

A P P L I C A T I O N
FOR THE BOARD OF TRUSTEE SLATE OF CANDIDATES

**Form can be submitted in person or electronically. To submit electronically save the form and email it to:
UnityLansingOffice@gmail.com**

**Members of the Board of Trustees are elected by the membership.
The slate of candidates is prepared by the Nominating Committee and presented to the Board of Trustees
for approval by January each year, prior to the annual members' meeting on the 2nd Sunday of March.**

Name: _____ Date: _____

BYLAW REQUIREMENTS:

Full Bylaws are found on our website: [USCL's Bylaws as of March 2023 | Unity Spiritual Center of Lansing \(unitylansing.org\)](https://www.uscl.org/unity-spiritual-center-of-lansing-uscl-bylaws-as-of-march-2023)

**You must be a member of Unity Spiritual Center of Lansing for a minimum of six (6) months.
Do you meet this requirement?**

Are you a regular participant in Sunday Services, Classes or Events?

Are you committed to Unity Truth Principles of Love and Truth?

Are you prohibited from serving on the Board according to the Bylaws, Section 3 below?

Are you prepared to fulfill the duties of a Board member per Bylaws, Section 9 below?

Other information:

Have you served on any ministry teams?

Are there any particular skills or talents that you bring to the Board? Do you have special interest in any specific areas of the ministry? e.g. Education, Inclusion, Stewardship/Financials, Community-Building, Visioning, Organization and Operations, Social, etc.

Why would you like to serve in this capacity?

(You are free to use additional pages to respond.)

Section 1. Membership. The Board of Trustees will be composed of the senior minister and five (5) to seven (7) other trustees. The trustees will be elected from among the membership of Unity Spiritual Center of Lansing at the Annual Membership Meeting. Churches with fifty (50) members or less may choose to have a Board of Trustees composed of the senior minister and at least three (3) other trustees.

Section 2. Eligibility and Term of Office.

- A. **Qualifications:** To be eligible to be elected to the Board of Trustees a person must be a member of Unity Spiritual Center of Lansing for a minimum of six (6) months. In addition, candidates for election will endeavor to live in accord with the Jesus Christ principles of love and truth as taught by Unity Worldwide Ministries, work to further the purposes of this ministry through active interest, participation, love and support, be a sincere and continuing student of Unity always remaining conversant with its teachings and have leadership capabilities.
- B. **Term of Office:** Elected trustees will hold office for three (3) years, or until their successors have been elected and assume office. Trustees elected at any annual membership meeting will take office at the conclusion of the annual membership meeting at which they were elected. No elected trustee will serve more than two (2) consecutive terms without an interval of one (1) year between terms. Any person who serves on the Board more than half of a term will be credited with having served a full term.

Section 3. Prohibition of Board Service. The following persons are prohibited from serving on the Board of Trustees:

- A. Any active licensed Unity teacher from your ministry.
- B. Relatives, significant others, or household members of any trustee of the ministry.
- C. Individuals receiving compensation from the ministry may serve on the Board but may not vote on any matter of compensation as it relates to such individual or business entity owned by such individual.
- D. Relatives, significant others, or household members of any individual consistently receiving more than \$100.00 per month compensation from the ministry may serve on the Board but may not vote on any matter of compensation as it relates to such individual or business entity owned by such individual.

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

- A. Uphold the spiritual purpose of this ministry as stated in Article II, Section 2 of these Bylaws;
- B. Uphold the 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 weekly service as well as Board, membership, and special team meetings of this ministry;
- E. Determine the business needs of this ministry and authorize payment of funds for those purposes.
- F. Provide for the administration of the real and personal property of this ministry with the following provisions; any unbudgeted emergency expenditure from the general fund that would exceed 10% of the previous year's gross income will be presented to the membership for final approval;
- 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 the real property be presented to the membership at a properly constituted membership meeting for Membership's final approval. (See Article V, Sec. 1, G. 3. Meetings, Member Powers).
- H. Employ an ordained or licensed Unity minister(s) through collaboration with the employment management procedures of the Unity Worldwide Ministries (UWM);
- I. When conflict arises between the Board and/or the senior minister, such ministry will seek to reconcile differences and immediately notify UWM for help with procedures and to provide guidance and consultation. After a ministry, and its senior minister 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 by a two-thirds (2/3rds) vote of all Board members;

- J. As recommended by the senior minister, determine staff positions, including associate and assistant ministers, and authorize funds for their financial support through the annual budget process;
- K. Establish the fiscal year as the calendar year, unless the Board finds a compelling reason to adopt a non-fiscal calendar year;
- L. Cause to be prepared and posted monthly a statement of income and expense and a balance sheet setting forth the financial conditions and operations of the ministry;
- M. Secure theft and dishonesty insurance for persons handling church funds;
- N. Approve new applicants for membership and remove former members from the membership rolls;
- O. Provide an annual membership renewal process for all members and keep an accurate record of members and former 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 Board;
- S. Advise the President of the Board on appointments to ministry teams;
- T. Seek UWM assistance in the event of a dispute affecting the ministry;
- U. Attend and actively participate with ongoing Board education programs;
- V. Consider issues brought to the Board's attention by the minister or member of the Board;
- W. Keep record of background checks on all staff and volunteers directly involved with the children's programs;
- X. Keep record of children and dates of participation in children programs;
- Y. Keep or cause to be kept accurate records of gifts to the ministry in compliance with Internal Revenue Service regulations;
- Z. Issue or cause to be issued necessary 1099 and W-2 forms and other required forms in compliance with Internal Revenue Service regulations and any other state and federal laws;
- AA. Acknowledge in writing contributions in compliance with Internal Revenue Service regulations;
- BB. Secure liability insurance for all Board of Trustee members, minister(s), and others handling funds on behalf of the ministry;
- CC. Take such other actions necessary for the best interests of this ministry; and
- DD. Send or cause to be sent the Annual Ministry Report to UWM.
- EE. Secure insurance covering building, grounds, and other properties, also Workers' Compensation insurance and liability insurance for all Board of Trustee members, minister(s), and either a fidelity bond or theft and dishonesty insurance for all persons who handle money.