

**BYLAWS OF
UNITY OF FAIRFAX, CHURCH OF THE DAILY WORD, INC.**

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ARTICLE I – NAME AND DURATION

Section 1. Name. The name of this association shall be Unity of Fairfax, Church of the Daily Word, Inc., hereinafter referred to as “Unity of Fairfax.”

Section 2. Duration. The Unity of Fairfax shall have perpetual existence.

ARTICLE II – PURPOSE

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

Section 2. Accomplishment of Purpose. In the accomplishment of this purpose, Unity of Fairfax 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 will further the principles of practical Christianity among people everywhere.

Section 3. Unity Worldwide Ministries. Unity of Fairfax shall be a part of the worldwide Unity movement and a member of Unity Worldwide Ministries, hereinafter referred to as “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, 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 Commonwealth of Virginia.

- 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 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 or a person serving under special dispensation approved by UWM. For the purpose of these bylaws, the term “minister” shall include a person serving under special dispensation of UWM.
- D. **Teaching.** The principles of practical spirituality shall be taught through this ministry using methods, textbooks, literature, and other materials approved by UWM or by the Board of Trustees or the Senior Minister of Unity of Fairfax.
- E. **Reports.** The ministry shall make annual reports to UWM as required.

ARTICLE III – OFFICE AND OFFICIAL RECORDS

Section 1. Principal Office. The principal office of the corporation will be fixed by the Board of Trustees. Said office shall be in the County of Fairfax, Commonwealth of Virginia, or at such other place within the Commonwealth of Virginia 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. Official Records. Records of membership, finances, donation, corporate minutes, the current Unity of Fairfax Policy Manual (hereinafter referred to as “Policy Manual”), and other records required by law or as designated by the Board of Trustees shall be maintained at the principal office of the corporation. Confidential documents are available only for use by the

minister(s), Board members, or designated professional staff. Other documents are available to Voting Members upon request.

ARTICLE IV – MEMBERS

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

Section 2. Classes of Members. There shall be two classes of members of this ministry: member and Voting Member.

- A. **Member.** Any person who states that he or she is a member of Unity of Fairfax shall be considered to be a member.
- B. **Voting Member.** Voting Members shall have all rights and powers as stated in [Article IV, Section 3](#). A member may become a Voting Member via any of the following provisions:
 - 1. Anyone desiring to be a voting member of Unity of Fairfax will satisfy membership requirements as outlined in the current Policy Manual.
 - 2. All staff ministers and licensed Unity teachers of Unity of Fairfax shall be Voting Members.
 - 3. All high school seniors, upon graduation from the Unity of Fairfax Y.O.U. program, shall be eligible to become Voting Members of Unity of Fairfax through a process determined by the Senior Minister and the Board.
 - 4. Any person who is a Voting Member of another Unity congregation, which is in good standing with UWM, can become a member of Unity of Fairfax through a process determined by the Senior Minister and the Board.

Section 3. Powers of Voting Members. Each Voting Member of Unity of Fairfax shall have the following powers:

- A. To vote at any membership meeting at which the Voting Member is present;
- B. To vote via a proxy at any membership meeting provided that the Voting Member does not attend the meeting;
- C. Serve on ministry teams if selected; speak in debate at any membership meeting according to the rules provided for debate;
- D. Offer suggestions to the minister(s) or Board of Trustees as may seem advisable for the good of this ministry;
- E. Contact UWM regional representative or UWM directly for guidance, support, or information on available resources;

- F. Participate in all activities and programs of the ministry; and
- G. Elect at any time to resign their status as a Voting Member.

Section 4. Responsibility of Voting Member. To retain voting rights, each Voting Member must renew membership at least once every three years. Membership can be renewed in one of three ways:

- Attendance at the Annual Meeting
- Identifiable financial contribution during the calendar year of the Annual Meeting
- Renewal request received by the church office via an email from the email address recorded in the membership record, or a signed request submitted via US Mail, or a signed request given personally by the member to a representative from the church office staff

Section 5. Removal of a Voting Member for Cause. A Voting Member may be removed for cause by the Board of Trustees. Prior to any vote concerning removal, the Voting Member in question must be notified by certified mail at least ten (10) days prior to the Board of Trustees meeting of the changes that may lead to removal of membership and thereafter be given an opportunity for a hearing before the Board. A two-thirds ($\frac{2}{3}$) vote shall be required for removal of membership provided that the Senior Minister is in agreement with this action.

