

Bylaws of  
United Life Church of Religious Science, Inc.  
Oklahoma City, Oklahoma  
dba United Life Center for Spiritual Living  
Oklahoma City, Oklahoma

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## **ARTICLE I**

### **PURPOSE OF BYLAWS**

The Bylaws of United Life Church of Religious Science, Inc., dba UNITED LIFE CENTER FOR SPIRITUAL LIVING (hereafter referred to as “Spiritual Community”) are adopted for the purpose of prescribing and defining the means and methods by which this Spiritual Community, its membership, its Board (hereafter known as the Leadership Council) and its officers shall function and shall carry out their respective duties, obligations and purposes. The provisions herein contained shall govern and control the means by which any and all action taken by or on behalf of this Spiritual Community shall be accomplished, and, in the event the specific provisions of the Bylaws shall be found to be inadequate for any purpose or action necessary or for the best interest of this Spiritual Community, resort shall be had to the applicable provisions of the Corporation Statutes of the State of Oklahoma and the Articles of Incorporation under which this Spiritual Community is organized as a nonprofit corporation.

Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the applicable statutes of the state of Oklahoma shall govern the construction of these Bylaws.

## **ARTICLE II**

### **VISION, MISSION, AND ORGANIZATIONAL STANDARDS OF THE SPIRITUAL COMMUNITY**

#### **SECTION 1: VISION STATEMENT**

We are a loving Spiritual Community, joyfully expressing Spirit!

#### **SECTION 2: PURPOSE AND MISSION STATEMENT**

By practicing the Science of Mind principles we:

- Honor the presence of God in all
- Nurture and support spiritual growth and transformation
- Empower people to create happy, healthy, abundant lives

#### **SECTION 3: CORE VALUES**

The core values of United Life Church of Religious Science, Inc. are unconditional love, community, service, freedom, gratitude, spirituality, education, peace, vision, joy, humor, and wholeness.

## **SECTION 4: GUIDING PRINCIPLES**

The organizational standards of the Spiritual Community shall be:

- **Spiritual practices:** Spiritual mind treatment, prayer, meditation, and visioning are spiritual practices which are the tools to anchor our community in Spirit. We believe the use of these tools empowers the Spiritual Community to apply our values to every activity and decision.
- **Congruence:** Simply put, we “walk our talk” and practice Science of Mind. We are dedicated as a Spiritual Community to live out our values and our vision and mission in our activities and decisions. We are demonstrating and actualizing our values and our teaching.
- **Teamwork:** At all levels, we work together in harmony to achieve our goals and to develop an even richer, more involved and impactful Spiritual Community.
- **Compassion:** We use our values to seek to understand and honor all people.
- **Communication:** Information and insights flow openly and dynamically in our Spiritual Community, enhancing creativity, engendering a sense of inclusion, and nurturing the efficient resolution of misunderstandings or conflict.
- **Accountability:** By means of rigorous dedication to our values and guiding principles, we manifest a natural accountability for our commitments, actions, and community participation. We are thoroughly principled and constructive.

## **SECTION 5: POLITICAL ACTIVITIES**

This Spiritual Community shall in no way be active in carrying on propaganda, or in any other manner attempt to influence legislation. This Spiritual Community shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

# **ARTICLE III MEMBERSHIP**

## **SECTION 1: APPLICATIONS AND APPROVAL OF MEMBERS**

Any person 18 years of age or older may become a member upon making a written, signed application affirming his or her desire to affiliate with the Spiritual Community, or by letter transferring membership from another Center for Spiritual Living affiliate community and who shall be accepted for membership by the Leadership Council. The date of the acceptance of the application shall be written on the application card and the applicant will become a voting member six (6) months after the date of acceptance. Persons from birth to 17 years of age may be admitted to Youth membership in this Spiritual Community. Youth members shall not have voting power, but may have such other responsibilities and

privileges of membership as the Leadership Council may establish from time to time. Youth members must make application and be approved for membership when they reach 18 years of age before they can become a voting member.

## **SECTION 2: DUTIES AND PRIVILEGES OF MEMBERS**

The duties and privileges of members are:

- A. To uphold the teachings and practice of Religious Science by continuous effort therein and to exemplify them in daily life.
- B. To attend, as far as possible, the religious and social meetings of the Spiritual Community.
- C. To read and study the literature of Religious Science.
- D. To participate in God's overflowing abundance by sharing their financial prosperity.
- E. To attend the business meetings of the Spiritual Community whenever possible, and to vote therein.
- F. To hold offices and to act on committees.

## **SECTION 3: OFFICIAL SPIRITUAL COMMUNITY MEMBERSHIP**

The Secretary of the Leadership Council shall keep and maintain, or cause to be kept and maintained, a true, complete, and fully up-to-date permanent record (hereafter known as the Official Spiritual Community Membership Roll) containing at least the names and addresses of all current members of this Spiritual Community. It shall be the duty of the Secretary to promptly record in the minutes of the Spiritual Community, all new members of this Spiritual Community, when approved by the Leadership Council, and to delete therefrom all terminated members upon the adoption of a resolution to terminate and other appropriate actions have been completed. Such record shall establish membership of record for all purposes.

