

**UNITY CHURCH OF FORT COLLINS BYLAWS**  
**Revised on February 20<sup>th</sup>, 2022**

**ARTICLE I IDENTIFICATION**

**Section 1.01 Statement of Intention**

Unity Church of Fort Collins (UFC) welcomes everyone. We acknowledge the Christ Consciousness in each of us as leader and teacher. As we recognize and follow the Love within ourselves, we align all our actions with the following purpose:

Unity Church of Fort Collins is dedicated to providing a spiritual home for Unity students to experience Christ Consciousness and to practice the five basic Unity principles.

1. God is good and everywhere present.
2. The spirit of God lives within each person; therefore, all people are inherently good.
3. We create our life experiences through our way of thinking.
4. There is power in affirmative prayer, which we believe increases our connection to God.
5. Knowledge of these spiritual principles is not enough. We must live them.

The interpretation of these bylaws shall be based on this statement of intention.

**Section 1.02 Unity Worldwide Ministries Membership**

Unity Church of Fort Collins is a vital member of the Worldwide Unity movement and a member of Unity Worldwide Ministries (UWM). Unity of Fort Collins may call upon all the participation, resources, leadership, teaching and support provided by UWM.

Unity Church of Fort Collins is organized with its own Federal Tax ID number under Section 501(c)(3) of the Internal Revenue Code. We abide by our bylaws that have been approved by UWM insofar as they do not conflict with the laws of the State of Colorado.

**Section 1.03 Principal Office**

The Unity Council shall fix the location of the principal executive office of the corporation. Said office shall be in the County of Larimer, State of Colorado, or at such other place within the State of Colorado as the Unity Council shall designate. The present principal office address is 1401 West Vine Drive, Fort Collins, Colorado, 80521. The corporation may also have offices at such other place or places as the Unity Council may from time to time designate.

**Section 1.04 Official Records**

Records of the finances, donations, and corporate minutes shall be maintained at the principal office of the corporation. Official church documents are to be always available.

**ARTICLE II MEMBERSHIP**

**Section 2.01 Description of Membership**

Membership is open to all who identify with the community, teachings and connection to one's own unfolding spiritual path. To become a member, one need only choose to be so and complete the membership form. Unity of Fort Collins identifies as both interdenominational and non-denominational leaving us free to embrace teachings and inspiration from the full plethora of

spiritual practices. A UFC member is wholly free to live life according to the inspiration of the Spirit of Truth within.

Active members enjoy being involved, attending services, participating in events, and investing service, talent, and resources to the betterment of the community.

Unity Church of Fort Collins will, on an annual basis, contact declared members to determine their status and the membership list will be updated.

### **Section 2.02 Rights of Members**

Members of Unity Fort Collins shall have the right to:

- A. Attend and participate in decisions requested of members at regular Council or membership meetings.
- B. Choose members to the Unity Council as specified in Section 4.03D.
- C. Ratify the bylaws or any amendments specified in Article X.
- D. Reach consensus on any question of sale or pledge or purchase of real property owned, or to be owned and used that exceeds five thousand dollars (\$5000) in value.
- E. A person must have declared membership at least 60 days prior to participation in decisions considered at membership and council meetings.

### **Section 2.03 Removal of Members with Cause**

A member may be removed for cause by the Council. The member must have an opportunity for a hearing before the Council.

## **ARTICLE III MEETINGS**

### **Section 3.01 Quorum**

Twenty-five members shall constitute a quorum at any membership meeting.

### **Section 3.02 Participation**

Participation in the business affairs of any meeting shall consist of the members in attendance.

### **Section 3.03 Regular Council Meetings**

The regular meeting of the Unity Council shall be held at a time and location specified by the Council. (See 4.03 F 1)

### **Section 3.04 Annual Meeting**

The annual meeting of Unity Church of Fort Collins shall be held in February at a time and place designated by the Unity Council. Written Notice stating the date, time and place shall be sent to all persons on the current contact list at least ten (10) days before any annual meeting. An electronic message sent to all persons on our current membership list at least ten (10) days before the meeting shall meet this requirement.

