

**BYLAWS**  
**OF**  
**CENTER FOR CONSCIOUS LIVING**  
(A New Jersey Nonprofit Religious Corporation)D228

**PREAMBLE**

The Center for Conscious Living is a spiritual community committed to contribute to the transformation of the planet through the transformation of individuals. We are committed to empower people to live loving, successful, and rewarding lives through the teaching and practicing of universal principles as embodied in the teachings of Religious Science.

## **ARTICLE I**

### **PURPOSES**

#### **Section I.1 Spiritual Purposes**

The Center for Conscious Living is organized exclusively for religious purposes, within the meaning of Section 501 (c)(3) of the Internal Revenue Code including the following:

- To teach, observe, and promote the universal principles of oneness as embodied in the Science of Mind or Religious Science, as originally conceived, written and developed by Dr. Ernest Holmes and other New Thought teachers.
- To provide a place of spiritual worship in which such principles can be celebrated, and in which all people can be encouraged to live fulfilled lives through the recognition of our oneness in God.
- To ordain ministers and license practitioners in accordance with guidelines and policies established by the Stewardship Council and accredited through Emerson Theological Institute.

#### **Section I.2 Management**

The corporation shall be managed by the Board of Directors hereafter called Stewardship Council or the Council, that shall consist of not less than three and not more than nine Stewards. Each Steward shall be at least twenty-one years of age.

#### **Section I.3 Affiliations.**

This organization is affiliated with Affiliated New Thought Network and Emerson Theological Institute, and also may be affiliated with Global New Thought Network, New Thought independent Religious Science Churches, and with any other organization which may be deemed appropriate by the Stewardship Council. In the event of any conflict between the provisions of this corporation's articles or bylaws and the governing documents of any affiliated organization, the governing documents of this corporation shall take precedence. All affiliations shall be on terms and conditions approved by the Stewardship Council.

**ARTICLE II**  
**OFFICES**

The principal office for the transaction of the business of the Center for Conscious Living shall be established by the Stewardship Council, and the Stewardship Council may change the principal office from one location to another within the community served by the Center for Conscious Living. Notice shall be provided to each Center for Conscious Living member of a new address of the principal office at least five (5) days prior to such change being made.

**ARTICLE III**  
**MEMBERSHIP**

**Section III.1 Application of Members**

III.1.1 Any individual person, at least eighteen (18) years of age, may become a member upon making written application, including application via the Center for Conscious Living website, wherein that person asserts they are committing themselves to personal spiritual growth and to supportive active membership in the Center for Conscious Living as set forth in these Bylaws.

III 1.2 Persons under eighteen (18) years of age may be admitted to youth Membership in the Center for Conscious Living in the manner prescribed above. Youth members shall not have voting power but may enjoy other responsibilities and privileges of membership as the Stewardship Council may establish from time to time.

**Section III.2 Membership Privileges**

Privileges of the Center for Conscious Living members shall be:

- A. To uphold the active practice of New Thought principles.
- B. To attend the spiritual and social functions of Center for Conscious Living.
- C. To provide support to the Center for Conscious Living through the forms of time, talent and treasure.
- D. To attend the business meetings of the Center for Conscious Living.
- E. To hold office and act on committees.
- F. To vote/approve, as indicated in CCL Bylaws, as a Member of the Center for Conscious Living.

**Section III.3 Membership Approval**

Membership in the Center for Conscious Living shall be considered active when the application of the applicant has been received. Membership is ongoing except in the event of necessary removal at the discretion of the Senior Minister due to behavior that is counter to New Thought principles.

## **ARTICLE IV**

### **MEETING OF MEMBERS**

#### **Section IV.1 Place of Meeting**

All meetings of members are authorized to be held at the following locations: principal office or place of worship of the Center for Conscious Living or at any other place within the state of New Jersey via electronic means which may be designated by the Stewardship Council.

#### **Section IV.2 Annual Congregational Meetings**

IV.2.1 The annual congregational meeting date shall be no later than April of each calendar year.

IV.2.2 At such meetings, reports of the affairs of the Center for Conscious Living shall be considered; annual financial reports shall be reviewed; the next annual budget shall be presented. Board endorsed Steward candidates may be approved, and any other business transacted which is deemed appropriate by the Council.

