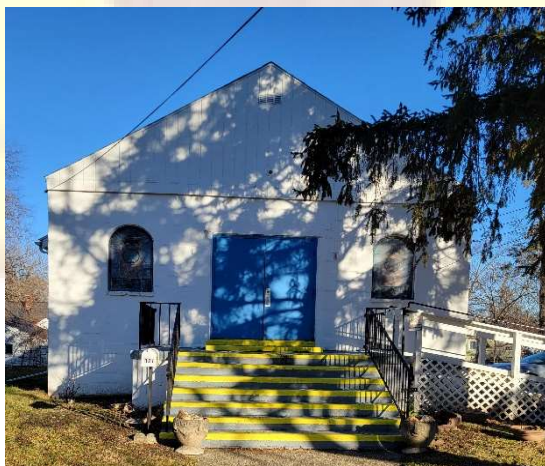


CONSTITUTION AND BY-LAWS

Revised: August 1, 2022

Spiritualist First Church of Truth
127 Meerse St SE, Grand Rapids, MI 49507



CONSTITUTION

Spiritualist First Church of Truth
Revision Date: August 1, 2022

Preamble

We, the members of the Spiritualist First Church of Truth community, operate under Charter #1, issued by the Independent Spiritualist Association of the United States of America. We are a religious organization formed for the purpose of building and supporting intellectual and spiritual truths and further development of this Metaphysical Community. We hereby establish this Constitution for the guidance of this Church in all things, and will not be in violation of any of the laws of the United States of America nor the State of Michigan.

Article 1 **Name**

Section #1: This church shall be known as the Spiritualist First Church of Truth, hereafter also known as SFCOT.

Article 2 **Purpose**

Section #1: The purpose of this Church is to promote individual and collective spiritual

development through the experiential phenomena of Spiritualism through its Science, Philosophy and Religion.

Article 3 **Membership**

Section #1: A person may become a member of this Church by stating their intention to an Executive Board member, pay membership dues as prescribed in the By-Laws and profess understanding of the Declaration of Principles of Spiritualism as recognized by the Independent Spiritualist Association, hereafter known as the ISA.

Section #2: No member of this church is in good standing unless dues have been paid as prescribed in the By-Laws and they have been supportive of the church and in regular attendance, in person &/or virtual.

The Executive Board

Section #1: The Executive Board will consist of a total no fewer than five (5) members including at least one (1) trustee and no greater than the membership can support, as defined in the By-Laws; this Executive Board will administer the policies and procedures of the church.

Section #2: The Members of the Executive Board shall be elected from eligible members in good standing of the church, by either physical or virtual ballot at the regular annual meeting of the church members assembled and those elected shall hold their offices as prescribed in the By-Laws.

Section #3: Duties of the Executive Board shall be as follows:

Sub-Sec 1: The President shall act as *ex officio* for committees and preside at all committee meetings where any and all Church business is conducted; they shall have general supervision and administration of the Executive Board and church membership according to the By-Laws.

Sub-Sec 2: The Vice-President shall perform the duties of the President in their absence; they shall also perform duties as assigned by the President according to the By-Laws.

Sub-Sec 3: The Secretary shall be the recorder of all meetings of the church; they shall make an annual report to the ISA according to the By-Laws and fulfill

any other duties as prescribed in the By-Laws.

Sub-Sec 4: The Treasurer shall be responsible for receiving all funds on behalf of the church for deposit to financial institutions designated by the Executive Board in the name of SFCOT and pay bills against the church as directed by the Executive Board and fulfill any other duties as prescribed in the By-Laws.

Sub-Sec 5: The Trustee(s) shall attend all board meetings and fulfill any duties assigned by other Board members according to the By-Laws.

Section # 4: Quorum of the Board: Unless otherwise specifically provided by the Constitution or the By-Laws, a majority of the Executive Board shall be sufficient to make a quorum for the transaction of business and a majority of a quorum shall be sufficient to carry any measure; a majority of the Board shall mean a majority of the entire board provided for in the Constitution.

Article #5:
Meetings and Conventions and Delegates

Section#1: Membership Meetings: Annual membership meetings shall be held on the first available Sunday in March of each calendar year.

Section #2: The Executive Board meetings shall be held on the first available Monday of each month and/or other meetings as the Board or members of the Church may decide to hold.

Section #3: Special meetings may be called by the President or by written request of a member of the church.

Section #4: The ISA holds quarterlies and an annual convention; SFCOT participates in the above and the Board appoints delegates for the Convention. The Executive Board Secretary will submit the list of delegates to the ISA Board Secretary as required by the ISA.

Sub-Sec 1: No member of the church will be appointed delegate unless is a member in good standing as prescribed in the By-Laws.

Article #6
Disposal of Property

Section # 1: If, and in the event of abandonment or dissolution of the SFCOT, all remaining assets, real or personal, shall be given outright, and in fee simple, to another church or religious or non-profit organization as may, in the opinion and judgment of the current duly elected members of the Executive Board, will carry out the purpose for which this corporation is chartered.