### **Section 3.05 Special Meeting**

Any time the affairs of this ministry warrant, a special meeting (either Council or membership) may be called by a spiritual leader or the Unity Council. (See 4.03 F 2)

## **ARTICLE IV        GOVERNMENT**

### **Section 4.01        Administration**

- A. Administration of Unity Church of Fort Collins shall be overseen by the Spiritual Leader(s) and the Unity Council.
- B. Decision Making
  - 1. The decisions will be made in the spirit of cooperation in harmony with our Statement of Intention (Section 1.01).
  - 2. All decisions shall be made with the intention to reach consensus.
    - a. Consensus means "general agreement" not unanimity or majority rule.
    - b. General agreement is defined as at least 80% agreement of those eligible members present.
    - c. Participation is both the right and the responsibility of every individual.

### **Section 4.02        Spiritual Leader**

- A. Duties        The Spiritual Leader(s) shall be:
  - 1. Guided by the Statement of Intention (Section 1.01) and fully responsible for the functioning of this ministry as outlined in the position description.
  - 2. A participating member of the Unity Council except in matters of their own employment.
  - 3. Responsible for hiring, evaluation and termination of paid staff members in consultation with the Council.
- B. Compensation  
The compensation of the Spiritual Leader shall be fixed annually by the Unity Council.
- C. Vacancy        Unity Council shall:
  - 1. Request resumes of interested applicants both from UWM and other sources for the position and conduct interviews.
  - 2. Engage in review of references provided by candidates and from membership of prior congregations.
  - 3. Choose one or more candidates and arrange for them to conduct services for the congregation.
  - 4. Solicit comments regarding the candidates from the UFC congregation.
  - 5. Make the final selection.
- D. Removal of Spiritual Leader
  - 1. The Council may terminate the employment of the Spiritual Leader
  - 2. Attempts at resolving differences and seeking assistance from UWM should occur prior to termination when applicable
  - 3. UWM must be notified of a termination within three business days

### **Section 4.03        Unity Council**

- A. Structure

1. The Unity Council shall consist of the Spiritual Leader(s) and five (5) Council members chosen from the membership of Unity Church of Fort Collins.
2. Council members shall be chosen at the annual membership meeting.
3. Each Council member's term of office shall be two (2) years.
4. A Council member may serve two consecutive terms.
5. If Members are employees or paid contractors, they cannot participate in consensus decisions regarding employment matters.

#### B. Duties

As representatives of the membership, the Council shall:

1. Be guided by the Statement of Intention
2. Uphold the best interests of the Unity membership
3. Uphold the legal responsibility of the non-profit corporation
4. Have a working knowledge of these bylaws
5. Attend Council and membership meetings regularly, as well as other functions
6. Engage in planning, implementation, and evaluation in the following areas:
  - governance,
  - policy,
  - financial,
  - human resources,
  - programs
  - communications
7. Evaluate, support, and assess the performance of the spiritual leader(s)
8. Monitor the pulse of the community and seek regular input
9. Engage in transparency through agendas, minutes, newsletters, and other communication strategies with the membership
10. Engage in prosperity consciousness, fiscal responsibility, financial planning, and decision making
11. Propose a working budget to the membership at the Annual meeting
12. Seek to resolve conflict between members and/or Spiritual leader(s)
13. Appoint a qualified person to audit financial records on an annual basis
14. Choose officers of the Council.
15. Appoint committees.
16. Make decisions regarding remuneration of staff and/or contract services .

C. Qualifications Any person chosen to the Unity Council must identify as a member, be actively engaged in UFC, and

1. Desires to serve on the Council and understands the duties involved.
2. Endeavors to live in accordance with the Intention of Unity Church of Fort Collins.
3. Furthers the work of this ministry through active interest, love and support.
4. Is a sincere and continuing student of Unity, conversant with its teachings.
5. Attend monthly council meetings, Sunday services regularly, and available for other meetings as needed. Members need to use email, text, and be actively engaged and responsive to ongoing communications on a timely basis.
6. Willing to sign and live by the Code of Ethics

D. Selection

1. Nominating Committee The committee shall consist of the Spiritual Leader(s) and two (2) members. At the annual meeting, the membership shall approve a volunteer from one of its members and from the Unity Council to serve on the nominating committee for the next year's annual meeting.
2. Nominating procedure The Council shall:
  - a. Read or make available, duties and qualifications of the Unity Council (Section 4.03 B and Section 4.03 C), prior to the call for nominations.
  - b. Call for nominations from the membership.
  - c. Call upon the nominating committee to present the nomination(s). In the event not enough nominees to fill the vacancies have been presented by the nominating committee, there will be a call from the floor for additional nominees at the annual meeting.
3. Selection of Council Members If there are more nominations than vacancies, consensus shall be reached by the membership meeting attendees.