IV.2.3 Notice of each annual congregational meeting shall be given by public announcement at the public meetings of the Center for Conscious Living not less than two (2) weeks preceding the date of such meeting, or by electronic notification at least two (2) weeks prior to such meeting.

#### **Section IV.3 Special Meetings**

Special meetings of the membership may be called at any time by the Senior Minister, or by a majority of the members of the Stewardship Council consistent with roles and responsibilities. Notice of special meetings shall be given in the same manner as for the annual congregational meeting 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 non-binding.

#### **Section IV.4 Quorum**

Those members-of-record present at any meeting shall constitute a quorum for the transaction of business at such meeting, except as mentioned in Article V, Section 13 of these Bylaws.

#### **Section IV.5 Adjourned Meeting and Notice**

IV.5.1 Any membership meeting, annual or special, may be adjourned and may be resumed by the vote of a majority of the members present.

IV.5.2 When any membership meeting, either annual or special, is adjourned by the Senior Minister or Stewardship Council, notice of the rescheduled meeting shall be given as in the case of an original meeting.

#### **Section IV.6 Voting Powers**

IV.6.1 At any membership meeting, annual or special, each adult member shall be entitled to vote.

IV.6.2 At any election of Stewards, each member shall be entitled to approve a total number of candidates equal to the number of positions on the Stewardship Council to be filled at such meeting. Any approval may be by voice or the "hand raised" in electronic meetings. New steward candidates shall be approved by the nominating committee. The appropriate number and best candidates will then be recommended to the Stewardship Council. When the candidates are endorsed by the Stewardship Council, they will be presented to the congregation for approval. At least one-tenth (1/10) of the members must be present for the voice approval. If not present, the approval will be received by electronic means only with the required 10% of members participating.

#### **Section IV.7 Proxies Prohibited**

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

## ARTICLE V

### STEWARDSHIP COUNCIL

#### **Section V.1 General**

Subject to limitations of the Articles of Incorporation, 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 Center for Conscious Living shall be the responsibility of the Stewardship Council. The emphasis of the Stewardship Council activities shall be on goals, objectives, strategies and policies. It may establish other volunteer groups and committees which can also be known as ministries and look to these groups, committees, and ministries for operational planning, policy recommendation, and two-way communications between itself and the Center for Conscious Living membership.

#### **Section V.2 Role of the Stewardship Council**

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

- A. Mission. The Council, including the Senior Minister, is responsible for formulation of the Mission Statement.
- B. Planning, Policies, Procedures. The Council sets the objectives of the Center for Conscious Living, establishes policies and procedures to guide the operation of the Center for Conscious Living.
- C. Financial Development. The Council is responsible for ENSURING that the Center for Conscious Living is adequately financed to fulfill its objectives.
- D. Monitoring. The Council is responsible for monitoring the operational process of the Center for Conscious Living to insure the achievement of its goals and objectives.

#### **Section V.3 Executive Committee**

The Stewardship Council has the authority to appoint an Executive Committee, which

may consist solely of a smaller number of members of the Stewardship Council. If appointed, the Executive Committee can act on all issues with the full authority of the Council. Minutes shall be kept in each meeting of the Executive Committee which shall be read at the next regular meeting of the Stewardship Council and any action ratified. All members of the Executive Committee must be present to act.

#### **Section V.4 Number and Qualification of Stewards**

The authorized number of Stewards (including the Senior Minister of the Center for Conscious Living as set forth in Article V, Section 6 below) shall be no less than three and not more than nine unless changed by amendment of the Bylaws. Only those persons meeting the following requirements shall be qualified for election as Stewards:

- A. The person is an active, supporting, loyal member of the Center for Conscious Living.
- B. The person is willing to accept the responsibilities of membership of the Stewardship Council.
- C. The person has no close relatives, nor live-in relations on the Stewardship Council serving a contemporaneous term.
- D. The person has completed sixty (60) hours of New Thought related course work at the Center for Conscious Living or its equivalent (equivalency to be determined by the Senior Minister).
- E. Except for the Senior Minister, the person is willing to serve without compensation.

#### **Section V.5 Steward Election and Term of Office**

V.5.1 The person holding the position of the Senior Minister of the Center for Conscious Living shall be a member of the Stewardship Council, with all the powers and duties of a Steward, and shall hold such position throughout their tenure.

