

Bylaws

Unity of Fort Collins



This copy of the 2024 bylaws is for review only. It has not been approved by the membership of Unity of Fort Collins.

*Revised
February 25, 2024*

**Unity of Fort Collins
1401 West Vine Drive
Fort Collins CO 80521
Phone: 970-482-1620
Email: office@unityfc.org**

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 leaders and teachers. As we recognize and follow the Love within ourselves, we align all our actions with the following purpose:

Unity Church of Fort Collins is open to all who identify with the community, resonate with the teachings and desire a deeper connection to one's own unfolding spiritual path. This includes 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 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 by completing 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 and in alignment with Unity's basic five principles.

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 may, on an annual basis, contact declared members to determine their status and the membership list will be updated.

Section 2.02 Rights of Members

Once declaring self as a member, and holding membership at least for 60 days, members of Unity Fort Collins have the right to:

- A. Attend and participate 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 regarding the sale, pledge or purchase of real property owned, or to be owned and used that exceeds five thousand dollars (\$5000) in value.

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. A member removed for cause cannot be reinstated without council approval.

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 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 Meetings

The annual meeting of Unity Church of Fort Collins shall be held in February at the 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 Membership Meetings

Any time the affairs of this ministry warrant, a special membership meeting may be called by a spiritual leader or 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 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.

ARTICLE IV GOVERNMENT

Section 4.01 Administration

- A. Administration of Unity Church of Fort Collins shall be overseen by the Unity Council that includes the Spiritual Leaders.
- 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. Consensus means "general agreement" not unanimity or majority rule..

Section 4.02 Spiritual Leader

- A. The Spiritual Leader(s) shall be:
 - 1. An ordained or licensed Unity minister(s) approved for ministry employment by UWM or a person serving under special dispensation approved by UWM.
 - 2. Guided by the Statement of Intention (Section 1.01) and responsible for the functioning of this ministry as outlined in the position description.
 - 3. A participating member of the Unity Council except in matters of their own employment.
 - 4. Primarily an encourager, coach, and resource individual for the Council, the ministry teams, and for individuals.
 - 5. A member of the Support/Service team working collaboratively with that team in determining the format and content of all church services, classes and other activities.
 - 6. A collaborator with the Council and employees on the general spiritual direction of the ministry.
- B. Compensation
The compensation of the Spiritual Leader shall be fixed annually by the Unity Council.
- C. Leader Vacancy Unity Council shall:
 - 1. Consult with UWM Employment Services in requesting resumes of interested applicants. Other sources may be used for filling the position.
 - 2. Conduct interviews of interested applicants.

3. Engage in the review of references provided by the candidates and obtained from prior employers.
4. Choose one or more candidates and arrange for the candidate(s) to conduct a Sunday service for the congregation.
5. Solicit comments regarding the candidates from the UFC congregation.
6. Make the final selection.

D. Removal of Spiritual Leader

1. The Council may terminate the employment of the Spiritual Leader
2. Attempts shall be made at resolving differences. The council should seek assistance from UWM prior to termination when applicable.

Section 4.03 Unity Council

A. Composition

1. The Council shall be composed of the senior minister (or co-ministers) and at least six (6) other members. The Council members shall be elected from among the active voting members of Unity Church of Fort Collins at the annual membership meeting.
2. Each Council member's term of office shall be three (3) years.
3. A Council member may serve two (2) *consecutive* terms.

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 governance through planning, implementation, and evaluation in the following areas:
 - a. Strategic Planning
 - b. Evaluation, support, and assessment the performance of the spiritual leader(s)
7. Appoint and define Ministry Teams that plan, manage and execute the operation of the ministry.
8. Provide Ministry Team Support
 - a. Individual council members are requested to actively participate in supporting one or more teams.
 - b. Individual council members are responsible for the evaluation of employees and contractors associated with those team(s). Evaluation does not include hiring, compensation or termination.

- c. Individual council members act as the primary point of contact (support, well-ness) for employees and contractors associated with those team(s).
9. Provide Financial Oversight
 - a. Engage in prosperity consciousness, fiscal responsibility, financial planning, and decision making.
 - b. Propose a working budget to the membership at the Annual meeting; revising that budget as necessary.
 - c. Appoint a qualified person to review financial records on an annual basis.
 - d. Make decisions regarding remuneration of staff and/or contract services.
 - e. Have sole signature authority on bank accounts and other financial matters.
 - f. Manage Compensation of all employees and contractors
 10. Ensure Legal Compliance
 - a. Uphold the legal responsibility of the non-profit corporation.
 - b. Monitor conflict-of-interest.
 - c. Maintain supporting documents and Council records.
 11. Provide Council Training
 12. Monitor the pulse of the community and seek regular input.
 13. Engage in transparency through agendas, minutes, newsletters, and other communication strategies with the membership
 14. Seek to resolve conflict between members and/or Spiritual leader(s)
 15. Choose officers of the Council.
 16. Be responsible for hiring, compensation, and termination of paid staff members and contractors.
- C. Qualifications of Council Members - Any person chosen to the Unity Council must identify as a member of, be actively engaged in UFC, and
1. Desire to serve on the Council and understand the duties involved.
 2. Endeavor to live in accordance with the Intention of Unity Church of Fort Collins.
 3. Further the work of this ministry through active interest, love and support.
 4. Be a sincere and continuing student of Unity, conversant with its teachings.
 5. Be able to use email, text, and to be actively engaged and responsive to ongoing communications on a timely basis.
 6. Be willing to sign and live by the Code of Ethics.
 7. May not be an employee or contractor or the spouse of an employee or contractor.

