

**BYLAWS**  
GOLDEN GATE CENTER FOR SPIRITUAL LIVING

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# **BYLAWS**

## **Golden Gate Center for Spiritual Living**

(A Religious Nonprofit Corporation Herein called “Church” or “Community”)

### **ARTICLE I**

#### **AFFILIATION, ECCLESIASTICAL AUTHORITY AND PURPOSE**

##### **Section 1. AFFILIATION**

This Church is fully affiliated with the United Church of Religious Science, a California nonprofit religious corporation, an international church denomination, and exists for the purpose hereinafter expressed in Section 4 of this Article I, and further for the purpose of worship, and for teaching the principles of Science of Mind as expressed by Ernest Holmes and taught by the United Church of Religious Science. This Member Church acknowledges that it has been chartered by the United Church of Religious Science as an affiliated church for such purpose and that it has been created under its sponsorship and guidance.

##### **Section 2. ECCLESIASTICAL AUTHORITY**

This Church, its CORE Council, members and officers shall be subject to the ecclesiastical law and authority of the United Church of Religious Science in all matters lawfully within ecclesiastical jurisdiction. Ecclesiastical authority refers to the Ministerial Code, the Practitioner Code and the Church Code. This latter code consists of all documents required for a church to become affiliated with the United Church of Religious Science.

##### **Section 3. COMMUNICATIONS**

This Church shall keep the Office of Ecclesiastical Affairs of the United Church of Religious Science generally informed as to its affairs. The Corporate Secretary of the CORE Council shall submit a completed annual report of updated information related to the Church in a format provided by the Office of Ecclesiastical Affairs.

##### **Section 4. PURPOSE**

The United Church of Religious Science is a spiritual movement dedicated to awakening and supporting the conscious experience and expression of every person’s inherent Divine Nature through teaching and practicing the Principles of the Science of Mind.

This Church shall in no way be active in carrying on propaganda nor in any other manner attempt to influence legislation. In addition, this Church shall not participate nor intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

## **ARTICLE II** **OFFICES**

### Section 1. **PRINCIPAL OFFICE**

The CORE Council shall establish the principal office for the transaction of the business of the Church and may change the principal office from one location to another within the community served by this Church. Notice of a new address of principal office shall be mailed to each Church member and to the Office of Ecclesiastical Affairs at least ten (10) days prior to such change being made.

## **ARTICLE III** **MEMBERS**

### Section 1. **APPLICATION OF MEMBERS**

Any individual person, at least 18 years of age, may become a member upon making application wherein that person asserts that they are committing themselves to personal spiritual growth and to supportive active membership in the Church. Individuals shall hold membership in only one Member Church.

### Section 2. **MEMBERSHIP APPROVAL**

Membership in this Church shall be considered active only when the application of the applicant has been approved by the CORE Council.

### Section 3. **MEMBERSHIP DUTIES AND PRIVILEGES**

Duties and privileges of Church Members shall be:

- A. To uphold the teachings and practices of Religious Science.
- B. To attend the religious and social functions of the Church.
- C. To contribute to the financial support of the Church.
- D. To attend the business meetings of the Church and to vote therein.
- E. To hold office and act on committees.

The Church officers and the Senior Minister shall provide orientation of new members for the purpose of developing well-informed, committed and supportive members.

Section 4. TERMINATION OF MEMBERSHIP

Membership in this Church shall be automatically terminated by death, resignation, withdrawal, or transfer of membership to another church.

The CORE Council of this Church shall have full power and authority to terminate the membership of any person or persons by one of the actions below; any terminated member shall be notified of such action in writing.

- A. Any member who shall have permanently changed residence from the community or communities served by this Church, 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 Church.
- B. 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 Church.
- C. Any member who has clearly demonstrated antagonism or opposition to the purpose of this Church or its teachings and vision.

Section 5. MEMBERSHIP RECORD

The Secretary of the CORE Council shall be the Corporate Secretary, and shall keep and maintain, or cause to be kept and maintained, a true, complete and fully up-to-date permanent record containing at least the names and addresses of all members of this Church. It shall be the duty of the Corporate Secretary to promptly record in the minutes all new members of this Church, when approved by the CORE Council, and to delete therefrom all terminated members upon the adoption of a resolution to terminate. Such record shall establish membership of record for all purposes and shall be available for inspection by any member of this Church at all reasonable times.

