

**BYLAWS OF UNITY CHURCH OF TRUTH
OF
WINDHAM, MAINE**

DBA: UNITY OF GREATER PORTLAND

ARTICLE I – Name

Chartered as Unity Church of Truth, once called Unity Church of Greater Portland, now doing business as and called Unity of Greater Portland, the association is hereafter referred to as UGP.

ARTICLE II - Purpose

Section 1. Statement of Purpose. The purpose of UGP, a Maine corporation, is to teach the universal principles of Truth, as taught and demonstrated by Jesus Christ and interpreted by Unity and Unity Worldwide Ministries, a nonprofit corporation organized and existing under the laws of the state of Georgia with headquarters at Lee’s Summit, Missouri, hereafter referred to as UWM.

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, UGP shall endeavor to conduct services of worship and classes of instruction and 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 minister(s) will further the principles of practical Christianity among people everywhere.

Section 3. Unity Worldwide Ministries. UGP shall be a vital part of the worldwide Unity movement and a member of UWM. Any member of this ministry may call upon the resources and support of UWM through its senior minister or co-ministers, Board of Trustees (hereafter referred to as Trustees), staff, or through direct communication with UWM.

In the spirit of cooperation, the operation and conduct of this ministry shall comply with the regulations and policies of UWM as outlined in the UWM Bylaws, insofar as they do not conflict with the laws of the State of Maine.

- A. Participation.** This ministry may have its voice heard and its wishes expressed in the membership meetings of UWM, and its members may participate in UWM workshops, seminars, and classes designed to encourage and foster their spiritual development and that of the ministry.
- B. Resources.** This ministry can benefit from its membership in UWM and its corresponding region through direct support, materials, and coaching regarding organization, finances, music, adult and youth education, church growth programs, ethics compliance, and other topics related to church function.
- C. Leadership.** This ministry shall have as its leader an ordained or licensed Unity minister(s) approved for ministry employment by UWM.
- D. Teaching.** The principles of practical Christianity shall be taught through this ministry using methods, textbooks, literature, and other materials approved by UWM.

E. Reports. The ministry shall make annual reports to UWM as required.

ARTICLE III - Office and Official Records

Section 1. Principal Office. The principal executive office of the corporation will be fixed by the Board of Trustees. Said office shall be in the County of Cumberland, State of Maine, or at such other place within the state of Maine as the Trustees hereafter shall designate. The Corporation may also have offices at such other place or places, as the Trustees may from time to time designate. *(Note: Governments commonly require designation of the principal office of a corporation, at which legal service can be made.)*

Section 2. Official Records. Records of membership, finances, donation, corporate minutes, and other records required by law or as designated by the Trustees shall be maintained at the principal office of the corporation. Confidential documents are available only for use by the minister(s), Trustees, or designated professional staff. Other documents are available to active members upon request.

ARTICLE IV - Members

Section 1. Qualifications. A member of UGP will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity and further the work of the ministry through active interest, love, and support.

Section 2. Election of Members. Anyone desiring membership in Unity of Greater Portland shall express that desire with the minister, and follow the steps set forth in the Policy Manuel of Unity of Greater Portland. Once requirements are fulfilled the applicant's name will be presented to the Board of Trustees at their next regular meeting and recorded in the board minutes.

All staff ministers and licensed Unity teachers are considered members of this ministry.

Section 3. Classes of Members. There shall be two classes of members of this ministry, active and inactive. Active members have full membership rights and may vote in any membership meeting.

A. Active Membership.

1. New Members. After acceptance as a new member, each member shall have voting rights at all membership meetings up through and including the next regularly scheduled annual membership meeting after joining the church.

2. Existing Members. To retain active membership rights, each member must indicate a desire to remain a member by completing and returning to the church a yearly membership renewal card or such other document as approved by the Trustees. If no current membership renewal card or approved document is on file prior to the annual membership meeting, that person becomes inactive and cannot serve as a Trustee or vote at any membership meeting.

B. Reinstatement of Inactive Membership.

1. Reinstatement within two years. If a member who has become inactive wishes to return to active status within the first two years after becoming an inactive member, such a member who meets membership qualifications and fills out a yearly membership renewal card or document approved by the

Trustees shall be reinstated as an active member. In order to vote at a membership meeting such members must fulfill these requirements at least six (6) weeks before a membership meeting.

