





THE SPIRITUALISTS' NATIONAL UNION

BYE LAWS & MEMORANDUM ARTICLES

Bye-Laws Contents

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MEMORANDUM AND ARTICLES OF ASSOCIATION

of

SPIRITUALISTS' NATIONAL UNION

COMPANIES ACT 2006

COMPANY NOT HAVING A SHARE CAPITAL

MEMORANDUM OF ASSOCIATION OF

The Spiritualists' National Union Company No. 00071661 [Registered in Scotland under SC041714]

Each subscriber to this Memorandum of Association wishes to form a company.

Name of each subscriber	Witness for each subscriber
JOHN VENABLES Hydesville, Foden Road, Walsall, Manufacturer	John James Bennet Hydesville, Foden Road, Walsall, Manufacturer's Clerk
JAMES JOHNSON MORSE 26 Osnaburgh Street, Euston Road, London, Journalist	Florence Morse 26 Osnaburgh Street, Euston Road, London
WILLIAM JOHNSON 148 Mottram Road, Hyde, Cheshire, Letterpress Printer	Charles Robert Richardson 148 Mottram Road, Hyde, Cheshire, Letterpress Printer
WILLIAM GREENWOOD Ashleigh, Fairfield, Hebden Bridge, Mill Manager	Jessie Mabel Greenwood Mill, Ashleigh, Fairfield, Hebden Bridge
JAMES PARKER	Joseph Collins

647 Little Horton Lane, Bradford,	22 Hampden Street, Little Horton, Bradford,
Plumber and Painter	Tailor
HANSON GLEDHILL HEY	John J. Parr
68 Crown Street, Halifax,	227 Stanley Road, Liverpool,
Tobacconist	Tobacconist
WILLIAM HARRISON	John J. Parr
42 Hillary Street, Burnley, Warehouseman	227 Stanley Road, Liverpool, Tobacconist

The Companies Act 2006

The Spiritualists' National Union

Limited by guarantee, and not having a capital divided into Shares

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Articles of Association

As amended by Special Resolutions on 15th July 2023

1. The name of the Company (hereinafter referred to as "the Union") is "The Spiritualists' National Union".

2. The Registered Office of the Union will be situate in England.

3. The objects ("the objects") for which the Union is established are-

To promote the advancement and diffusion internationally but particularly in the United Kingdom of a knowledge of the religion and religious philosophy of Spiritualism and such other charitable activities as the Trustees shall from time to time determine. Spiritualism is generally understood to recognise, and for the purposes of these Articles shall be considered as recognising, the following principles:-

1. The Fatherhood of God.
2. The Brotherhood of Man.
3. The Communion of Spirits and the Ministry of Angels.
4. The Continuous Existence of the Human Soul.
5. Personal Responsibility.

6. Compensation and Retribution Hereafter for all the Good and Evil Deeds done on Earth.
7. Eternal Progress Open to every Human Soul.

and in these Articles the words "Spiritualism" and "Spiritualist" shall be construed accordingly.

4. The Union shall have the following powers which may be exercised only in promoting the objects:

(a) To unite in federal or other union Spiritualist Societies and Churches;
(b) To form and maintain libraries and reading rooms in connection with the literature of Spiritualism for the use of subscribers to the Union and others;
(c) To act with or without remuneration as Trustee for Spiritualist Societies and Churches and other Institutions or bodies of persons established for the advancement of Spiritualism or other charitable objects;
(d) To appoint persons as Ministers, qualified lecturers, exponents or teachers on or of Spiritualism;
(e) To arrange for lectures to be delivered either gratuitously or for remuneration upon Spiritualism and religious or philosophical subjects connected therewith;
(f) To purchase books, pamphlets, and other documents and publications dealing with any or all of the subjects aforesaid or containing any information relating thereto;
(g) To promote mission work, to assist in the formation of new Societies and Churches of Spiritualists or in the revival of lapsed Societies or Churches of Spiritualists, and on the direct request of such Societies or Churches to render such financial and other aid as the circumstances call for and the means of the Union permit;
(h) To strengthen the fraternal relations between Spiritualists and facilitate co-operation in everything tending to the advancement of Spiritualism;
(i) To found or assist in founding or endowing or financially helping any colleges or other educational establishments, schools or institutions for the purpose of training people in the principles of the religious philosophy of Spiritualism; or for the study of the religion of Spiritualism and of comparative religion and of kindred philosophies and religious beliefs; or for the educating or qualifying of Ministers, lecturers, exponents or teachers on or of Spiritualism; and to regulate such colleges or institutions;
(j) To assist in procuring religious equality and in promoting spiritual growth and moral reforms and in the doing of all and any such things as may assist in spreading abroad information regarding Spiritualism;
(k) To raise or receive funds for the furtherance of the objects by affiliation fees from Societies and Churches and subscriptions from members;
(l) To provide advice;
(m) To publish or distribute information;
(n) To co-operate with other bodies;
(o) To enter into any arrangements with any Government department, local authority, university, college or other body or person conducive to the promotion and attainment of the objects;
(p) To support, administer or set up other charities;
(q) To raise funds;

(r) To borrow or raise money on such terms as may be thought fit and give security for loans (but only in accordance with the restrictions imposed by the Charities Act 2011); (s) To secure the discharge of any of the Union's liabilities and obligations in any manner;

(t) To acquire any copyright, patents, translation, publication, right of publication or reproduction or other intellectual property rights which may appear useful to the Union and to protect, prolong, register, renew, exercise, develop, turn to account, use or manufacture the same;

(u) To advertise in such manner as may be thought expedient with a view to promoting the objects;

(v) To purchase, take on lease or in exchange, hire or otherwise acquire any real or personal property or any rights therein and any rights or privileges necessary for the promotion of the objects and to construct, maintain and alter any buildings or erections necessary or convenient for the work of the Union;

(w) To let or dispose of property of any kind;

(x) To provide financial assistance, make grants, donations or loans of money and to give guarantees;

(y) To draw, make, accept, endorse, discount, execute, issue and deal with promissory notes, bills of exchange and other instruments of any kind, whether or not negotiable or transferable;

(z) To set aside funds for special purposes or as reserves against future expenditure;

(aa) To deposit or invest funds in any manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification);

(bb) To solicit contributions to the funds of the Union and to accept gifts (both inter vivos and testamentary) of money and other property of any kind, whether real or personal and whether or not subject to any specific charitable trusts or conditions;

(cc) To accept any gifts, subscriptions, donations, bequests or devises of lands, monies, securities either real or personal property;

(dd) To appoint, constitute and delegate powers to such advisory committees as the Trustees may think fit;

(ee) To delegate the management of investments to a financial expert, but only on terms that:

  (i) the investment policy is set down in writing for the financial expert by the Trustees;
  (ii) every transaction is reported promptly to the Trustees;
  (iii) the performance of the investments is reviewed regularly with the Trustees;
  (iv) the Trustees are entitled to cancel the delegation arrangement at any time;
  (v) the investment policy and the delegation arrangement are reviewed at least once a year;
  (vi) all payments due to the financial expert are on a scale or at a level which is agreed in advance and are notified promptly to the Trustees on receipt; and
  (vii) the financial expert must not do anything outside the powers of the Trustees.

(ff) To arrange for investments or other property of the Union to be held in the name of a nominee (being a corporate body registered or having an established place of business in England and Wales) under the control of the Trustees or of a financial expert acting under their instructions and to pay any reasonable fee required;

(gg) To insure the property of the Union against any foreseeable risk and take out other insurance policies to protect the Union when required;

(hh) To purchase and maintain insurance for the Trustees as permitted by the Charities Act 2011 against the costs of a successful defence to a criminal prosecution brought against them as Union Trustees or against personal liability incurred by them in respect of any act or omission in the actual or purported execution and/or discharge of their duties and/or in the exercise or purported exercise of their powers and/or otherwise in relation to the Union which is or is alleged to be a breach of trust or breach of duty, unless the Trustee concerned knew that, or was reckless whether the act or omission was a breach of trust or breach of duty;

(ii) To employ paid or unpaid agents, staff or advisers;

(jj) To enter into contracts to provide services to or on behalf of other bodies;

(kk) To establish, become a member of, manage or support any bodies (whether incorporated or not) whose objects may seem capable of furthering any of the objects;

(ll) To establish where necessary local branches (whether autonomous or not);

(mm) To procure the Union to be registered or recognised in any foreign country or place;

(nn) To pay all costs and expenses arising in connection with the formation and registration of the Union; and

(oo) To do anything else within the law which promotes or is ancillary to the objects.

5. Benefits to Members and Trustees

5.1 The property and funds of the Union shall be used only for promoting the objects and do not belong to the members of the Union but, subject to compliance with Article 5.4:

(a) members (including Trustees) may be paid interest at a reasonable rate on money lent to the Union; and

(b) members (including Trustees) may be paid a reasonable rent or hiring fee for property let or hired to the Union.

5.2 A Trustee shall not receive any payment of money or other material benefit (whether directly or indirectly) from the Union except:

(a) as mentioned in Articles 4(hh), 5.1(a), 5.1(b) or 5.3 of these Articles;

(b) reimbursement of reasonable out-of-pocket expenses (including hotel and travel costs) actually incurred in running the Union;

(c) an indemnity (insofar as permitted by Article 64) in respect of any liabilities properly incurred in running the Union (including the costs of a successful defence to criminal proceedings);

(d) payment to any company in which a Trustee has no more than a one per cent shareholding; and

(e) in exceptional cases (but only with the written consent of the Charity Commission in advance and subject, where required by the Companies Act, to the approval or affirmation of the members) other payments or benefits.

(f) except with the prior consent of the Charity Commission of reasonable and proper remuneration of the President.

5.3 Any Trustee or Connected Person (or any firm or company of which a Trustee or Connected Person is a member or employee) may enter into a written contract with the Union to supply services in return for a payment or other material benefit but only if:

(a) the services are actually required by the Union;
(b) the nature and level of the remuneration is no more than is reasonable in relation to the value of the services and is set in accordance with the procedure in Article 5.4; and
(c) no more than one third of the Trustees are subject to such a contract in any financial year.

5.4 Subject to Articles 5.2 and 5.5, any Trustees who become a Conflicted Trustee in relation to any matter must:

(a) declare the nature and extent of their interest at or before discussion begins on the matter;
(b) withdraw from the meeting for that item after providing any information required by the Trustees;
(c) not be counted in the quorum for that part of the meeting; and (d) be absent during the vote and have no vote on the matter.

5.5 When a Trustee is a Conflicted Trustee, the Trustees present at a meeting who are not Conflicted Trustees, if they form a quorum without counting the Conflicted Trustee and are satisfied that it is in the best interest of the Union to do so, may by resolution passed in the absence of the Conflicted Trustee authorise the Conflicted Trustee or a Connected Person, notwithstanding any conflict of interest or duty which has arisen or may arise for the Conflicted Trustee or Connected Person:

(a) to continue to participate in discussions leading to the making of a decision; or
(b) to disclose information confidential to the Union to a third party; or
(c) to take any other action not otherwise authorised which does not involve the receipt by the Conflicted Trustee or a Connected Person of any payment or material benefit from the Union, or refrain from taking action designed to remove the conflict.