## **SECTION 4: TERMINATION OF MEMBERSHIP**

Spiritual Community membership may be terminated for the following reasons:

- A. Resignation
- B. Transfer to another Spiritual Community
- C. Death
- D. Action of the Leadership Council

Membership may be terminated by not less than a two-thirds (2/3) vote of the Leadership Council, but only after notice of the time and place of a hearing shall have been sent by mail to the last known address of the member affected at least ten (10) days before the time set for the hearing. Such

notice shall state the nature of the allegations made and shall advise the member of his or her right to appear and be heard at such time and place. Reasons that may be used as the basis for the termination shall be as follows:

1. Any act destructive to morale and harmony of the Spiritual Community.
2. The Leadership Council shall have full power and authority to terminate the membership of any member who shall have permanently changed residence from the community or communities served by this Spiritual Community, and who has not, for a period of at least one year, contributed to the support of or participated in the services or affairs of this Spiritual Community.
3. The Leadership Council shall have the power and authority to terminate the membership of any member, where the records show that for a period of one year or more there has been a complete lack of interest, either materially or from the standpoint of participation in the services and/or affairs of this Spiritual Community. Such allegations must appear in the minutes of the Leadership Council meeting, as a matter of record.

#### **SECTION 5: NON-RENEWAL OF MEMBERSHIP**

The Official Spiritual Community Membership Roll shall be updated annually. Prior to removing a member from the Official Spiritual Community Voting Membership Roll, a Spiritual Community employee as directed by the Leadership Council, shall contact each member twice: first, in writing by mail at the member's last known address; and secondly, in writing by mail at the member's last known address or by personal contact, by meeting, phone, email, or text message. All members may renew their voting membership by membership renewal card, or by email (sent to [unitedlifeoffice@coxinet.net](mailto:unitedlifeoffice@coxinet.net)). Failure of a member to respond to the annual update survey by the deadline will result in automatic removal from voting eligibility. Every non-renewed member shall be notified in writing that his/her membership is changed to inactive non-voting status and he/she is ineligible to vote at the next regular or special called congregational meeting.

#### **SECTION 6: APPEAL**

A member whose membership is so terminated shall have the right to appeal to the Leadership Council. A member may appeal the decision of the Leadership Council before the whole membership of the Spiritual Community at the next Spiritual Community meeting, if such meeting is held not less than ten (10) days after action by the Council members; otherwise, such appeal shall be at the next Spiritual Community meeting following such action by the Council members.



## **SECTION 7: VOTING POWER**

Each member shall be entitled to one vote on each matter submitted to a vote, either by verbal response, show of hands, or secret ballot, provided that:

- A. In every case all such power of voting shall be exclusively vested in and limited to those persons whose names actually appear in the voting membership records of this Spiritual Community at the time of making such vote or giving such consent.
- B. Voting for Council members and voting at all regular annual and/or special congregational meetings of members of this Spiritual Community shall be as provided for in these Bylaws.
- C. No proxy vote will be recognized, accepted or validated.
- D. No absentee ballot will be recognized, accepted, or validated.

## **ARTICLE IV LEADERSHIP COUNCIL**

### **SECTION 1: NUMBER OF COUNCIL MEMBERS**

The business affairs of this Spiritual Community shall be administered by a Leadership Council, consisting of nine (9) Council members, plus the Senior Minister of the Spiritual Community by virtue of his or her office, as an *ex officio* member of the Leadership Council. The Senior Minister shall have no right to vote on matters related to his or her compensation, letter of call, resignation, termination, or any other matters pertaining to his or her compensation or employment.

### **SECTION 2: TERMS**

The Council members, with the exception of the Senior Minister, shall be elected by the members of this Spiritual Community at the regular annual congregational meeting of the membership for a term of three (3) years. The members of the first Leadership Council shall classify themselves by lot as to their respective terms of office: one-third of whom shall hold office for one (1) year; one-third for two (2) years; and one-third for three (3) years. Thereafter, at each regular annual congregational meeting, Council members shall be elected for the term then expiring, to the end that each regular annual congregational meeting there shall be elected one-third of the members of the Leadership Council.

### **SECTION 3: ELECTIONS**

The election of members of the Leadership Council shall be conducted by the Election Committee and an Independent Verifier.

