trustee who has served two consecutive terms may be eligible for further service after an interval of one (1) year between terms.
- (2) A Trustee who has served one half or more of a full term shall be considered to have served a full term.
- (3) Individuals ineligible for Board service are:
 - i. Any individual receiving compensation from the Ministry (with the exception of the Senior Minister,)
 - ii. A spouse, parent, child, or significant other of an individual receiving compensation from the Ministry,
 - iii. Any active (annually renewing) Licensed Unity Teacher,
 - iv. A spouse, parent, child, or significant other of a serving Trustee.

(b) Duties. As representatives of the membership, the Board of Trustees shall:

- (1) Establish policy and be responsible for the fiscal well-being of the Ministry.
- (2) Uphold the spiritual mission of this Ministry as stated in Article 1 Section 1.01.
- (3) Positively support and respect the role of the Senior Minister.
- (4) Uphold the highest interest of the membership in conducting the business of this Ministry.
- (5) Abide by commonly held professional ethics.
- (6) Be conversant with the Bylaws and *Robert's Rules of Order, Newly Revised*.
- (7) Be faithful in attendance at services, Board, and membership meetings of this Ministry.
- (8) Make determination of the business needs of this Ministry and authorize payment of monies for those purposes.
- (9) Secure liability insurance for all Board of Trustee members and Minister(s).
- (10) Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds.
- (11) Adopt an annual income and expense budget and monitor it monthly.
- (12) Ensure that transactions of Unity of Hawai'i Endowment Foundation are in compliance with its governing documents.
- (13) Ensure that the operations and finances of Unity School (preschool) are in compliance with these bylaws.
- (14) Administer the property of this Ministry, both real and personal.
- (15) Make determinations on sale, pledge, or proposed financing of real or personal property belonging to this 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 membership at a properly constituted membership meeting to be voted on in accordance with Article III Section 3.04 (d).
- (16) Ensure that accounting records are current and properly maintained for all aspects of this Ministry. When deemed appropriate by the Board of Trustees, a

qualified accountant may be employed for this purpose. Annually, an outside independent examination of Church records will be prepared and reported to the Board of Trustees.

- (17) Act to fill the unexpired term of any Trustee in accordance with Article IV Section 4.05 (b).
- (18) Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Article IV Section 4.07.
- (19) Approve committees as nominated by the Board of Trustees. See Article V Section 5.01.
- (20) Attend and actively participate in ongoing Board education programs.
- (21) 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 the Internal Revenue Service regulations.
- (22) Employ the Senior Minister.
 - i. The Board of Trustees shall employ and terminate employment of the Senior Minister by a two-thirds (2/3) affirmative vote.
 - ii. Continued Employment. The Board of Trustees will:
 - Develop a job description and contract with and for the Senior Minister.
 - Annually review the Senior Minister's performance based on his/her job descriptions and contracts
 - Review and renew Senior Minister contracts as appropriate.
 - iii. Conflict Management. Should conflict arise concerning the employment of the Senior Minister, Unity Worldwide Ministries may be contacted for conflict resolution.
 - iv. Vacancy. Should a Senior Minister vacancy occur:
 - The Board shall notify UWM within three (3) business days and will immediately begin securing an Interim Minister who meets UWM policies and procedures.
 - The Interim Minister shall serve until a new Senior Minister is employed.
 - The Board will concurrently initiate a new Senior Minister search.
23. Consider other duties brought to their attention by the Senior Minister and other Trustees.

Section 4.04 BOARD OF TRUSTEES – ELECTION

(a) Qualifications. Any person elected to the Board of Trustees must be a member of Unity Church of Hawai'i for at least one year, and shall be a person who:

- (1) Desires and has the time to serve on the Board of Trustees.
- (2) Endeavors to live in accord with the principles of Love and Truth as taught by Unity.
- (3) Demonstrates dedication to the Ministry and mission through his/her active interest, regular attendance, love, financial support, and voluntary service.
- (4) Is a sincere and continuing student of Unity, has taken classes in basic Unity

- principles, and is conversant with its teachings.
- (5) Has demonstrated leadership capabilities in the Ministry's programs and activities.