Section 6. YOUTH MEMBERS

Persons through 17 years of age may be admitted to Youth Membership in this Church in the manner prescribed in Section 1 above, which membership may be terminated as provided in Section 4 above. Youth members shall not have voting power, but may have such other responsibilities and privileges of membership as the CORE Council may establish from time to time.

**ARTICLE IV**  
MEETINGS OF MEMBERS

Section 1. PLACE OF MEETINGS

All meetings of members shall be held either at the principal office or place of worship of this Church or at any other place within the State of Incorporation which may be designated by the CORE Council.

## Section 2. ANNUAL MEETINGS

The annual membership meeting date shall be established by the CORE Council.

At such meetings, CORE Council officers shall be elected; reports of the affairs of the Church shall be considered; annual financial reports shall be reviewed; the next annual budget may be presented, and any other business transacted which is within the powers of the members.

Notice of each annual meeting shall be given by public announcement at the public meetings of the Church on not less than two consecutive Sundays next preceding the date of such meetings, and by written notice mailed at least 21 days prior to such meeting.

## Section 3. SPECIAL MEETINGS

Special meetings of the members may be called at any time by the Senior Minister, by the presiding officer of the CORE Council, by a majority of the members of the CORE Council, or by ten percent (10%) or more of the members of this Church. Notice of special meetings shall be given in the same manner as for annual meetings of members. Notice of any special meeting shall specify, in addition to the place, day and hour of such meeting, the general nature of the business to be transacted. Unless special meeting notice is properly given, the meeting will be considered an unofficial meeting and any matters of business acted upon or transacted will be considered null and void.

## Section 4. QUORUM

Thirty (30) members-of-record present at any special or general meeting of the members shall constitute a quorum for the transaction of business at such meeting.

## Section 5. ADJOURNED MEETING AND NOTICE THEREOF

Any members' meeting, annual or special, may be adjourned from time to time by the vote of a majority of the members present.

When any members' meeting, either annual or special, is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Where any such meeting is adjourned for less than thirty (30) days, it shall not be necessary to give any notice of the time and place of the adjournment or of the business to be transacted other than by announcement at the meeting at which such adjournment is taken.

## Section 6. VOTING POWERS

At any annual meeting, each member of record shall be entitled to one (1) vote, except in the election of officers, which is provided for below in this Section 6. At any regular or special meeting of members, persons of record who shall have become members of the Church less than sixty (60) days prior to the date of such meeting shall be entitled to attend and to participate in discussion, but shall not be entitled to cast any vote.

At any election of officers, nominations shall be received as provided in Article VI, Section 6, of these Bylaws. Each member shall be entitled to cast a total number of votes equal to the number of positions on the CORE Council to be filled at such meeting, casting one (1) vote (but not more than one) for each nominee of his/her choice up to the number of nominees required to fill such positions. Elections for officers shall be by ballot. The nominees receiving the highest number of votes shall be elected. In event the number of nominees equals the number of positions to be filled, election may be accepted by acclamation.

Section 7. PROXIES PROHIBITED

Every member entitled to vote or execute consents must do so in person and not by agent or proxy, and no proxy shall be valid.

**Article V**  
FULFILLMENT STRUCTURE

Section I. CORE Council

The CORE Council (also referred to herein as “Council”) takes its name from the acronym Consciousness of Reality Evolving. The role, functions and powers of the Council shall be those detailed in the Golden Gate Center for Spiritual Living Organizational Design Model. Without prejudice to the Organizational Design Model, and subject to the same limitations, the Council shall synthesize the input flowing from the Visioning, Stewardship, Gateway, and Operations Cores into a clear direction for the Community.

A. General Corporate Powers

Subject to the provisions of the California Nonprofit Corporation Law and any limitations in the Articles of Incorporation and these Bylaws relating to action required to be approved by the members, the business and affairs of the Golden Gate Center for Spiritual Living shall be managed and all corporate powers shall be exercised by or under the direction of the CORE Council.

