

BYLAWS

A COMMUNITY OF TRANSFORMATION: ACT

Revised and Approved: 11/10/2013

ARTICLE I. CORPORATE NAME AND PURPOSE

Section 1. The Corporation, a spiritual, educational, healing arts non-profit corporation, shall be known as A COMMUNITY OF TRANSFORMATION, INC.

Section 2. Purpose

A COMMUNITY OF TRANSFORMATION, INC. nurtures individual, collective and universal wholeness and harmony through teaching, learning, and healing to raise individual and collective awareness and consciousness.

ARTICLE II. GOVERNANCE

Section 1. Co-Creation Council (Board of Trustees)

Subsection 1. General Powers

The Co-Creation Council of the Corporation shall manage its business and affairs. The Co-Creation Council may exercise all the powers of the Corporation.

Subsection 2. Composition, Number and Tenure

The Co-Creation Council shall consist of seven (7) to twelve (12) members. Each Co-Creation Council member shall make a commitment to serve for at least one year. Co-Creation Council membership shall be determined through the three (3) step INDIVIDUAL discernment process and confirmation by the existing Co-Creation Council. (See Appendix A) The Co-Creation Council membership process is to be done annually.

Subsection 3. Vacancies

If the Co-Creation Council membership drops below the minimum required seven (7) creating a vacancy, the general membership will be notified of the vacancy. The vacancy shall be filled using the selection process described in Subsection 4 of this Section except that the self discernment process is to be completed fifteen (15) days after the notice of the vacancy. The new member of the Co-Creation Council shall begin serving upon the confirmation by the Co-Creation Council.

Subsection 4. Selection Process

Seventy (70) days prior to the annual membership meeting the members of the Co-Creation Council shall notify the Chair of the Co-Creation Council of their intent to continue serving as a member for the next year or end their service on the Co-Creation Council.

Sixty (60) days prior to the annual membership meeting ACT members will be notified as to vacancies on the Co-Creation Council. Interested individuals will follow the three step discernment and application process in Appendix A. An application must be submitted forty-five (45) days prior to the annual membership meeting. In addition, each applicant will complete and submit a personal information form that includes a statement of desire and intent written as a part of the application process.

The Co-Creation Council shall take the submitted information of each applicant into discernment. Confirmation will be determined through consensus. New Council members shall begin to serve immediately following the general membership meeting.

Subsection 5. Co-Creation Council Meetings (Board Meetings)

Regular meetings of the Co-Creation Council will occur monthly. Not notice shall be required for such regular meetings. Special meetings of the Co-Creation Council may be called by the Chair or by any two Co-Creation Council members, upon twenty-four hours notice. Notice must specify the time, place and general purpose of the meeting and must be delivered to each Co-Creation Council member either personally, by mail, by telephone, or by email. While everyone is welcome to attend and participate in Co-Creation Council meetings, decisions will be made through consensus of the Co-Creation Council members.

Subsection 6. Quorum

A simple majority of the Co-Creation Council shall constitute a quorum for the transaction of business.

Subsection 7. Amendment of Bylaws

The bylaws may be amended by consensus of the general membership in attendance at the annual meeting.

Subsection 8. Removal

A member of the Co-Creation Council may be removed from service prior to the end of the member's term of service by consensus of the other members of the Co-Creation Council.

ARTICLE III. DECISION MAKING – GUIDANCE

Decisions shall be arrived at through a discernment process (see Appendix B – Discernment Process) using consensus (see Appendix C – Consensus Decision Making).

ARTICLE IV. MEMBERSHIP

Section 1. Composition of the Membership

The membership of the Corporation (ACT) shall consist of all those who have paid their annual dues for the current membership year. The Co-Creation Council shall determine the membership year and the annual dues structure.

Section 2. Annual Membership Meeting

The general meeting of the membership of the Corporation (ACT) shall be determined by the Co-Creation Council and shall be held annually. The business of the annual meeting shall be to WELCOME the board members of the Co-Creation Council and conduct such other business as may be required.