5.6 Conflicted Trustees who obtain (other than through their position as Trustee) information that is confidential to a third party, shall not be in breach of their duties to the Union if they declare the conflict in accordance with Article 5.4 and then withhold such confidential information from the Union.

5.7 This Article may not be amended without the prior permission of the Charity Commission.

6. The liability of the members is limited.

7. All members of the Union undertake to contribute to the assets of the Union in the event of the same being wound up during the time that they are a member or within one year afterwards for payment of the debts and liabilities of the Union contracted before the time at which they cease to be a member and of the costs, charges and expenses of winding up the same and for adjustment of the rights of the contributories amongst themselves such amount as may be required not exceeding 50p.

8. If upon the winding up or dissolution of the Union there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among

the members of the Union but shall be given or transferred to some other charitable institution or institutions having objects similar to the objects of the Union and which shall prohibit the distribution of its or their income and property to an extent at least as great as is imposed on the Union under or by virtue of Article 5 of these Articles of Association, such institution or institutions to be determined by the members of the Union at or before the time of dissolution and if and so far as effect cannot be given to such provision then to some other charitable object.

9. Nothing in these Articles shall authorise an application of the property of the Union for purposes which are not charitable in accordance with section 7 Charities and Trustee Investment (Scotland) Act 2005 or section 1 of the Charities Act (Northern Ireland) 2008.

COMPOSITION AND MEMBERSHIP

10. Composition

The Union shall be composed of:-

(a) members;
(b) honorary officers and honorary members;
(c) Branches, District Councils, and their respective members;
(d) affiliated bodies (that is to say, Churches, Mission Churches and Kindred Bodies) and their respective members; (e) Pioneer Centres; and (f) Associated Bodies.

Their respective status, rights, privileges and obligations shall be as provided by or under these Articles.

11. Number of Members

The Union is registered as having not more than 200,000 members, but the National Executive Committee may from time to time register an increase in the number of members.

12. Classes of Members

There shall be seven classes of members, namely:-

(a) The accredited representatives of Branches;
(b) The accredited representatives of District Councils;
(c) Church Representatives;
(d) Kindred Body Representatives;
(e) Pioneer Centre Representatives; (f) Individual Members; (g) Affiliate Members.

13. Honorary Officers and Members

Persons of distinction who are Spiritualists or in sympathy with the work of the Union may be invited by the National Executive Committee to become honorary officers or honorary members of the Union for such periods and with such rights and privileges as the National Executive Committee may from time to time determine. Except as otherwise determined by the National Executive Committee such persons shall be treated as members of the Union for all purposes other than those of Article 5 of these Articles of Association.

14. Affiliated Bodies

(1) A Spiritualist Church or society or other institution or body of persons (whether incorporated or not) shall be eligible for affiliation as a Church, Mission Church or Kindred Body if it is established for the advancement of Spiritualism and is governed by a written constitution or set of rules which complies with the respective conditions prescribed in the Bye-laws and, in the case of a Church, has more than twelve full members.

(2) The Bye-laws shall prescribe minimum requirements for the constitution of Churches, Mission Churches and Kindred Bodies and in particular shall provide for compliance with the following conditions:-

(a) In the case of a Church:

(i) Membership must be of two classes, namely, full membership and associate (i.e. probationary) membership.
(ii) A permanent record of persons in membership must be maintained.
(iii) All full members must be required to signify in writing their adherence to the Seven Principles.
(iv) The Church must be controlled on a democratic basis by the full members, through an elected Committee.
(v) There must be annually a meeting of full members at which an audited statement of accounts is presented.

(b) In the case of a Mission Church or Kindred Body:

All persons who take part in the management or have a right to vote in the affairs of the body must be required to signify in writing their adherence to the Seven Principles.

(3) The National Executive Committee shall from time to time approve and publish Rules for Churches prepared so as to comply with the Bye-laws.

(4) All affiliated bodies and their members shall be bound by these Articles and by the Byelaws in the same manner as if they were members of the Union.

(5) The books, accounts and vouchers of any affiliated body shall be open to the inspection of the auditors of the Union and of any other accountant or qualified person appointed by the National Executive Committee for the purpose in any particular case, when so requested by the affiliated body or by members thereof, upon such conditions as may be prescribed in the Bye-laws.

(6) A member of the National Executive Committee, an Officer of the appropriate District Council and any other representative of the Union whose credentials are authenticated by a member of the National Executive Committee or by an officer of the appropriate District Council shall be entitled to attend and speak at any general meeting of an affiliated body.

(7) The National Executive Committee may, after consultation with any District Council concerned, determine, in the case of any Mission Church or Kindred Body, whether or not its members or any of them are to be treated for the purpose of these Articles and the Bye-laws as full members of the body; and, in the case of a Kindred Body, may also determine after such consultation whether or not its accredited representatives (if any)

under Article 23 are, as Kindred Body Representatives, to have the rights and privileges, or such of them as may be specified, equal to those of Church Representatives under all or any of these Articles; and may from time to time vary any such determination in consequence of any material change in circumstances.

Provided that:

(i) All persons so treated as a full member and all persons whose membership is taken into account in determining the number of accredited representatives to which the body is entitled shall have signified in writing their adherence to the Seven Principles, and

(ii) Every person whose membership is taken into account in determining the number and selection of accredited representatives to which the body is entitled shall have a right to participate either directly or indirectly in the nomination, election or removal of such accredited representative on a basis of equality with other such persons.

(iii) Any determination of the National Executive Committee hereunder or any subsequent variation thereof shall be open to revision by any general meeting held within thirteen months after such decision, and the National Executive Committee shall give effect to any direction thereon given by the meeting. Subject to any direction and such conditions as may be prescribed in the Byelaws, every such decision of the National Executive Committee shall be final.

15. Pioneer Centres

Pioneer Centres may be set up and dissolved from time to time. The constitution, functions, powers and responsibilities of each Pioneer Centre shall be prescribed in the Bye-laws or by resolution of the National Executive Committee.

16. Associated Bodies

A society or other body (whether incorporated or not and whether under sole management or not) shall be eligible to become an Associated Body if its objects are such as to promote those of the Union, subject to such conditions as may be prescribed in the Bye-laws.

17. Application for Membership, etc.

(1) Subject to paragraph (2) below, every person who is for the time being a full member of a Church or Pioneer Centre and is not an Individual Member shall be an Affiliate Member and shall be registered as such with the Union by the Church or Pioneer Centre as the case may be. Registration shall be in such form as may from time to time be prescribed by the National Executive Committee.

(2) Paragraph (1) above shall not apply to:-

(a) any person whose Individual Membership has been terminated by the National Executive Committee pursuant to Article 25 other than on the grounds of overdue subscription;

(b) any full member of a Church or Pioneer Centre who declines or resigns from Affiliate Membership in writing to the chief administrative officer.

(3) An application for acceptance into Individual Membership, affiliation or association shall be made to the Union in such form as may from time to time be prescribed by the National Executive Committee and shall contain such information as the National Executive Committee may reasonably require.

(4) Applicants for election to Individual Membership must be not less than 18 years of age and shall be required to signify in writing their adherence to the Seven Principles, and the application must be accompanied by one year's subscription.

(5) The National Executive Committee may accede to, defer or reject any application without explanation.

(6) An application for affiliation may be accepted on a provisional basis, on condition that all the conditions prescribed in Article 14 and in the Bye-laws are complied with within a period not exceeding six months and subject to review at the end of that period. A body accepted on this basis shall not be entitled to appoint any accredited representatives under Article 23 during such period.

(7) An application for Individual Membership may be accepted on a provisional basis for not less than twelve months, on condition that all the conditions prescribed in Article 17 and in the Bye-laws are complied with throughout that period. An Individual Member accepted on this basis shall not be entitled to exercise a right to vote during such period.

(8) When an application is rejected, any subscription already paid shall be refunded.

(9) The decision of the National Executive Committee on any application shall be open to revision by any general meeting held within thirteen months after such decision, and the National Executive Committee shall give effect to any direction thereon given by the meeting. Subject to any such direction and to such conditions as may be prescribed in the Bye-laws, every such decision of the National Executive Committee shall be final.

(10) Upon being accepted into Individual Membership, affiliation or association, as the case may be, each Individual Member, affiliated body and Associated Body shall be advised as to the availability of the Memorandum and Articles of Association and Bye-laws of the Union on the website or provided with a copy on application to the Union.

18. Subscriptions

(1) Each Individual Member, each affiliated body and each Associated Body shall be liable to pay to the Union an annual subscription of amount provided for in this Article. The first subscription shall be payable on acceptance into membership, affiliation or association, and subsequent subscriptions shall be payable on such dates as may be prescribed in the Bye-laws. The Bye-laws may make provision for payment by instalments.

(2) The minimum annual subscription of an Individual Member shall be of such amount as may be decided from time to time by resolution of the Individual Members present and voting at a general meeting of the Union and having the consent of the National Executive Committee and the subscription of an Individual Member who is also a church member may be lower than that of other Individual Members:

Provided that no persons who were an Individual Member on the 1st of July 1950 and have remained an Individual Member continuously since that date shall be obliged to subscribe more than twenty-five pence annually unless they agree in writing to do so.

(3) The minimum annual subscription of a Church shall be of such amount and shall be calculated on such basis (having regard to the membership of the Church) as may be

decided from time to time by resolution of the Church Representatives present and voting at a general meeting of the Union.

(4) The first subscription of an Individual Member or a Church shall be a full year's subscription except that a Church which is accepted into affiliation on or after the 1st April in any year shall pay for that year a reduced subscription calculated pro rata from the first day of the calendar quarter in which it was accepted.

(5) The annual subscription of a Mission Church, Kindred Body or an Associated Body shall be of such amount as may from time to time be decided in each case by the National Executive Committee, having regard to the basis that applies to Churches.

(6) The National Executive Committee may in any case of hardship reduce the amount of subscription.

(7) When any subscription has been overdue for two months or more, notice shall be sent to the member or body concerned intimating that if payment is not made within two months after the service of such notice, all rights and privileges of membership, affiliation or association (as the case may be) will be suspended. If payment is not made in accordance with such notice, such rights and privileges shall be suspended accordingly, subject to restoration on such conditions as the National Executive Committee may decide in each case.

19. Branches

Branches of the Union may be set up and dissolved from time to time. The constitution, functions, powers and responsibilities of each Branch shall be prescribed in the Bye-laws or by resolution of the National Executive Committee after consultation with the Council.

20. The Spiritualists' Lyceum Union

(1) There shall be a Branch called the Spiritualists' Lyceum Union, with the special responsibility for the education and training of the young and such other functions and responsibilities as may be prescribed in the Bye-laws or by resolution of the National Executive Committee after consultation with the Lyceum Central Committee.

(2) The constitution and powers of the Spiritualists' Lyceum Union shall be prescribed in the Bye-laws, which shall in particular make provision for:-

(a) the acceptance into membership of lyceums and other organisations for adults and children and of individual subscribers; (b) the holding of annual Lyceum conferences; and (c) the establishment of a Central Committee.