B. Specific Powers of the Council

Without prejudice to the general powers referred to above, and subject to the same limitations, the Council members shall have the power to appoint and remove all officers of the Golden Gate Center for Spiritual Living, as herein provided, and may provide for their compensation. The Council may appoint Teams and prescribe such powers and duties for them as are consistent with law, the Articles of Incorporation of the Golden Gate Center for Spiritual Living and these Bylaws.

## Section 2. Role and Function of the CORE Committees

### A. Visioning Core

The role, functions and powers of the Visioning Core shall be to provide for all areas of the Church consistent visioning activity and support toward a core vision for our evolving pathway. The Visioning Core shall receive requests for visioning from other Core Committees and from the spiritual community.

### B. Stewardship Core

The Stewardship Core shall be responsible for fiscal oversight and cultivation, along with basic legal and corporate oversight and development of budgets, as well as financial reports and tracking. It may appoint Teams and prescribe such powers and duties for them as are consistent with law, the Articles of Incorporation of the Golden Gate Center for Spiritual Living and these Bylaws.

### C. Gateway Core

The role, functions and powers of the Gateway Core are to be the entry place for new ideas and programs for the Community. In addition the Gateway Core is responsible for assisting the Community Spiritual Leader in design and implementation of the worship program. The Gateway Core may appoint Teams and prescribe such powers and duties for them as are consistent with law, the Articles of Incorporation of the Golden Gate Center for Spiritual Living and these Bylaws.

### D. Operations Core

The role of the Operations Core shall be to examine all proposed programs to determine if such programs are feasible and can be done with excellence, or if existing programs can be improved. The Operations Core acts as a resource for all teams doing the non-ecclesiastical work of the Church.

## Section 3. Composition of CORE Council and Core Committees

A. The CORE Council of this Corporation shall consist of the Community Spiritual Leader, the Coordinator of the Gateway Core, the Coordinator of the Visioning Core, the Coordinator of the Stewardship Core, the Coordinator of the Operations Core, and the elected members.

B. The Visioning Core shall consist of the appointed Visioning Core Coordinator, Community Spiritual Leader, the Community Youth Leader, three (3) Practitioners/Practitioner students and three (3) laity.

C. The Stewardship Core shall consist of a Coordinator hired/appointed by the Executive Committee, and members of the Community gifted and motivated to serve in this Core.

- D. The Gateway Core shall consist of a Coordinator hired/appointed by the Executive Committee, and members of the Community gifted and motivated to serve in this Core.
- E. The Operations Core shall consist of a Coordinator hired/appointed by the Executive Committee and members of the Community gifted and motivated to serve in this Core.

## **ARTICLE VI** **CORE COUNCIL**

### Section 1. **GENERAL**

Subject to limitations of the Articles of Incorporation, Affiliation Agreement, now called “Community Covenant,” or these Bylaws, and all applicable laws as to action to be authorized or approved by the members, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Church shall be the responsibility of the CORE Council. The emphasis of CORE Council activities shall be on goals, objectives, strategies and policies. It will hold the Chief Administrative Officer (Senior Minister) accountable for implementation of planning and policy decisions. It will establish other volunteer groups and look to these groups for operational planning, policy recommendations, and two-way communications between itself and the Church membership.

### Section 2. **ROLE OF THE CORE COUNCIL**

The role of the CORE Council includes but is not limited to the following:

#### A. Mission and Vision

The CORE Council, including the Senior Minister, is responsible for formulation of the Mission Statement. The CORE Council facilitates and establishes, together with other leaders in the Church, the Church’s Vision.

#### B. Planning, Policies, Procedures

The CORE Council sets the direction of the Church, establishes policies to guide the operation of the Church and retains its Chief Administrative Officer (Senior Minister), through whom the policies and plans are fulfilled. The CORE Council reviews and approves procedures and rules developed by the Chief Administrative Officer.

#### C. Financial Development

The CORE Council, with the advice of the Stewardship CORE, is responsible for insuring that the Church is adequately financed to fulfill its objectives.

#### D. Monitoring

The CORE Council is responsible for monitoring the operational process of the Church to insure the achievement of its goals and objectives.