E. Replacement Should a vacancy occur, the Council shall proceed to fill the vacancy at its next meeting. Only persons meeting the qualifications specified in Section 4.03C may be considered as replacements. This replacement term shall expire at the next annual meeting at which time they may be chosen by the membership to have their own first term.

F. Removal of a Council Member

A council member not fulfilling position responsibilities should be put on notice with an improvement plan. If not corrected, the Council may decide to remove the member.

G. Meetings

1. Regular Council meeting The regular monthly meeting of the Unity Council shall be held at a time and location specified by the Council.
2. Special Council meetings Reasonable effort must be made to notify all Council members of any special Council meeting. Special meetings may be called:
  - a. By request of a Spiritual Leader.
  - b. By request of two or more Council members.

H. Officers

Officers of the Unity Council shall consist of a president, vice president, secretary and treasurer. The president and other officers shall be chosen at the first regular Council meeting following the annual membership meeting. Officers shall hold their respective offices for one year.

1. President
  - Facilitates the Vision, Mission, Values of UFC
  - Facilitates Council, annual and special meetings
  - Works closely with the Spiritual Leader(s) and staff
  - Trains new council members
  - Coordinates initiatives and activities
  - Signs checks and documents with signature authority
2. Vice President Assumes the responsibilities of the president in their absence. The

vice president shall become president in case the office of the presidency becomes vacant. In such a case, a new vice president shall be chosen from among the remaining Council members to fill the remainder of the term.

3. Secretary The secretary shall keep an accurate record of the minutes of all Council and membership meetings.
4. Treasurer The treasurer shall:
  - a. Be the custodian of the funds of this ministry through an expanding knowledge of prosperity consciousness.
  - b. The treasurer shall pay out, or cause to be paid out, funds authorized by the Council.
  - c. Keep a record of all financial transactions and submit financial reports.
  - d. Submit a year-to-date financial report and a prosperity vision and working budget for the coming fiscal year at the annual membership meeting.
  - e. Be responsible for all funds and their deposit into a Council-approved financial institution.

#### **ARTICLE V LOANS TO OFFICERS AND COUNCIL MEMBERS PROHIBITED**

No loans shall be made by Unity of Fort Collins to its Council members or officers.

#### **ARTICLE VI COMMITTEES**

No committee shall have the authority of the Unity Council.

#### **ARTICLE VII SEAL DESCRIPTION**

The corporate seal of this ministry shall include the name of the ministry in a circle which encloses the name of the city, state, and date of incorporation.

#### **ARTICLE VIII MEETING PROCEDURES**

The regular order of business at Unity Council and membership meetings shall be left to the discretion of the Council.

#### **ARTICLE IX DISSOLUTION**

Should this corporation dissolve, all liabilities and obligations shall be paid, satisfied and discharged, or adequate provision shall be made therefor. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred or conveyed, in trust or otherwise, to charitable and educational organization(s), organized under Section 501(c)(3) of the Internal Revenue Code of a similar or like nature to this organization, as determined by the Council. The Council in place at the time of the dissolution shall choose the Nonprofit Corporation(s) to which assets shall be distributed for purposes set out in Section 501(c)(3) of the Internal Revenue Code. Any assets remaining after dissolution (the termination of a functioning Council) shall be distributed to Unity Worldwide Ministries.

#### **ARTICLE X AMENDMENTS**

Amendments to these bylaws must be made by members of this corporation at a legally constituted

membership meeting. Written notice setting forth the proposed amendments must be sent to all members at least ten (10) days prior to the required membership meeting. An electronic message sent to all persons on our contact list at least ten (10) days before the meeting shall meet this requirement.

These bylaws, as amended, fully supersede all previous bylaws adopted by Unity Church of Fort Collins.

Adopted this 20<sup>th</sup> day of February, 2022

CORPORATE SEAL

President, Unity Council \_\_\_\_\_

Secretary, Unity Council \_\_\_\_\_

Spiritual Leader(s) \_\_\_\_\_  
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