(3) All property and funds from time to time given or subscribed to and for the express benefit of the Spiritualists' Lyceum Union shall (together with the property and funds transferred to the Union by the British Spiritualists' Lyceum Union upon its amalgamation with the Union or its equivalent) be held by the Union upon trust to be applied for the purpose of the Spiritualists' Lyceum Union in accordance with these Articles and the Bye-laws as from time to time in force.

21. District Councils

(1) The Churches shall be grouped into District Councils by the National Executive Committee, who may from time to time vary such grouping after consultation with the Council.

(2) Each District Council shall consist of such minimum number of affiliated bodies or Pioneer Centres as may be prescribed in the Bye-laws, together with such other persons or bodies as may be admitted in accordance with the Bye-laws. The Bye-laws shall include provisions for the conduct of meetings of District Councils and the election of officers and committees.

(3) The District Councils and their officers and committees shall have such functions, powers and responsibilities as may be prescribed in the Bye-laws or otherwise delegated to them by the National Executive Committee. In the exercise of their functions, powers and responsibilities, they shall conform to such regulations and directions as may from time to time be imposed either generally or specially by the National Executive Committee.

22. Finance of District Councils

(1) District Councils shall, subject to the conditions prescribed in the Bye-laws, have control over their own finance, notwithstanding that their property and funds (except where vested expressly upon separate trusts) form part of the assets of the Union.

(2) Subject to such conditions as may be prescribed in the Bye-laws the Union shall from time to time pay to each District Council such proportion of the subscription paid by the affiliated bodies and Pioneer Centres comprising the District Council as may be determined by or under the Bye-laws, and such proportion of the subscription paid by Individual Members allocated to the District Council as may be so determined.

23. Accredited Representatives

(1) Churches, Kindred Bodies, Pioneer Centres, Branches and District Councils shall be entitled to accredited representatives on the basis of the following provisions:-

(a) Churches shall be entitled to accredited representatives (in these Articles called "Church Representatives") in each year on the basis of the number of full members in membership on the 31st December of the preceding year as follows:-

(i) A church with not less than 13 and not more than 75 full members may have one Church Representative.

(ii) A church with more than 75 full members may have one Church Representative for every 50 full members; if the excess over the next lower multiple of 50 is 26 or more it shall for this purpose be counted as 50, and if it is 25 or less, it shall be ignored.

(b) A Kindred Body shall be entitled to such number (if any) of accredited representatives (in these Articles called "Kindred Body Representatives") as may from time to time be decided in each case by the National Executive Committee.

(c) A Pioneer Centre shall be entitled to one accredited representative (in these Articles called "Pioneer Centre Representative").

(d) A Branch of the Union shall be entitled to such number of accredited representatives as may from time to time be decided in each case by the National Executive Committee.

(e) A District Council shall be entitled to one accredited representative for every 1,500 full members of Churches in the District Council as shown in the last

published annual report of the Union; for this purpose any incomplete fraction of 1,500 shall be counted as 1,500.

(f) Accredited representatives must be a full member of the body which they represent, except that:-

(i) an accredited representative of a Pioneer Centre must be a member of its Managing Committee;

(ii) an accredited representative of a District Council must be a full member of one of the Churches in the District Council, and an Individual Member.

(g) Accredited representatives may be elected and removed from office in such manner as may be determined by or under the constitution of the body electing them or under these Articles as the case may be. Any such election or removal shall not be effective until written notice thereof (authenticated in such manner as the National Executive Committee may require) has been received by the Union.

(h) Accredited representatives may, subject to such conditions as may be prescribed in these Articles or in the Bye-laws by instrument in writing, appoint another duly-qualified person as their proxy to attend and vote at any meeting of the Union. Proxies so appointed shall, at and in relation to that meeting, have all the rights of the accredited representative appointing them (but without prejudice to the exercise of such rights by the accredited representative in person), and accordingly in these Articles, where the context admits, any reference to an accredited representative or to a member, Church Representative or Kindred Body Representative, shall be construed as including a reference to a proxy so appointed.

(i) No persons may at the same time represent (either as accredited representative or as proxy) more than one Church or other body; no accredited representatives may be a proxy for another, and no persons may be a proxy for more than one accredited representative. No members of the National Executive Committee may be an accredited representative or proxy. No members of the Council may be an accredited representative or proxy for their District Council to general meetings of the Union.

(2) A body electing an accredited representative shall be responsible for any financial obligations to the Union incurred by the representative in that capacity, and such responsibility shall continue notwithstanding that the office of accredited representative may for the time being be vacant.

24. Credential Cards

Credential cards shall be issued in accordance with the Bye-laws.

25. Suspension and Termination of Membership

(1) Church Representatives or Kindred Body Representatives shall cease to be such upon the occurrence of any of the following events, namely:-

(a) Death.

(b) Receipt by the chief administrative officer of written notice of resignation.

(c) Receipt by the Union of written notice (authenticated in such manner as the National Executive Committee may require) of their removal from office or of the election of a successor.
(d) Cessation of affiliation of the Church or Kindred Body which elected them.
(e) Cessation of the entitlement to an accredited representative of the Church or Kindred Body which elected them. In a case where the number of accredited representatives to which a Church or Kindred Body is entitled is reduced the representative last elected shall cease to be such.
(f) Resolution of the National Executive Committee pursuant to paragraph (8) or (9) of this Article.

(2) Pioneer Centre Representatives shall cease to be such upon the occurrence of any of the following events, namely:-

(a) Death.
(b) Receipt by the chief administrative officer of written notice of resignation.
(c) Their removal from office or the appointment of a successor by the National Executive Committee.
(d) Cessation of the entitlement to an accredited representative of the Pioneer Centre. In a case where the number of accredited representatives to which a Pioneer Centre is entitled is reduced the representative last appointed shall cease to be such.

(3) Individual Members shall cease to be such upon the occurrence of any of the following events, namely:-

(a) Death.
(b) Receipt by the chief administrative officer of written notice of resignation.
(c) Resolution of the National Executive Committee pursuant to paragraph (8) or (9) of this Article.
(d) In the case of provisional Individual Members, loss of any of the qualifications which entitled them to membership.

(4) Affiliate Members shall cease to be such upon the occurrence of any of the following events, namely:-

(a) Death.
(b) Loss of the qualifications which entitled them to membership.
(c) Receipt by the chief administrative officer of written notice of resignation.
(d) Resolution of the National Executive Committee pursuant to paragraph (8) or (9) of this Article.
(e) Becoming an Individual Member.

(5) An affiliated body shall cease to be in affiliation upon the occurrence of any of the following events, namely:-

(a) Dissolution.
(b) Resolution of the National Executive Committee pursuant to paragraph (9) of this Article.

(6) An Associated Body shall cease to be in association upon the occurrence of any of the following events, namely:-

(a) Dissolution;
(b) Withdrawal in accordance with the Bye-laws;
(c) Resolution of the National Executive Committee, pursuant to paragraph (9) of this Article.

(7) If at any time the number of full members of a Church shall be reduced to twelve or less, that Church shall thereafter have the status of a Mission Church, subject to restoration when the number once again exceeds twelve.

(8) The National Executive Committee shall by resolution suspend the membership of any persons who are charged with an indictable offence. If they are acquitted or the charge is withdrawn, the National Executive Committee shall reinstate their membership without delay. If they are convicted, the National Executive Committee shall by resolution terminate their membership and debar their eligibility for membership for a period of time in accordance with the provisions of the Rehabilitation of Offenders Act 1974 or any succeeding legislation.

(9) The National Executive Committee may by resolution terminate the membership of any person or the affiliation or association of any body, as the case may be, in any of the following circumstances, namely:-

(a) If the annual subscription of any person or of such body, as the case may be, is twelve months or more overdue.
(b) If so recommended by a tribunal, arbitrating body or adjudicating body appointed in pursuance of Article 62 or of the Bye-laws to consider a dispute or complaint directly involving the person or body.
(c) If in the opinion of the National Executive Committee either:-

(i) such person no longer adheres to the Seven Principles, or such body is no longer an effective organisation or no longer satisfies the requirements for eligibility for affiliation or association; or
(ii) the continued membership of such person or the continued affiliation or association of the body with the Union will be harmful or potentially harmful to the Union for the furtherance of its objects; or
(iii) the conduct of such person or affiliated or associated body constitutes serious misconduct harmful or potentially harmful to Spiritualism, to the Union, or to an affiliated body, Pioneer Centre, associated body, Branch or District Council thereof.

Provided that:-

(i) A resolution passed in pursuance of sub-paragraph (c) hereof shall be effective only if supported by three-fourths of the number of members present and the person or body concerned has been given:-

(a) not less than twenty working days' notice of the date, time and place of the meeting of the National Executive Committee at which the resolution is to be put and of the grounds therefor, together with reasons and supporting evidence;
(b) the opportunity to make written representations thereon within that period; and

(c) the opportunity to make oral representations thereon at such meeting of the National Executive Committee.

(ii) Any resolution under this paragraph shall take effect forthwith but shall be open to revision by any general meeting held within thirteen months after the date of such resolution and the National Executive Committee shall give effect to any direction thereon given by the meeting.

(10) The termination of membership, affiliation or association from any cause shall not affect:-

(a) the right of the Union to enforce payment of debts and the fulfilment of other obligations incurred before the date of termination; or
(b) the jurisdiction of any tribunal or arbitrator in any matter which arises out of events prior to the date of termination.

MEETINGS

26. Annual General Meetings

The Annual General Meeting of the Union shall be held each year in the month of July or at such other date as may be decided by the National Executive Committee, provided that one annual general meeting is held in each calendar year and that the date is not more than 15 calendar months from the date of the previous Annual General Meeting.
At such meeting a statement of the accounts of the Union for the year ended on the preceding 31st December shall be submitted to the members, together with a report of the work of the Union between the close of the previous Annual General Meeting and the commencement of the Annual General Meeting.

27. Extraordinary General Meetings

The National Executive Committee may, whenever they think fit, convene an extraordinary general meeting, and shall convene such a meeting on a requisition, stating the purpose for which the meeting is desired, and signed by members of the Union representing not less than one tenth of the total voting rights of all the members having at the date of the requisition a right to vote at general meetings of the Union. In default, such a meeting may be convened in such a manner as is provided for by the Act.

28. Notice of Meetings

(1) An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by twenty-one days' notice in writing at the least, and a meeting of the

Union other than an Annual General Meeting or a meeting for the passing of a special resolution shall be called by fourteen days' notice in writing at the least.

(2) The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and hour of meeting. It shall be accompanied by an agenda and, in the case of an annual general meeting, by a copy of the statement of accounts, and of the annual report to be submitted.

(3) Such notice shall be given in the manner mentioned in Article 56 to every Individual Member and Affiliate Member, affiliated body, Pioneer Centre, associated body, Branch and District Council and to the auditors; but the accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any such person or body shall not invalidate the proceedings at that meeting.