- A. The Election Committee shall be appointed by the Leadership Council not less than two (2) months in advance of the regular annual and/or special congregational meeting. The

- Independent Verifier shall be appointed not less than one (1) month in advance of the regular annual and/or special congregational meeting. The Election Committee shall consist of five (5) members of the Spiritual Community (of which only two (2) can be Leadership Council members). Once appointed, this committee shall immediately assume its duties.
- B. The duties of the Election Committee are:
- 1) Announce or cause to be announced, to the congregation weekly that they are accepting letters of application for candidacy beginning not less than seven (7) weeks in advance of the regular annual and/or special congregational meeting and ending with an absolute deadline for accepting applications of three (3) weeks in advance of the regular annual and/or special congregational meeting.
  - 2) Verify, or cause to be verified, whether each of the applicants meet the qualifications required which are that the candidate shall be a graduate of Foundations and at least one other certified Science of Mind classwork, or the equivalent of Science of Mind I and II classwork, and a member of this Spiritual Community for no less than one (1) year. A person who has the appropriate classwork, and has been a member of this Spiritual Community for at least 90 days prior to his application and who has transferred membership from another Centers for Spiritual Living affiliate community and who has been an active member at that community for no less than 1 (one) year may also be considered as qualified.
  - 3) Notify, or cause to be notified each of the qualified applicants by invitation to participate in the interview process not less than two (2) weeks in advance of the regular annual and/or special congregational meeting. Notify, or cause to be notified in writing each of the unqualified applicants including the reason for their disqualification not less than two (2) weeks in advance of the regular annual and/or special congregational meeting.
  - 4) Conduct interviews with each of the candidates not less than 10 days prior to the regular annual and/or special congregational meeting.
- C. After nominations of all qualified candidates have been submitted by the Election Committee, at the regular annual and/or special congregational meeting, nominations may be made from the floor. All candidates nominated from the floor must have submitted their letter of application to the Election Committee three (3) weeks prior to the regular annual and/or special congregational meeting.
- D. All names of the qualified candidates shall be read at the regular annual and/or special congregational meeting of the membership, and a majority vote of those present and qualified

to vote shall constitute the election of the new members of the Leadership Council by paper balloting, by acclamation, voice vote, or show of hands.

#### **SECTION 4: VACANCIES**

Vacancies on the Leadership Council occurring more than six months before the expiration of any regular term of office shall be filled within ninety (90) days and the successor to such office elected for such unexpired term only by a majority vote at any regular annual or special congregational meeting.

#### **SECTION 5: ABSENCES**

Any Trustee who is absent for three (3) consecutive regular meetings of the Leadership Council without reasonable excuse shall be considered to have vacated his or her office.

#### **SECTION 6: ONE-YEAR PAUSE**

No member shall be elected by the membership to serve more than one (1) full term on the Leadership Council, until one (1) year has elapsed following his or her full term or resignation.

#### **SECTION 7: PAID EMPLOYEES**

No paid (salaried) employee of the Spiritual Community shall be eligible to serve on the Leadership Council while holding said position, except the Senior Minister and a non-voting Spiritual Community Administrator/Secretary to the council, who are each members of the Leadership Council by virtue of their offices.

#### **SECTION 8: REMOVAL**

Any Leadership Council member may be removed from office by a two-thirds (2/3) vote of the Leadership Council when in their judgment said conduct or loyalty is not in harmony with the purpose of the Spiritual Community, or by a majority vote at any regular or special called congregational meeting called for this purpose.

#### **SECTION 9: FAMILY MEMBERS**

No more than one (1) member of any one family or live-in relationship may serve concurrently on the Leadership Council.

### **ARTICLE V**

#### **MEETINGS OF THE LEADERSHIP COUNCIL**

##### **SECTION 1: QUORUM**

A quorum for the transaction of business by the Leadership Council shall be a majority of members thereof; provided, however, that except as otherwise provided in these Bylaws, all action taken by the Leadership Council shall be by a majority vote of the quorum (members) present.

## **SECTION 2: REGULAR MEETINGS**

The first regular meeting of the Leadership Council shall be held within thirty (30) days following the date of the regular annual congregational meeting.

## **SECTION 3: TIME AND METHOD OF ORGANIZING A NEW LEADERSHIP COUNCIL**

The following are the procedures for the time and method of organizing a new Leadership Council: At the first regular and/or specially-called meeting of the Leadership Council following the regular annual congregational meeting, the retiring Leadership Council shall proceed with the customary order of business as needed. The Secretary of the outgoing Leadership Council shall then act as Chairperson Pro Tem while a new President is nominated and elected for the new Leadership Council at which time, the new President shall then assume his or her office and proceed with nominations and elections of a Vice-President, a Secretary, and a Treasurer for the ensuing year. This newly organized Leadership Council shall then proceed with any new business necessary at this first meeting, including scheduling the meeting dates for subsequent Leadership Council meetings.

## **SECTION 4: REGULAR OR SPECIAL MEETINGS**

The Leadership Council shall hold such other regular or special meetings as it may deem necessary to meet the needs of the Spiritual Community.

## **SECTION 5: SPECIAL MEETINGS**

The President, the Senior Minister or any three (3) of the Council members may at any time call a special meeting of the Leadership Council provided notice of such special meeting is given by mail, email, text message, or telephone to the last known address of each Trustee, at least seven (7) days prior to the day of the meeting. The Council members may, by unanimous consent of all the Council members, waive any provision, restriction, or requirement relative to the notice, time, and place of any meeting of the Leadership Council. The unanimous consent, including the written consent of absent Council members, shall be entered in the minutes of any meeting so held.