2. Reinstatement after two years. If a member has been inactive for two years or more and desires to become an active member again, such a member must reapply for active membership in the same manner required of new members.

C. Removal of Membership for Cause. A member may be removed for cause by the Trustees. Prior to any vote concerning removal, the member in question must be notified by certified mail at least ten (10) days prior to the Trustees' meeting of the changes that may lead to removal of membership and thereafter be given an opportunity for a hearing before the Trustees. A 2/3rds vote shall be required for removal of membership provided that the senior minister or co-ministers are in agreement with this action.

Section 4. Powers of Active Members. Each active member of UGP shall have the following powers:

- A. To vote at any membership meeting, at which the member is present;
- B. Serve on ministry teams if selected; speak in debate at any membership meeting according to the rules provided for debate;
- C. Offer suggestions to the minister(s) or Trustees as may seem advisable for the good of this ministry;
- D. Contact UWM regional representative or UWM directly for guidance, support, or information on available resources; and
- F. Participate in all activities and programs of the ministry.

ARTICLE V - Meetings

Section 1. Annual Meetings. There shall be one annual membership meeting each year.

- A. Date and Location of Annual Meeting.** The annual membership meeting shall be held at the principal executive office of UGP no later than ten (10) Sundays into the year at a time established by agreement between the senior minister or co-ministers and Trustees.
- B. Notice.** Written notice stating the date, time, and place of the annual meeting will be mailed/emailed to all active members at least ten (10) days in advance of the meeting.
- C. Quorum.** Those active members present will constitute a quorum for the transaction of business at any annual membership meeting.
- D. Presiding Officer.** The President of the Trustees shall serve as the presiding officer of the annual membership meeting.
- E. Participation.** The right to speak in debate, make motions, and vote during annual meetings shall be restricted to those active members present. The right of other persons to speak during membership

meetings may be extended by a two-thirds (2/3) vote of the attending members. UWM representatives have a right to speak when they have been invited by the senior minister or co-ministers, the Trustees, or any member.

F. Voting. Unless otherwise provided in these bylaws, a majority vote, of the active members present and voting will be necessary for approval or disapproval of the action being voted upon. **Proxy, absentee, or electronic (Internet, email, fax, etc.) votes are not allowed.**

G. Power and Authority. Annual membership meetings shall have the power and authority to do all of the following:

1. Elect members to the Trustees;
2. Approve proposed amendments to these bylaws;
3. Approve by a two-thirds (2/3rds) vote any expenditure regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater;
4. Elect a member and an alternate, to serve on the Nominating Ministry Team;
5. Override any action of the Trustees provided that notice of the action to be voted upon is submitted to all active members in writing ten (10) days prior to the meeting and is approved by a three-fourths (3/4ths) vote;
6. Remove by a two-thirds (2/3rds) vote any or all of the Trustee(s); and
7. Vote on any matters officially brought to the attention of the membership.

H. Prayer. In any annual membership meeting, the Board President, the minister(s), the UWM Representative, or any member may request that action on an item of business be suspended while the membership enters into a time of prayer on the issue. Upon such request the President will provide a period of prayer and silence.

Section 2. Special Membership Meeting.

- A. **Requesting Special Meetings.** Any time the affairs of this ministry warrant, a special membership meeting may be requested by the senior minister or co-ministers; a majority vote of the Trustees currently serving; or a petition signed by one-tenth (1/10th) of the active membership and submitted to the Board of Trustees.
- B. **Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the President of the Trustees shall call the meeting on behalf of the requesting party within thirty (30) days of the receipt of the request. The location, notice, quorum, presiding officer, participation, voting, and prayer provisions for special membership meetings shall be the same as those for annual meetings.
- C. **Special Meeting Business.** Business conducted at a special meeting shall be limited to the pre-stated purpose(s) given in the meeting notice.

ARTICLE VI – Trustees

Section 1. Membership. The Trustees shall be composed of the senior minister or co-ministers and no less than six (6) full term trustees and no more than two alternate trustees elected from among the active

membership of UGP at the annual membership meeting.