V.5.2 The remaining Stewards shall hold office for three years, with the possibility of re-election for an additional three (3) year term. Their tenure shall be such that one-third, as nearly as practicable, shall be elected each year. New Stewards shall be nominated as provided in Article V, Section 6 below, and shall be elected at each annual



congregational meeting of members to fill the office made vacant, but if any such annual congregational meeting is called but not held or the Stewards are not elected thereat, the Stewards may be elected at a special meeting of members held for the purpose.

V.5.3 No person having served as a Steward shall be eligible for reelection for at least one (1) year after expiration of their most recent second full term of office. All Stewards, unless they resign or are removed, shall hold office until their respective successors are properly elected and installed.

### **Section V.6 Nomination of Stewards**

At a reasonable time prior to each annual congregational meeting of the members, the Stewardship Council shall select a Nominating Committee of two (2) to three (3) members (one of whom shall be the Senior Minister) who may be, but need not be, Stewards. The committee shall proceed to prepare a slate of qualified nominees for endorsement from the Stewardship Council and approval from the members of the Center for Conscious Living as Stewards. There will be one nominee for each vacancy to be filled. Nominations are to be presented to the Stewardship Council for endorsement. Those endorsed shall be presented by the Stewardship Council at the annual congregation meeting or special meeting. Approval of Stewards shall proceed as provided in Article IV, Section 6.2, of these Bylaws.

### **Section V.7 Termination of a Council Member**

A Council Member may be terminated by adoption of a resolution to terminate. This resolution must be ratified by a majority vote of the members of the Stewardship Council present and qualified to vote. The Stewardship Council also may, by resolution, declare vacant the office of Steward who fails to perform their assigned duties as a Steward of the Center for Conscious Living; or any Steward who shall be absent for three (3) meetings without a valid excuse, or any Steward who has demonstrated a lack of interest either materially, or from the standpoint of participation in the services and/or affairs of the Center for Conscious Living. The Stewardship Council shall send notice of the condition to Council Member who then shall have an opportunity to address the condition within thirty days of said notice. The Stewardship Council shall review the

offered response within thirty days of receipt. Notification shall be given to the Council Member within 30 days regarding decision of the Stewardship Council.

### **Section V.8 Vacancies**

V.8.1 A vacancy or vacancies in the Stewardship Council shall be deemed to exist in case of the death, resignation, or removal of any Steward, or if the authorized number of Stewards be increased, or if the members fail, at any annual or special meetings at which Stewards are approved, to approve the full authorized number.

V.8.2 Vacancies in the Stewardship Council may be filled by following the nomination process. In the event the unexpired term is for a period of less than 18 months, the appointee may succeed himself or herself by election for a full 3-year term.

V.8.3 No reduction of the authorized number of Stewards shall have the effect of removing any Steward prior to the expiration of their term of office.

### **Section V.9 Place of Meeting**

Regular and special meetings of the Stewardship Council shall be held at any of the following locations: principal office or place of worship of the Center for Conscious Living or at any other place within or without the state of New Jersey or via electronic means which may be designated by the Stewardship Council.

### **Section V.10 Organization Meeting**

V.10.1 The first regular meeting of the Stewardship Council shall be held not later than thirty (30) days following the date of the annual congregational meeting.

V.10.2 At the first regular and/or specially called meeting of the Stewardship Council following the annual congregational meeting, the President shall proceed with the nomination and election of the other officers for the ensuing year. (Also, see Article VI). This newly organized Stewardship Council shall then proceed with any new business necessary at this first meeting, including establishing the meeting dates for subsequent Council meetings.

### **Section V.11 Other Regular Meetings**

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

### **Section V.12 Special Meetings**

Special meetings of the Stewardship Council for any purpose or purposes may be called at any time by the Senior Minister, President of the Stewardship Council, or a majority of Stewards.

### **Section V.13 Quorum: No Proxies**

A majority of the authorized number of Stewards shall be necessary to constitute a quorum for the transaction of business, except to adjourn. Every decision made by a majority of the Stewards present at a meeting duly held at which a quorum is present shall be regarded as the act of the Stewardship Council. Any action taken or authorized by the Stewards shall be taken or authorized only in person and not by agent or proxy, and no proxies of Stewards shall be valid.