29. Business of Meetings

(1) The agenda of every Annual General Meeting shall include the consideration of the statement of accounts and of the reports of the National Executive Committee and Council and of the auditors, the declaration of all elections and appointments, the appointment (if required) and the fixing of the remuneration of the auditors and the election of an elective auditor.

(2) The chief administrative officer shall place on the agenda any motion of which notice is given to the Union by any Individual Member, affiliated body, Pioneer Centre, Branch or District Council or by the National Executive Committee or Council, subject to such reasonable restrictions as to form, length of notice and otherwise as may be prescribed in the Bye-laws.

(3) At an extraordinary general meeting no business shall be transacted other than that specified in the agenda. At an Annual General Meeting business other than that specified in the agenda may be transacted unless the Chair decides that by reason of the nature of its subject-matter no vote ought to be taken thereon until notice has been given to the National Executive Committee or to all Individual Members, affiliated bodies, Pioneer Centres, Branches and District Councils.

30. Quorum for Meetings

(1) No business shall be transacted at any general meeting unless a quorum of members entitled to vote at that meeting is present at the time when the meeting proceeds to business; 20 such members present in person (or in the case of Church Representatives, Kindred Body Representatives or Pioneer Centre Representatives, by proxy), of whom not less than 10 are Church Representatives, shall be a quorum.

(2) If within an hour from the time appointed for a meeting a quorum is not present, the meeting shall stand adjourned for such a period not exceeding two hours as may be agreed on by a majority of those present and entitled to vote. If on re-assembling a quorum is still not present, the meeting shall be from time to time further adjourned to such time or times on the same day as may be similarly agreed upon. Should a quorum not be present on the final re-assembly, the Officers shall issue notices reconvening the meeting at a later date. If within an hour from the time appointed for the meeting on such later date a quorum is not present, if convened upon the requisition of members, it shall be dissolved, and in any other case the members present and entitled to vote shall be a quorum.

31. The Chair

(1) The President of the Union shall preside as Chair at every general meeting, unless such is absent or unwilling, in which event the members of the National Executive Committee who are present shall choose one of their number to be Chair of the meeting.

(2) If at any meeting no member of the National Executive Committee is willing to act as Chair or if no member of the National Executive Committee is present within fifteen minutes after the time appointed for holding the meeting, the members present and entitled to vote shall choose one of their number to be Chair of the meeting.

(3) Notwithstanding the foregoing sub-paragraph (2), the National Executive Committee, or in case of emergency the Officers, may appoint from the Individual Members having not less than six years' such membership immediately preceding the date of appointment a Chair for any general meeting if such a course is deemed expedient by a majority of the National Executive Committee or of the Officers, as the case may be.

32. Adjournment

The Chair may (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

33. Right to Vote

(1) Every member shall have one vote.

(2) The following provisions shall have effect:-

(a) Every accredited representative of a Branch and District Council shall (subject to the following provisions hereof) have one vote in addition to the persons entitled under paragraph (1).

(b) On a show of hands, in a ballot at a meeting and in a postal vote an accredited representative who is also an Individual Member may vote under both qualifications.

(c) On a show of hands, in a ballot at a meeting, in a postal vote on a resolution or for the election of President or Vice-President each vote cast by an accredited representative other than a Pioneer Centre Representative shall be calculated as five votes.

(d) On a show of hands, in a ballot at a meeting, in a postal vote on a resolution or for the election of President or Vice-President each vote cast by a Pioneer Centre Representative shall be calculated as two votes.

(e) Only Church Representatives, Individual Members, Kindred Body Representatives and Pioneer Centre Representatives may vote upon an extraordinary resolution or special resolution.

(f) Affiliate Members shall not be entitled to vote.

(3) The Chair of a general meeting may, at the instance of not less than ten accredited representatives of Churches, Kindred Bodies or Pioneer Centres, declare that any particular resolution proposed to be put to the meeting is one which concerns Churches only, and upon such declaration being made only Church Representatives, Kindred Body Representatives and Pioneer Centre Representatives shall be entitled to vote upon the resolution.

(4) The Chair of a general meeting may, at the instance of not less than ten Individual Members, declare that any particular resolution proposed to be put to the meeting is one which concerns Individual Members only, and upon such declaration being made only Individual Members shall be entitled to vote upon the resolution.

(5) The right to vote shall be conditional upon the holding and (in the case of voting at a meeting) the production of a current credential card or of proof (to the satisfaction of the Chair) of the right to hold such a card.

(6) In the case of an equality of votes, whether on a show of hands, a ballot or a postal vote, the Chair of the meeting at which the show of hands or ballot takes place, or the resolution which is the subject of the postal vote was passed, shall be entitled to a second or casting vote.

(7) All Individual Members entitled to attend and vote at a general meeting are entitled to appoint another person as their proxy to attend and vote instead of them.

(8) An instrument appointing a proxy shall be in any common form or in any form as the National Executive Committee may approve and the National Executive Committee may if it thinks fit (but subject to the provisions of the Act) send out with the notice of any meeting forms of instrument of proxy for use at the meeting.

(9) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a ballot.

(10) The instrument appointing a proxy and any authority under which it is executed or a copy of such authority certified notarially or in some other way approved by the National Executive Committee may:

(a) be deposited at the Office or at such other place within the United Kingdom as is specified on the notice convening the meeting or in any instrument of proxy sent out by the Union in relation to the meeting not less than 48 hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote; or

(b) in the case of a ballot taken more than 48 hours after it is demanded, be deposited as aforesaid after the ballot has been demanded and not less than 24 hours before the time appointed for taking the ballot; or

(c) where the ballot is not taken forthwith but is taken not more than 48 hours after it was demanded, be delivered at the meeting at which the ballot was demanded to the Chair or to the Union or to any member of the National Executive Committee; and

an instrument of proxy which is not deposited or delivered in a manner so permitted shall be invalid.

(11) A vote given or ballot demanded by proxy shall be valid notwithstanding the previous determination of the authority of the person voting or demanding a ballot unless notice of the determination was received at the Office or at such other place at which the instrument of proxy was duly deposited before the commencement of the meeting or adjourned meeting at which the vote is given or the ballot demanded or (in the case of a ballot taken otherwise than on the same day as the meeting or adjourned meeting) the time appointed for taking the ballot.

34. Voting at Meetings

(1) In any voting at a general meeting the question shall be decided by the votes of those present and voting; proxies shall be permitted only as prescribed in Article 23 and 34.

(2) Voting shall be by show of hands unless a ballot is (before or on the declaration of the result of the show of hands) demanded by the Chair, or:-

(a) if the question is the election of the Chair of the meeting or the adjournment of the meeting, by a majority vote of those present and voting; or

(b) on any other question, by not less than five persons having the right to vote at the meeting or by a member or members representing one-tenth of the total voting rights of all the members having the right to vote at the meeting.

(3) Unless a ballot be so demanded a declaration by the Chair that a resolution has on a show of hands been carried or carried unanimously, or by a specified majority, or lost, and an entry to that effect in the minutes of the meeting shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a ballot may be withdrawn.

(4) A ballot demanded on the election of a Chair or on a question of adjournment shall be taken forthwith.

(5) A ballot demanded on any other question shall be taken in such manner as the Chair may direct, and the result shall be declared before the conclusion of the meeting. Any business other than that upon which a ballot has been demanded may be proceeded with pending the taking of the ballot and the declaration of the result thereof.

35. Postal Votes

(1) The operation of any resolution carried by less than a two thirds majority at a general meeting shall be subject to confirmation by a simple majority on a postal vote of the persons having the right to vote at the time of the meeting on such resolution if:-

(a) within three days from the date of the conclusion of the meeting a notice in writing signed by five persons having the right to vote at the time of the meeting on such resolution and intimating intention to obtain signatures to a requisition for such a postal vote is received by the Union; and

(b) within six weeks from the date of the conclusion of the meeting a requisition for such postal vote, signed by not less than fifty persons having the right to vote at the time of the meeting on such resolution, of whom not less than thirty are accredited representatives of Churches, Kindred Bodies or Pioneer Centres, is received by the Union.

(2) The operation of any resolution carried at a general meeting at which less than fifty members are present, or at which less than twenty-five accredited representatives of Churches, Kindred Bodies or Pioneer Centres are present, shall be subject to confirmation by a sufficient majority on a postal vote of the persons having the right to vote at the time of the meeting on such resolution, unless either:-

(a) the precise terms of the resolution were included in the agenda accompanying the notice of the meeting; or

(b) it is decided by the unanimous vote of those present at the next meeting of the National Executive Committee that such a postal vote is unnecessary.

(3) Postal votes shall be taken in such manner and at such time (subject to any relevant provisions of the Bye-laws) as the Officers direct, and the result of the vote shall be deemed to be the resolution of the meeting from which the vote originated.

(4) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a postal vote, but not to vote thereon.

36. National Consultative Conference

Whenever possible the National Executive Committee shall arrange for a national consultative conference to be held. The programme and procedure of such conferences shall be decided by the National Executive Committee.

NATIONAL EXECUTIVE COMMITTEE

37. Composition of the National Executive Committee

(1) The direction of the affairs of the Union shall be administered by a National Executive Committee consisting of such Officers and such number of other members as is hereinafter provided. This National Executive Committee shall meet not less than six times in each year and shall adjourn and otherwise regulate its meetings as it thinks fit.

(2) The following provisions as to the number and method of appointment of members of the National Executive Committee shall have effect until amended or replaced by resolution (of which notice shall have been given as for a special resolution) passed by a two thirds majority of those present and voting at a general meeting of the Union:-

(a) The National Executive Committee shall consist of:-

(i) Four Officers, namely, the President, two Vice-Presidents and the Financial Director of the Union;
(ii) Such directors as may be designated in the Bye-laws;
(iii) such other Ordinary Directors as may be provided for in the Bye-laws; (iv) the Council Director.

(b) The President and Vice-Presidents shall be elected from among Individual Members who are full members of affiliated bodies. They shall be elected in alternate years, the President and one Vice-President in one year, the other Vice-President in the alternate year, each serving for a term of two years. The election shall be by postal or electronic vote of eligible Church Representatives, Individual Members, Kindred Body Representatives and Pioneer Centre Representatives.

(c) The Financial Director shall, subject to the provisions of sub-paragraph (g) below, be appointed biennially by the continuing or incoming President and Vice-Presidents as the case may be, in consultation with the outgoing President or Vice-Presidents, from among Individual Members who are full members of affiliated bodies and have been duly nominated for this office.

(d) The designated directors shall, subject to the provisions of sub-paragraph (f) below, be appointed annually by the continuing or incoming Officers of the Union as the case may be, in consultation with the outgoing Officers, from among Individual Members who are full members of affiliated bodies and have been duly nominated for these offices. None of the designated directors shall be members of the Council.

(e) Ordinary Directors shall be appointed annually by the National Executive Committee from among Individual Members who are full members of affiliated bodies. None of the Ordinary Directors shall be members of the Council.

(f) The Council Director shall be elected annually by the members of the Council from among Councillors other than the Officers of the Union.