The Alternate Trustees are full members of the board, attends all meetings, participates in all discussion, deliberation, and parliamentary procedure with the exception of casting a vote if all members of the Board of Trustees are present.

Section 2. Term of Office. Elected trustees will hold office for three years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting shall take office at the conclusion of the annual membership meeting at which they were elected. No elected trustee will serve more than two consecutive terms without an interval of one year between terms. Any person who serves more than half of a term shall be credited with having served a full term.

Section 3. Prohibition of Service. The following persons are prohibited from serving as a Trustee:

- A. any licensed Unity teacher;
- B. relatives, significant others or household members of any trustee or licensed Unity teacher;
- C. individuals receiving compensation from the ministry with the exception of the senior minister or co-ministers;
- D. relatives, significant others, or household members of any individual receiving compensation from the ministry; and
- E. should a condition arise that a spouse, significant other partner relationship, member of a household, parent, or child either receiving compensation from the ministry, or is appointed to the Trustees after the fact, and any matter comes before the Trustees regarding said individual, then the related trustee will be excused and leave the meeting room, “as in executive session.” Said trustee will not participate in deliberation, discussion, vote or related issues, nor will unduly influence others in the issue. Rules of quorum will be necessary for the vote.

Section 4. Regular Board Meetings. Regular meetings of the Trustees will be held at the principal executive offices of this ministry at least monthly unless otherwise specified by the Trustees.

Section 5. Special Board Meetings. Special meetings of the Trustees will be called by the President of the Trustees if requested by the senior minister or co-ministers; if requested by two or more trustees; or if the President of the Board deems it necessary. Any request for a special board meeting shall be made in writing to the Board Secretary. All current board members, including the senior minister or co-ministers, shall be given notice of any special meeting of the Trustees at least forty-eight (48) hours in advance of the meeting. The attendance of any trustee at the meeting shall serve as a waiver of this notice requirement.

Section 6. Quorum. A majority of the total number of trustees currently serving shall constitute a quorum for the transaction of business. Unless otherwise provided herein, the vote of a majority of the trustees present shall be necessary for approval of the action being voted upon. Should the number of trustees fall below four (this includes the minister) refer to Section 12.

Section 7. Minister(s) Attendance. The senior minister or co-ministers has/have the right to attend all board meetings, with the exception of those meetings or portions thereof that pertain to determinations of the minister’s salary and/or review of the minister’s work record.

Section 8. Prayer. It is important that in addition to adhering to the normal procedures for legal functioning set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before

the Trustees. During the discussion of an item of business any trustee may request time for prayer about an issue. Upon such request the President shall provide a period of prayer and silence.

Section 9. Duties and Responsibilities of Trustees. As representatives of the membership, the Trustees shall:

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these bylaws;
- B. Uphold the highest best interests of the membership in conducting the business of this ministry;
- C. Be conversant with these bylaws and establish policy for the operation of this ministry;
- D. Be faithful in attendance at services as well as board and membership meetings of this ministry;
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes;
- F. Administer the real and personal property of this ministry;
- G. Make decisions regarding the sale, pledge, or proposed financing of real property belonging to this ministry provided that all decisions concerning the sale, pledge, or proposed financing of real property exceeding twenty-five thousand dollars (\$25,000) or 25% of the previous year's income, whichever is greater shall be presented to the membership at a properly constituted membership meeting for final approval;
- H. Employ a licensed or ordained Unity minister(s) through cooperation with the employment management procedures of UWM;
- I. After a ministry and its senior minister or co-ministers have sought to reconcile differences and cooperated with the procedures and guidance of UWM, the Trustees may terminate the employment of a senior minister or co-ministers by a two-thirds (2/3rds) vote;
- J. As recommended by the senior minister or co-ministers, determine staff positions and authorize funds for their financial support;
- K. Establish the dates for the beginning and ending of the fiscal year;
- L. Cause to be prepared each year a complete financial statement with disclosures that will set forth the financial conditions and operations of the ministry;
- M. Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds;
- N. Approve applicants for membership
- O. Provide for the mailing of yearly membership renewal cards to all active and inactive members;
- P. Fill the unexpired term of any trustee;
- Q. Elect officers of the board and their successors to fill any unexpired term when necessary;
- R. Create such ministry teams as needed to support the functions and responsibilities of the Trustees;

- S. Advise the President of the Board on appointments to ministry teams;
- T. Seek UWM assistance in the event of a dispute adversely affecting the ministry;
- U. Attend and actively participate in ongoing board education programs;
- V. Consider other issues brought to their attention by the minister or members of the board;
- W. Keep or cause to be kept an accurate record of active and inactive members;
- X. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- Y. Issue or cause to be issued necessary 1099 and W-2 forms in compliance with Internal Revenue Service regulations;
- Z. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- AA. Secure liability insurance for all Trustees and minister(s); and
- BB. Take such other actions as may be deemed necessary for the best interests of this ministry.