## **SECTION 6: MEETING LOCATIONS**

All meetings of the Leadership Council shall be held at the principal place of business of the Spiritual Community unless otherwise specified in the notice, resolution, or other specification covering such meeting. Meetings may be held via conference call or Skype or other such electronic media. Notification of conference call meetings shall be made known to the community via electronic media when necessary.

## **SECTION 7: NO PROXIES**

No proxies shall be used at any regular or specially-called meeting of the Leadership Council.

**SECTION 8: BUSINESS**

Any matter of business which is of interest to, or which affects the Spiritual Community, may be brought before, considered, acted upon, or transacted at any duly and properly convened regular or special meeting of the Leadership Council.

**SECTION 9: EXECUTIVE SESSION OR OPEN MEETINGS**

It shall be the option of the Leadership Council to determine whether its meetings shall be held in Executive Session (Leadership Council Members Only) or open meetings (guests permitted to attend).

**SECTION 10: GUESTS**

Guests may attend any open Leadership Council meeting but cannot participate in the proceedings in any manner. However, at the discretion of the President, guests may have an opportunity during the communication portion of the agenda to address the Leadership Council.

**ARTICLE VI**

**POWERS AND DUTIES OF THE LEADERSHIP COUNCIL**

**SECTION 1: POWERS AND DUTIES**

The Leadership Council shall direct, manage, and conduct the affairs and business of the Spiritual Community in such manner, consistent with the laws of the State of Oklahoma under which it exists and these bylaws, as said Leadership Council may deem appropriate to the end that the purpose of the Spiritual Community may be accomplished (see Article II). This includes all matters pertaining to the written policies and procedures as adopted by the Leadership Council.

**SECTION 2: EMPLOYEES**

The Leadership Council shall elect, appoint, employ, and remove the agents, employees, contractors, and representatives of the Spiritual Community; fix their compensation; and develop and evaluate annually the written job descriptions which contain the scope, nature and course of their respective duties and authority, except the spiritual duties of the Senior Minister.

**SECTION 3: SENIOR MINISTER'S SALARY**

The Leadership Council shall fix the salary and compensation of the Senior Minister pursuant to the Letter of Call.

**SECTION 4: SPIRITUAL COMMUNITY RECORDS**

The Leadership Council shall cause appropriate records to be kept of the meetings and proceedings of the Leadership Council and of other affairs of the Spiritual Community, and shall submit in writing at each regular meeting of the Spiritual Community a complete statement of the financial

conditions of the Spiritual Community as of a date not more than thirty (30) days preceding the time of such meeting.

#### **SECTION 5: ANNUAL CONVENTION**

The Leadership Council shall select delegates (one primary delegate plus additional delegates as provided for by Centers for Spiritual Living based on weekly average attendance) and alternates forty five (45) days prior to the Annual Convention of the Affiliated Spiritual Communities of Religious Science: such selection to be made public not less than fourteen (14) days prior to the convention time.

#### **SECTION 6: POWERS OVER REAL PROPERTY**

The Leadership Council cannot place a mortgage on, sell or buy Spiritual Community real property; however, the voting membership may do so by a two-thirds (2/3) vote of all members present at a special meeting called for that purpose at which a quorum is present.

#### **SECTION 7: SPIRITUAL COMMUNITY FUNDS**

The Leadership Council will maintain an investment account known as the Building Investment Fund now invested with various financial institutions. Part or all of this amount may be invested in other financial institutions as the Leadership Council may decide. All returns in the form of interest or dividends may be used as the Leadership Council deems fit. The Building Investment Fund cannot be used for any other purpose unless the Leadership Council passes a resolution by a two-thirds (2/3) vote stating in the motion that an emergency exists and the necessity to use the fund. Thereafter the resolution shall be submitted to the voting members of the Spiritual Community at a special called meeting at which a quorum is present for that purpose and must be passed by a two-thirds (2/3) vote before the fund can be used.

#### **SECTION 8: INSPECTION OF RECORDS**

All Spiritual Community members may inspect minutes of the Leadership Council meeting, minutes of all congregational meetings, the Official Spiritual Community Membership Roll, the Bylaws of the Spiritual Community, and the approved financial statements of the Spiritual Community. All other records, except confidential records including personnel, payroll and tithing, may be reviewed at the discretion of the Treasurer after submitting a written request to the Leadership Council.

#### **SECTION 9: ELIMINATION OF TRUSTEE LIABILITY**

Council members shall not be personally liable to the Spiritual Community or its members for monetary damages for breach of fiduciary duty as a Council member, provided that Council member of the Spiritual Community shall continue to be personally liable for the following:

- A. For any breach of the Council Member's duty of loyalty to the Spiritual Community or its members.
- B. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law.
- C. For any transaction from which the Council Member derived an improper personal benefit.

#### **SECTION 10: INDEMNIFICATION**

The Spiritual Community shall indemnify, hold harmless, and advance expenses to the council members, employees, Senior Minister or agents if sued in their capacity as council members, employees or agents of the Spiritual Community.