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 location of Unity of Fairfax and/or online on the first Sunday in November. The meeting shall begin no later than one hour after the conclusion of the last regular service.
- B. **Notice.** Written notice stating the date, time, and place of the annual meeting will be made available to all Voting Members at least fifteen (15) days in advance of the meeting.
- C. **Quorum.** Those Voting Members present will constitute a quorum for the transaction of business at any annual membership meeting.
- D. **Presiding Officer.** The First Chair of the Board of 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 Voting Members present. The right of other persons to speak during membership meetings may be extended by a two-thirds ($\frac{2}{3}$) vote of the Voting Members present. UWM representatives have a right to speak when they have been invited by the Senior Minister or co-ministers, the Board of Trustees, or any Voting Member.

- F. **Voting.** Unless otherwise provided in these bylaws, a majority vote of the Voting Members present and voting will be necessary for approval or disapproval of the action being voted upon. Each Voting Member, in addition to his or her own vote, may vote a maximum of one proxy vote. Such proxy must be completed and signed or e-signed by one other Voting Member who does not attend the meeting.
- G. **Power and Authority.** Annual membership meetings shall have the power and authority to do all of the following:
1. Elect members to the Board of Trustees;
 2. Approve proposed amendments to these bylaws;
 3. Approve by a two-thirds ($\frac{2}{3}$) vote any transaction regarding the sale, pledge, or proposed financing of real property belonging to this ministry that exceeds then percent (10%) of the previous year's income;
 4. Elect a member and an alternate, to serve on the Nominating Ministry Team;
 5. Override by a three-fourths ($\frac{3}{4}$) vote any action of the Board of Trustees provided that notice of the action to be voted upon is made available to all Voting Members at least fifteen (15) days prior to the meeting;
 6. Remove by a two-thirds ($\frac{2}{3}$) vote any or all trustee(s) from the Board of Trustees; and
 7. Vote on any matters officially brought to the attention of the membership.
- H. **Prayer.** In any annual membership meeting, the First Chair of the Board, minister(s), and 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 First Chair 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 through any of the following processes:
1. By the Senior Minister;
 2. By a majority vote of the entire number of trustees currently serving on the Board of Trustees;
 3. By a petition signed by one-tenth ($\frac{1}{10}$) of the entire number of Voting Members and submitted to the Board of Trustees.
- B. **Calling Special Meetings.** Upon receiving proper request for a special membership meeting, the First Chair of the Board of 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 – BOARD OF TRUSTEES

Section 1. Membership. The Board of Trustees shall be composed of the Senior Minister or co-ministers and no fewer than six (6) other trustees elected from among the Voting Members of Unity of Fairfax at the annual membership meeting.

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 on January 1 following their election. No elected trustee will serve more than two consecutive terms without an interval of one year between terms. Any person who serves on the Board 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 on the Board of Trustees:

- Any active licensed Unity teacher;
- Relatives, significant others, or household members of any Board member or of any licensed Unity teacher;
- Individuals receiving compensation from the ministry with the exception of the Senior Minister or co-ministers;
- Relatives, significant others, or household members of any individual receiving compensation from the ministry.

Section 4. Regular Board Meetings. Regular meetings of the Board of Trustees will be held at the principal executive offices of this ministry and/or online at a date and time mutually agreed upon by the Board of Trustees and the Senior Minister. Board Members may attend Board meetings electronically in accordance with the remote participation policy set forth in the Policy Manual.

Section 5. Special Board Meetings. Special meetings of the Board will be called by the First Chair of the Board if requested by the Senior Minister or co-ministers; if requested by two or more trustees; or if the First Chair of the Board deems it necessary. All current Board members, including the Senior Minister or co-ministers, shall be given notice of any special Board meeting at least forty-eight (48) hours in advance of the meeting. Board members are permitted to attend special meetings via any electronic means mutually agreed upon by the Board of Trustees and the Senior Minister. The attendance of any member of the Board at the special

meeting, either in person or via electronic means, 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. The vote of a majority of the trustees present shall be necessary for approval of the action being voted upon.

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 legal principles set forth in these bylaws, that the spiritual principles taught by Unity be utilized in the handling of decisions before the Board of Trustees. During the discussion of an item of business any trustee may request time for prayer about an issue. Upon such request the First Chair shall provide a period of prayer and silence.