Section 10. Nomination and Election.

- A. Qualifications.** To be eligible to be elected to the Trustees, a person must be an active member of UGP. In addition candidates for election shall endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity; work to further the purposes of this ministry through active interest, love, and support; be a sincere and continuing student of Unity always remaining conversant with its teachings; and shall have demonstrated leadership capabilities.
- B. Nominating Ministry Team.**
 - 1. **Selection.** A Nominating Ministry Team will be formed at least three months prior to the annual membership meeting. The ministry team will consist of the senior minister or co-ministers and three active members selected in the following manner:
 - a. At the annual membership meeting, the membership shall from among the active membership of the ministry select one member and one alternate to serve on the Nominating Ministry Team for the following year's election. In the event the person elected to serve becomes unavailable, the alternate shall serve. If the alternate also becomes unavailable to serve, the board will elect a person from among the active members who is not a current member of the board to fill the vacancy.
 - b. The board will elect one of its trustees to serve on the Nominating Ministry Team.
 - c. Together with the senior minister or co-ministers, the above two ministry team members will select a third person from among the active members to serve on the Nominating Ministry Team and be its chairperson.
 - d. In the event of an interim board, the Nominating Ministry Team shall complete its selection process within thirty (30) days from the establishment of the interim board. (See Section 12.B.1)

2. **Duties and Responsibilities.** The Nominating Ministry Team will initiate a search for at least two qualified candidates for nomination as members of the Trustees. The report of the Nominating Ministry Team will be sent to all active members at least ten (10) days prior to the annual membership meeting.

C. Nomination Procedure. The presiding officer of the annual membership meeting shall:

1. Read Article VI, Section 10A and 10D of these bylaws just prior to beginning the process of nomination and election;
2. Call upon the Chairperson of the Nominating Ministry Team to offer the ministry team's nominations; and
3. Call for additional nominations from the floor.

D. Election Procedure. The election shall be by ballot if there are any partial terms to be filled or there are more than two nominees. The result of the vote shall be announced to the annual meeting. The two nominees receiving the largest number of votes will be elected to full three (3) year terms. The candidates receiving the next highest number of votes will be elected to the longest unexpired term.

Section 11. Removal from Office by the Trustees. Any trustee may resign at any time. In addition any trustee may be removed by the Trustees due to unexcused absences from three (3) successive regular board meetings or because of a failure to fulfill the duties of the office.

Section 12. Vacancies.

- A. Should one or two vacancies occur among the elected members of the Trustees, the board shall select a qualified replacements to fill the position. A majority vote shall be necessary for election. The term of the newly elected trustee shall expire on the same date as the term of the trustee succeeded.
- B. Should more than two vacancies occur simultaneously among the elected members of the Trustees, or should the total number of trustees fall below four (this includes the minister), two special membership meetings will be called.
 1. The first meeting will occur within thirty (30) days. The purpose of this meeting shall be:
 - a. To elect interim board members.
 - b. To constitute or reconstitute the Nominating Ministry Team (See Section 10B.)
 - c. To set the date for a second meeting. The second Special Membership meeting will be held no later than seventy-five (75) days after the first meeting.
 2. The Nominating Ministry Team shall:
 - a. Complete their search for board nominees within thirty (30) days of the first Special Membership meeting.
 - b. The results of their work shall be mailed to all members within forty-five (45) days.
 3. The board members will be elected at the second of these Special Membership meetings (see Section 10C and D.). If the regular annual meeting of this ministry should be scheduled in this time period, the board elections will be held at the regular annual meeting of this ministry.