(g) If in respect of any office which is subject to appointment by the President and Vice-Presidents or Officers a vacancy remains unfilled at the end of three months from the conclusion of the annual general meeting at which the vacancy arose, it shall be filled by the National Executive Committee by co-option of a qualified member whether or not nominated.

(3) No person shall hold at any time both the office of President and Vice-President. If any persons are nominated for both positions they shall notify the chief administrative officer in writing which position they decide they will hold in the event of them being elected to both positions, and failing such notification being received within ten days of the notification of nomination they shall be deemed to have decided to hold the office of President.

(4) No persons shall be disqualified for being or becoming a member of the National Executive Committee by reason of their attaining or having attained the age of seventy years or over.

THE COUNCIL

38. Composition of the Council

(1) The National Executive Committee shall be advised by a Council consisting of such number of National Councillors and representatives of district councils as is hereinafter provided.

(2) The following provisions as to the number and method of appointment of National Councillors shall have effect until amended or replaced by resolution (of which notice shall have been given as for a special resolution) passed by a two thirds majority of those present and voting at a general meeting of the Union:-

(a) The National Councillors shall consist of:-

(i) the Officers of the Union;
(ii) a District National Councillor from each District Council;
(iii) a Lyceum National Councillor;
(iv) an SNUi National Councillor; and
(v) an Individual Members National Councillor.

(b) Each District National Councillor shall be elected by District Council members in general meeting and shall hold office for such period (not exceeding two years) as may be prescribed in the Bye-laws.

(c) The Lyceum National Councillor shall be appointed by the Central Committee of the Spiritualists' Lyceum Union and shall hold office for such period (not exceeding two years) as may be prescribed in the Bye-laws.

(d) The SNUi National Councillor shall be appointed by its Executive Committee and shall hold office for such period (not exceeding two years) as may be prescribed in the Bye-laws.

(e) The Individual Members National Councillor shall be elected by a postal vote of Individual Members from among themselves and shall hold office for such period (not exceeding two years) as may be prescribed in the Bye-laws.

(f) In this Article the expression "year", in relation to a period beginning with an Annual General Meeting, means the period ending with the close of the Annual General Meeting in the following year.

(3) The provisions as to the number and method of appointment of the representatives of district councils shall be as prescribed in the Bye-laws.

ADMINISTRATION

39. Qualifications for Office

(1) The following conditions must be fulfilled to render a person eligible for the position of President, Vice-President or Financial Director:-

(i) Any one of the following:-

(1) Membership of the National Executive Committee or Council during a period or periods totalling not less than two years; or

(2) Chairship of a sub-committee of the National Executive Committee during a period or periods totalling not less than two years within the seven years immediately prior to the date of nomination; or

(3) Membership of a sub-committee of the National Executive Committee during a period or periods totalling not less than three years within the seven years immediately prior to the date of nomination; or

(4) Membership of a District Council executive committee during a period or periods totalling not less than five years within the ten years immediately prior to the date of nomination.

(ii) Full membership of an affiliated body or Pioneer Centre and Individual Membership of the Union, both at the date of nomination and also over a period of not less than eight years immediately prior to the date of nomination.

(iii) The receipt of not less than ten valid nominations for office.

and no more restrictive condition shall be included in the Bye-laws.

(2) Subject to the provisions of these Articles, the qualifications and conditions of eligibility for the several positions on the National Executive Committee and Council, the procedure governing nomination of candidates and the conduct of elections, the filling of vacancies and the duties and functions of members of the National Executive Committee and Councillors shall be prescribed in the Bye-laws.

40. Vacation of Office

(1) Except as may be provided in the Bye-laws, the retiring members of the National Executive Committee or Councillors shall vacate office and the persons elected or appointed shall take office from the conclusion of the annual general meeting.

(2) The persons holding office at the date of the adoption of these Articles shall continue to hold their respective offices until the close of the periods for which they were last elected or appointed.

41. Cessation of Membership of the National Executive Committee or Council

The office of members of the National Executive Committee or Council shall be vacated:-

(a) if for any reason they lose the qualifications which entitled them to be elected; or
(b) if by notice in writing to the Union they resign; or
(c) if they lack mental capacity as defined in section 2(1) of the Mental Capacity Act 2005; or
(d) if a resolution of which special notice has been given in accordance with the Act has been passed at a general meeting removing them from office; or
(e) if they accept or continue to hold a post which has been declared under Article 49 to be incompatible with the office; or
(f) if they become prohibited from holding office by reason of any order made under the Act; or
(g) if they are directly or indirectly interested in any contract with the Union and fail to declare the nature of their interest in manner required by the Act; or
(h) if a receiving order is made against them or they make any arrangement or composition with their creditors.

42. Vacancies in the National Executive Committee or Council

(1) A casual vacancy in the National Executive Committee or Council may be filled either by holding an election or by appointment as may be prescribed in the Bye-laws.

(2) The continuing members of the National Executive Committee or Council may act notwithstanding any vacancy in it so long as a quorum can be obtained.

(3) If a quorum is not obtainable, the continuing members of the National Executive Committee or Council may act for the purpose of filling any vacancy by arranging for elections or appointments as appropriate to fill vacancies, or of summoning a general meeting of the Union, but for no other purpose.

(4) A person chosen to fill any vacancy shall vacate office on the date on which the person replaced was due to vacate office.

43. Powers of the National Executive Committee

The National Executive Committee may exercise all such powers and do all such things as may be exercised or done by the Union which are not in these Articles or by statute expressly directed

or required to be exercised or done by members of the Union in general meeting, subject nevertheless to the provisions of any statute and of these Articles and to any regulations (being not inconsistent with the aforesaid provisions) as may from time to time be prescribed by resolution of members of the Union in general meeting; but no regulations so made shall invalidate any prior act of the National Executive Committee which would have been valid if that regulation had not been made.

44. Attorney

The National Executive Committee may not at any time by power of attorney appoint any company, firm or person or body of persons to be the attorney or attorneys of the Union for any purpose.

45. Meetings of the National Executive Committee and Council

(1) The Council shall meet not less than twice annually.

(2) The Officers may at any time summon a meeting of the National Executive Committee or Council.

(3) The President shall preside as Chair at every meeting of the National Executive Committee or Council, unless such is absent or unwilling to preside, in which event the President shall nominate another Officer to be Chair of the meeting. In the event of no such nomination being possible one of the Officers present shall chair the meeting.

(4) Questions arising at any meeting shall, except where otherwise provided in these Articles or in the Bye-laws, be decided by a majority of votes of those present and voting. In the case of an equality of votes the Chair shall have a second or casting vote unless such has a personal interest in the matter.

46. Quorum for National Executive Committee and Council Meetings

The quorum necessary for the transaction of the business of the National Executive Committee may be fixed by the National Executive Committee, but shall not be less than the smallest number constituting a majority of its members, including two Officers. The quorum necessary for the transaction of business of the Council shall be ten, including two Officers.

47. Validity of Acts of the National Executive Committee

All acts done by any meeting of the National Executive Committee or of a committee appointed by the National Executive Committee or of any Branch or District Council or any committee thereof, or by any person acting as a member of the National Executive Committee or member of such committee, shall notwithstanding that it be afterwards discovered that there was some defect in the appointment of any member of the National Executive Committee, member of committee or other person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and qualified.

48. Resolutions by Correspondence

A resolution in writing signed by seventy-five per cent of the members of the National Executive Committee shall be as valid and effectual as if it had been passed at a meeting of the National Executive Committee duly convened and held.

49. Functions of Members of the National Executive Committee

(1) The Officers are responsible to the National Executive Committee for the supervision of the work of the Union's office and for the despatch of business between meetings of the National Executive Committee, and shall make such decisions in an emergency as they deem necessary, subject to report at the following meeting.

(2) The National Executive Committee may from time to time allocate responsibilities and functions to Officers and members and may in particular determine in the case of any post (paid or unpaid) under the Union or a Branch or District Council, or any company, trust, fund or other body or institution which is under the control of the Union or a Branch or District Council, whether it is compatible with the office of and may be held by a member of the National Executive Committee.

50. Cheques, etc.

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Union, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, in such manner as the National Executive Committee shall from time to time by resolution determine.

51. Minutes

The National Executive Committee shall cause minutes to be made in books provided for the purpose:-

(a) of all elections and appointments made by the National Executive Committee or by postal votes conducted by or under the authority of the National Executive Committee;

(b) of the names of the members present at each meeting of the National Executive Committee and Council and of any committee appointed by the National Executive Committee;

(c) of all resolutions and proceedings at all meetings of the Union and of the National Executive Committee and Council and of committees appointed by the National Executive Committee;

(d) of all resolutions passed otherwise than at a meeting, by virtue of any provisions of these Articles or of the Bye-laws.

52. Expenses of National Executive Committee, Council, and others All persons who incur expense in:-

(a) attending a meeting of the National Executive Committee or Council or of a committee appointed by the National Executive Committee or by the Union; or

(b) carrying out the duties of their office; or

(c) performing any work delegated to them by the National Executive Committee

shall have refunded to them the reasonable expenses so incurred.

The National Executive Committee may, if it thinks fit, charge to the funds of a District Council or Branch of the Union, or to any funds held in trust or managed by the Union, any portion of such expenses which has been incurred in connection with the work of such District Council, Branch or fund.

ACCOUNTS

53. Keeping of Accounts

The National Executive Committee shall cause accounting records to be kept in accordance with the Act.

54. Place Where Accounts to be Kept

(1) The accounting records shall be kept at the registered office of the Union or subject to the Act at such other place or places as the National Executive Committee think fit, and shall always be open to the inspection of members.

(2) Subject to Article 54(4) the members of the National Executive Committee shall from time to time in accordance with the Act cause to be prepared and printed and to be laid before members of the Union in general meeting such income and expenditure accounts, balance sheets, group accounts (if any) and reports as are referred to in the Act.

(3) Subject to Article 54(4) a copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before members of the Union in general meeting, together with a copy of the auditors' report and the report of the National Executive Committee, shall not less than 21 days before the date of the meeting be sent to every Individual Member and Affiliate Member of the Union, affiliated and associated body, Pioneer Centre, Branch and District Council and to the auditors and every holder of debentures of the Union.

(4) The Union may send a strategic report with supplementary material as set out in sections 426 and 426A of the Act to members instead of or in addition to copies of its full report and accounts. These may be sent by email to an email address notified to the Union by the member. Alternatively, subject to notification to members and their consent, as required by the Act, they may be made available on the Union's website.

55. Auditors

(1) At every annual general meeting auditors shall be appointed in accordance with the Act, to hold office as professional auditor or auditors from the conclusion of that, until the conclusion of the next, annual general meeting.

(2) In addition to the professional auditors there shall be two honorary elective auditors, who shall be elected at the annual general meeting (one in each year) and shall hold office for two years. Their qualifications, functions and duties, and the procedure governing their nomination for office and election shall be prescribed in the Bye-laws.

(3) No member of the National Executive Committee, no Councillor, no servant of the Union or of any Branch or District Council, and no partner or employee of any such person shall be qualified for appointment or election as auditor.