Section 3. Special Meetings

Special meetings of the membership may be called by the Chair or Associate Chair of the Co-Creation Council.

Section 4. Meeting Notice

Written notice stating the time and place of any general membership meeting of ACT shall be delivered by phone, mail or email by the Scribe of the Corporation to each ACT member at least 7 days prior to the date of such meeting.

Section 5. Meeting Conduct

All meetings shall commence with a group centering and connection to Spirit. Discernmentarian, a Scribe, and a Keeper of the Flame will be designated for each meeting to support the advancement of the proceedings. All decisions will be arrived at through the discernment process using consensus.

ARTICLE V. CO-CREATION COUNCIL GUIDES – OFFICERS

Section 1. In General

The Guides of the Co-Creation Council (Officers of the Corporation) shall consist of a Chair, an Associate Chair, a Scribe and a Treasurer. Through discernment, all Guides shall be chosen from and appointed by the Co-Creation Council. The Co-Creation

Council may from time to time appoint such other agents and employees with such powers and duties deemed proper.

Section 2. Chair

The Chair of the Corporation shall, when present, preside at all meetings of the Co-Creation Council (Board of Trustees), Advisory Board and the General Membership. The Chair will sign such papers and documents as authorized by the Co-Creation Council as deemed necessary.

Section 3. Associate Chair

The Associate Chair has all the powers and duties of the Chair during the Chair's absence and has such other powers and duties as the Co-Creation Council may prescribe.

Section 4. Scribe

The Scribe or designee shall insure that minutes are kept of all membership and Co-Creation Council meetings. It is the responsibility of the Scribe to see that all notices are duly given in accordance with the provision of the bylaws and be custodian of the corporate records and seal of the Corporation.

Section 5. Treasurer

The Treasurer shall have charge of and be responsible for all funds, securities, receipts and disbursements of the Corporation (ACT), and shall deposit, or cause to be deposited, in the name of the Corporation, all moneys or other valuable effects in such banks, trust companies or other depositories as shall, from time to time, be selected by the Co-Creation Council. The Treasurer shall render to the Chair and to the Co-Creation Council, whenever requested, an account of the financial condition of the Corporation: and, in general, the Treasurer shall perform all the duties incident to the office of a Treasurer of the Corporation, and such other duties as are from time to time assigned to the Treasurer by the Co-Creation Council.

ARTICLE VI. CORPORATION RESTRICTIONS

Section 1. Political Activities

The activities of the Corporation shall not include any attempt to influence legislation. The Corporation 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.

Section 2. Conflict of Interest

All Officers and Trustees of the Corporation shall perform their duties in good faith and will take no action not in the best interest of the Corporation. In any circumstances in which a Council Trustee or Officer might appear to have a conflict of interest between their own personal interests and that of the Corporation, such interest will be promptly disclosed to the Co-Creation Council. The Co-Creation Council may formulate guidelines for Council Trustees, Officers and staff of the Corporation to avoid all true conflicts of interest and even the appearance of conflicts of interest between the personal interests of the persons and the interests of the Corporation.

ARTICLE VII. PROHIBITION AGAINST DISCRIMINATION

The Corporation shall not discriminate against any person with respect to any of the advantages, facilities, privileges, or services of the Corporation on the basis of political or religious opinion or affiliation, marital status, race, color, creed, or national origin, sex, age, or physical or mental disability.

ARTICLE VIII. DISSOLUTION OF THE CORPORATION

In the event that circumstances force the Corporation to dissolve, the Co-Creation Council shall present an appropriate motion to those members present at the annual meeting or at a special meeting called for that purpose, having notified all members of the organization, at least fifteen (15) days in advance, that such a motion was to be presented. If the majority of the members present approve the motion, or if the existence of this organization otherwise terminates or it becomes impossible to carry out the purposes of the organization, the Chair, Treasurer, and other Officers shall determine an appropriate recipient and transfer all of the property and assets of this organization to an organization qualified to accept funds for charitable and educational purposes under the applicable provision of the Internal Revenue Code of 1954, as amended.

