

CONSTITUTION AND BYLAWS FOR THE FIRST UNITED SPIRITUALIST CHURCH OF VANCOUVER

(As of July 17, 2023, with amendments as of August 10, 1998, September 9, 2019 and July 17, 2023)

CONSTITUTION

1. The name, address and telephone number of the Society is:

First United Spiritualist Church of Vancouver
5584 Kincaid Street, Burnaby, British Columbia, Canada, V5G 1W3
Telephone (604) 298-4842

2. The purpose of the Society is to foster intellectual, moral and spiritual progress through:

- (a) studying Spiritualism; and
- (b) conducting Spiritual services,

and for this purpose, recognize and abide by the following principles:

- (i) The Fatherhood of God;
- (ii) The Brotherhood of Man;
- (iii) Communion of Spirits and the Ministry of Angels;
- (iv) The Continuous Existence of the Soul;
- (v) Personal Responsibility;
- (vi) Compensation and Retribution Here or Hereafter for all Deeds Done on Earth; and
- (vii) Eternal Progress Open to Every Soul.

BYLAWS

MEMBERSHIP

1.
 - (a) Persons 18 years of age and older may apply for membership; and
 - (b) All applications for membership shall be processed as follows:
 - (i) to be delivered to the Membership Secretary;
 - (ii) Membership Secretary to present to the Executive for consideration;
 - (iii) approved or disapproved by the Executive;
 - (iv) brought before the Members one month from the date of application for final voting; and
 - (v) accepted or rejected by the Members, with a majority of two-thirds (67%) of Members in attendance.

MEMBERS RIGHT TO VOTE

2. (a) A Member shall be deemed in good standing, when membership fees do not exceed three months in arrears; and
- (b) Only those Members in good standing, who have attended a minimum of three Business Meetings in the previous 12 months will qualify to vote on the following motions and/or business of the Society:
 - (i) the election of Executive Officers of the Society; and
 - (ii) changes, additions, or deletions to the Constitution and/or Bylaws of the Society.

MEMBERSHIP DUES AND INVALIDATION OF MEMBERSHIP UPON FAILURE TO PAY

3. First month membership dues shall accompany each application (to be refunded if the Application for Membership is rejected) and thereafter monthly dues shall be paid. The amount of membership dues shall be fixed at the Annual General Meetings. A person ceases to be a Member of the Society:
 - (a) on his or her death, or in the case of a corporation, on dissolution;
 - (b) on being expelled;
 - (c) by tendering his or her resignation in writing; or
 - (d) on having been a Member not in good standing for three consecutive months.

WITHDRAWAL FROM MEMBERSHIP

4. A Member may voluntarily withdraw from the Society by tendering his or her resignation in writing to the Secretary to the Society.

SUSPENSION AND EXPULSION FROM MEMBERSHIP

5. A Member who endangers the interests or reputation of the Society, or who commits a breach of the Constitution and Bylaws of the Society, may be suspended by two-thirds (67%) of the Executive.

The Executive shall immediately convene an Extra-Ordinary General Meeting of the Members, who may expel a suspended Member, by a majority vote of two-thirds (67%) of those present. Should the meeting not expel a Member, then the expulsion becomes null and void. However, the Executive has the right to continue the suspension, to be reviewed following two General Business Meetings.

MEETINGS

6. (a) There shall be a General Business Meeting of the Society on the second Monday of every month of the year except:
 - (i) when the second Monday of the month falls on a statutory holiday, the General Business Meeting will be rescheduled to another date before the end of that month;

- (ii) the General Business Meeting may be postponed or cancelled due to inclement weather or in the months of July and/or August due to low attendance; and
 - (iii) all Meetings of the Society may be held in person or in accordance with the B.C. *Societies Act*, entirely by electronic means, telephone or other communication facility that permits all participants to communicate adequately with each other during the meeting; and
- (b) the Annual General Meeting of the Society shall be held during the month of January, the time and date to be determined by the Executive of the Society. Notice of the Annual General Meeting shall be given to all Members with the time and date of the Annual General Meeting including the time and date of any Extra-Ordinary General Meeting of the Members.

QUORUMS AND PROXIES

7. A Quorum shall consist of five Members to include a minimum of four Executive Officers present in person. A Member shall not be represented by Proxy.