#### E. Ultimate Authority

The CORE Council is ultimately responsible to the membership of the Church.

#### Section 3. EXECUTIVE COMMITTEE

The Senior Minister and the elected members of the CORE Council constitute the Executive Committee. Executive Committee meetings may be called by any member thereof, upon notice to the members of the Executive Committee of the time and place of such meeting. Minutes shall be kept in each meeting of the Executive Committee which shall be read at the next regular meeting of the CORE Council and any action considered for ratification. A majority of the authorized number of members of the Executive Committee shall constitute a quorum for the transaction of business. The Executive Committee shall appoint and remove the remaining non-elected members of the CORE Council, in closed session governed by the same rules as general meetings of the CORE Council.

#### Section 4. NUMBER AND QUALIFICATIONS OF CORE COUNCIL MEMBERS

The authorized number of CORE Council members (including the Senior Minister of this Church as set forth in Section 5 below) shall be eight (8), counting elected and appointed members, unless changed by amendment of the Bylaws. Only those persons meeting the following requirements shall be qualified for election as a CORE Council Member:

- A. The person must be a loyal, pledging and active member of this Church.
- B. The person must be willing to accept the responsibilities of membership of the CORE Council. This includes, but is not limited to, attending monthly CORE Council meetings, specially-called CORE Council meetings and active participation in volunteer groups.
- C. The person must have no close relatives or live-in relationships on the CORE Council serving a contemporaneous term, or with an employee of this Church.
- D. The person must have completed the Foundations Course or equivalent Science of Mind accredited classwork.
- E. The Senior Minister and appointed members of the CORE Council may be compensated.

#### Section 5. OFFICER ELECTION AND TERM OF OFFICE

The person holding the position of the Senior Minister of this Church shall be the Corporate Secretary and a member of the CORE Council, with all the powers and duties of a CORE Council Member, and shall hold such position throughout his/her tenure. He/she shall not be required to be elected to or fill any office other than Corporate Secretary.

The remaining elected officers shall hold office for two (2) years. Their tenure shall be such that one-half shall be elected each year. New officers shall be nominated as provided in Section 6 below, and shall be elected at each annual meeting of members to fill the offices made vacant, but if any such annual meeting is called but not held or the officers are not elected thereat, the

officers shall be elected at a special meeting of members held for the purpose within thirty (30) days of the date of the original annual meeting.

An officer may be nominated and reelected for one (1) subsequent two-year term, but may not serve for more than four (4) consecutive years. No person having served as an officer but not reelected for an additional term shall be eligible for reelection for at least one (1) year. All officers, unless they resign or are removed, shall hold office until their respective successors are properly elected and installed.

#### Section 6. NOMINATIONS OF CORE COUNCIL OFFICERS

A reasonable time prior to each annual meeting of members, the CORE Council shall contact the Nominating Committee (Talent Team), consisting of three to five members (one of whom shall be the Senior Minister), who may be, but need not be, CORE Council Members. The committee shall proceed to prepare a slate of nominees for election as officers, one or more nominees for each vacancy to be filled. Such slate shall be nominated by the committee when nominations are called for at the annual meeting, and further nominations, if any, shall be received from the floor. Voting for officers shall proceed as provided in Article IV, Section 6, of these Bylaws.

#### Section 7. TERMINATION OF A CORE COUNCIL MEMBER

A CORE Council Member may be terminated by the adoption of a resolution so to terminate by majority vote of the members of the CORE Council present and qualified to vote. The CORE Council also may by resolution declare vacant the office of any CORE Council Member who fails to perform his/her assigned duties as a CORE Council Member of the Church; or any CORE Council Member who shall be absent for three (3) consecutive meetings without valid excuse granted by the CORE Council and shown in the minutes of at least one such meeting or any CORE Council Member who has demonstrated a lack of interest either materially, or from the standpoint of participation in the services and/or affairs of this Church. Notice shall be sent to the terminated CORE Council Member regarding such action taken by the CORE Council. Any CORE Council member may resign at any time, and the acceptance of the resignation shall not be necessary to make it effective.