### **Section V.14 Reimbursement**

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

### **Section V.15 Open and Closed Meetings**

Attendance at any meeting of the Stewardship Council is open to members of the congregation of the Center for Conscious Living, except when designated otherwise by the Stewardship Council.

### **Section V.16 Steward Emeritus (Amendment passed at Membership Meeting 2/8/98)**

Steward Emeritus is an appointment to the Stewardship Council for life or until the Candidate is no longer willing to serve. Designation as Steward Emeritus can only be bestowed in recognition of long and significant contributions of time, energy, advice, and consciousness to the Center for Conscious Living. Nomination is formally brought to

the Stewardship Council by any member of the Stewardship Council. Consent from the Stewardship Council requires unanimous approval. Formal designation as Steward Emeritus for Life will be conferred after a voice APPROVAL of the membership at the annual membership meeting.

The Steward Emeritus has no official duties. From time to time the Senior Minister or any member of the Stewardship Council may request that the Steward Emeritus become involved in any issue affecting the Center for Conscious Living. The Steward Emeritus may choose to become involved or not. The Steward Emeritus may raise any issue with the Stewardship Council at any time for Its consideration but has no vote

### **Section V.17 Practitioner Emeritus**

Practitioner Emeritus is an honor conferred to a long standing or non-active Practitioner who is recognized as having delivered outstanding service to the CCL Community during their tenure of service. Once this honor is conferred, they will remain Practitioner Emeritus for life or until the Honoree is no longer willing to serve as Practitioner Emeritus.

Designation as Practitioner Emeritus can only be bestowed in recognition of significant contributions of service (prayer, energy, guidance, and loving consciousness) that continue(s) to benefit the Center for Conscious Living.

Nomination is formally brought to the Stewardship Council by any member of the Ministerial Team or Practitioner Leadership Team. Endorsement by the Stewardship Council requires unanimous approval. Formal designation as Practitioner Emeritus for Life will be conferred at that time.

The Practitioner Emeritus has no official duties. From time to time the Senior Minister, any member of the Ministerial Team, or the Practitioner Leadership Team, or individual Practitioners, may request that the Practitioner Emeritus become involved in any issue affecting the Center for Conscious Living. The Practitioner Emeritus may choose to become involved or not. The Practitioner Emeritus may raise any issue with Ministerial Team or Practitioner Leadership at any time for its consideration.

## **Section V.18 Minister Emeritus**

Minister Emeritus is an honor conferred to a long standing non active Minister who is recognized as having delivered outstanding service to the CCL Community during their tenure. Once this honor is conferred, they will remain Minister Emeritus for life or until the Candidate is no longer willing to serve as a Minister Emeritus.

Designation as Minister Emeritus can only be bestowed in recognition of significant contributions of Ministerial Leadership and service (energy, prayer, guidance, and loving consciousness) that continues to benefit the Center for Conscious Living.

Nomination is formally brought to the Stewardship Council by any member of the Ministerial Team. Endorsement by the Stewardship Council requires unanimous approval. Formal designation as Minister Emeritus for Life will be conferred at that time. The Minister Emeritus has no official duties. From time to time the Senior Minister, any member of the Ministerial Team, or the Practitioner Leadership Team, or individual Practitioners, may request that the Minister Emeritus become involved in any issue affecting the Center for Conscious Living. The Minister Emeritus may choose to become involved or not. The Minister Emeritus may raise any issue with the Ministerial Team or Practitioner Leadership at any time for its consideration.

## **ARTICLE VI**

### **OFFICERS**

#### **Section VI.1 Officers**

The officers of the Center for Conscious Living may serve as President, Vice President, Secretary, and Treasurer. The Center for Conscious Living may also have at the discretion of the Stewardship Council, members at large and assistant officers, such as a Chief Financial Officer. Assistant officers appointed in accordance with Section 3 of this Article, may be, but need not be, Stewards. No member of the Ministerial team can serve as President.

#### **Section VI.2 Election**

The officers of the Center for Conscious Living shall be elected annually by the Stewardship Council. Each shall hold their office for a year term, unless they shall resign or shall be removed or otherwise disqualified to serve, and their successor shall be properly elected and installed. Officers can be elected to the same position for not more than three consecutive years. See Article VI.4.

#### **Section VI.3 Assistant Officers**

The Stewardship Council may appoint, and may empower the President to appoint, such assistant officers, such as a Chief Financial Officer, as the business of the Center for Conscious Living 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 Stewardship Council may from time to time determine. Assistant officers shall have no voting powers on the Stewardship Council.