APPENDIX A

CO-CREATION COUNCIL

As identified in ACT's Bylaws, the Co-Creation Council operates as a governing board. The Co-Creation Council guides ACT in planning and managing the business of the Corporation. The Path to becoming a member of the Co-Creation Council is through individual self-discernment, application, and confirmation by the Co-Creation Council. The three (3) step process follows:

1) Write your answers to the complete set of questions titled, "*Questions To Be Answered for Potential Co-Creation Council Member*".

2) Experience a guided individual discernment using the process titled, "*The Peace Process -Hearing My Inner Voice*".

3) Describe in writing your desire and intent, "*MY DESIRE AND INTENT*", for being on the Co-Creation Council.

There are many opportunities for providing guidance in the planning and operations of ACT. The above three (3) step discernment process will assist you in clarifying your intent and desire to be a member of the Co-Creation Council. The process will assist you at both the thinking and feeling levels.

- Do I catch the vision?
- What is my Inner knowing?
- Do I have a yearning?
- Am I to be a steward of the process?
- Is this mine to do?

Step 1: QUESTIONS TO BE ANSWERED for Potential Co-Creation Council Member

1. Why have I become a member of ACT?
2. What is my understanding about the mission and vision of ACT
3. What is my belief system? How does it support the values, core beliefs and operating principles of ACT ?
4. In what ways do I open myself to be guided by Spirit?
5. a) How would I explain my prosperity consciousness?
b) How might I use that consciousness to support the evolution/growth of ACT?
6. What is my understanding of the process of discernment and arriving at consensus? What are my thoughts/feelings in being willing to enter and trust this Inner Voice and outer expression process?
7. What are some of the ideas and passions that I bring to the Co-Creation Council? How do they align with and enrich the vision, mission and operations of ACT?
8. In what way(s) am I desiring to choose/accept a key role for ACT's unfolding and operations?
9. What are my thoughts in allowing spirit to flow through me as I experience this unfoldment and ever changing process?
10. In what ways do my answers lead me to either continue with this discernment process for commitment to the Co-Creation Council or encourage me to make my contribution in other ways?

Step 2: The Peace Process -- Hearing My Inner Voice

Getting in touch with myself and with Spirit. Going within to acquire inner peace and guidance for what is mine to do -- for the highest good of all. To hear the voice of truth within my heart as I ask and listen to my question about becoming a member of the Co-Creation Council of ACT.

1. Trust yourself and listen within

- listen to your thoughts and feelings with caring and passion
 - choose to trust yourself, and listen patiently and kindly to all voices in your psyche.
2. When you listen, you don't have "to know" or "to do" anything
 - don't force, just be with the situation
 - feel it out, see both sides of the issue
 - find your attachment to any parts of the spectrum
 - investigate the landscape of your heart
 3. As you investigate your thoughts and feelings, keep your own counsel
 - resist the urge to get input/feedback from anyone else
 - be fully with your experience; watch how it changes; don't try to be consistent; experience the inconsistencies
 - fully be with any conflict or ambivalence until you can appreciate all of it without needing to decide about it or act on it
 4. When you can accept and be at peace with all your thoughts and feelings, listen to any intuitive promptings that arise:
 - in this state of peace and acceptance be open to receive the wisdom that lies deep within you -- it is there at all times, but can be accessed only when you are in a state of inner trust.
 - ask inwardly to be guided toward an awareness/solution that honors you and others equally
 - if you receive specific guidance and continue to feel peaceful as you consider the guidance, begin to be ready to act on that guidance.
 - intuitive knowledge is based on "feeling right" about what you say or do, and not on coming up with an analytical solution.

In the Peace Process the guidance may not be what you expect. If specific guidance does not come, do not be concerned -- your consciousness is unique and, when you honor it fully, it will lead you to an awareness/solution that is peaceful for you.