Section 9. Duties and Responsibilities of the Board of Trustees. As representatives of the membership, the Board of 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 ten percent (10%) of the previous year's income shall be presented to the membership at a duly 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 Board of Trustees may terminate the employment of a Senior Minister or co-ministers by a two-thirds ($\frac{2}{3}$) vote;
- J. After considering the recommendation by the Senior Minister or co-ministers, authorize funds for the financial support of staff positions;
- 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. Cause to be prepared at least every five years a financial review and/or audit of the church financial conditions;
- N. Secure a fidelity bond or theft and dishonesty insurance for persons handling church funds;
- O. Approve applicants for membership;
- P. Elect officers of the Board;
- Q. Create such ministry teams as needed to support the functions and responsibilities of the Board;
- R. Seek UWM assistance in the event of a dispute adversely affecting the ministry;
- S. Attend and actively participate in ongoing Board education programs;
- T. Consider other issues brought to their attention by members of the congregation, by the Senior Minister or by members of the Board;
- U. Keep or cause to be kept an accurate record of Voting Members;
- V. Ensure church compliance with all Internal Revenue Service regulations;
- W. Secure liability insurance for all Board of Trustee members and minister(s);
- X. Take such other actions as may be deemed necessary for the best interests of this ministry;
- Y. Conduct regular community dialog meetings that are open to the entire congregation;
- Z. Make regular reports to the congregation on all activities and decisions impacting the life of the church.

Section 10. Nomination and Election.

A. Qualifications.

1. **Mandatory Requirements.** To be eligible to be elected to the Board of Trustees, a person must be a Voting Member of Unity of Fairfax, sign the Code of Ethics, agree to adhere to the Policy Manual, and have a recorded financial contribution within the calendar year prior to the election.
2. **Desired Traits.** In addition, candidates for election shall endeavor to live in accord with the 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 within the church and/or another Unity congregation.

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 Voting Members selected in the following manner:

- a) At the annual membership meeting, the membership shall select from among the Voting Members of the ministry 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 Voting 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 from among the Voting Members a third person to serve on the Nominating Ministry Team.
- 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.

2. Duties and Responsibilities.

- a) **Search.** The Nominating Ministry Team will initiate a search for at least two qualified candidates for nomination as members of the Board of Trustees. The report of the Nominating Ministry Team will be made available to all Voting Members at least fifteen (15) days prior to the annual membership meeting. The purpose of the Nominating Ministry Team is to fill out the slate for election. Any member nominated who meets the criteria set forth in [Article VI, Section 10.A](#) shall be put forth on the ballot. Nominations may come from another voting member or candidates may be self-nominated.
- b) **Election Procedure.** The Nominating Ministry Team will execute its duties as defined in [Article VI, Section 10.B.2.a](#) in accordance with the procedure for Nominating Ministry Team in the Policy Manual, which is subject to the approval of the Board of Trustees. These procedures will prescribe the communication goals for the Nominating Ministry Team to adequately inform the membership about the candidates and provide opportunities for the candidates to meet with members prior to the election at the annual meeting.

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

- 1. Read Article VI, Sections [10.A](#) and [10.D](#) of these bylaws just prior to beginning the process of nomination and election;
- 2. Call upon the Chair of the Nominating Ministry Team to offer the ministry team's nominations;
- 3. Call for additional nominations from the floor, and;
- 4. Turn the meeting over to the Chair of the Nominating Ministry Team to conduct the election and announce the results.

D. Election Ministry Team.

1. **Election Requirements.** Election of Board of Trustee positions is held as part of the annual meeting. The election shall be by secret ballot if there are more candidates for full or partial term openings. The result of the vote shall be announced to the annual meeting.
2. **Election Procedure.** The procedures for the conduct of an election are prescribed in the Policy Manual as proposed by the Nominating Ministry Team and approved by the Board of Trustees.

Section 11. Removal from Office by the Board of Trustees. Any trustee may resign at any time. In addition, any trustee may be removed by the Board of Trustees due to three absences from regular Board meetings within one calendar year, 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 Board of Trustees, the Board shall select qualified replacements to fill the position(s). A majority vote shall be necessary for election. Replacements shall serve out the remaining term of the member they were elected to replace.
- B. Should the total number of trustees fall below four (this includes the Senior Minister), two special membership meetings will be called, as prescribed below:
 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 [Article VI, Section 10.B](#)).
 - 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 made available to all Voting Members within forty-five (45) days.
 3. The Board members will be elected at the second of these Special Membership meetings (see Article VI, Sections [10.C](#) and [10.D](#)). If the regular annual meeting of this ministry should be scheduled in this time period, then Board elections will be held at the regular annual meeting of this ministry.

- C. **Election Procedure.** The candidate receiving the largest number of votes will fill the longest unexpired term; the candidate receiving the next highest number of votes receives the next longest term. This procedure is followed until all vacancies are filled.

