



BYLAWS

ARTICLE I Identification

Section 1.01 STATEMENT OF PURPOSE

The purpose of Unity Church of Hawai‘i, a Hawai‘i corporation, shall be to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and other Spiritual Masters and interpreted by Unity School of Christianity and Unity Worldwide Ministries. 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 judgment 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, etc. shall be maintained at the principal office of the corporation. All Official Church documents except donation records and personnel files shall be available to all church members upon request.

ARTICLE III
Membership

Section 3.01 QUALIFICATIONS

All members of Unity Church of Hawai'i, including online members, shall endeavor to live in accord with the 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 Ministry. 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) Tenure. Membership must be renewed annually by September 30, in a manner prescribed by the Board of Trustees.
- (b) Removal. Removal from the Membership list of any member whose commitment to the Membership Covenant is in question requires at least a two-thirds (2/3) affirmative vote of the Board of Trustees, including agreement by the Senior Minister. Prior to action concerning removal, the member must be given an opportunity for a hearing before the Board of Trustees.

Section 3.04 RIGHTS OF 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 (f) at which the member is actually or virtually 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) At any annual or special membership meeting, the membership may vote to override any action of the Board of Trustees, provided seventy-five percent (75%) of those Members actually or virtually 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) (4). 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 percent (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) Written Notice. Written notice stating the date, time, place, and purpose for which the meeting is called shall be mailed to all Members at least ten (10) days before any membership meeting.
- (d) Quorum. A quorum shall exist if there are twenty (20) Members or fifteen percent (15%) of membership, whichever is greater, actually or virtually present at the meeting.
- (e) Participation. Participation in the business affairs of any membership meeting shall be restricted to Members in actual or virtual 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 virtual 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.
- (f) Voting. Unless otherwise provided herein, the votes of a majority of the Members actually or virtually 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]

A. SENIOR MINISTER

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

B. Licensed Unity Ministers and Teachers.

- (1) Licensed Unity Ministers and Teachers shall be duly licensed by Unity

Worldwide Ministries in one of four focus areas: Adult Education, Administration, Pastoral Care, or Youth and Family Ministry, and endorsed and approved by the Senior Minister.

- (2) **Duties.** Licensed Unity Ministers and Teachers shall perform the duties and fulfill the responsibilities assigned them by the Senior Minister.
- (3) **Compensation.** To the extent funded by the Board of Trustees, the compensation of Licensed Unity Ministers and Teachers shall be fixed by the Senior Minister.

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. Each elected Trustee shall serve for three (3) years, or until his/her successor is duly elected. No more than three (3) Trustees shall be elected at any annual membership meeting. 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. An appointed Trustee who has served one-half term or more shall be considered to have served a full term. No active Licensed Unity Teacher, individual receiving compensation from the Ministry (with the exception of the Senior Minister), or the spouse, parent, child or significant other of an individual receiving compensation from the Ministry, may serve on the Board of Trustees. Further, no Board member shall be the spouse, parent, child or significant other of another Board member.

(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 purpose of this Ministry as stated in Article I Section 1.01.
- 3) Uphold the highest interest of the membership in conducting the business of this Ministry.
- 4) Be conversant with these Bylaws and *Robert's Rules of Order, Newly Revised*.
- 5) Be faithful in attendance at services, board and membership meetings of this Ministry.
- 6) Make determination of the business needs of this Ministry and authorize payment of monies for those purposes.
- 7) Administer the property of this Ministry, both real and personal.
- 8) Make determinations on the 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).
- 9) Ensure that the accounting records are current and properly maintained. 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.
- 10) Act to fill the unexpired term of any Trustee in accordance with Article IV Section 4.05 (b).
- 11) Elect officers of the Board, and their successors to fill any unexpired term when necessary. See Article IV Section 4.07.
- 12) Approve committees as nominated by the Board of Trustees' President. See Article V Section 5.01.
- 13) Attend and actively participate in ongoing Board Education Programs.