(4) The National Executive Committee may fill any casual vacancy in the office of auditor, but while any such vacancy continues, the surviving or continuing auditor or auditors, if any, may act.

(5) The remuneration of the professional auditors shall be fixed by members of the Union in general meeting or in such manner as members of the Union in general meeting may decide, but the remuneration of a professional auditor appointed by the National Executive Committee or by the Secretary of State may be fixed by the National Executive Committee or by the Secretary of State, as the case may be. For this purpose any sums

paid by the Union in respect of professional auditors' expenses shall be deemed to be included in the expression "remuneration".

(6) All auditors of the Union shall have a right of access at all times to the books, accounts and vouchers of the Union and of any Branch or District Council, and shall be entitled to require such information and explanation as they think necessary for the performance of the duties of the auditors. Such right shall extend to any duly-appointed agent of the professional auditors.

(7) The professional auditors shall make a report to the members as required by the Companies Acts and the elective auditors shall make such report to the members as the circumstances may require.

NOTICES

56. Notices by and to the Union

(1) A notice may be given by the Union to members by addressing it to them at their address as appearing in the register of members, and leaving it thereat or sending it through the post in a prepaid letter or sending it to an email address for the time being notified to the Union by the member as the case may be.

(2) A notice may be given by the Union to Churches or other bodies by addressing it to their secretaries or other appropriate officers, either by name (as appearing in the Union's register of Churches and other bodies) or by their office, and either at their own address (as appearing in the said register) or at the address of the Church or other body, and leaving it thereat or sending it through the post in a prepaid letter or to an email address for the time being notified to the Union by the secretary or other officer as the case may be.

(3) A notice may be given by the Union to Affiliate Members by addressing a single notice to all Affiliate Members within a Church of which they are a member and leaving it thereat or sending it thereto through the post in a prepaid letter or sending it by email to an email address for the time being notified to the Union by the secretary or other appropriate officer of the Church.

(4) A notice or requisition to the Union or the National Executive Committee or the chief administrative officer may be given by sending it through the post in a prepaid letter addressed to the registered office of the Union, or by depositing it thereat and obtaining a receipt for it from an executive of the Union, or by sending it by email to an email address for the time being notified by the Union.

(5) Proof that an envelope containing a notice was properly addressed, prepaid and posted shall be conclusive evidence that the notice was given. Proof that a notice contained in an email was properly sent shall be conclusive evidence that the notice was given. Service of any notice shall be deemed to have been effected when it is left or deposited as aforesaid or at the expiration of forty-eight hours after the letter containing it is posted or, in the case of a notice contained in an email, at the expiration of forty-eight hours after the time it was sent.

(6) Where appropriate, notice of meetings or the availability of documents may be given by making them available on the Union's website but this is subject to prior notification to members and their consent, as required by the Act.

TRUST

57. Trustees

(1) When and so often as it shall in the opinion of the National Executive Committee become necessary or advisable for trustees to be appointed as the original trustees of any property or fund, the National Executive Committee shall by resolution appoint the persons to act as such trustees and the property or fund shall be vested in them accordingly upon the appropriate trusts.

(2) When and so often as any trustees of any property or fund shall die or cease to be a trustee by virtue of Article 57 hereof, the National Executive Committee may by resolution select the person or persons to be appointed as new trustee or new trustees in their place and the person or persons so selected shall be duly appointed new trustee or new trustees, either by the surviving or continuing trustees or trustee (excluding any trustee whose place is being filled) or the personal representative of the last surviving trustee, or by deed.

(3) The Union or any other trust corporation may itself be appointed as trustee (either alone or jointly with another person or persons) under the foregoing provisions. In any other case the number of trustees originally appointed shall be not less than three, and when the number is reduced below three a new trustee or new trustees shall be nominated and appointed forthwith so as to make up not less than that number.

(4) No persons (other than the Union itself or a trust corporation) shall be eligible to be a trustee under the foregoing provisions unless at the date of their appointment they are, and throughout the period of five years immediately preceding that date they have been, either an Individual Member or a full member of an affiliated body.

58. Trusts for other Bodies

(1) Any property or assets vested in the Union or in trustees for Spiritualist Societies, Churches, Institutions or other bodies shall be held upon the following trusts or terms:-

(a) On those provided by the trust instrument under which the trust in question was originally or actually created and subject thereto.

(b) On those from time to time legally and consistently imposed or stipulated for by the Union.

(2) The Bye-laws shall contain provisions requiring that in the case of any such trust as aforesaid any person who is suitable and eligible in accordance with these Articles and the Bye-laws and is nominated for the purpose by the Church or other body concerned shall be duly appointed or selected as trustee.

59. Cessation of Trusteeship

The appointment and office of trustees appointed under these Articles shall ipso facto be terminated on the happening of any of the following events, namely:-

(a) Death.

(b) Becoming bankrupt, or having a receiving order made against them, being convicted of a felony, or becoming insane.

(c) The expiration (where there will remain not less than two continuing trustees, or a trust corporation, able and willing to act) of two months' written notice to the Union of their intention to retire from their office.

(d) Ceasing to be either (i) an Individual Member or (ii) a Church Member.
(e) The passing of a resolution by the National Executive Committee removing them from office as a company director in accordance with the Bye-laws.

60. Indemnification of Trustees

The Union shall at all times indemnify and keep indemnified trustees appointed under these Articles and each of them from and against all distresses, actions, proceedings, losses, claims, demands, expenses, damages and costs which may be levied, brought or made against them or which they may pay, sustain or incur by reason or in respect or arising out of their office as such trustees or trustee, except insofar as such distresses, actions, proceedings, losses, claims, demands, expenses, damages and costs result from the wilful act or default of such trustees or trustee respectively or from an act done by them otherwise than by written consent of the Union or from their failure to comply with the written instructions of the Union.

61. Administration of Trust Property

The Bye-laws may contain provisions regulating the administration and management of any trust property or fund for which trustees have been or may be appointed under these Articles.

MISCELLANEOUS

62. Settlement of Complaints

(1) Provision shall be made in the Bye-laws for the settlement of complaints.
(2) Provision shall be made in the Bye-laws for the appointment by the National Executive Committee of a Complaints Committee to deal with complaints in relation to matters for which responsibility is not assigned under the Bye-laws to another body. No member of the National Executive Committee or the Appeals Board shall be a member of the Complaints Committee.
(3) Provision shall be made in the Bye-laws for the hearing of appeals by an Appeals Board appointed by the National Executive Committee. No member of the National Executive Committee or the Complaints Committee shall be a member of the Appeals Board.

63. Bye-Laws

(1) The National Executive Committee shall have power to make, and from time to time amend or repeal, Bye-laws, rules or regulations providing for or prescribing any matter required or permitted by these Articles to be provided for or prescribed in the Bye-laws, and any other matter for which these Articles make no provision, provided that such Bye-laws shall not be inconsistent with the provisions of these Articles or the Companies Acts.
(2) Any such Bye-laws, rules or regulations made, amended or repealed shall be deemed to be effective as soon as they have been notified to Individual Members, affiliated bodies, Pioneer Centres, associated bodies, Branches and District Councils.
(3) Any Bye-laws, rules or regulations in operation at the time of coming into force of this Article shall remain in force until amended or replaced in accordance with the provision of this Article.
(4) In case of any conflict between the provisions of the Bye-laws, rules or regulations and the provisions of these Articles the latter shall prevail.
(5) Any such Bye-law, rule or regulation may be amended or repealed by special resolution by members of the Union in general meeting.

64. General Indemnification

The members of the National Executive Committee and Council shall be indemnified out of the funds of the Union against all costs, charges, losses, damages and expenses which they shall respectively incur or be put to on account of any contract, matter or thing which shall be made, done, entered into or executed by them respectively on behalf of the Union and shall be reimbursed by the Union all reasonable expenses incurred by them in or about any legal proceedings or arbitration on account of the Union or otherwise in the execution of their respective offices except such costs, losses or expenses as shall happen through their wilful neglect or default; and no members of the National Executive Committee or Council shall be chargeable for any money which they shall not actually receive, or be answerable for the act, receipt, neglect or default of any other member of the National Executive Committee or Council or any banker, broker, collector, agent or other person appointed by the National Executive Committee with whom or into whose hands any property or moneys of the Union may be deposited or come or for the insufficiency of the title to any property which may from time to time be purchased, leased, taken or acquired by order of the National Executive Committee on behalf of the Union or for the insufficiency of any security or investment in or upon which any of the moneys of the Union shall be invested by order of the National Executive Committee or for any loss or damage which may happen in the execution of their office, unless the same shall happen through their own wilful neglect or default.

65. Alteration of Articles

Subject to the provisions of the Act, members of the Union in general meeting may from time to time by special resolution repeal, alter or add to any of the provisions of these Articles. Any alteration or addition so made shall be subject to modification in like manner.

66. Interpretation

(1) In these Articles, except where the context otherwise requires, the following words and expressions have the meanings hereby respectively assigned to them:-

(a) The Union The Spiritualists' National Union.
(b) These Articles These Articles of Association as for the time being in force.
(c) Spiritualism As shown in Article 3 of the Articles of Spiritualist Association.
(d) The Seven Principles The seven principles of Spiritualism mentioned in Article 3 of the Articles of Association.
(e) Church Kindred Body A Spiritualist church or society or other institution or body of persons for the time being in affiliation with the Union as a Church, Mission Church or Kindred Body respectively, in accordance with Articles 14 and 17.
(f) Affiliated Body A Church, Mission Church or Kindred Body.
(g) Pioneer Centre As shown by Article 15.
(h) Associated Body A society or other body for the time being in association with the Union in accordance with Articles 16 and 17.
(i) Branch As shown by Article 19. (j) District Council As shown by Article 21. (k) Accredited As shown by Article 23.

	Representative	
(l)	Member Church Representative Individual Member Kindred Body Representative Affiliate Member	As shown by Article 12, subject to the provisions of Article 23.
(m)	Church Member	A Spiritualist who is for the time being a full member of an affiliated body.
(n)	Full Member	As shown by Article 14, when used in relation to an affiliated body.
(o)	Honorary Officer	As shown by Article 13. Honorary Member
(p)	National Executive Committee The Officers The President The Vice-Presidents The Financial Director Designated Directors Ordinary Directors Council Director	As shown by Article 37.
(q)	The Council National Councillors District Council National Councillors Lyceum National Councillor SNUi National Councillor Individual Members National Councillor	As shown by Article 38.
(r)	Auditor	Professional auditor or elective auditor as shown by Article 53.
(s)	The chief administrative officer	The person appointed by the National Executive Committee as Chief Administrative Officer or any assistant or other person for the time being performing the duties of Chief Administrative Officer.
(t)	The Bye-laws	As shown by Article 63.
(u)	Year Month	Calendar year and month respectively.
(v)	Written In Writing	Include references to printing, lithography, photography and other modes of reproducing words and symbols in visible and electronic form, including facsimile transmission, CD-ROM, DVDROM, email and publication on the Union's Website on the Internet.

(w)	The Act	The Companies Act, 2006 and any succeeding legislation.