#### **SECTION 11: CHECKS, DRAFTS, OR OTHER ORDERS FOR PAYMENT**

All expenditures of Spiritual Community funds shall be evidenced by documentation approved/initialed/or signed by the person or persons authorized by the Leadership Council to approve such expenditures. All checks, drafts, or other orders for payment of money shall be co-signed by at least two of the authorized signatures, as designated by the Leadership Council.

Notes or other evidence of indebtedness issued in the name of or payable to the Spiritual Community shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by resolution of the Leadership Council.

#### **SECTION 12: EXECUTION OF CONTRACTS**

The Leadership Council, except as in these Bylaws otherwise provided, may authorize any officer or agent to enter into any contract, or execute any instrument in the name of and on behalf of the Spiritual Community. Such authority may be general or limited to specific instances. Unless authorized by the Leadership Council, no officer, agent or employee shall have any power or authority to make any agreements or create any obligations which shall bind the Spiritual Community, or to pledge the credit of the Spiritual Community, or to render it liable for any purpose or in any amount.

#### **SECTION 13: REPRESENTATION OF SHARES OF OTHER CORPORATIONS**

The President or Vice-President are authorized to vote, either directly, by proxy or power of attorney, represent and generally to exercise on behalf of the Spiritual Community all rights incident to any and all shares of any other corporation or corporations standing in the name of the Spiritual Community.

#### **SECTION 14: NO LIABILITY FOR SPIRITUAL COMMUNITY DEBT**

The council members, employees, or members of this Spiritual Community shall not be personally liable for the debts, liabilities or obligations of the Spiritual Community.

## **ARTICLE VII**

### **AUTHORITIES, AND DUTIES – EXECUTIVE COMMITTEE**

#### **SECTION 1: COMBINATIONS OF OFFICES**

Any two (2) or more offices, other than the office of President and Secretary, may be combined.

#### **SECTION 2: PRESIDENT**

The President shall be the chairperson of the Leadership Council and shall preside at all Leadership Council and Spiritual Community meetings. The President shall lead all policy making groups and shall, subject to the control of the Leadership Council, have general supervision of the business affairs and the properties of the Spiritual Community. The President shall have such other powers and perform such other duties as may be required of him or her, from time to time by the Leadership Council. The President shall vote only in the event of a tie. The President may appoint committees as he/she may be authorized to appoint by the Leadership Council, and define the duties of such committees. Exceptions to this are committees of an ecclesiastical nature, the Election Committee, and the Senior Minister Selection Committee. In all administrative matters, except those of an ecclesiastical nature, the President shall be responsible for maintaining open communications and relations with the Centers for Spiritual Living.

#### **SECTION 3: VICE-PRESIDENT**

In the absence or inability of the President to act, the Vice-President shall exercise the duties and powers of the President. When so acting, the Vice-President shall have the powers of, and be subject to the same responsibilities and authority as applied to the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed to him/her by the Leadership Council or by the Bylaws.

#### **SECTION 4: PRESIDENT PRO TEM**

In the absence or inability of the President and the Vice President, the Treasurer shall serve as the President *pro tem* of the Council. In the absence or inability of the President, the Vice President, and the Treasurer, the Leadership Council shall select a President *pro tem*.

#### **SECTION 5: SECRETARY**

The Secretary shall be in charge of the Corporate Seal. The Secretary, along with the President or Vice President or any other trustee designated by the Leadership Council or Bylaws, shall be one of the signatures for all contracts and legal documents.

The Secretary, shall keep or cause to be kept, at the principal office or such other place as the Leadership Council may order, a book of minutes of all meetings of the Leadership Council and of



regular and special Congregational meetings, with the time and place of holding such meetings, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at the council meetings, the number of persons present at congregational meetings, and the proceedings thereof.

The Secretary shall keep or cause to be kept at the principal office of the Spiritual Community the Official Spiritual Community Membership roll showing the names of the members and their addresses.

The Secretary shall give, or cause to be given, notice of all the meetings of the members of the Leadership Council required by the Bylaws or by law to be given, and shall have such other powers and perform such other duties as may be prescribed by the Leadership Council or by the Bylaws.

### **SECTION 6: TREASURER**

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct amounts of the properties and business transactions of the Spiritual Community, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus. The books of the accounts shall be open at all reasonable times to inspection by any Council Member. The Treasurer shall be responsible for the preparation and distribution of financial statements of the Spiritual Community. Any financial records should be reasonably accessible to any Council Member in the principal office of the Spiritual Community.

The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and credit of the Spiritual Community with such institutions as may be designated by the Leadership Council. He/she shall disburse or cause to be disbursed the funds of the Spiritual Community as may be ordered by the Leadership Council. The Treasurer shall render to any member of the Leadership Council, whenever they request it, an account of all his/her transactions as Treasurer, and the financial condition of the Spiritual Community. The Treasurer shall have such other powers and perform such other duties as may be prescribed by the Leadership Council or these Bylaws.

### **SECTION 7: ABOLISHMENT OF OFFICES**

The Leadership Council may, from time to time, create and abolish such other offices as it may deem appropriate and fix powers, duties, qualifications, and manner of selection.