#### **Section VI.4 Removal and Resignation**

VI.4.1 Any officer or assistant officer of the Center for Conscious Living, except the Senior Minister, may be removed, with or without cause, by a majority vote of the Stewardship Council, at any regular or special meeting called for the purpose.

VI.4.2 Any officer may resign at any time by giving written notice to the Stewardship Council. In the event written notice is not received within ten (10) days of verbal notice, the verbal resignation shall become effective.

### **Section VI.5 Vacancies**

A vacancy in any office shall be filled by a majority vote of the remaining Stewards within sixty days of vacancy.

### **Section VI.6 President**

VI.6.1 The President and the Treasurer of the Stewardship Council shall be signatories for all contracts and legal documents. The President shall be in charge of the Corporate Seal. The President is chief of all policy making groups and shall, subject to the control of the Stewardship Council, have general supervision of the business affairs and the properties of the Center for Conscious Living.

VI. 6.2 The President shall preside at all meetings of the Stewardship Council, set the agenda for meetings, electronically record all meetings, and shall have such other powers and perform such other duties as may be required of them, from time to time, by the Stewardship Council. The President may appoint such committees, except those of an ecclesiastical nature, as they may be authorized to appoint by the Stewardship Council, from time to time, and define the duties of such committees. In the event that the President is unable to perform their duties, first the Vice-President, next the Treasurer and third the Secretary, shall take over and perform the duties of the President.

VI.6.3 The President may seek the support of the Vice-President In any of the above responsibilities.

### **Section VI.7 Vice-President (Optional)**

In the absence of the President, the Vice-President shall assume the duties of the President as set out in Section VI.6.

## **Section VI.8 Secretary**

VI.8.1 The Secretary shall keep or cause to be kept, at the principal office or such other place as the Stewardship Council may order, a book of minutes of all meetings of Stewards and members, with the hour and place of holding whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Stewards' meetings, the number of persons present at members' meetings, and the proceedings thereof. In the absence of attendance of the Secretary at any regular or special meeting, the Stewardship Council is authorized to record the meetings via electronic means to be used as minutes. The Secretary is still required to perform minutes which include and not limited to hour, place, regular or special meeting, how authorized, persons present and absent, with attached recording.

VI.8.2 As herein above provided, the Secretary shall keep at the principal office of the Center for Conscious Living in an electronic format the Membership Record of the Stewardship Council members, showing the names of the members and their addresses, contact information including telephone numbers and email addresses, and term of office.

VI.8.3 The Secretary shall give, or cause to be given, notice of all the meetings of the Stewardship Council required by the Bylaws or by law to be given, and shall have such other powers and perform other duties as may be prescribed by the Stewardship Council or by the Bylaws.

## **Section VI.9 Treasurer**

VI.9.1 The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Center for Conscious Living, 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 Steward, excluding tithes and salaries or individual confidential information as all financial information shall be disseminated as it is prepared in summary format for Stewardship Council purposes. The Treasurer shall be responsible for the preparation and distribution of financial statements of the Center



for Conscious Living as provided in Article XI, Section 8. In addition, the Treasurer and the President shall be signatories for all contracts and legal documents for the Center for Conscious Living.

VI.9.2 The Treasurer shall deposit or cause to be deposited by a designated alternate all monies and other valuables in the name and to the credit of the Center for Conscious Living with such depositories as may be designated by the Stewardship Council. The Treasurer shall disburse or cause to be disbursed the funds of the Center for Conscious Living as may be ordered by the Stewardship Council; shall render to any member of the Stewardship Council, whenever they request it, an account of all of their transactions as Treasurer, and of the financial condition of the Center for Conscious Living; and shall have such other powers and perform such other duties as may be prescribed by the Stewardship Council or these Bylaws.

## ARTICLE VII

### THE SENIOR MINISTER

#### **Section VII.1 Role of the Senior Minister - Summary**

As presented in these Bylaws the Senior Minister of the Center for Conscious Living is:

- Ecclesiastical head and leader of the Center for Conscious Living
- Member of the Stewardship Council.