Article #7
Amendments

Section #1: Amendments to the Constitution may be made at regular or special meetings of the entire Executive Board who shall notify the membership of official changes according to the By-Laws.



BY-LAWS

SFCOT By-Laws

(date)

Article 1

Sec. 1: Robert's Rules of Order shall be authority and govern this church(SFCOT) in all matters not provided for by the Constitution and By-Laws.

Article 2 Membership

Sec. 1: A Member in Good Standing is defined as one who has paid their annual dues by the last Sunday in February of each year, been supportive of the church (SFCOT), and in attendance at times throughout the year either physically or virtually.

Article 3 Dues

Sec. 1: *Church* (SFCOT) annual dues of \$10, or an amount determined by the Board, are due by the last Sunday in February.

Sec. 2: The dues of new members for the church (SFCOT) shall be paid at the time of their joining.

Sec. 3: Members who have not paid their dues by the last Sunday in February will relinquish all membership rights.

Article 4 Executive Board

Sec. 1: The Executive Board shall have the power to make the rules and regulations for the conduct of the business and affairs of the church (SFCOT) not provided for in the Constitution and By-Laws.

Sec. 2: Board meetings shall be held once a month, or as determined by the Executive Board.

Sec. 3: The President: In addition to duties outlined in the Constitution, the President shall be in charge of assigning speakers for the church (SFCOT) services. They will be responsible for appointing Committees as such need shall arise. In all voting matters of the Board, if the President's vote could cause a tie, the President's vote would not be counted.

Sec. 4: The Vice President: Along with the duties outlined in the Constitution, the Vice President shall hold the responsibility of promoting education.

Sec 5: The Secretary: The Secretary shall keep all records of meetings, in electronic format, and have them available for inspection when called upon to do so. They shall insure that a current list of contact information, for the congregation and current members, is maintained. They shall also perform such other duties as the President or Executive Board may direct when not in conflict with the Constitution or By-Laws.

Sub-Sec 1: The Secretary shall give an annual report of all church (SFCOT) activities throughout the year at the annual membership meeting of the church.

Sec. 6: The Treasurer: The Treasurer shall keep electronic copies of all billing statements, bank statements, and receipts of purchase by the church (SFCOT), and furnish a statement of accounts whenever directed by the President or the Executive Board to do so.

Sub-Sec 1: The Treasurer will provide a full report of all funds received, disbursed, and remaining on hand at the annual membership meeting.

Sec. 7: Trustees: Trustees shall be available to carry out any duties as assigned by the Executive Board.

Sec. 8: If any member of the Board be absent for four (4) consecutive meetings of the Board, without sufficient excuse and after being notified, their seat shall be declared vacant provided two-thirds (2/3) of full board votes in favor thereof, and the names of the members so voting be entered in full in the minutes.

Sec. 9: If any member of the Executive Board is unable to complete their term of service to the Board or resigns before the end of their term, the President will appoint another member in good standing to fulfill that role until the next official membership meeting is held to elect that appointee or a new officer for that position.

Sec 10: No member of this church (SFCOF) may hold an office for a period where the period is occupied by an officer who is directly related to, or intimately involved with, such member except under extenuating circumstances as determined by the Board.

Sec. 11: The Executive Board, by a majority vote, may reject any appointment by the President of any special officers or any members of a standing committee.

Sec 12: Under extenuating circumstances a member of the board may hold 2 offices temporarily, but will count as only 1 vote.

Article 5 Elections

Sec. 1: All members in good standing, as described in the Constitution, are eligible to vote at the annual membership meeting.

Sec. 2: No member in good standing shall be eligible to become a member of the Executive Board unless they have been a member in good standing with the church for a period of 6 months.

Sec. 3: Board members shall be nominated and elected from, and by, the members of the church present, either in person or by virtual means. The candidates receiving the greatest number of votes shall be considered elected.

Article 6 Quorum

Sec. 1: A majority of more than 50% of the entire Executive Board shall make up a quorum for the transactions of church business and shall be sufficient to carry any measure.

Article 7 Conventions and Delegates

Sec. 1: A delegate for the ISA Convention business meeting is NOT A MEMBER OF THE ISA BUT IS a member in good standing with the church (SFCOT) and is appointed by the Executive Board.

Sub-Sec 1: The delegates will have voting privileges at the ISA Convention business meeting.

Sub-Sec. 2: Multiple delegates and multiple alternate delegates will be appointed per ISA rules

Article 8 Grievances

Sec. 1: Any members of the church (SFCOT) having a grievance or complaint against the church may file a written complaint, which would include but not limited to date, event, parties involved, with the President or Secretary.

Sec. 2: The Executive Board will investigate all complaints presented and seek a satisfactory agreement for all parties involved.

Article 9 Amendments

Sec. 1: After the Board passes an amendment it will be presented to the church (SFCOT) membership at the discretion of the Board. It will then be voted on by the members in good standing (both in person and virtually) within 4 weeks from the date presented.

Sub-Sec 1: The amendment will pass with a 2/3 vote from the membership.