### **SECTION 8: EXECUTIVE COMMITTEE**

The Executive Committee will be made up of the current officers of the Leadership Council. The Leadership Council shall delegate to such Committee such of the powers and authority of the Leadership Council as it may deem advisable and expedient, except the power to amend, or repeal these Bylaws. The Senior Minister shall be a member of such Executive Committee. All actions and recommendations of the

Executive Committee shall be presented at the next regular meeting of the Leadership Council for its action.

## **ARTICLE VIII AD HOC COMMITTEES**

The President as authorized by the Leadership Council may appoint such standing or special ad hoc committees as are necessary to conduct the business of the Spiritual Community, except the Election Committee and the Senior Minister Selection Committee. However, the final responsibility and duty for management of the affairs, assets, properties, and employees of this Spiritual Community may not be delegated and shall rest upon the Leadership Council.

## **ARTICLE IX THE OFFICE OF THE SENIOR MINISTER**

### **SECTION 1: QUALIFICATIONS**

Except in the event of disaffiliation, no person shall hold office of Senior Minister of this Spiritual Community unless said person shall have been ordained or licensed by the Centers for Spiritual Living and unless said person shall continue to hold such recognition and license during his or her ministry at this Spiritual Community.

### **SECTION 2: POWERS AND DUTIES**

The Senior Minister shall have and exercise all of the powers, duties and prerogatives usually accorded to an ecclesiastical head of the Spiritual Community, including the planning and conducting of all religious services; the planning, teaching and supervising of all classes of instruction, both accredited and non-accredited; the leadership and support of the activities of the Practitioners; and the religious counseling and worship activities of this Spiritual Community, provided the same are consistent with the teachings of Religious Science as taught by Ernest Holmes; and the growth and financial prosperity of this Spiritual Community. All duties of the Senior Minister shall be stated in his/her Letter of Call.

This Spiritual Community may have adult educational programs in addition to what is set out in the above paragraph dealing with metaphysical and New Thought ideas, so long as the programs and ideas do not supplant the Religious Science teachings as taught by Ernest Holmes.

### **SECTION 3: ORDAINMENT/LICENSING OF PRACTITIONERS OR TEACHERS**

So long as this Spiritual Community is affiliated with the Centers for Spiritual Living, this Spiritual Community will not ordain or license practitioners or teachers as Centers for Spiritual Living

Senior Ministers, Teachers, or Practitioners, will not establish any branch Spiritual Community, and will be guided by the suggested rules, regulations, and directives of the Centers for Spiritual Living with respect to these matters.

#### **SECTION 4: SENIOR MINISTER SELECTION COMMITTEE**

In the event the office of Senior Minister becomes vacant, the Leadership Council shall appoint a Senior Minister Selection Committee. The Senior Minister Selection Committee shall not exceed twelve (12) members and one-half (1/2) of which may be members of the Leadership Council. So long as this Spiritual Community is affiliated, the Senior Minister Selection Committee shall contact the Department of Licensing and Credentials of the Centers for Spiritual Living and by working with the Department of Licensing and Credentials whenever possible, hear and recommend a qualified candidate from among those presented by the Centers for Spiritual Living or interviewed by the Senior Minister Selection Committee to fill the vacancy.

#### **SECTION 5: TERMS OF EMPLOYMENT**

The terms of employment of the Senior Minister shall be determined by the Leadership Council, as hereinafter provided and shall be committed to writing in the Letter of Call.

- A. The Leadership Council shall receive the nomination of a candidate from the Senior Minister Selection Committee and shall proceed to extend a written call to such person to become the permanent Senior Minister of the Spiritual Community.
- B. The written acceptance of such call by the Senior Minister, together with the terms and conditions set forth, shall thereupon be the contractual relationship between the Spiritual Community and the Senior Minister.
- C. The Letter of Call shall be reviewed at least annually by the Leadership Council of Council members.

#### **SECTION 6: TERMINATION OF THE LETTER OF CALL**

In the event that the terms or period of employment of the Senior Minister be for an indefinite time and/or in the event that the Leadership Council shall desire to call for the resignation of the Senior Minister, such employment may be terminated pursuant to the terms of the letter of call; or by resignation of the Senior Minister being called for by a two-thirds (2/3) vote of the Spiritual Community members listed on the Official Spiritual Community Membership Roll as certified by the Leadership Council who are qualified to vote at such regular annual or special congregational meeting of the membership called for that purpose.

#### **SECTION 7: ACTION REQUIRED BY SPIRITUAL COMMUNITY MEETING**

Action of the Spiritual Community prescribed by the preceding section of this Article can be taken only at a regular annual or special congregational meeting of the Spiritual Community membership to be held after notice of the time, place, and purpose of such meeting shall have been given by announcement at the public meetings of the Spiritual Community for at least two consecutive Sundays next preceding the day of said meeting; and written notice to all voting members ten (10) days prior to the meeting. Notice of such a meeting being called for the purpose of terminating the services of any Senior Minister shall be given to the appropriate official office of the Centers for Spiritual Living prior to such meeting, so that a representative may attend the meeting.