Section 13. Officers. The officers of the Trustees shall be a president, a vice president, a secretary, and a treasurer. All officers will be selected in a manner determined by the board at the first board meeting after the annual meeting or at a special meeting called for the purpose of selecting officers. The term of office shall be one year or until successors are elected.

Section 14. Duties of Officers.

- A. President.** The president shall preside at all meetings of the Trustees; preside at all membership meetings; appoint members of ministry teams with the advice of the board; serve as an ex officio member of all ministry teams except the Nominating Ministry Team; sign such papers and documents upon proper authorization as may be necessary; and be responsible or cause to be responsible for the planning of board orientation, retreats, and workshops.
- B. Vice President.** The vice president shall assist the president in the performance of that officer's duties; perform all the duties of the president of the board in the absence of the president; and succeed to the office of president in case the office of the president becomes vacant. In such a case, a new vice president will be elected from among the remaining trustees to fill the remainder of the unexpired term.
- C. Secretary.** The secretary shall keep, or cause to be kept, an accurate record of the minutes of all board and membership meetings; hold in custody and be responsible for all reports, contracts, other legal papers, and the meeting minute books which will be kept at the principal executive office of the ministry at all times or in such other depository as prescribed by the board; attend to all official business as directed by the board; keep or cause to be kept accurate active and inactive membership lists; and send or cause to be sent yearly membership renewal cards to all active or inactive members.
- D. Treasurer.** The treasurer shall be custodian of all funds belonging to this ministry; pay out or cause to be paid out funds authorized by the board; keep, or cause to be kept, a record of all financial transactions; submit a monthly financial report at each regular board meeting; submit a financial report covering the last complete fiscal year to the annual membership meeting; and account for, or cause to be accounted for by the appointment of qualified persons, all funds received being responsible to assure that they are deposited in accounts authorized by the board. When counting ministry funds there should be at least two (2) persons present.

ARTICLE VII – Administration, Management and Leadership

Section 1. Administration. The administration of UGP shall be vested in the senior minister or co-ministers as the administrative director(s), and the Trustees elected from the membership.

Section 2. Minister(s).

- A. Senior Minister or Co-ministers.** The senior minister or co-ministers will be duly licensed or ordained Unity minister(s).
1. **Duties.** As the spiritual leader(s) of this ministry, the senior minister or co-ministers 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(s), the minister(s) shall:
 - a. Be responsible for the complete functioning of this ministry, including the hiring and termination of all employees including associate or assistant ministers;
 - b. Serve as voting member(s) of the Trustees on all matters except their own employment, or that of their successor(s);
 - c. Create ministry teams related to these duties;
 - d. Appoint the members of such ministry teams;

- e. Serve as ex officio members of all ministry teams;
- f. Be responsible for seeking UWM's assistance in the event of a dispute adversely affecting the ministry.

2. **Selection.** The Trustees shall select the senior minister or co-ministers following the employment procedures for ministerial personnel of UWM.

3. **Compensation.** The compensation of the senior minister or co-ministers employed by this ministry shall be set by the Board of Trustees.

B. Associate and/or Assistant Ministers. Associate and/or assistant minister(s) will be duly licensed or ordained Unity minister(s) who function(s) with less responsibility than the senior minister or co-ministers.

1. **Duties.** The associate and/or assistant minister(s) will perform the duties and fulfill the responsibilities assigned them by the senior or co-ministers.

2. **Compensation.** To the extent funded by the board, the compensation of the associate and/or assistant minister(s) shall be fixed by the senior minister or co-minister(s).

Section 3. Definitions.

A. A Unity Ministry. A member ministry recognized by the UWM will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader. (For additional criteria, contact the UWM office.)

B. Senior Minister. A Unity minister duly ordained, licensed [or serving under special dispensation] by UWM (or Unity School of Christianity prior to July 1, 1966), who assumes the spiritual and administrative leadership role in a member ministry. This leader works in conjunction with the Trustees of the member ministry, and is to oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

C. Co-Minister. In shared partnership ministries, a Unity minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), who equally assumes the spiritual and administrative leadership role with another co-minister in a member ministry. These leaders work in conjunction with the Trustees of the member ministry, and oversee the teaching, preaching (lesson), worship services, healing, counseling, prayer, administrative, and fellowship activities of the ministry.