(b) Nominating Committee. A Nominating Committee shall be formed at least four months prior to the annual membership meeting, and shall seek to present at least two candidates for each vacancy on the Board of Trustees. The Committee shall consist of the Senior Minister and three other Members selected in the following manner:

- (1) At the annual membership meeting, the membership shall elect two congregant members and an alternate, to serve on the Nominating Committee for the next year's elections.
- (2) Nominating Committee members shall not be eligible to run for a Board position without resigning.
- (3) The Board of Trustees shall elect one of its Trustees to the committee at the first meeting following the annual meeting.
- (4) The four committee members will select the Chair from amongst the two congregant members.
- (5) The committee shall require each board candidate to submit an application.
- (6) The committee shall be responsible for vetting the qualifications of all board candidates in the areas of membership verification and attendance in classes of basic Unity principles.
- (7) The committee shall disclose names and biographies of all vetted applicants to the congregation five weeks prior to the annual meeting.

(c) Nominating Procedure. As the presiding officer of the annual membership meeting, the President shall:

- (1) Read Article IV Section 4.04 (a) just prior to the call for nominations.
- (2) Call upon the Chair of the Nominating Committee to introduce the Committee's nominations.
- (3) Call for additional nominations from the floor.

Nominees should never be chosen on the basis of a person's business success or financial resources alone. All nominees, no matter how nominated, must qualify in accordance with paragraph (a) of this section.

(d) Election Procedure of the Annual Meeting. Votes shall be cast by ballot, including absentee and electronic ballots. Based upon highest to lowest ballot results, candidates will sequentially take turns selecting among the term lengths (either partial or full) available to them. Any tie votes shall be awarded by lot.

Section 4.05 BOARD OF TRUSTEES – VACANCY AND REPLACEMENT

(a) Vacancy. The office of a Trustee may be vacated by any of the following means:

- (1) The resignation or death of a Trustee.
- (2) A Trustee will be automatically removed following three successive absences from regular Board meetings.

- (3) The membership voting for removal of a Trustee because of his/her failure to fulfill the duties of office as specified in Article IV Section 4.03 (b) and Article III Section 3.04 (h).

(b) Replacement. Should a vacancy occur on the Board of Trustees, and no alternates are available the Board shall proceed to fill the vacancy by ballot at a regular meeting within 45 days. In case of emergency, a special meeting may be called. Only members meeting the qualifications specified in Article IV Section 4.04 (a) may be considered as replacements. No replacement shall have resigned or been removed as a Trustee during the year prior to their appointment. The appointed Trustee shall serve until the next annual meeting.

Section 4.06 BOARD OF TRUSTEES – MEETINGS AND QUORUM

(a) Regular Board Meetings. The regular business meetings of the Board of Trustees shall be held at the headquarters of this Ministry or another site on a regular monthly date and time agreed on by the Board of Trustees. Regular meetings may not be subject to cancellation except for the December meeting, which may be cancelled or rescheduled by a motion and majority vote during a duly constituted Board meeting.

(b) Special Board Meetings. The President, under any of the following conditions, shall call a special meeting of the Board of Trustees:

- (1) By request of the Senior Minister,
- (2) By request of two or more Trustees,
- (3) As the President deems it necessary.

The request shall be filed in writing with the Board Secretary. Reasonable effort must be made to notify all Trustees of any special meeting.

(c) Transparency of meetings. The following procedures shall be followed for both regular and special Board meetings.

- (1) The date, time, place, and proposed agenda for the meeting will be announced in advance through the electronic newsletter and also on the bulletin board of the UCOH campus. The date, time and place of the meeting will also be included in the Sunday service bulletin. When extenuating circumstances make it urgent that a special meeting be held quickly without the opportunity to include it in the weekly newsletter or the Sunday bulletin, the date, time, place, and proposed agenda must still be placed on the bulletin board.
- (2) All members of UCOH are welcome to attend all Board meetings and observe the proceedings.
- (3) If the agenda includes an executive session, a generic description of the matter(s) to be discussed in executive session will be disclosed in the agenda.
- (4) Executive session must be confined to matters subject to attorney/client privilege, contract negotiations, and personnel matters related to employees of UCOH that are subject to privacy protections under State or Federal law. Other matters of church business may not be discussed in executive session.
- (5) At the conclusion of the executive session, the Board will reconvene in open

session. If any votes were taken in executive session, the action and the resulting vote will be reported in the open session and included in the minutes of the meeting.

- (d) **Quorum.** Two-thirds (2/3) of the total Trustees currently serving shall constitute a quorum for the transaction of business.
- (e) Telephonic attendance is permitted and is not considered an absence.

Section 4.07 BOARD OF TRUSTEES – OFFICERS

Officers of the Board of Trustees shall consist of a President, Vice President, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer. The officers shall be elected at the first Board meeting following the annual membership meeting. All officers shall be elected by majority vote of Trustees present and voting, and shall hold their respective offices for one year, or until their successors are elected.