#### **SECTION 8: PROMPT PAYMENT**

This Spiritual Community shall promptly pay all dues, assessments and fees as may be required for the participation of the Senior Minister of this Spiritual Community in the Letter of Call.

#### **SECTION 9: SALARY AND BENEFITS**

The salary and benefits provided to the Senior Minister of this Spiritual Community may be increased from time to time by the Leadership Council as it may deem appropriate, but shall not be reduced or adversely changed without one of the following events: the prior consent of the Senior Minister; a minimum of thirty (30) days notification to the Senior Minister of such imminent change; or pursuant to the terms of the Letter of Call.

## **ARTICLE X**

### **SPIRITUAL COMMUNITY MEETINGS**

#### **SECTION 1: REGULAR ANNUAL CONGREGATIONAL MEETING**

The regular annual congregational meeting of the membership of this Spiritual Community shall be on the third, fourth, or fifth Sunday of January as determined no later than eight (8) weeks prior to such meeting. Such meeting may be recessed from day to day or to subsequent days by majority vote of the members in attendance at such meeting.

#### **SECTION 2: QUORUM DEFINED**

A quorum for the membership business meeting shall consist of the lesser of thirty percent (30%) of those members listed on the Official Spiritual Community Voting Membership roll as certified by the Leadership Council or sixty (60) members.

#### **SECTION 3: REPORT OF THE LEADERSHIP COUNCIL**

At the regular annual meeting of the Spiritual Community, the membership shall receive the reports of the Leadership Council; elect the Council members to fill the positions of the terms then

expiring; approve the annual budget; and pass upon and transact such other business as may properly come before such meeting.

#### **SECTION 4: SPECIAL MEETINGS**

Special meetings of the Spiritual Community membership may be held at the call of the Senior Minister or by three (3) members of the Leadership Council or by petition of ten percent (10%) of the Spiritual Community voting members listed on the Official Spiritual Community Membership Roll as certified by the Leadership Council.

#### **SECTION 5: NOTICE**

Notice of all Spiritual Community meetings shall be given by public announcement at the public meetings of the Spiritual Community on not less than two (2) consecutive weeks next preceding the date of such meeting, or by written notice at least ten (10) days prior to such meeting. All such meetings shall be held in the principal place of worship of this Spiritual Community unless publicly announced in accordance with the first sentence of this Section, including the location of such meeting, pursuant to authority hereinafter granted to the Leadership Council.

#### **SECTION 6: PROXIES**

No proxies shall be used at any Spiritual Community membership meeting.

#### **SECTION 7: ABSENTEE BALLOTS**

No absentee ballots shall be used at any Spiritual Community membership meeting.

#### **SECTION 8: ELIGIBILITY TO VOTE**

No person shall be considered eligible to vote at any regular annual and/or special congregational meeting unless said person has held membership in the Spiritual Community for at least six months prior to any annual and/or special congregational meeting.

#### **SECTION 9: ANNUAL BUDGET**

The proposed annual budget shall be prepared by the Leadership Council and shall be available to any member in good standing at least 10 days prior to regular annual congregational meeting. In addition, a copy of the proposed annual budget will be posted on the Spiritual Community bulletin board at least 10 days prior to the regular annual congregational meeting. The proposed annual budget will be presented to the congregation at the regular annual congregational meeting, discussed, and voted on for acceptance.

## **ARTICLE XI**

### **SPIRITUAL COMMUNITY FINANCES**

#### **SECTION 1: FINANCIAL SUPPORT**

The financial support of the Spiritual Community shall be by voluntary offerings, pledges, tithes or gifts, and from such other sources and activities as may be proper and in keeping with the purpose of the Spiritual Community.

## **SECTION 2: MEMBERSHIP TITHING**

No fixed membership dues shall be charged but all members shall be afforded an opportunity to tithe to the Spiritual Community.

## **SECTION 3: FINANCIAL RESPONSIBILITY**

All members of the Spiritual Community shall be informed of any financial responsibility of this Spiritual Community to the Centers for Spiritual Living, as determined by Centers for Spiritual Living in regular and generally published rules and/or regulations governing all affiliated Centers for Spiritual Living.

## **SECTION 4: SPIRITUAL COMMUNITY TITHING**

A minimum of ten percent (10%) of the general contributions to the Spiritual Community shall be tithed on a monthly basis to organizations selected by the Leadership Council.

# **ARTICLE XII DISSOLUTION**

In the event of the dissolution and winding up of affairs of this Spiritual Community after paying all of the debts and obligations of this Spiritual Community, or adequately providing therefor, any remaining assets shall be devoted to such New Thought purpose as in the judgment of the Leadership Council of this Spiritual Community may be most likely to be consonant with the purpose of this Spiritual Community and consistent with the Articles of Incorporation.

