

THE FOLLOWING IS A LIST OF SOME OF THE MOST COMMON MISTAKES FOUND IN THE BYLAWS OF ALTERNATIVE MINISTRY PROPOSALS. This list is offered for the purpose of avoiding the time it takes to correct these mistakes.

1. Wherever the Association's name is listed in full, please use the current designation: Association of Unity Churches International.
2. While Unity School of Christianity is still the legal corporate name, the School prefers that we use unity® -- using a lower case 'u' and the 'registered' symbol (if using MS Word, click on **INSERT**, then **SYMBOL**, then on ®.)
3. Under 'Purpose' please do not list "services of worship," as this would put the work in the category of "Traditional Ministry." Omitting this in no way prohibits you from serving as a guest speaker or even as a temporary fill-in for someone on sabbatical.
4. Under 'Leadership' the bylaws must include the wording from the Alternative Ministry Manual, to the effect that "Fifty percent (50%) of the senior executive staff (day-to-day management) of the ministry will be licensed or ordained minister(s).
5. "ARTICLE III – Membership" contained in the recommended bylaws for a traditional ministry should be omitted. Membership would place the ministry in the traditional category. The standard 'lecture and workshop' or 'retreat' alternative has no need of membership.
6. Under 'Government' – Administration – remove reference stating "elected from membership" attached to the Board of Trustees.
7. Board of Trustees – Most states require at least three board members (check with your state). If you choose 3 (or "at least three") board members, be sure to list the officers as President (or Chair), Vice President (or Vice Chair), and Secretary/Treasurer, otherwise you will have four offices and only three officers.
8. Board of Trustees – if you define the board as "at least three" (or "at least" any number), do not set the quorum as 2. If, in the future you decided to have a board of 6, the quorum would still only be 2. Instead, use the wording, "Fifty-one percent (51%) of the seated Trustees will constitute a quorum."
9. Seal – According to Leonard Young, official parliamentarian for the Association, virtually no states still require, or even offer, a corporate seal. Check with your state to be sure, then omit the Article titled "Seal."
10. Meeting procedures. While the discernment process continues to grow in popularity, if you choose to list it in your bylaws, do not omit Robert's Rules. Roberts Rules contain rarely used, but important ways of dealing with odd-ball circumstances that are not delineated in the bylaws. Appropriate wording might be: "The Board, at its discretion, may use the discernment process in conducting the business of the Board. However, the latest edition of ROBERT'S RULES OF ORDER will be the final authority of this ministry on parliamentary law and its usage..."
11. Amendments to the bylaws – remove reference to the membership and make the Board of Trustees responsible for passing amendments.



10/8/07

12. To accommodate our rapid “technologization”, and the fact that for many Alternative Ministries the board members are not all in one spot, it is highly recommended that the following Article from the Association’s bylaws be inserted into your bylaws:

**ARTICLE ____ - ELECTRONIC MEETINGS
AND ALTERNATE VOTING PROCEDURES**

Section 1. Electronic Meetings. The board and all ministry teams are authorized to meet by telephone conference or through other electronic communications media so long as all the participating members can interact simultaneously. Notice of such meetings shall be given to all members of the board or ministry team concerned.

Section 2. Alternate Voting Procedures. The board is authorized to make decisions by mail or electronic transmission ballots provided that the results of these votes are recorded in the minutes of the next regular meeting. Such action shall require a majority of the entire membership of the board, except in the case of filling vacancies, which shall require a two-thirds (2/3), vote of the entire membership of the board.

Section 3. Proxy and Absentee Voting. Both proxy and absentee voting are specifically prohibited.

In addition, please remember to include in your proposal the Articles of Incorporation, letter of approval from your Regional Representative, a clear description of the work, and all other materials required in the Alternative Ministry Manual.