#### **Section VII.2 Authority of the Senior Minister**

VII.2.1 The Senior Minister shall have exclusive rights to exercise all of the powers, ecclesiastical duties and prerogatives accorded to clergy. This includes without limitation,

- the planning and conducting of all spiritual services; the planning, teaching and supervising of all classes of instruction, both accredited and non-accredited;
- the selection of the recipient or recipients of Center for Conscious Living's monthly tithe of all unrestricted donations;
- the leadership, supervision and conduct of the activities of all practitioners, other ministers, organizations, and groups within the Center for Conscious Living, and of religious, educational, counseling, fellowship, and worship activities of Center for Conscious Living, and
- certifying and ordaining ministers and practitioners in accordance with Section VII.2 of these Bylaws, including establishing policies and procedures for ecclesiastical responsibilities of practitioners and ministers.

Having exclusive rights to ecclesiastical duties, the Senior Minister may delegate their duties as deemed necessary.

VII.2.2 The Senior Minister is also responsible for the running of day-to-day operations pertaining to ecclesiastical activities of the Center for Conscious Living. The Senior Minister and Treasurer share responsibilities in supervising the activities of all paid staff and fiscal items according to policies, goals and plans adopted by the Stewardship

Council.

### **Section VII.3 Letter of Call and Termination of Senior Minister**

VII.3.1 Except as otherwise expressly provided for herein, the terms under which the Senior Minister shall be retained shall be set forth in the written Letter of Call agreed to between the Stewardship Council and the Senior Minister and voted on by the members of the Center for Conscious Living.

VII.3.2 The Letter of Call under which the Senior Minister is retained shall provide that the minister may be terminated, only in accordance with the procedure provided for in Article VII, Section 4 of these Bylaws.

VII.3.3 Notwithstanding any provision of the call or acceptance or any other agreement of understanding, the employment of the Minister shall be terminated without liability by action of either the Stewardship Council or the members of record of the Center for Conscious Living as provided in this section:

(a) Employment of the Senior Minister may be terminated by adoption of a resolution so to terminate by the affirmative vote of at least three-fourths (3/4) of the members of the Stewardship Council; or

(b). Employment of the Minister may be terminated by adoption of a resolution so to terminate by the affirmative vote of at least three-fourths (3/4) of the members of record of the Center for Conscious Living.

(c) No proxy vote will be accepted or validated under Section VII.5. This action shall be taken at a special meeting of the Stewardship Council under (a) or the members of record under (b) called for such purpose where a quorum is present; provided that such action of the Stewardship Council under (a) or the members of record under (b) may be taken only if notice of the hour, place, and purpose of the meeting shall have been given as herein provided with respect to all special meetings.

VII.3.4 All past monies owed to a Senior Minister shall be paid promptly at the time of termination.

### **Section VII.4 Vacancy in Office of Senior Minister**

When the office of the Senior Minister becomes, or is expected to become, vacant for

any reason, the Stewardship Council shall appoint a Selection Committee consisting of an equal number of Stewards and members of Center for Conscious Living who are not Stewards, officers, or employees of Center for Conscious Living. The Stewardship Council shall also designate one of those selected as Chair of the Selection Committee. The Committee shall proceed with candidating to fill such vacancy. The Committee shall present the name and qualifications of the person selected to the Stewardship Council. Please refer to the Center for Conscious Living Selection Committee Procedure Process policy number CCL-01 dated June 2021.

If the council endorses such selection, it shall extend a written Letter of Call to such person to become the Senior Minister of Center for Conscious Living, and, if the Council does not approve, the Selection Committee shall present such further names as may be necessary to obtain a selection satisfactory to the Stewardship Council.

#### **Section VII.5 Salary of Senior Minister**

The salary and benefits provided to the Senior Minister of the Center for Conscious Living may be increased from time to time by the Stewardship Council as it may deem appropriate but shall not be reduced or adversely changed without the prior consent of the Senior Minister.

#### **Section VII.6 Associate Minister (Optional)**

Upon recommendation of the Senior Minister, an Associate Minister may be appointed as an unpaid position. If the position converts into a paid position, then the Stewardship Council shall have full authority to hire or terminate an Associate Minister, upon the recommendation of the Senior Minister, whose duties shall include such duties as delegated by the Senior Minister. An Associate Minister is a Minister being developed as a Senior Minister possibility on track to becoming a pulpit minister in a church or spiritual center of their own.