#### Section 8. VACANCIES

Vacancies on the CORE Council may be filled by a majority of the remaining CORE Council Members, though less than a quorum, or by a sole remaining CORE Council Member. An appointee to an unexpired term may succeed him/herself, by election, for up to two (2) additional two-year terms.

A vacancy or vacancies in the CORE Council shall be deemed to exist in case of the death, resignation or removal of any CORE Council Member, or if the authorized number of CORE Council Members were increased, or if the members fail, at any annual or special meeting of members at which officers are elected, to elect the full-authorized number.

The Church members may elect a CORE Council Member/Members at a special meeting to fill any vacancy or vacancies that shall not have been filled by the Executive Committee.

If the CORE Council accepts the resignation of a CORE Council Member submitted to take effect at a future time, the CORE Council or members shall have power to appoint a successor to take office when the resignation is to become effective.

No reduction of the authorized number of CORE Council Members shall have the effect of removing any CORE Council Member prior to the expiration of his/her term of office.

#### Section 9. PLACE OF MEETING

Regular meetings of the CORE Council shall be held at any place within or without the State of Incorporation of this Church, which has been designated from time to time by resolution of the CORE Council or by consent of all members of the CORE Council. In the absence of such designation, regular meetings shall be held at the principal office of this Church. Special meetings of the CORE Council may be held either at a place so designated or at the principal office.

#### Section 10. ORGANIZATION MEETING

The first regular meeting of the CORE Council shall be held not later than thirty (30) days following the date of the annual meeting.

At the first regular and/or specially called meeting of the CORE Council following the annual meeting, the Corporate Secretary shall act as Chairman pro-tem while a new President is nominated and elected for the new CORE Council. The new President shall then assume his/her office and proceed with the nomination and election of a Vice President and Treasurer, for the ensuing year. (Also, see Article VII.) This newly organized CORE Council shall then proceed with any new business necessary at this first meeting, including establishing the meeting dates for subsequent CORE Council meetings.

#### Section 11. OTHER REGULAR MEETINGS

Other regular meetings of the CORE Council shall be held at least monthly, day and time to be determined by the CORE Council.

#### Section 12. SPECIAL MEETINGS

Special meetings of the CORE Council for any purpose or purposes may be called at any time by the President or the Senior Minister, or, if they are absent or unable or refuse to act, any two (2) officers.

Notice of the time and place of special meetings and specific purpose shall be delivered personally to each CORE Council Member or sent to each CORE Council Member by mail addressed to him/her at his/her address as it is shown upon the membership record of this Church, at least seventy-two (72) hours prior to the time of the holding of the meeting. Such notice is not required when all current CORE Council members, including the Senior Minister,

are present, when the decision is made for a special CORE Council Meeting, in which case special meetings may be called with the mutual consent of all members.

Section 13. QUORUM: NO PROXIES

A majority of the authorized number of CORE Council Members shall be necessary to constitute a quorum for the transaction of business, except to adjourn. Every act or decision done or made by a majority of the CORE Council Members present at a meeting duly held at which a quorum is present shall be regarded as the act of the CORE Council, unless a greater number be required by law, the Articles of Incorporation, the Affiliation Agreement, or the Bylaws. Any action taken or authorized by the CORE Council Members shall be taken or authorized only in person and not by agent or proxy, and no proxies of CORE Council Members shall be valid.

Section 14. REIMBURSEMENT

CORE Council Members and members of committees may receive reimbursement for expenses as may be fixed or determined by resolution of the CORE Council.

Section 15. OPEN AND CLOSED MEETINGS

The scheduled monthly meetings of the CORE Council are open to attendance by Church members. A majority of CORE Council Members present may vote to go into Executive Session for discussion of more sensitive matters, for all or part of a meeting, at the sole discretion of the CORE Council. An Executive Session is limited only to the CORE Council Members, or may include such other persons as the CORE Council may choose to admit, for the purposes of the designated matter. The CORE Council may also schedule such other Executive Sessions as it from time to time deems appropriate.