(a) **President.** The President shall:

- (1) Preside at all Board of Trustee meetings;
- (2) Preside at all membership meetings.
- (3) Be an *ex officio* member of all committees except the Nominating Committee.
- (4) Sign such papers and documents, upon proper authorization, as may be necessary.
- (5) Be responsible for ensuring the conduct of Board orientation and training to include becoming familiar with the UCOH Bylaws, Board Policies and Procedures, and be instructed for the purpose of becoming conversant with *Robert's Rules of Order*.
- (6) Will ensure training to include actively participating in Board education programs.

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

- (1) Perform all the duties of the President in his/her absence.
- (2) Become President in the event the office of the presidency becomes vacant.
- (3) Assist the President in the performance of his or her duties as directed by the President.

(c) **Secretary.** The Secretary shall:

- (1) Keep, or cause to be kept, an accurate record of the minutes of all Board of Trustee and membership meetings.
- (2) Hold in custody and be responsible for all reports submitted to the Board and correspondence on behalf of the Board. Ensure that legal contracts, other legal papers, and minute books are on file in the Ministry office at all times, or in such other depository as prescribed by the Board of Trustees.
- (3) Attend to all official secretarial duties as directed by the Board of Trustees.
- (4) Maintain or cause to be maintained an accurate record of the current membership of UCOH.

(d) Assistant Secretary.

- (1) Perform the duties of the Secretary in his/her absence.
- (2) Become Secretary in the event the office of the Secretary becomes vacant.
- (3) Assist the Secretary in the performance of his or her duties as directed by the Secretary.

(e) 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 of Trustees. Refer to Article IV Section 4.03 (b)(16).
- (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.
- (6) Shall have at the end of each fiscal year an outside independent examination of financial records, the type of which is to be determined by the Board of Trustees.
- (7) Is an ex officio (voting) member of the Finance Committee.

(f) Assistant Treasurer

- (1) Perform all the duties of the Treasurer in his/her absence.
- (2) Become Treasurer in the event the office of the Treasurer becomes vacant.
- (3) Is an ex officio (voting) member of the Finance Committee.
- (4) Assist the Treasurer in the performance of his/her duties as directed by the Treasurer.

Section 4.08 EXPENDITURE OF CHURCH FUNDS

- (a) No expenditure of Church funds for social functions shall be made except for functions to which all Church Members are invited.
- (b) No expenditures of Church funds shall be made without a written voucher specifying the date, amount, and purpose of the expenditure. Any expenditure of Five Thousand dollars (\$5,000.00) or more requires authorization by the Board of Trustees. The Board of Trustees shall not authorize contingency or discretionary funds except by two-thirds (2/3) vote.

Section 4.09 GIFT ACCEPTANCE POLICY

Gift acceptance will follow the Unity of Hawai'i Endowment Foundation Bylaws Appendix A as incorporated herein by reference.

ARTICLE V
Board of Trustee Committees

Section 5.01 FORMATION

Board of Trustee committees, for any purpose, with the exception of the Nominating Committee, [Article IV Section 4.04(b)] shall be proposed by one or more Board members have a minimum of one Board member, and be approved by the Board of Trustees.

Standing committees are:

- (a) Facilities,
- (b) Finance,
- (c) Membership,
- (d) Policy
- (e) Strategic Planning
- (f) Fundraising

ARTICLE VI
Dissolution

Section 6.01 PROCEDURE

Should this Corporation be dissolved, all property and funds remaining after the payment of debts of the Corporation shall be held by Unity Worldwide Ministries, a non-profit corporation organized under the laws of the State of Georgia for religious and educational purposes with headquarters located at Unity Village, Jackson County, State of Missouri for the re-establishment of a Unity Center or church in Honolulu, Hawai'i, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Code), assets not so disposed of shall be disposed of by the Superior Court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE VII
Meeting Procedures

Section 7.01 ORDER OF BUSINESS

The regular order of business at membership meetings, unless otherwise agreed on by the Board of Trustees, shall be as follows:

1. Call to Order
2. Opening prayer
3. Establishment of Quorum
4. Approval of the Minutes
1. President's Report
2. Treasurer's Report
3. Elections
4. Ministers' Reports
5. Reports of Committees
6. New Business
7. Closing prayer

Section 7.02 RULES OF ORDER

Robert's Rules of Order, Newly Revised shall be the authority of this Ministry on parliamentary law and its usage, unless otherwise provided by these Bylaws.