Section 13. Board of Trustees Officers. The officers of the Board of Trustees shall be a First Chair, a Second Chair, 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. **First Chair.** The First Chair shall preside at all Board of Trustees meetings; 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 for the planning of Board orientation, retreats, and workshops.
- B. **Second Chair.** The Second Chair shall assist the First Chair in the performance of that officer's duties; perform all the duties of the First Chair of the Board in the absence of the First Chair; and succeed to the office of First Chair in case the office of the First Chair becomes vacant. In such a case, a new Second Chair 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; and, keep or cause to be kept an accurate record of Voting 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, as approved by the Board or the Senior Minister.

ARTICLE VII – ADMINISTRATION, MANAGEMENT, AND LEADERSHIP

Section 1. Administration. The administration of Unity of Fairfax shall be vested in the Senior Minister or co-ministers as the administrative director(s), and the Board of 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 Board of 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 assistance in the event of a dispute adversely affecting the ministry.
2. **Selection.** The Board of 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 in UWM will have a duly ordained or licensed Unity minister, or a person serving under special dispensation as its Spiritual Leader.
- 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 Board of 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 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 Board of 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 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 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

Section 1. Purpose.

The purpose of a Ministry Team is to prayerfully promote the current Mission/Vision Statement of the Unity of Fairfax and/or to facilitate the furtherance of the Unity Movement and Unity teachings. Ministry Teams may serve within or outside the church.

Section 2. Formation.

With the exception of the Nominating Ministry Team, ministry teams may be formed:

1. By appointment of the Senior Minister.
2. By appointment of the Board of Trustees.
3. By independent formation of a team of members of Unity of Fairfax.

Ratification by the Board of Trustees is required for Ministry Teams to function as agents of Unity of Fairfax and to receive funds from the church. Each Ministry Team must provide the Board of Trustees with a current written Mission/Vision Statement and a Team leadership plan. The Board may request revision or clarification of the team's current Mission/Vision Statement or leadership plan before ratifying the team.

Participation in Ministry Teams by members and non-members of the Church shall be at the discretion of each Ministry Team.

Section 3. Dissolution of Ministry Teams.

Ministry Teams may be dissolved in the following ways:

1. The Ministry Team fulfills its mission.
2. Voluntary dissolution by the Ministry Team itself.
3. By the Board of Directors if any of the following conditions are met:
 - a. The Ministry Team engages in unethical conduct.
 - b. The Ministry Team departs from its declared mission without Board consent.
 - c. The Ministry Team is unable to fulfill its mission.

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 its Board of Trustees, in alignment with current policies and procedures. UWM will make available according to its current policies and procedures, funds for the reestablishment of a Unity ministry in Fairfax County, Virginia. 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 made available to all Voting Members at least fifteen (15) days prior to the meeting at which they will be considered. An affirmative vote of two-thirds ($\frac{2}{3}$) of the Voting Members present and voting will be necessary to adopt any amendment(s) to or general revision of these bylaws.

ARTICLE XII – AUTHORITY TO DECLARE A STATE OF UNITY OF FAIRFAX COMMUNITY EMERGENCY

The Senior Minister and the First Chair of the Board of Trustees have the authority to declare a state of Unity of Fairfax community emergency which will allow for override of normal attendance, nomination, and voting procedures for any meetings of the voting membership or Board of Trustees. If a Senior Minister is not in place, then this authority will rest with the First Chair plus two additional members of the Board of Trustees. A state of Unity of Fairfax community emergency shall, for this Amendment, be hereafter identified as any local government, state government, national government or governmental agency having such power to declare emergency powers, and in which said authorities have notified the public that travel to and/or assembly is considered hazardous and/or dangerous and require or recommend cessation of such activity. Other emergencies may entail situations affecting the safety of the minister(s), staff and/or church members, whereby assembly on the grounds of worship for the church is considered perilous due to circumstances such as acts of nature, fire, water and/or sewer and/or natural gas and/or other utilities disruptions or other unforeseeable physical circumstances. Notice of the emergency, and specifications for attendance, nomination, and voting, along with the notice of each meeting that is affected, will be communicated to the staff and members as quickly as possible via electronic and/or other means and methods available at said declaration of a state of Unity of Fairfax community emergency as outlined herein.

CERTIFICATION

I, the undersigned Chief Executive Office of Unity of Fairfax, Church of the Daily Word, Inc. do hereby certify that the above bylaws were adopted by resolution and vote of Voting Members on August 7, 2022 at a duly called meeting.

Rev. Russell Heiland

The Reverend Russell Heiland, Senior Minister

August 7, 2022

Date