



# BYLAWS

## FRATERNITY SPIRITIST SOCIETY OF CALGARY

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# I. NAME AND PURPOSE

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## 1. Name

The Fraternity Spiritist Society of Calgary was incorporated on October 31 (TBC), 2015, hereinafter referred to as FSS.

## 2. Location and Duration

FSS is located at PO BOX 15028 ASPEN WOODS, Calgary, Alberta, T3H0N8. The term of duration of FSS shall be unlimited.

## 3. Objectives, purposes, principles and non-profit:

### 3.1 *The objectives and purposes of FSS are:*

- the propagation of Kardecist spiritism through teaching the doctrine, its practice and the culture associated with the teachings of Jesus and Spiritism as codified by Allan Kardec;
- the dissemination of Kardecist spiritism through organizing groups of study, of prayer and of reflection; conferences; groups of spiritual communication practice and groups of passes (laying on of hands);
- the promotion of Kardecist spiritism through the operation of a library, containing books on Kardecist Spiritism and other literature that are aligned with the teachings of Jesus and Allan Kardec;

Sole Paragraph - The objectives and purposes of FSS are based on the Spiritist Doctrine codified by Allan Kardec, on the gospel of Jesus Christ and any materials that are aligned with its principles and guidelines.

### 3.2 *Principles:*

In order to achieve the proposed objectives and purposes, FSS adopts the following principles and directives:

- I. there is no discrimination of age, ethnicity, gender, colour or religion against the beneficiaries of any of the services provided;
- II. there is no profit sharing, dividends, "pro-labore" or payment of any sort to the members or workers of the institution;
- III. All the revenue and expenses are to be published regularly and recorded in accounting books properly registered in accordance with the generally accepted accounting principles.

### 3.3 *Non-profit:*

The FSS shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.



## II. DISSOLUTION

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### 1. Dissolution

In the event of dissolution or liquidation of FSS, all of the remaining assets will be transferred to a qualified donee as defined in subsection 149.1 (1) of the Income Tax Act (Canada).

## III. MEMBERSHIP

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### 2. Members

Every person interested in taking part in the activities of FSS may become a member, provided they meet the following conditions:

- be 16 years of age or older;
- attend FSS activities regularly (weekly, except for occasional absences);
- agree to work as a volunteer and without any payment, according to FSS principles;
- meet the conditions required by the Board of Officers and this Bylaw.

### 3. Membership and Termination

All written applications for membership shall be sponsored by an effective member, which is in good standing, approved by the President or Vice-President and ratified by the Board of Officers.

The termination of a member may occur:

- I. by way of death, court restraint, illness or absence;
- II. voluntarily, by tendering his or her resignation in writing to the to the Board of Officers;
- III. compulsorily, when the behaviour of the member endangers the interests or reputation of FSS. The termination should be approved by the absolute majority of members during a general or extraordinary meeting, convened with this item on the agenda.

Sole Paragraph - A member that is terminated pursuant to item III above may submit a reconsideration request, without a suspensive effect, to the board of officers, within 30 days from the day such member becomes aware of his or her penalty. The board of officers will call a general or extraordinary meeting to submit the request for approval.

### 4. Rights and Duties

Members' rights:

- I. to vote at General Meetings and to be voted for elective positions;



- II. to use, according to Internal Rules, the library and other cultural resources;
- III. to attend public meetings and participate in courses and doctrinaire activities and actions promoted by FSS, according to the Internal Rules;
- IV. contribute monthly with any amount of money that shall help FSS pay its expenses;

#### Members' duties

- I. abide by and respect this Bylaw, the Internal Rules, the rules and resolutions of the Board of Officers and General Meetings;
- II. keep their record up-to-date;
- III. faithfully carry out the purpose of the institution;
- IV. render to FSS all the moral and material cooperation within their power, be it accepting a position to which they have been appointed or a task given to them, be it appointing new members and workers;
- V. attend the General Meetings and to other activities of the institution, which they belong to.

## IV. MEETINGS

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### 5. General Meeting

The General Meeting, the sovereign body of FSS, consists of all its members, making use of their rights.

The ordinary General Meeting shall be held, every year within 120 days following the end of the fiscal year.

The extraordinary General Meeting shall be called by the President or the Board of Officers.

### 6. Extraordinary General Meeting

The Board of Officers may call extraordinary general meetings at anytime. In addition to the date, time and place, the convening notice shall contain the agenda for the meeting.

The first call of the general meeting shall be made by the Secretary of the Board of Officers at least ten (10) days prior to the date of the meeting.

A meeting Notice shall be given to the members as described in these Bylaws, but the accidental omission of the notice to a member does not invalidate the meeting or any proceeding thereat.