(2) The Interpretation Act 1978 shall apply to the interpretation of these Articles as it applies to the interpretation of an Act of Parliament.

BYE-LAWS, Section A

March 2026

ORGANISATION AND ADMINISTRATION

ARRANGEMENT OF PARAGRAPHS

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2. Application for Association
3. Application for Individual Membership
4. Allocation of District Council
5. National Representatives
6. Spiritualists' Lyceum Union
7. SNU International
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12. National Executive Committee
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SCHEDULE 2 Duties and Functions of Sub-Committees of the National Executive Committee
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SCHEDULE 4 Standing Orders for Meetings of the Council
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SCHEDULE 6 Form of Acceptance for Appointment to Individual National Position
SCHEDULE 7 Form of Acceptance for Position on National Executive Committee or as Elective Auditor
SCHEDULE 8 Form of Acceptance for Position on Council

PART I. MEMBERSHIP OF THE UNION

1. Application for Affiliation

(1) An application by a body for affiliation to the Union shall be made on the prescribed form in duplicate to the Union.

(2) No incompatible religious body shall be accepted into affiliation with the Union.

(3) A copy of every application by a body within the United Kingdom shall be forwarded to the Secretary of the District Council in which the body is situated for investigation and report as prescribed in Bye-laws B. In case of doubt as to which is the appropriate District Council and/or where special circumstances exist, the Officers of the Union shall decide.

(4) Where an application for affiliation has been accepted on a provisional basis full affiliation shall be granted, deferred or rejected by the National Executive Committee only after the receipt of a report from the appropriate District Council or the expiry of six months from the date of such acceptance, whichever is the earlier.

2. Application for Association

(1) An application by a society for association with the Union shall be made on the prescribed form in duplicate to the Union.

(2) A copy of every application by a body within the United Kingdom shall be forwarded to the Secretary of the District Council in which the body is situated for investigation and report as prescribed in Bye-laws B. In case of doubt as to which is the appropriate District Council and/or where special circumstances exist, the Officers of the Union shall decide.

(3) Where an application for association has been accepted on a provisional basis full affiliation shall be granted, deferred or rejected by the National Executive Committee only after the receipt of a report from the appropriate District Council or the expiry of six months from the date of such acceptance, whichever is the earlier.

3. Application for Individual Membership

(1) An application for Individual Membership of the Union shall be made on the prescribed form to the Union.

(2) No person may become an Individual Member of the Union who has not returned an application form which includes a declaration that the applicant:-

(a) accepts the religion of Spiritualism on the basis of the SNU's Seven Principles;

(b) is not a member of, and does not help to run, or hold any appointment, award or accreditation of, an incompatible religious body.

(3) Affiliate membership shall cease upon acceptance into full Individual Membership.

4. Allocation of District Council

(1) (a) Except as provided in sub-paragraph (2) below, Individual Members shall be allocated to the district council in which the member resides.

(b) Except as provided in sub-paragraph (2) below, affiliated bodies, Pioneer Centres and associated bodies shall be allocated to the district council in which the meeting-place of the body is situated.

(2) Requests by Individual Members for transfer to a district council other than the one in which they reside may be granted by the National Executive Committee subject to consultation with the district councils concerned.

(3) Affiliate Members shall be allocated to the district council area in which the meeting-place of the registering Church is situated.

(4) A request by an affiliated body or an associated body for transfer to a district council other than the one in which its meeting-place is situated may be granted by the National Executive Committee subject to the prior passing in general meeting of an ordinary resolution with special notice to this effect and subject to consultation with the district councils concerned.

5. National Representatives

(1) For each non-UK country with one or more Kindred Bodies, Associated Bodies or members the National Executive Committee shall appoint a National Representative, who shall have the functions, powers and responsibilities prescribed in (3) below.

(2) No persons shall be eligible for appointment as a National Representative unless they are either a fully paid-up Individual Member of the Union or a member of SNUi and are fluent in English and, where appropriate, in the principal language of the country.

(3) The duties and functions of National Representatives shall relate only to the country to which they are appointed and shall be as follows:-

(a) To further the objects of the Union and promote the advancement and diffusion of the religion and religious philosophy of Spiritualism.

(b) To assist the National Executive Committee, its sub-committees and the Overseas Ambassador, as and when required, in carrying out its duties and functions in relation to members and bodies.

6. Spiritualists' Lyceum Union

The Spiritualists' Lyceum Union shall be entitled to elect one of its members for each 50, or part of 50, affiliated Lyceums as its accredited representative or representatives to attend and vote at general meetings of the Union. Such representatives shall be elected at the Annual General Meeting of the Lyceum Union or in default thereof by the Central Committee of the Lyceum Union.

7. SNUi

SNUi shall be entitled to appoint one of its members as its accredited representative to attend and vote at general meetings of the Union. Such representative shall be appointed by the SNUi Committee.

8. Credential Cards

(1) Credential cards issued to accredited representatives of Branches shall be valid for their period of office.

(2) Credential cards issued to accredited representatives of district councils shall be valid for their period of office.

(3) Credential cards for a Church Representative, Kindred Body Representative, Pioneer Centre Representative or Affiliate Member shall relate to a calendar year but shall remain valid until 31st March of the following year or until such earlier date as ~~a~~ new credential cards shall be issued to replace them.

(4) Credential cards for Individual Members shall be valid for a period of thirteen months from the date of issue.

(5) Credential cards for Affiliate Members shall relate to a calendar year but shall remain valid until 31st March of the following year.

(6) Credential cards for Church Representatives or Kindred Body Representatives shall be issued by the Union on receipt of:-

(a) payment of all outstanding and current subscriptions;
(b) the prescribed Annual Return Form, duly completed, showing amongst other things the names and addresses of the principal officers and accredited representative/s; and
(c) a copy of the audited statements of accounts for the last financial year, in the prescribed or other satisfactory form.

(7) Credential cards for Pioneer Centre Representatives shall be issued by the Union on receipt of:-

(a) the prescribed Annual Return Form, duly completed, showing amongst other things the names and addresses of the principal officers and accredited representative/s; and
(b) a copy of the audited statements of accounts for the last financial year, in the prescribed or other satisfactory form.

(8) Credential cards for Individual Members shall be issued by the Union on receipt of payment of all outstanding and current subscriptions.

9. Proxies

(1) If any Individual Members are unable to attend a general meeting of the Union, they may appoint another Individual Member as a proxy. The instrument of proxy must be in the following form and signed by the Individual Member and must be handed to the credential officer immediately upon attendance:-

"I, ..., being an Individual Member, hereby appoint ..... as my proxy to attend and vote at the general meeting of the Union to be held at ..... on the ..... day of ..... 20..... and at every adjournment thereof.
Signed.....
Dated.....
Individual Membership No. ..... (to be provided by the proxy)"

(2) If Church Representatives or Kindred Body Representatives are unable to represent their body at a general meeting of the Union they may appoint another full member of their body as a proxy after consultation with the Committee (if possible) as to suitable persons.

(3) If Pioneer Centre Representatives are unable to represent their body at a general meeting of the Union they may appoint another member of the management committee as a proxy.

(4) If accredited representatives of Branches are unable to represent their body at a general meeting of the Union they may appoint a member of the Committee of the Branch as a proxy.

(5) If accredited representatives of district councils are unable to represent their body at a general meeting of the Union they may appoint a member of the district council executive committee as a proxy.

(6) The instrument of proxy must be in the following form and must be sent to the Union not less than forty-eight hours before the commencement of the meeting:-

"I, ..., being an accredited representative of ....., hereby appoint ..... as my proxy to attend and vote at the general meeting of the Union to be held at ..... on the ..... day of ..... 20..... and at every adjournment thereof.
Signed .....
Dated ....."

10. Subscriptions

(1) The subscription of an Individual Member shall become due and payable in advance on the anniversary of the date of issue of the previous credential card.

(2) All other subscriptions shall become due and payable in advance on 1st January in each year.

11. Register of Members

A register of the various classes of members shall be maintained at the Union's office.

PART II. THE NATIONAL EXECUTIVE COMMITTEE AND THE COUNCIL

12. National Executive Committee

(1) All members of the National Executive Committee are expected to attend its regular meetings, to maintain the confidentiality of its business, to take a due share in its work, both at meetings and by correspondence, and at all times to conduct themselves as representatives of the National Executive Committee. They shall not become accredited representatives as Church Representatives or act as accredited representatives of District Councils or other Branches.

(2) The Officers are responsible to the National Executive Committee for the supervision of the work of the Union's office and for the despatch of business between meetings of the National Executive Committee, and shall make such

decisions in an emergency as they deem necessary, subject to report at the following meeting.

(3) The Financial Director shall be responsible to the National Executive Committee for superintending the financial affairs of the Union and for such other duties as may be assigned by the National Executive Committee.

(4) The Officers may appoint such Designated Directors as they deem necessary.

(5) All Designated Directors shall carry out such duties and functions as are provided in Schedule 1 of these Bye-laws, together with such other duties and functions as may be assigned to them from time to time by the President.

(6) (a) The National Executive Committee may delegate any of its duties and functions to sub-committees. Any such sub-committee shall, in the exercise of such delegated duties and functions, conform to any regulations that may be imposed by the National Executive Committee.

(b) The President shall be a member of every sub-committee but shall have power to delegate another member of the National Executive Committee to attend a particular meeting of any sub-committee on the President's behalf.

(c) Each sub-committee of the National Executive Committee shall consist of:-

(i) a Chairperson appointed annually by the National Executive Committee;
(ii) a Vice-Chairperson appointed annually by the National Executive Committee;
(iii) a Secretary or Clerk appointed annually by the National Executive Committee;
(iv) such other members as may be appointed from time to time by the National Executive Committee;
(v) such other persons as may be appointed from time to time by the National Executive Committee to attend meetings of the subcommittee as required by the Chairperson.

Each such sub-committee shall consist of not less than five members appointed under (i) to (iv) above.

(d) Every member of a sub-committee of the National Executive Committee shall be an Individual Member. No person who is an employee of the Union shall be eligible for membership of a sub-committee of the National Executive Committee but may be in attendance thereat if required.

(e) Every Chairperson of the following sub-committees of the National Executive Committee shall hold the qualification prescribed below:-

(i) in the case of the Education & Exponents Committee, the Diploma of the Union;
(ii) in the case of the Ministry Development Committee, the Ministership.

(f) Every member of the following sub-committees of the National Executive Committee shall hold the qualification prescribed below:-

(i) in the case of the Education & Exponents Committee, an award of the Union with the exception of the Award of Merit and a Service Award;
(ii) in the case of the Ministry Development Committee, the Ministership or the Officiancy.

(g) No person may be a member of a sub-committee of the National Executive Committee who has not signed and returned a form of acceptance for position to the head office of the Union by the required time. The form of acceptance for position must be in the format contained in Schedule 5 to these Bye-laws.

(h) All Chairpersons and appointed members of sub-committees of the National Executive Committee shall hold office until the termination of their appointment by the National Executive Committee.