Step 3: MY DESIRE AND INTENT for Becoming a Member of the Co-Creation Council of ACT.

APPENDIX B

DISCERNMENT

Discernment is a process to support getting in touch with oneself, with Spirit, and with one another. A primary component is that of “going within” to acquire inner peace and clarity for communicating with one another and for achieving consensus. Through accessing the Inner Voice we can be focused on the highest good of all concerned and hear the voice of truth within our hearts. We receive guidance that supports forward movement.

For ACT the discernment process is used on a continuing basis to address specific questions and issues related to planning and operations – unfold new ideas, clarify direction, make decisions, and inspire us to action.

The Discernment Process

The Peace Process – Hearing Our Inner Voice – A process that will help us stay focused in the present moment and hear the voice of truth within our hearts.

1. Trust yourself and listen within

- listen to your thoughts and feelings with caring and passion
- choose to trust yourself, and listen patiently and kindly to all voices in your psyche.

2. When you listen, you don't have "to know" or "to do" anything

- don't force, just be with the situation
- feel it out, see all sides of the issue
- find your attachment to any aspect of the spectrum
- investigate the landscape of your heart

3. As you investigate your thoughts and feelings, keep your own counsel

- resist the urge to get feedback from anyone else
- be fully with your experience; watch how it changes; don't try to be consistent; experience the inconsistencies
- fully be with any conflict or ambivalence until you can appreciate all of it without needing to decide about it or act on it

4. When you can accept and be at peace with all your thoughts and feelings, listen to any intuitive promptings that arise

- in this state of peace and acceptance be open to receive the wisdom that lies deep within you – it is there at all times, but can be accessed only when you are in a state of inner trust
- ask inwardly to be guided toward an awareness/solution that honors you and others equally
- if you receive specific guidance and continue to feel peaceful as you consider the guidance, begin to be ready to act on that guidance
- intuitive knowledge is based on "feeling right" about what you say or do, and not on coming up with an analytical solution

5. As you follow your guidance, speak and act toward others in a loving, respectful way

- realize that it is not what you do or what you say that is important as much as it is how you act and how you talk to people
- feel peaceful when you speak; wait until you can act and speak the truth in a loving way –so others can hear it without feeling attacked

6. However imperfect your words and actions are, just accept them and know that you have done the best you can

- even with good intention, you may not act or speak in a perfect way
- forgive your imperfections and reaffirm your desire for an outcome which honors all

7. Accept the reaction of others, even if they react in a different way than you wanted or expected

- how your words and actions, presented in a truthful and loving manner, are received depends on the choices made by others
- you cannot, nor need not try, to be responsible for how others choose to react

8. If you are upset by how others react to you, find a quiet place and begin the Peace Process again

- the Peace Process is not outcome-oriented
- a specific outcome that is peaceful to you might not be peaceful for someone else
- when you honor your consciousness fully, it will lead to solution that is uniquely peaceful to you

APPENDIX C

CONSENSUS DECISION MAKING

Consensus is a process by which everyone in a group is involved in a decision and there is a group commitment to success in implementing this decision or design. There is a synergistic force which evolves in the process in which the total is greater than the sum of the parts. In order to reach true consensus, all opinions are heard and listened to in a deep way. The group often goes into the SILENCE to seek guidance and answers. It is important that all members indicate their feelings on a matter. In consensus each person can paraphrase the issue and can live with a particular decision for the good of the group. The process may not bring unanimity, but it creates a decision everyone can adopt, at least for a prescribed period of time.

Questions that may be asked in the process include:

- Was I listened to?
- Did I listen to others?
- Can I understand why others want this?

- Can I live with this – support it publicly?
- What is ours to do? What is mine to do?
- What would Spirit have us do?

Ground rules for the process include:

- Participate fully
- Listen
- Treat all ideas with respect
- Be open to new ideas
- Differ constructively
- Consider all people and ideas as having equal status
- Consider a “third alternative”
- Be open to Spirit