



## **Procedures to Disaffiliate a Ministry**

Ministries change and evolve over time. On occasion, a ministry may find that it is no longer aligned with Unity and the Association of Unity Churches (dba as Unity Worldwide Ministries) and chooses to disaffiliate. When this occurs, there are a number of steps that must be taken to ensure the integrity of both the ministry and the Association of Unity Churches (Unity Worldwide Ministries). This document is meant to support a clear process for disaffiliation.

### **Steps for Disaffiliation:**

- The disaffiliating Board of Trustees votes to bring the question of disaffiliation of the ministry to the membership. They also prepare recommendations for changing articles of incorporation and bylaws which remove all references to the name Unity or affiliation with the Association of Unity Churches/Unity Worldwide Ministries (UWM) from these documents.
- In compliance with ministry bylaws, the disaffiliating Board of Trustees notifies their membership of a meeting to vote on disaffiliation and changes to articles of incorporation and bylaws. In this communication, the board has a responsibility to make the membership aware of the following consequences of disaffiliation:
  - The ministry would no longer be a Unity ministry or entitled to use the word “unity” in their name.
  - The ministry would not be covered by the Association of Unity Churches/Unity Worldwide Ministries’ group tax umbrella which allows those who make contributions to the ministry to receive a tax exemption on their tax returns.
  - The ministry would no longer have access to the services and resources provided by the Association of Unity Churches/Unity Worldwide Ministries. This includes guidance and advice about ministry dynamics, governance and decision-making; employments services; youth and family ministry services; use of our insurance and/or pension plan; etc.
- Membership votes to disaffiliate and change documents; these votes must meet the quorum requirements of the disaffiliating ministry’s bylaws.
- The disaffiliating Board of Trustees sends a letter to the Association of Unity Churches/Unity Worldwide Ministries informing them of the decision to disaffiliate. The minutes from the membership meeting are included with the letter.

- The word “unity” must be removed from ministry name, all printed material, the ministry website, social media outlets, and anywhere else it might appear in the name.
- Amended Articles of Incorporation reflecting the new name must be filed with the state.
- Name change must be communicated to IRS, bank, etc.