# **ARTICLE XIII DISAFFILIATION**

In the event disaffiliation with the Centers for Spiritual Living is contemplated, action can be taken only by a vote of two-thirds (2/3) of those members listed on the Official Spiritual Community Membership Roll as certified by the Leadership Council, at a regular annual or special congregational meeting of the Spiritual Community, to be held after notice of time, place and purpose of such meeting shall have been given by announcement at the public meeting of the Spiritual Community for at least two (2) consecutive weeks next preceding the date of said meeting; and written notice to all voting members ten (10) days prior to the meeting. Notice shall also be sent to the appropriate official office of the Centers

for Spiritual Living with the right of representation at such meeting. If disaffiliation is approved by the necessary vote of the membership, title and all assets, both real and personal, shall remain with United Life Church of Religious Science, Inc. as an independent corporate body.

- A. Said majority members so voting to disaffiliate with the Centers for Spiritual Living shall then set a time and place within ten (10) days or sooner if possible, for the purpose of electing a new Leadership Council to continue the business activities of the Spiritual Community.
- B. The procedure for determining such terms of office shall be the same as in Article IV.
- C. The procedure to select a new Senior Minister shall be the same as in Article IX, Section 4.

## **ARTICLE XIV MODIFICATIONS TO BYLAWS**

### **SECTION 1: MODIFICATIONS OF THE BYLAWS**

These Bylaws may be amended, repealed, or added to by a vote of two-thirds (2/3) of those members listed on the Official Spiritual Community Membership Roll as certified by the Leadership Council, of the voting membership present in any regular annual or special congregation meeting called for that purpose, provided notice of such meeting shall have been given by announcement at the public meeting of the Spiritual Community for at least two (2) consecutive weeks next preceding the date of said meeting, or written notice to all voting members ten (10) days prior to the meeting.

### **SECTION 2: APPROVAL OF CENTERS FOR SPIRITUAL LIVING**

A full, true and correct copy of these Bylaws while affiliated shall be furnished to the Centers for Spiritual Living, certified by the secretary of this Spiritual Community; and any and all future changes, amendments, repeals, or additions to or modifications of these Bylaws, while affiliated, shall be furnished to the Centers for Spiritual Living duly certified by the secretary of this within ten (10) days after the adoption thereof.

### **SECTION 3: CORPORATE SEAL**

The Spiritual Community shall have a Corporate Seal, containing the exact name of this Spiritual Community and the date and state of incorporation.

## **ARTICLE XV POLICIES AND PROCEDURES**

### **SECTION 1: BYLAWS**

These Bylaws form the basic policies for structure and function of the Spiritual Community. All other policies and procedures are the responsibility of the Leadership Council. The Leadership Council's adopted written Policies and Procedures shall be maintained in an official Standard Operating Manual which is kept in the Spiritual Community office and available for reference by Spiritual Community members. Subsequent reference to policy refers to the policy and procedure function of the Leadership Council.

## **SECTION 2: POLICY FORMULATION, DETERMINATION, IMPLEMENTATION, AND MONITORING**

The Leadership Council is responsible for policy formulation, determination, implementation, and monitoring. The Leadership Council, the Senior Minister and employees shall combine their special insights, experience and skill to identify policy needs and policy options. The Leadership Council shall be responsible for policy determination and implementation. The employees and Senior Minister shall implement the policies as directed by the Leadership Council. The Leadership Council shall be responsible for monitoring the implementation of policies. The Leadership Council shall discuss with the employees and Senior Minister the effectiveness of the policy. The Leadership Council shall determine future policy actions as appropriate.



## **APPENDIX A PRESENTATION AND APPROVAL**

### **PRESENTATION OF REVISED BYLAWS**

These revised Bylaws were approved for presentation to the Congregation at the annual congregational meeting by the Leadership Council of the United Life Church of Religious Science, Inc., d/b/a United Life Center for Spiritual Living Oklahoma City, on Sunday, April 30, 2017.

### **APPROVAL OF REVISED BYLAWS**

These revised Bylaws were presented to, and approved by, a 2/3 majority vote of the voting membership present at the special congregational meeting called for this purpose on Sunday, April 30, 2017, by United Life Church of Religious Science, Inc., d/b/a United Life Center for Spiritual Living Oklahoma City, an affiliate of United Life Centers for Spiritual Living, Golden, Colorado.

### **ATTESTED:**

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Ray Reid  
President, Leadership Council

United Life Center for Spiritual Living  
3332 North Meridian Avenue  
Oklahoma City OK 73112-3127

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Linda Weston  
Secretary, Leadership Council

United Life Center for Spiritual Living  
3332 North Meridian Avenue  
Oklahoma City OK 73112-3127

## APPENDIX B REVISION HISTORY

Date	Description of Changes	Author
04/01/2017	Changes made to church name used through bylaws, membership renewal methods, and absentee ballots. Applied document styles and fields to improve appearance and automate table of contents generation.	Linda Weston (LC secretary)
02/12/2017	Reviewed at monthly Leadership Council meeting; identified revisions to church name and membership renewal.	Rev. Dr. Bill Ward
01/22/2017	Presented at annual congregation meeting. Discussion tabled due to time constraints.	Rev. Dr. Bill Ward