### 7. General Meeting Agenda

An Annual General Meeting shall be held every year in order:

- to receive reports and the minutes from the previous meeting;



- to examine, discuss and vote on the annual financial statements and the budget;
- to ratify the rules and regulation (new or amended) adopted by the Board of Directors since the last general meeting;
- to submit for approval the candidates appointed by the Board of Officers.

The agenda shall be limited to the purpose stated in the convening notice.

#### 8. Quorum

The quorum must be of at least 60% of the active members who received the invitation and confirmed their attendance to the meeting.

#### 9. Vote

In General Meetings, each member present in person shall have the right to one vote.

Voting through proxies is forbidden. In case of equality in the votes, the president is entitled to a casting vote in addition to his original one.

At any general meeting a resolution by the vote of the meeting shall be decided on a show of hands, unless a poll is requested by three or more present members.

In the event a poll is demanded, the voting is to be conducted by a written secret ballot, and the president of the meeting and one other member shall nominate two members among the present to act as scrutineers to hand out; collect and count the ballots. The counting of the ballots shall be open to all present.

Whenever the president of the meeting declares that a resolution has been carried or rejected, unanimously or by the majority, it shall be registered in the meeting minutes.

This is conclusive evidence of the resolution.

All business that is transacted at the General Meeting by majority of votes (50% +1) shall be adopted, unless they are against this Bylaws or Provincial and/or Federal law.

## V. BOARD OF OFFICERS

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#### 10. Number of members

The Board of Officers shall consist of no more than thirteen (13) members.



The founders of FSS who participate actively of the Board of Officers (7 founders at the time of the incorporation) are permanent officers.

The other members must be elected.

Any vacancies after death, disability, refusal or absence of one year, shall gradually be filled by new elected members.

#### 11. Member eligibility

In order to be appointed by the Board of Officers, the candidate shall:

- a) attend FSS activities weekly for a minimum of one year (except for occasional absences);
- b) be regularly (weekly or whenever requested) involved in the supporting FSS activities (volunteering);
- c) be responsible for one the departments, or attend regularly in FSS activities for a minimum of one year;
- d) obtain the recommendation of a minimum of 60% of the Board of Officers;
- e) submit their candidacy in writing to the Board of Officers at least 15 days prior to the summons for the General Meeting, when an election shall happen;
- f) obtain a minimum of 60% of the votes in the General Meeting;
- g) be a Canadian citizen or a permanent resident.

#### 12. Term of Office

Each officer shall be elected for a three (3) year term, and his or her re-election being permitted.

#### 13. Election

The election of the Board of Officers shall take place every three (3) years, at the General Meeting of the members. In order to retain the knowledge of the officers working at the time of the Meeting, no more than one third of the Board of Officers shall be replaced.

Should a vacancy occur, the remaining officers may appoint a new member among FSS members to fill that office for the remainder of the former member's term.

Should vacancies occur in the majority of such offices, a General Meeting shall be convened in order to proceed with a new election.

#### 14. Duties of the Board of Officers

The affairs and all activities of FSS shall be managed by the elected Board of Officers. Its members must:

- elect from among its members a President, a Vice-President, a Secretary, a Treasurer and up to nine (9) other officers;
- attend all meetings of the officers and the General Meetings;



- do everything within their power to fulfill the objectives of FSS, according to Canadian applicable law, either provincial or federal, as well as this Bylaw. Adopt new rules or modifications, if any, and approve necessary decisions to fulfill the objectives and purpose of FSS;
- Make decisions about the commitment of new members and workers, authorize purchases and expenses, contracts and obligations alike. Also approve the budget during the yearly general meeting.
- establish the new activities and conditions to the admission of new members;
- make sure the rules and resolutions are observed;
- restrict activities from being started without the approval of the Board of Officers;
- analyse and approve the creation of new study and work groups.

#### 15. Ordinary Meetings of the Board of Officers

The Board of Officers must carry out all the meetings necessary to keep FSS running properly;

The ordinary meetings of the Board of Officers shall take place every two months;

The president, along with the other members of the Board of Officers, must determine the date and place of the ordinary meetings.

If the president is unable to fulfill his duty, the majority (51%) of the members of the Board of Officers may ask the Secretary, in writing, to call a Board of Officers meeting. They shall determine the date, time and place for the meeting, and determine the agenda.

A minimum of five (5) days' written notice of every meeting shall be given to the directors by the Secretary, unless otherwise waived. The agenda must be attached to this notice.

Upon approval of the Board of Officers, a non-member may be invited to attend a meeting if deemed necessary for a specific task / project.

#### 16. Agenda

The agenda must be limited to the topics specified in the meeting notification.

#### 17. Quorum

A minimum of 51% of the Board of Officers members must be present.