#### **Section VII.7 Assistant Minister (Optional)**

Upon recommendation of the Senior Minister, an Assistant Minister may be appointed as an unpaid position. If the position converts into a paid position, then the Stewardship

Council shall have full authority to hire or terminate an Assistant Minister, upon the recommendation of the Senior Minister, whose duties shall include such duties as delegated by the Senior Minister. An Assistant Minister is a Minister who provides duties and services to the Ministerial Team and has not expressed being developed as a Senior Minister possibility or becoming a pulpit minister in a church or spiritual center of their own.

## ARTICLE VIII

### LICENSING AND CERTIFICATION OF PRACTITIONERS AND MINISTERS

#### **Section VIII.1 Authority to License**

VIII.1.1 The Center for Conscious Living is empowered to certify, license, and ordain ministers and license practitioners (via accreditation through its affiliations as set out in Section I.3 of these Bylaws), and in accordance with guidelines and policies established or modified by the Stewardship Council.

VIII.1.2 Criteria under consideration will be successful completion of required training and courses; high spiritual consciousness; and interpersonal skills. Regarding practitioners, also considered will be knowledge of principles, personal presence, true demonstrations evidenced, integrity-both with self and others, and finally, quality of person as healer/teacher dedicated to recognizing the Presence of Spiritual Truth.

VIII.1.3 In reference to selection and/or certification of ministers, the Senior Minister of the Center for Conscious Living and the Stewardship Council shall review all submissions together. Under the guidance of the Senior Minister, selection shall be made.

VIII.1.4 Among the criteria for certification of ministers in training shall be completion of required courses, their ability to address audiences and congregations, and their understanding of all the significant authors and materials in the history of the New Thought Movement and various other metaphysical writings with a focus on the works of Ernest Holmes and Religious Science as well as Universal Spiritual concepts as demonstrated and revealed by Jesus, Buddha, and inspired teachers of all ages.

VIII.1.5 Criteria for licensing and certifying ministers and practitioners shall always come under the domain of the Senior Minister as spiritual leader of the Church.

#### **Section VIII.2 Ordination of Ministers**

A minister shall be considered for ordination when they demonstrate a commitment to their ministry, highest spiritual integrity, and clearly demonstrates knowledge of the

principles of Religious Science. The Senior Minister will keep the Stewardship Council apprised of any pending ordinations.

## **ARTICLE IX**

### **POLICY**

#### **Section IX.1 Policy Determination**

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

#### **Section IX.2 Policy Formulation**

Identification of the need for policies and procedures is the task of the members of the Stewardship Council, who may appoint a committee to be chaired by a member of the Stewardship Council, to establish certain policies and procedures, which shall then be recommended to the Stewardship Council for its final approval.

#### **Section IX.3 Policy Implementation**

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

#### **Section IX.4 Policy Monitoring**

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

## **ARTICLE X**

### **CHURCH MATTERS**

#### **Section X.1 Doctrinal Matters**

The Center for Conscious Living shall not support, encourage, promote, endorse or teach the practice or use of any dualistic philosophy, practice or ceremony outside the universal principles as embodied in Religious Science and New Thought or other affiliations as set forth in Section I.3, above, provided that the foregoing shall not be construed to prohibit educational discussion which may relate to such matters.

#### **Section X.2 Dissolution**

In the event of the dissolution and the discontinuance of the activities of the Center for Conscious Living, after paying all of the debts and obligations, or adequately providing therefor, the Center for Conscious Living shall transfer title to all its assets, both real and personal, to organizations described in the Internal Revenue Code, Section 501(c)(3) and prescribed to the above doctrinal matters in Section X.1 and dedicated to religious purposes as decided by the Stewardship Council. A visioning process is to be established by the Stewardship Council with the support of the congregation to follow guidance in the best use of assets of the Center for Conscious Living.

#### **Section X.3 Nonpartisan**

X.3.1 No part of the net earnings of the Center for Conscious Living shall inure to the benefit of, or be distributed to its members, Stewardship Council, trustees, directors, officers or other private persons, except that the Center for Conscious Living shall be authorized and empowered to pay reasonable compensation for services rendered, to distribute tithes, and to make payments and distributions in furtherance of Section 501 (c)(3) purposes. No substantial part of the activities of Center for Conscious Living shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Center for Conscious Living shall not participate in or intervene in (including the



publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

X.3.2 Notwithstanding any other provisions of these articles, the Center for Conscious Living shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code) or (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax Code).