Section 16. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING

Any action required or permitted to be taken by the CORE Council under any provision of law may be taken without a meeting, if all members of the CORE Council shall individually or collectively consent in writing or by email to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the CORE Council. Such action by written consent shall have the same force and effect as the unanimous vote of the CORE Council. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the CORE Council without a meeting and that the Bylaws of this Corporation authorize the CORE Council to so act, and such statement shall be prima facie evidence of such authority.

## **ARTICLE VII**

### **OFFICERS**

#### Section 1. **OFFICERS**

The officers of this Church shall be a President, a Vice-President, a Corporate Secretary who is the Senior Minister, and a Treasurer. This Church may also have, at the discretion of the CORE Council, such assistant officers as may be appointed in accordance with the provisions of Section 3 of this Article. One person may hold two or more offices. Officers appointed in accordance with Section 3 of this Article, may be, but need not be, CORE Council Members. In event of the resignation or absence of the Senior Minister, the CORE Council may appoint a CORE Council Member as acting Corporate Secretary.

#### Section 2. **ELECTION**

The officers of this Church, except such officers as may be provided for in accordance with the provisions of Sections 3, 5, 8 and 9 of this Article, shall be elected annually by the CORE Council. Each shall hold his/her office until he/she shall resign or shall be removed or otherwise disqualified to serve, or his/her successor shall be properly elected and installed.

#### Section 3. **ASSISTANT OFFICERS**

The CORE Council may appoint, and may empower the President to appoint, such assistant officers as the business of this Church may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in the Bylaws or as the CORE Council may from time to time determine. Assistant officers need not, but may be members of the CORE Council.

#### Section 4. **REMOVAL AND RESIGNATION**

Any officer or assistant officers of this Church may be removed, with or without cause, by a majority of the elected CORE Council Members, at any regular or special meeting called for that purpose.

Any officer may resign at any time by giving written notice to the CORE Council, or the President, or the Corporate Secretary. Any such resignation shall take effect at the date of the receipt of the notice or at any later time specified therein; and, unless otherwise specified therein, the acceptance of the resignation shall not be necessary to make it effective. In event written notice is not received within ten (10) days of verbal notice, the verbal resignation shall become effective.

#### Section 5. **VACANCIES**

A vacancy in any office shall be filled by a majority vote of the remaining CORE Council Members.

#### Section 6. PRESIDENT

The President shall be the Chief Volunteer Officer of the Corporation, is chief of all policy-making groups and shall, subject to the control of the CORE Council, have general supervision of the business affairs and the properties of this Church. The President shall preside at all meetings of the CORE Council and the members, and shall have such other powers and perform such other duties as may be required of him/her, from time to time by the CORE Council. The President shall vote only in the event of a tie. The President may appoint such committees, except those of an ecclesiastical nature, as he/she may be authorized to appoint by the CORE Council, from time to time, and define the duties of such committees. In all administrative matters, except those of an ecclesiastical nature, the President shall be responsible for maintaining open communications and relations with the United Church of Religious Science.

#### Section 7. VICE-PRESIDENT

In the absence or disability of the President, the Vice-President shall perform all the duties of the President, and when so acting shall have the powers of, and be subject to all the restrictions upon the President. The Vice-President shall have such other powers and perform such other duties as from time to time may be prescribed from him/her by the CORE Council or by the Bylaws.

#### Section 8. CORPORATE SECRETARY

The Corporate Secretary shall be the Senior Minister of the Church. He/she shall be one of the signators for all contracts and legal documents, and shall be in charge of the Corporate Seal. The Corporate Secretary shall keep, or cause to be kept, at the principal office or such other place as the CORE Council may order, a book of minutes of all meetings of the CORE Council and members, with the time and place of holding whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at CORE Council meetings, the number of persons present at members' meetings, and the proceedings thereof.

As herein above provided, the Corporate Secretary shall keep at the principal office of this Church the Membership Record showing the names of the members and their addresses.

The Corporate Secretary shall give, or cause to be given, notice of all the meetings of the members of the CORE 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 CORE Council or by the Bylaws.

#### Section 9. TREASURER

The Treasurer shall be a member of the CORE Council if he/she is a paid employee, or a non-paid volunteer. However, the Treasurer may be a member of the CORE Council in which case, the Treasurer shall have full privileges accorded all CORE Council Members. The Treasurer will be a member of the Stewardship CORE.