D. Associate Minister. In ministries with more than one minister, a Unity minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The Associate Minister may be equal in ability, but functions with less responsibility than the Senior Minister. The Associate Minister reports to the Senior Minister, who determines the scope of the associate's responsibilities.

E. Assistant Minister. In ministries with more than one minister, a Unity minister duly ordained or licensed by the UWM (or Unity School of Christianity prior to July 1, 1966), serving in a member ministry. The skills and/or experience of the Assistant Minister may be less than those of the Senior Minister. The assistant may be placed in a specialized service area of the ministry, i.e., pastoral visitation, or

administrative support. The skills of the assistant are, therefore allowed to develop for a more comprehensive range of ministry service of the assistant, and the ministry.

ARTICLE VIII - Ministry Teams

With the exception of the Nominating Ministry Team, ministry teams may be appointed by the President of the Trustees or the senior minister or co-ministers for their respective areas of responsibility.

Article IX - Dissolution

In the event that this corporation is dissolved, all property and funds remaining after the payment of the debts of the corporation will be delivered to UWM, a nonprofit corporation organized under the laws of the State of Georgia, for religious and educational purposes. Such funds or property will be for the use and benefit of UWM as may be determined by the Trustees of UWM, in alignment with current policies and procedures. Should UWM no longer exist, any assets remaining of this corporation after dissolution will be disposed of by a court of competent jurisdiction of the County in which the principal executive offices of the corporation are then located and shall be used exclusively for such purposes or distributed to such organization or organizations, as said court shall determine, which are organized and operated exclusively for purposes set out in Section 5.01(c) (3) of the Internal Revenue Code of 1954.

ARTICLE X – Parliamentary Authority

The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern the meetings of this corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the corporation may adopt.

ARTICLE XI – Amendment of Bylaws

Any amendment(s) to or general revision of these bylaws may be adopted at any annual or special membership meeting provided that written notice setting forth the exact wording of such proposed amendment(s) or general revision has been mailed/mailed to all active members at least ten (10) days prior to the meeting at which they will be considered. An affirmative vote of three-fourths (3/4ths) of the active members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws. *[NOTE: Many states also require the approval of the Trustees for the adoption of amendments to the bylaws. In such states a phrase such as the following should be added: “To take effect, any amendment(s) to or general revision of these bylaws must also be ratified by a 2/3rds vote of the members of the Trustees present and voting at the first meeting of the Trustees following the adoption of such amendment(s) or general revision.]*

AMENDMENT TO THE BY-LAWS ANNUAL MEETING 2-12-2012

ARTICLE 1

IDENTIFICATION

Unity Church of Truth, Unity Church of Greater Portland, DBA Unity of Greater Portland, hereinafter referred to UGP throughout this document.

Association of Unity Churches, DBA Unity Worldwide Ministries, hereinafter referred to UWM throughout this document.

ARTICLE III

MEMBERSHIP

Section 3.03 Terms of Membership.

As stated currently

(b) **Inactive Member.**

- (1) An active member shall become inactive:
 - (a) Upon moving over 100 miles from the ministry.
 - (b) Upon absence from the congregation for one year providing the ministry has attempted by mail to notify the member of the change in membership status.
 - (c) Those individuals who are determined by the Board of Trustees, including agreement by the minister(s), to no longer fulfill the qualifications of active membership will be placed on the inactive member list.

Changed to:

(b) **Inactive Member.**

- (1) An active member shall become inactive:
 - (a) Upon absence from the congregation for one year providing the ministry has attempted by mail to notify the member of the change in membership status.
 - (b) Those individuals who are determined by the Board of Trustees, including agreement by the minister(s), to no longer fulfill the qualifications of active membership will be placed on the inactive member list.

Section 3.05 Meetings and Quorum.

Current:

- (a) **Annual Membership Meeting.** The annual membership meeting of Unity Church of Greater Portland shall be held at its official headquarters on the last Sunday in January at the time of day designated by the minister(s) and Board of Trustees.

Change to:

- (a) **Annual Membership Meeting.** The annual membership meeting of Unity of Greater Portland shall be held at the principal executive office of the ministry no later than ten (10) Sundays into the new year as established by agreement between the senior minister or co-ministers and Board of Trustees.