D. Selection of Council Members—Nominating Committee:

1. The committee shall consist of the Spiritual Leader(s) and two (2) members, one from the Council.
2. 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 next year's annual meeting.
3. Nominating procedure The Nominating Committee 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, interview and make a selection of the nominees.
 - c. Present the nominee(s) for approval by the Council and the membership.

E. Replacement of a Council Member

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 the 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 of the Unity Council

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

The President shall:

- a. Facilitate the Vision, Mission, Values of UFC
- b. Facilitate Council, annual and special meetings.

- c. Work closely with the Spiritual Leader(s) and staff
- d. Train new council members
- e. Coordinate initiatives and activities

2. Vice President

The Vice President shall:

- a. Assume the responsibilities of the president in their absence.
- b. 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. 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 PROHIBITED

Loans shall not be made by Unity of Fort Collins to its members, employees, Council members or congregants.

ARTICLE VI COMMITTEES AND MINISTRY TEAMS

- 1. The Council may appoint committees to carry out council-related tasks and projects.
- 2. The Council shall appoint teams to carry on the management of the numerous aspects of the organization. The council specifies the scope of that management.
- 3. Teams shall appoint their leadership.
- 4. Teams have the authority to manage their appointed scope including finances budgeted and approved by the Council.
- 5. Teams or committees shall not have the authority of the Unity Council in areas designated in Section 4.03B.

ARTICLE VII MEETING PROCEDURES

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

ARTICLE VIII – EMERGENCY SITUATIONS

In the case of a national emergency declared by the President of the United States, a State Emergency declared by the governor, or a local emergency as determined by a two-thirds (2/3rds) vote of the local ministry Council Members present and voting, the Council is authorized to meet by electronic means and to have the full power to adjust budgets and cancel/postpone events or reschedule them as electronic meetings. As long as the emergency lasts the Council may take any other emergency actions deemed helpful and necessary to assure the welfare of this ministry. It is the responsibility of the Council to continue to communicate faithfully to the membership regarding the activities of the Council and ministry during the emergency.

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 25th day of February, 2024

President, Unity Council _____

Secretary, Unity Council _____

Spiritual Leader _____

Spiritual Leader _____

This page is to provide information on Teams and is not part of the Bylaws.

Scope of Appointed Teams

Unity of Fort Collins 2024

Chaplains—Trained individuals make monthly wellness calls to congregants. Available for individual prayer following services and continued prayer during the month.

Connection Team—Sponsors occasional events to increase connection between congregants.

Facilities Team—Responsible for maintenance of facilities, furnishings and grounds. Includes Earthcare (Green) programs.

Finance Team—Prepares annual budget for council approval. Reviews financial performance and rules/procedures for accounting. Promotes giving programs. Sponsors fund raising events.

Marketing Team—Finds ways to increase awareness of UFC through publications, advertising, web presence and social media.

Outreach Team—Sponsors outreach events in the community and internationally. Determines amounts and recipient of funds given by UFC.

Service/Support Team—determines content and format of services and classes. Supports other teams through coordination efforts, and office support, such as email, telephone, data entry and printing. Includes spiritual leaders, church administrator, and council liaison.

Technology Team—Provides support in areas of audio-visual, sound and technology.

Welcome Team—Assures that visitors and congregants are greeted before services. Provides staff and management of bookstore.

Financial Checks and Balances—Unity of Fort Collins

Income

Offering—Paypal—Other

↓
Counters (2) ①

↓
Bank Deposit

→ Data Entry

← Bank Reconciliation ④

Expenditures

Check Request

→ Approval: Check Request ②

↓
Check Printed

↓
Signed by Council ③

← Reviewed by Finance team ⑤

There are at least 5 checks on the handling of your donations to UFC represented by the black numbers. No single person completes more than one step in the process. Funds received and expenditures made are processed by the Service/Support Team, signed off by a Council member and reviewed by the Finance Team.

