



Saskatoon Spiritist Society

Internal Rules

October 2016

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1. INTERNAL RULES

The Saskatoon Spiritist Society, hereinafter referred to as SSS, presents its Internal Rules (IR), elaborated and approved by its Board of Directors, pursuant to the definitions of the SSS Bylaws, in order to provide further details for the operation of the society.

2. OBJECTIVES OF INTERNAL RULES

These IR aim to establish rules, clarify and facilitate the adequately fulfillment of the proposed objectives, purposes, principles and directives named in the SSS Bylaws, by detailing officers and department officers attributions, basic structure of departments, meetings and study groups.

3. GENERAL MEETINGS

General meetings are referred in the bylaws and additional rules are established as follows:

1. president asks the secretary to read the meeting notice;
2. after offering the clarifications that he judges necessary the president opens the discussion of the agenda issues;
3. members willing to talk about the agenda subjects must enroll through the secretary(s) beforehand;
4. enrolled members will be given 5 minutes each to expose their point of view. The member cannot yield his time to anyone else; interruptions of his talking won't add to his time;
5. the president will not allow side discussions;
6. "orderly questions" can be raised by any member present at any moment directly to the president who can accept or reject those as to their relevance to the discussion or not;
7. "orderly questions" can only be argued if they are necessary to further clarification on the matters which are important to the development of the meeting works, or if there is a clear violation of bylaws and internal rules.

The directors of the SSS must place before each annual general meeting the following documents:

1. the financial statement;
2. the report of the directors to the members;
3. any further information respecting the society required by the bylaws or the regulations.

4. DUTIES OF DIRECTORS AND DEPARTMENT HEADS

4.1 President

The president attributions shall be as described in the bylaws, and specifically these:

1. supervise the other officers in the execution of their duties;
2. implement the strategic plans and policies of the SSS;
3. have general supervision of the affairs of the SSS, subject to the authority of the board;
4. participate of most of the study and service commissions of the SSS;
5. monitor the implementation of the board's decisions;
6. make sure the rules and resolutions are observed;
7. perform all the duties given to him by the board;
8. authorize purchases and expenses, contracts and obligations;
9. sign, along with the secretary and treasurer, all documents pertaining legal and financial matters of the SSS;
10. Prepare the budget, together with the Treasurer, for board approval, and subsequent approval at the general meeting;
11. establish the new activities and conditions to the admission of new members;
12. make decisions about the commitment of new members and associates;
13. analyse and approve, following suggestions from the Head of Departments, the creation of new study and work groups;
14. be responsible for the SSS' public relations and/or designate someone to carry on this task, under his/her supervision;
15. prepare reports required by law.

4.2 Vice-president

The vice-president attributions shall be as described the bylaws, and specifically these:

1. be responsible for the supervision and organization of all activities of the SSS in order to ensure that they are being carried out appropriately to fulfill the objectives and purposes stated in the bylaws;
2. replace the president whenever delegated to do so;
3. coordinate the SSS Library;
4. administer the website;
5. support the Board of Directors in their activities.

4.3 Secretary

The secretary attributions shall be as described in the bylaws, and specifically these:

1. have custody of all the files that must be kept in an online storage, backed up, secure and available to others, according to their authorization levels;
2. take and keep the minutes of all meetings of members and board meetings;
3. maintain the SSS minute book/file;
4. keep records of members and board of directors;
5. be responsible for media;
6. prepare meeting notice and agenda for general meetings;
7. prepare contracts and documents for the president's approval;
8. prepare correspondences of the SSS - send emails for general communications, notifications, invitations, and thank-you letters;
9. use of email, and/or other applicable electronic tools, for communication with members;
10. perform other duties given by the President, the board;
11. institutional communication by emails or mail may be directed to president first who will liberate it to the group at his discretion;
12. pay the SSS' govern fees.

4.4 Treasurer

The treasure attributions shall be as described the bylaws, and specifically these:

1. be responsible for the financial administration of the SSS;
2. prepare the budget, together with the President, for board approval, and subsequent approval at the general meeting;
3. create a financial planning and monthly financial reports;
4. determine the right use of monthly contributions, and/or eventual donations;
5. review and pay expense reports from the members, presented in the specific form and signed;
6. authorize and pay for acquisition of books for Library, in agreement with the President;
7. sign contracts along with the president and documents related to the SSS commitments;
8. control the bank account and sign cheques along with the president;
9. deposit all cheques paid or donated to the SSS in the SSS' bank account;
10. keep financial documents of the SSS;

11. use Excel spreadsheet for accounting purposes;
12. prepare assets inventory;
13. purchase supplies and pay for maintenance, in agreement with the President.

4.3. Head of the Department of Doctrine Program and Spiritist Philosophy
The attributions shall be as described in the bylaws, and specifically these:

1. plan, implement and coordinate all actions related to the studies and dissemination of Spiritism;
2. elaborate and propose program of themes to be addressed during public talks, in accordance to Spiritism, as well as schedule the lecturers;
3. promote interaction between all associates as means of exchanging knowledge in the search of doctrinaire learning development;
4. Implement a program for the preparation of new lectures and meeting facilitators;
5. develop and suggest to the President, the creation of new study and work groups;
6. administer, lay down the guidelines and run the activities of the department;
7. call and preside meetings of the department.

4.4. Head of the Department of Youth Doctrine Program
The attributions shall be as described in the bylaws, and specifically these:

1. plan, implement and coordinate all actions related to the youth evangelization program;
2. elaborate and propose program and activities to be run during the youth meeting;
3. run the youth meetings.

4.5. Head of the Department of Advertising and Events
The attributions shall be as described in the bylaws, and specifically these:

1. plan, implement and coordinate all actions related to advertising and event planning, including fundraisings;
2. work under the supervision of the treasurer and the vice-President.