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of this Church, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and surplus. The books of account shall be open at all reasonable times to inspection by any CORE Council Member. The Treasurer shall be responsible for the preparation and distribution of financial statements of this Church as provided in Article X, Section 8. Any financial records should be reasonably accessible to any CORE Council Member, preferably in the principal office of the Church.

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

#### Section 10. NON-ELECTED MEMBERS OF THE CORE COUNCIL

The following non-elected positions have full voting rights with the exception of those areas reserved for the Executive Committee.

- A. Gateway Core Coordinator
- B. Visioning Core Coordinator
- C. Operations Core Coordinator
- D. Stewardship Core Coordinator

### **ARTICLE VIII** **THE SENIOR MINISTER**

#### Section I. ROLE OF THE SENIOR MINISTER - SUMMARY

As presented in the Community Covenant Agreement and elsewhere in these Bylaws the Senior Minister has three major roles in the Church including:

- A. Community Spiritual Leader and Ecclesiastical head of the Church with exclusive rights
- B. Chief Administrative Officer reporting to the CORE Council, whose tasks can be delegated to administrative personnel.
- C. Corporate Secretary and Member of the CORE Council

The Senior Minister expresses the vision of the Church.

## Section 2. ASSOCIATED REFERENCE SUBJECTS

Subjects related to the Senior Minister are detailed in the Community Covenant and include the following major topics:

- A. Qualifications
- B. Authority
- C. Call to Fill Vacancy
- D. Retirement Plan
- E. Salary
- F. Associate, Assistant and Staff Ministers

## Section 3. NON-VOLUNTARY TERMINATION OF THE SENIOR MINISTER

The Senior Minister/Community Spiritual Leader may only be terminated by the members at a general meeting called for that purpose. A quorum of at least fifty percent (50%) of the general membership is required to conduct this special meeting.

# **ARTICLE IX** **CHURCH POLICY**

## Section 1. POLICY FORMULATION

Policy formulation is the task of members of the CORE Council and committees and professional staff members. It is a cooperative effort in which each group brings its special insights, experience and skill to bear on the task. It involves the identification of policy needs, formulation of policy options and consideration of policy options.

## Section 2. POLICY DETERMINATION

Policy determination is the responsibility of the CORE Council alone. This responsibility derives from the legal status of the CORE Council. CORE Council actions establish policies and directions for the total organization.

## Section 3. POLICY IMPLEMENTATION

Policy implementation is the responsibility of the professional staff directed by the Chief Administrative Officer (Senior Minister). Once established, policies are carried out by the staff. Others may be involved and assist in implementation, but the staff is ultimately responsible via the Chief Administrative Officer to the CORE Council to see that policies are carried out.

#### Section 4. POLICY MONITORING

Policy monitoring is the responsibility of the CORE Council, committees and professional staff members. Staff is responsible for periodic performance reporting on implementation, and policy-making groups are responsible for making judgments concerning the efficacy of implementation and determining future policy actions as appropriate.

### **ARTICLE X** **MISCELLANEOUS**

#### Section 1. INSPECTION OF CORPORATE RECORDS

The membership record, the books of account, and the minutes of proceedings of the members and of the CORE Council, and of the Executive and other committees of the CORE Council, shall be open to inspection by any qualified representative of the United Church of Religious Science; or at any reasonable time by any Church member.

#### Section 2. CHECKS, DRAFTS, OR OTHER ORDERS FOR PAYMENT

All expenditures of Church funds shall be evidenced by documentation approved by the person or persons authorized by the CORE Council to approve such expenditures. All checks, drafts or other orders for payment of money over five hundred dollars (\$500) shall be co-signed by two of three or four authorized signators, as from time to time shall be designated by the CORE Council.

Notes or other evidences of indebtedness issued in the name of or payable to the Church, shall be signed or endorsed by such persons or persons and in such manner as from time to time shall be determined by resolution of the CORE Council.