## **ARTICLE XI**

### **MISCELLANEOUS**

#### **Section XI.1 Inspection of Corporate Records**

The membership record, the books of account, and the minutes of proceedings of the members and of the Stewardship Council shall be open to inspection at any reasonable time by any Center for Conscious Living member.

#### **Section XI.2 Checks, Drafts or Other Orders For Payment**

XI.2.1 All expenditures of Center for Conscious Living funds shall be evidenced by documentation approved by the person or persons authorized by the Stewardship Council to approve such expenditures. All checks, drafts, or other orders for actual payment of money shall be authorized by two of the three (3) authorized signatories, as from time to time shall be designated by the Council.

XI.2.2 Notes or other evidence of indebtedness issued in the name of or payable to Center for Conscious Living, 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 Stewardship Council.

#### **Section XI.3 Execution of Contracts**

The Stewardship Council, except as in these Bylaws otherwise provided, may authorize any officer or agent in writing to enter into any contract, or execute any instrument in the name of and on behalf of the Center for Conscious Living. Such authority may be general or limited to specific instances; and, unless so authorized by the Stewardship Council in writing, no officer, agent or employee shall have any power or authority to make any agreement or create any obligation which shall bind the Center for Conscious Living, or to pledge the credit of Center for Conscious Living, 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 XI.4 Representation of Shares of Other Corporations**

The Senior Minister, acting together with the Stewardship Council President, with full authority, are authorized to vote, represent and generally to exercise on behalf of Center for Conscious Living all rights incident to any and all shares of any other corporation or corporations standing in the name of Center for Conscious Living.

#### **Section XI.5 Inspection of Bylaws**

The Center for Conscious Living shall keep in its principal office or make available by electronic means a copy of the Bylaws, as amended, or otherwise altered to date, which shall be open to inspection by the members at all reasonable times.

#### **Section XI.6 Definitions**

The singular number includes the plural and the plural number includes the singular, and the term "person" includes both Center for Conscious Living as well as a natural person.

#### **Section XI.7 No Liabilities**

Neither the Senior Minister, the Stewards, officers, nor members of the Center for Conscious Living shall be personally liable for the debts, liabilities, or obligations of Center for Conscious Living.

#### **Section XI.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 congregational meeting of members.

#### **Section XI.9 Parliamentary Authority**

The Stewardship Council fully embraces the principles as expressed in “Robert’s Rules of Order”. They are:

- Justice and Courtesy for all
- Maintenance of Order
- Consideration of one idea at a time
- All sides get heard
- Ability for each member to provide input
- Majority rules
- Protection of the rights of all Members including the minority

The Stewardship Council accepts “Robert’s Rules of Order” as it pertains to small boards.

- Board members may raise a hand instead of standing to obtain the floor
- Motions must be made to carry a vote. Motions need not be seconded.
- There is no limit to the number of times a member can speak to a debatable question.
  - The exception applies to “appeals”. Each Member may speak once; the President may speak twice.
- Informal discussion of a subject is permitted while no motion is pending.
- The President need not rise while putting questions to a vote.
- The President may speak in informal discussion and in debate, and vote on all questions.

In the event these Bylaws do not address a certain parliamentary procedure, the Stewardship Council, while, not mandated, may consult with “Robert’s Rules of Order” for guidance or any other agreed upon parliamentary procedure source.

**ARTICLE XII**

**AMENDMENTS:**

Any member of the Stewardship Council can bring forward to the Stewardship Council a proposal to amend the bylaws at any time.

Any endorsed Stewardship Council amendments or revisions will be brought to the CCL membership for approval.

These revised Bylaws were adopted and are effective this 19th day of September, 2023

*Regina DeBarberie*  
Regina DeBarberie  
President, Stewardship Council

*Brian P. Beddo*  
Brian Beddo  
Treasurer

*Reverend Dr. Katherine McClelland*  
Reverend Dr. Katherine McClelland  
Senior Minister

*Reverend Paul B Hoyt*  
Reverend Paul Hoyt  
Member at Large

Jane Hobson  
Jane Hobson  
Member at Large

*Rev. Dr. Cassandra Butler*  
Reverend Dr. Cassandra Butler  
Member at Large

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