DIRECTORS

8. The affairs of the Society shall be managed by an Executive consisting of the following:
Directors: President, Vice-President, Treasurer, General Secretary, Membership Secretary, three Trustees, and where applicable, the Past President. A quorum of the Executive shall be four Directors. At all times the Directors shall be governed by all rules governing membership (items 1 through 5 of the Bylaws).

OFFICERS

PRESIDENT: The President shall, when present, preside at all meetings of the Members of the Society and of the Executive. The President shall also be charged with the general management and supervision of the affairs and operation of the Society. The President, with officers appointed by the Executive, shall sign all documents, cheques, resolutions and membership certificates. During the absence or the inability of the President, his/her duties and powers may be exercised by the Vice-President, or such other officer as the Executive may from time to time appoint for the purpose aforesaid.

VICE-PRESIDENT: The Vice-President shall assist in the duties of the President and assume all duties in the absence of the President.

TREASURER: The Treasurer shall prepare and present a monthly financial statement to the Membership and countersign cheques with the President, or other appointed Officers. The Treasurer shall deliver all monies received on behalf of the Society to the Society's bank for deposit. The Treasurer is responsible for preparing the Year End Financial Statement prior to the Annual General Meeting.

GENERAL SECRETARY: The General Secretary shall be responsible for all correspondence, records, papers, and any other documents of the Society and shall make the same available to the Members at the General Business Meetings. The Secretary shall also act as Secretary to any

meetings of the Executive and membership by preparing minutes of the proceedings, taking all steps required by the Executive for the purpose of convening meetings.

MEMBERSHIP SECRETARY: The Membership Secretary shall collect all membership dues, establish and maintain records of all Members, (including address and phone numbers) and assist the Treasurer. In the absence of the Treasurer, assume all duties of the Treasurer.

OTHER DIRECTORS

TRUSTEES: The duty of the Trustees is to manage all the assets of the Society including, without limiting the generality, all real estate, buildings and investments. Every six months an Audit will be carried out by two Members appointed by two Trustees, to be completed July 14 and January 14 of each year.

PAST PRESIDENT: The duties of the Past President shall be to be available for counsel to the current Executive for one year. If the current President is re-elected, there will be no position of Past President.

APPOINTMENT OF DIRECTORS

9. Officers and Trustees will be elected annually at the Annual General Meeting, for the term of one year.

VACANCY IN EXECUTIVE: If any one of the Directors resign their office or cease to be a Member during their period of office, the Executive shall at the next General Business Meeting hold an election to fill the vacancy.

REMOVAL OF DIRECTORS: A Director may be removed from office by a Special Resolution and another Director may be elected, or by Ordinary Resolution appointed to serve during the balance of the term.

BORROWING

10. Subject to the B.C. *Societies Act*, whenever there is a need for the Society to borrow any money or obtain any credit, the Executive shall refer the matter to the Members for discussion and vote through an Extra-Ordinary Meeting.

AUDITOR

11. Immediately after each Annual General Meeting, the Executive shall direct two Trustees to appoint two Members to carry out the Audit of the Financial Records for June and two other Members for December.

ORDER OF BUSINESS AT ALL MEETINGS OF THE MEMBERSHIP

12. The following Order of Business shall prevail at the General Business Meetings:
 - (a) Opening Prayer and Roll Call;
 - (b) Payment of Membership Dues;

- (c) Reading of the Minutes and Communications;
- (d) Propositions and Balloting for Membership;
- (e) Financial Report;
- (f) Trustees' Report;
- (g) Committee Reports;
- (h) Unfinished Business;
- (i) New Business;
- (j) Good and Welfare;
- (k) Adjournment and Closing Prayer; and
- (l) At all other meetings, the Order of Business shall be decided by the President.

SEAL

13. The Seal of the Society shall be kept by the Executive who shall direct its use.

ALTERATION OF BYLAWS

14. These Bylaws must not be altered or added to except by Special Resolution, in accordance with the B.C. *Societies Act*.
15. That upon dissolution of the Society and after payment of all debts and liabilities, the remaining property of the Society shall be distributed or disposed of equally between:
- (a) institutions caring for visually challenged children; and
 - (b) institutions caring for mentally challenged children.

The said institutions must be recognized by the Canada Revenue Agency as charitable organizations. Dissolution shall not take place unless sanctioned by at least two-thirds (67%) of the Members in writing, and after due written notice has been given to all Members personally. This provision was previously unalterable.