#### Section 3. EXECUTION OF CONTRACTS

The CORE 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 this Church. Such authority may be general or limited to specific instances; and, unless so authorized by the CORE Council, no officer, agent or employee shall have any power or authority to make any agreement or create any obligation which shall bind this Church, or to pledge the credit of this Church, or to render it liable for any purpose or in any amount. Any acquisition or sale of real property shall require the approval of the general membership at a regular or special meeting.

#### Section 4. REPRESENTATION OF SHARES OF OTHER CORPORATIONS

The President or Vice President, acting together with the Corporate Secretary, are authorized to vote, represent and generally to exercise on behalf of this Church all rights incident to any and all shares of any other corporation or corporations standing in the name of this Church. Such authority may be exercised either by such officers in person or by any other person authorized to do so by proxy or power of attorney duly executed by said officers.

Section 5. INSPECTION OF BYLAWS

This Church shall keep in its principal office for the transaction of business the original or a copy of the Bylaws, as amended or otherwise altered to date, certified by the Corporate Secretary, which shall be open to inspection by the members at all reasonable times.

Section 6. CONSTRUCTION AND DEFINITIONS

Unless the context otherwise requires, the general provisions, rules of construction and definitions contained in the applicable statutes of the State of Incorporation shall govern the construction of these Bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a corporation as well as a natural person, except as mentioned in Article III, Section I.

Section 7. NO LIABILITIES

Neither the CORE Council Members, officers, nor members of this Church shall be personally liable for the debts, liabilities or obligations of this Church.

Section 8. FINANCIAL STATEMENTS

It shall be the duty of the Treasurer to cause to be prepared, and to make available to the members, an annual financial statement, including a balance sheet and statement of income and expense, prepared in accordance with generally accepted accounting principles, and a report made thereof at each annual meeting of the members.

Section 9. AUDIT

The financial books and records of the Church shall be reviewed by the CORE Council annually. When available, results of such reviews shall be presented to the membership at the annual meeting. A copy is to be sent to the Office of Ecclesiastical Affairs as part of the Church's annual report to the United Church of Religious Science.

**ARTICLE XI**  
CHURCH MATTERS

Notwithstanding any other provision of these Bylaws, this Church, its CORE Council, members and officers are and at all times subject to the following provisions:

Section I. MINISTERS AND PRACTITIONERS

This Church will hire and retain as Ministers only those persons who shall have been duly credentialed, and who shall be and remain in good standing, as Ministers of the United Church of Religious Science, and will endorse and support the work of only those Practitioners of Religious Science who shall have been duly licensed as such by the United Church of Religious

Science. Any violation of any part of this Section I will be in violation of the Church Community Covenant and will place the Church Charter in jeopardy.

Section 2. DISSOLUTION / DISAFFILIATION

In the event that dissolution or disaffiliation with the United Church of Religious Science is contemplated, resulting actions shall be in accordance with provisions of the Community Covenant Agreement this Church has with the United Church of Religious Science.

**ARTICLE XII**  
PARLIAMENTARY AUTHORITY

The CORE Council will govern itself by the consensus method in keeping with the Global Heart Model of the United Church of Religious Science. Insofar as possible the CORE Council will work to achieve consensus in all actions taken. Procedures like "Peace and Power" and "Circling" will be used to gain general agreements. Each member pledges him/herself to provide best efforts at gaining agreement to allow the Church to move forward. In the event that the CORE Council cannot achieve consensus, the rules contained in the current edition of *Robert's Rules of Order-Newly Revised* shall govern this Church in all cases to which they are applicable and not inconsistent with these Bylaws and any special rules of order the CORE Council and/or Church may adopt.

**ARTICLE XIII**  
AMENDMENTS

Recommended new Bylaws or Amendments to the existing Bylaws may be acted upon by the voting members of this Church at either a special meeting of the members duly called for that purpose, or at an annual meeting.

These Bylaws were adopted and are effective this 26th day of February, 2006.

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PRESIDENT, CORE COUNCIL

ATTEST:

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CORPORATE SECRETARY, CORE COUNCIL

CHURCH NAME: Golden Gate Center for Spiritual Living  
ADDRESS: 101 Casa Buena Drive, Suite B  
CITY: Corte Madera STATE: California ZIP: 94925-1727  
TELEPHONE NUMBER: (415) 924-1494