#### 18. Termination of a member of the Board of Officers

A member of the Board of Officers can be terminated according to the following situations:

- by reason of death, interdiction, disease, and absence;
- voluntarily, through a written request addressed to the President;
- compulsorily, by decision of the absolute majority of members attending the General or Extraordinary Meeting, called with this item on the agenda, when the behaviour of the member causes disturbance or discredit for FSS.
- Three unjustified absences in ordinary meetings of the Board of Officers.



## VI. OFFICERS

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### 19. Board of Officers

The officers of FSS shall be a board president, a board vice-president, a board secretary and a board treasurer. The board may also appoint additional officers to conduct FSS departments.

### 20. Election

The Officers will be appointed by the Board of Officers, pending approval following the General Meeting.

### 21. Executive Officers

#### 21.1 *President*

The President of FSS shall preside all the meetings of the Board of Officers and the ordinary and extraordinary General Meetings of the members, as well as be part of all the study and service commissions of FSS. He or she shall monitor the implementation of the Board of Officers decisions, and shall perform all the duties given to him/her by the Board of Officers. He/she will sign, along with the Secretary and Treasurer, all documents pertaining legal and financial matters of FSS. He/she is also responsible for FSS's public relations.

#### 21.2 *Vice-President*

The vice president replaces the president in his absence and shall perform all the prerogatives of the president. The vice-president is responsible for the supervision and organization of all activities of FSS in order to ensure that they are being carried out appropriately and shall fulfill the objectives and purpose stated in this Bylaws. The vice-president must attend all the board and general meetings.

#### 21.3 *Secretary*

The secretary shall keep the meeting minutes of all meetings of members and Board of Officers meetings. He/she shall keep all the books of minutes, records of members and board of directors, records of the library. He/she shall prepare contracts and documents for the president's approval. Prepare reports required by law and correspondences of FSS. At last, he/she shall perform other duties given to him/her by the Board of Officers or FSS Bylaws.

#### 21.4 *Treasurer*

The treasurer is responsible for the financial administration of FSS. He/she shall sign contracts along with the president and documents related to FSS commitments, as well as cheques, he/she shall be responsible for making deposits and for financial documents of FSS.

The Board of Officers may appoint other members to carry out these duties in the absence of the treasurer.





All cheques paid or donated to FSS shall be deposited into FSS bank account.

## 22. Department Officers

The officers of departments shall attend all meetings of the board of directors and the General meetings, except for justified absences.

## 23. Remuneration

The officers, members and workers of FSS shall not be remunerated for their work; FSS shall only reimburse members for expenses approved by the Board of Officers.

## 24. Committees

The Board of Officers may entrust studies and projects to committees chosen by the group. However, they may not interfere in the recommendations presented by the committees.

# VII. DEPARTMENTS

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## 25. Departments of work

In order to reach its objectives and purpose, FSS has the following departments:

1. Department of Doctrinaire Program and Spiritist Philosophy
2. Department of Mediumistic Education and Practice
3. Department of Advertising and Events
4. Department of Welcoming and Assistance

Each department shall have two directors responsible for it, and who shall be appointed by the Board of Officers.

The responsibilities and operation of the services shall be approved by the Board of Officers regularly.

The internal attributions and operation of the services shall be prepared after the first General Meeting.

The department officer may propose changes in the operation of their departments to the Board of Officers.

The department officer shall not be remunerated for his or her work.



## VIII. FINANCE

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### 26. Financial activities

The Board of Officers chooses the financial institution where the treasurer shall make deposits for FSS.

### 27. Fiscal Year

The fiscal year of FSS shall coincide with the calendar year, thus finishing on December 31.

FSS accounting book shall be updated whenever possible and shall be closed at the end of each fiscal year. This book shall be available on the premises of FSS so that all officers have access to it, whenever requested to the treasurer.

## IX. AMENDMENTS

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### 28. Amendments to the Bylaws

The Board of Officers may propose to revoke or amend any clauses of the present Bylaws. These Bylaws may be amended by the board of officers concerning an interim resolution that shall remain in effect until it is submitted to the next general meeting for approval.



## X. ADOPTION OF BYLAWS

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This Bylaw was adopted and approved by the board of directors on **September 24<sup>th</sup>, 2015.**

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By: Erick Meneghini Martins                      Date:  
Title : President

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By: Renata Genesini Scachetti                      Date:  
Title : Secretary

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By: Maria Natalia Branco De Oliveira                      Date:  
Title : Treasurer

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By: Anderson C Ramos Garcia                      Date:  
Title : Vice-President

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By: Gustavo Brandão Sardinha                      Date:  
Title : Chair

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By Cintia Alves Vicente                      Date:  
Title : Chair

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By: Andresa Genicolo Muniz Marsiglia                      Date:  
Title : Chair