- 14) 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.
- 15) Employ the Senior Minister.
 - (a) The Board of Trustees shall employ and terminate employment of the Senior Minister by a two-thirds (2/3) affirmative vote.
 - (b) Continued Employment. The Board of Trustees will:
 - i. Develop a job description and contract with and for the Senior Minister.
 - ii. Annually review the Senior Minister's performance based on his/her job descriptions and contracts.
 - iii. Review and renew Senior Minister contracts as appropriate.
 - (c) Conflict Management. Should conflict arise concerning the employment of the Senior Minister, Unity Worldwide Ministries may be contacted for conflict resolution.
 - (d) Vacancy. Should a vacancy occur regarding the Senior Minister, the Board of Trustees shall communicate with the appropriate official at Unity Worldwide Ministries.
- 16) Removal of Member. Vote on the removal of Members in accordance with Article III Section 3.03 (b).
- 17) 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. He or she 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 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 three months prior to the annual membership meeting, and shall initiate a search for at least one candidate 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 one of its Members, and his/her alternate, to serve on the Nominating Committee for the next year's elections.
 - (2) The Board of Trustees shall elect one of its Trustees at the first meeting following the annual meeting.
 - (3) Together with the Senior Minister, the above two Committee members shall select a third Committee member from the membership who shall Chair the Nominating Committee.

- (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. Votes shall be cast by ballot, including absentee and virtual/online ballots. The candidates receiving the largest number of votes shall be elected to fill the vacancies on the Board of Trustees. In case of a tie vote, the choice shall be 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 of the Trustee.
 - (2) The Board of Trustees voting for removal of a Trustee due to absences from three successive regular Board meetings. Absences may be excused by the Board upon written request.
 - (3) The Board voting for the removal of a Trustee because of his/her failure to fulfill the duties of his/her office as specified in Article IV Section 4.03 (b).
 - (4) The membership voting for removal of a Trustee because of his/her failure to fulfill the duties of his/her office as specified in Article IV Section 4.03 (b). See Article III Section 3.04 (h).
- (b) Replacement. Should a vacancy occur on the Board of Trustees, the Board shall proceed to fill the vacancy by ballot at its next regular meeting. 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 served as a Trustee during the year prior to their appointment. A majority vote of those present and voting shall be necessary to appoint a replacement to fill the vacancy. The appointment shall expire upon completion of the term. An appointed Trustee who has served one-half term or more shall be considered to have served a full term.

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.
- (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) Quorum. Six Trustees shall constitute a quorum for the transaction of business.

Section 4.07 BOARD OF TRUSTEES – OFFICERS

Officers of the Board of Trustees shall consist of a President, Vice-President, Secretary, and Treasurer. The officers shall be elected at the first Board meeting following the annual membership meeting. All officers shall be elected by a 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 Trustees meetings.
 - (2) Preside at all membership meetings.
 - (3) Nominate committees in accordance with Article V Section 5.01.
 - (4) Be an *ex-officio* member of all committees except the Nominating Committee.
 - (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 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. In such a case, a new Vice-President shall be elected 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 of Trustee and membership meetings.
 - (2) Hold in custody and be responsible for all reports, contracts other than legal papers and minute books, which items shall be kept in the Ministry office at all times, or in such other depository as prescribed by the Board of Trustees.
 - (3) Attend to all official business required by the Board of Trustees.
- (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 of Trustees. Refer to Article IV Section 4.03 (b) (6).
 - (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.

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.

- (c) As a general policy all donations from wills, trusts, estates, shall be administered in accordance with the policies outlined in Legacies of Aloha.

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 nominated by the Board President.

Approval by the Board of Trustees is required by the greater of:

- 1) a majority of all the Trustees in office when the action is taken; or
- 2) the number of Trustees required for quorum under Section 4.06(c)

Section 6.01 – PROCEDURE

ARTICLE VI
Dissolution

Should this corporation be dissolved, all property and funds remaining after the payment of the 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 Lee's Summit, 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), as the Board of Trustees of Unity Worldwide Ministries shall determine. Any of such 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. Approval of the Minutes
4. Treasurer's Report
5. Elections
6. Ministers' Reports
7. Reports of Committees
8. New Business
9. 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. Written notice setting forth the proposed amendments must be mailed to all Members at least ten 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 revisions to these Bylaws. These Bylaws fully supersede all previous Bylaws adopted by Unity Church of Hawai'i

President of the Board of Trustees

Secretary of the Board of Trustees

Date