ARTICLE VIII
Bylaws Amendments

Section 8.01 PROCEDURE

Amendments to these Bylaws must be made by voting Members of this Corporation at a legally constituted membership meeting. An affirmative vote of seventy-five percent (75%) of all Members present and voting shall be necessary to pass any revisions to these Bylaws. These Bylaws fully supersede all previous Bylaws adopted by Unity Church of Hawai'i.

APPENDIX A

Official Records

Official records are defined and described in Hawai'i Revised Statutes (HRS) 414D Hawai'i Nonprofit Corporations Act Part XV. Records and Reports. They are categorized based on the requirements for members' inspection.

The first category is a document provided on demand when a member provides a written request. Annual financial statements should be provided to a member who provides a written request.

The second category are documents provided to a member with a written request at least five (5) business days before the request is to be filled.

Those documents are:

- (1) Articles of Incorporation and all amendments to them currently in effect;
- (2) Bylaws and all amendments to them in effect;
- (3) Minutes of membership meetings and actions approved by the members;
- (4) A list of names and addresses (business or home) of its current Trustees and officers; and
- (5) The most recent annual report delivered to the Director of the Department of Commerce and Consumer Affairs.

The third category of documents require a written request and at least five (5) days' notice. These documents also require that:

- a) the member describes with reasonable particularity the purpose of inspecting the records; and
- b) that the records are directly connected with this purpose.

The documents include:

- (1) Excerpts of minutes of the Board of Trustees;
- (2) Excerpts of a record of actions taken by members or Trustees without a meeting;
- (3) Excerpts of a record of all actions taken by committees of the Board of Trustees;
- (4) Accounting records of the Corporation; and
- (5) The membership list.

Per HRS 414D-301(c), UCoH shall maintain a record of its members, a membership list, which consists of names, addresses

Per HRS 414D-109(b), the membership list will be made available for the purpose of communication with other members concerning the annual membership meeting beginning two (2) business days after notice of the meeting continuing through the meeting.

During any other period, UCoH may comply with a member's request to inspect the membership list by providing the member with a list of its members' names that was compiled no earlier than the date of the member's demand [HRS 414D-303(d)].

Furthermore, the membership list will not be:

- (1) used to solicit money or property unless the money or property will be used solely to solicit the votes of the members in an election to be held by the Corporation;
- (2) used for any commercial purpose;
- (3) sold to or purchased by any person; or
- (4) published in whole or in part to the general public.

EXHIBIT A
Membership Covenant

I understand and am aligned with the basic teachings of Unity.

I will make my spiritual unfoldment and relationship with God a priority in my life.

I will do my part to support the Church's mission of teaching, motivating, empowering and supporting people in their growth and transformation through the application of spiritual principles.

I will join my fellow members and congregants in participating in the creation of a warm and accepting atmosphere where love is felt, and lives are changed.

I will extend myself with loving warmth to newcomers to my Church home and to those people attending whom I do not know.

I will include the Church in my daily prayer life.

I will include the Church in my financial affairs, giving joyfully and lovingly.

I will serve this Ministry in ways I am able, thereby strengthening the whole family while learning the value of selfless service to others.

I will speak with constructive purpose about the Church and my fellow congregants. If I experience personal upset with the Church or a congregant, I will seek guidance from Spirit, then speak with and resolve any upset with the person(s) involved in accordance with the principles of "Agreeing and Disagreeing in Love."

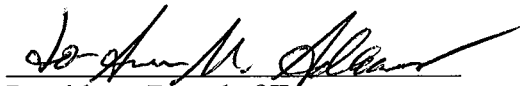
I recognize that my presence and participation at Church services and activities is a contribution and a gift that enhances the experience to all, yet I am discouraged from feeling guilty when unable to attend.

Together with my fellow members and congregants, I am co-creating with God the ongoing, dynamic life of Unity Church of Hawai'i. I recognize that together we help to keep its doors open and expand its programs and services, thereby blessing and serving thousands of others like myself. Through membership in Unity, I honor the God in me and God at work through Unity Church of Hawai'i.

CERTIFICATION

The undersigned, being the duly elected, qualified, and acting President and Secretary of UNITY CHURCH of Hawai'i does hereby certify that the foregoing bylaws were duly adopted and corrected by the corporation and, are in full force and effect as of the date hereof.

Dated: 2/7/2019



President, Board of Trustees
Unity Church of Hawai'i



Secretary, Board of Trustees
Unity Church of Hawai'i