(i) Each sub-committee of the National Executive Committee shall have power, subject to the reasonable requirements of the head office of the Union, to call upon the services of the clerical, accounting and secretarial staff of the Union.

(j) Each sub-committee of the National Executive Committee shall carry out such duties and functions as are provided in Schedule 2 of these Bye-laws.

(k) Each sub-committee shall hold a meeting not less than four times in each year. 14 days' written notice shall be given of the date, time and, where appropriate, place of each meeting.

(l) All members of sub-committees of the National Executive Committee are expected to take part in its regular meetings, to maintain the confidentiality of its business, to take a due share in its work, both at meetings and by correspondence, and at all times to conduct themselves as representatives of the sub-committee.

(7) (a) The National Executive Committee may delegate any of its duties and functions to individuals. Any such individual shall, in the exercise of such delegated duties and functions, conform to any regulations that may be imposed by the National Executive Committee.

(b) Every individual appointee shall be an Individual Member. No person who is an employee of the Union shall be eligible for individual appointment.

(c) Every person appointed to the following individual national positions shall hold the qualification prescribed below:-

(i) in the case of the Almoner, the Faith Advisor to HM Armed Forces, the Faith Advisor to HM Prison Service and Young Offenders Institutions, and the Interfaith Ambassador, the Ministership;
(ii) in the case of the Lyceum Union Representative and the Safeguarding Coordinator, membership of the National Executive Committee.

(d) No person may hold an individual national position who has not signed and returned a form of acceptance for position to the head office of the Union by the required time. The form of acceptance for position must be in the format contained in Schedule 6 to these Bye-laws.

(e) All holders of individual national positions shall hold office until the termination of their appointment by the National Executive Committee.

(f) Each holder of an individual national position shall have power, subject to the reasonable requirements of the head office of the Union, to call upon the services of the clerical, accounting and secretarial staff of the Union.

(g) Each holder of an individual national position shall carry out such duties and functions as are provided in Schedule 3 of these Bye-laws.

(h) All holders of an individual national position are expected to maintain the confidentiality of its business and at all times to conduct themselves as representatives of the Union.

(8) (a) There shall be a Ways and Means Committee, of which every member of the National Executive Committee shall be a member.

(b) The quorum for a meeting of the Ways and Means Committee shall be six members.

(c) The Ways and Means Committee shall meet only on those occasions when a scheduled meeting of the National Executive Committee is unable to take place owing to lack of a quorum.

(d) The Ways and Means Committee shall discuss those matters which it considers urgent and which would have been placed before the scheduled meeting of the National Executive Committee and it shall make recommendations thereon for subsequent postal resolution by the National Executive Committee.

(e) The Ways and Means Committee shall have no power to hold ad-hoc meetings or to take decisions.

(9) (a) The National Executive Committee may at any time appoint not more than three Ordinary Directors, who shall carry out the duties and functions assigned to them by the National Executive Committee.

(b) All Ordinary Directors shall hold office until the conclusion of the Annual General Meeting following their appointment.

13. The Council

(1) **National Councillors**

(a) No person may be a National Councillor who has not signed and returned a form of acceptance for position to the head office of the Union by the required time. The form of acceptance for position must be in the format contained in Schedule 8 to these Bye-laws.

(b) With the exception of the Individual Members National Councillor, all National Councillors shall hold office from 1st June following their election or appointment to 31st May of the second year thereafter.

(c) The Individual Members National Councillor shall hold office from the conclusion of the Annual General Meeting of the Union following election to the conclusion of the second Annual General Meeting of the Union thereafter.

(d) Following notification of a change of National Councillor and subject to sub-paragraph (1) above the head office of the Union shall supply incoming National Councillors with information relevant to the discharge of their duties, including the requirements of this paragraph and the dates, times and venues of meetings.

(e) An induction meeting shall be held for all incoming National Councillors, which they shall be required to attend. Such meeting shall be held immediately prior to their first Council meeting and shall be conducted by an Officer or Officers of the Union and the Council Director.

(f) The duties and functions of National Councillors shall be as follows:-

(i) To attend the regular meetings of the Council.
(ii) To maintain the confidentiality of Council business.
(iii) To take a due share in the work, both at meetings and by correspondence or other communication.
(iv) To make such written reports to the district council executive committee and district council general meetings on such Council business as may be appropriate.
(v) To submit for inclusion on the Council agenda matters which affect the Union as a whole.
(vi) At the direction of the Council, to place matters on the agendas of the district council executive committee meetings and district council general meetings and report thereon to the Council.
(vii) To conduct themselves at all times as representatives of the Council.

(h) The duties and functions of the Individual Members National Councillor shall be as follows:-

(i) to promote the recruitment of Individual Members;
(ii) to liaise with District Council Individual Members Representatives;
(iii) to take up matters concerning Individual Members with the Council and the head office of the Union as appropriate;
(iv) to be fully conversant with Individual Membership administration at the head office of the Union;
(v) to speak on motions affecting Individual Members;

(vi) to organise Conferences of Individual Members from time to time to discuss points of common interest.

(i) National Councillors shall not become accredited representatives of affiliated bodies or Pioneer Centres or act as accredited representatives of District Councils or other Branches.

(j) National Councillors who are unable to attend a meeting of the Council may, in consultation with an Officer of their District Council, appoint another member of their District Council Executive Committee as their proxy to attend and vote on their behalf at such meeting. The instrument of proxy must be in the following form or as near thereto as circumstances will admit:-

"I, ..., of ....., being a member of the Council, hereby appoint ....., of ....., as my proxy to attend and vote at the meeting of the Council to be held at ……. on the …… day of 20…… .

Signed .....
Dated ....."

(2) **Rotational Representatives**

(a) There shall be two rotational representatives to the Council appointed by each District Council Executive Committee from among its members. The first representative shall hold office from 1st June following appointment to 30th November thereafter; the second shall hold office from 1st December thereafter to 31st May of the following year.

(b) No person may be a rotational representative who has not signed and returned a form of acceptance for position to the head office of the Union ficer by the required time. The form of acceptance for position must be in the format contained in Schedule 8 to these Bye-laws.

(c) Following notification of a change of rotational representative and subject to sub-paragraph (2) above the head office of the Union shall supply incoming rotational representatives with information relevant to the discharge of their duties, including the requirements of this paragraph and the dates, times and venues of meetings.

(d) An induction meeting shall be held for all incoming rotational representatives, which they shall be required to attend. Such meeting shall be held immediately prior to their first Council meeting and shall be conducted by an Officer or Officers of the Union and the Council Director.

(e) The duties and functions of rotational representatives shall be as follows:-

(i) To attend the regular meetings of the Council.
(ii) To maintain the confidentiality of Council business.
(iii) To take a due share in the work, both at meetings and by correspondence or other communication.
(iv) To conduct themselves at all times as representatives of the Council.

(f) Rotational representatives who are unable to attend a meeting of the Council may, in consultation with an Officer of their District Council, appoint another member of their District Council Executive Committee other than another rotational representative as their proxy to attend and vote on their behalf at such meeting. The instrument of proxy must be in the following form or as near thereto as circumstances will admit:-

"I, ..., of ....., being a member of the Council, hereby appoint ....., of ……..……, as my proxy to attend and vote at the meeting of the Council to be held at ……. on the …… day of 20…… .
Signed .....
Dated ....."

(3) **General**

(a) The Council shall deal only with matters raised by or on behalf of the National Executive Committee or National Councillors which affect the Union as a whole. The Council may set up working parties from its own number to consider specific matters and report thereon to the Council.

(b) The agenda for each Council meeting shall be prepared by the Council Director and shall consist of:-

(i) matters raised by the National Executive Committee or the Officers of the Union at any time;
(ii) matters added at the direction of the Council Director not later than three weeks prior to the Council meeting;
(iii) matters notified in writing by any other National Councillor to the Council Director not later than four weeks prior to the Council meeting.

(c) The duties and functions of the Council Director shall be as follows:-

(i) To represent the Council on the National Executive Committee.
(ii) To make such written and verbal reports to or on behalf of the Council as may be necessary from time to time.
(iii) To co-ordinate, compile and report communication from members of the Council to the Council between meetings.
(iv) To assist in conducting the induction meeting for incoming members of the Council.

(10) (a) The Council shall ensure that its minutes, together with relevant memoranda, documents, etc., are circularised promptly to all members of the National Executive Committee in addition to members of the Council.
(b) All such minutes and documents shall be the property of the members of the Council for the time being and shall be retained by them for a period of not less than two years.
(c) All members of the Council shall within six weeks of their retirement or resignation hand over only to their successor all documents relating to the business of the Council for the two years immediately prior to their retirement or resignation. In the event of their failure to comply the head office of the Union shall supply the appropriate documentation to their successor.

14. Qualifications for Office

(1) No person shall be eligible for any position who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.
(2) The following additional conditions must be fulfilled to render a person eligible for position:-

(a) **President, Vice-President and Financial Director**

(i) Any one of the following :-

(1) Membership of the National Executive Committee or Council during a period or periods totalling not less than two years; or

(2) Chairpersonship of a sub-committee of the National Executive Committee during a period or periods totalling not less than two years within the seven years immediately prior to the date of nomination; or

(3) Membership of a Standing Committee or a sub-committee of the National Executive Committee during a period or periods totalling not less than three years within the seven years immediately prior to the date of nomination; or

(4) Membership of a district council executive committee during a period or periods totalling not less than five years within the ten years immediately prior to the date of nomination.

(ii) Full membership of an affiliated body or Pioneer Centre and Individual Membership of the Union, both at the date of nomination and also over a period of not less than eight years immediately prior to the date of nomination.

(iii) The receipt of not less than ten valid nominations for office.

(b) **Designated Directors**

(i) Full membership of an affiliated body or Pioneer Centre and Individual Membership of the Union, both at the date of nomination and also over a period of not less than three years immediately prior to the date of nomination.

(ii) The receipt of not less than four valid nominations for office.

(c) **Ordinary Directors**

Full membership of an affiliated body or Pioneer Centre and Individual Membership of the Union over a period of not less than two years immediately prior to the date of appointment.

(d) **Individual Members National Councillor**

(i) Individual Membership of the Union, both at the date of nomination and also over a period of not less than four years immediately prior to the date of nomination.

(ii) The receipt of not less than four valid nominations for office.

For the purpose of this sub-paragraph a year may be reckoned as the period from the date of one Annual General Meeting to that of the next Annual General Meeting, and in the case of a serving member of the National Executive Committee or Council may include the period that will elapse between the date of nomination and the date of the following Annual General Meeting.

(3) No candidates shall be eligible for a position unless they are a fully paid-up Individual Member of the Union.

(4) (i) No candidates shall be eligible for a position under 14(2)(a), (b) or (d) above unless they have signed and returned a form of acceptance for position to the head office of the Union on or before the 14th day after the certification of the result of the count of nominations for that position. The form of acceptance for position must be in the format contained in Schedule 7 to these Bye-laws.

(ii) No candidates shall be eligible for a position under 14(2)(c) above unless they have signed and returned a form of acceptance for position to the head office of the Union before taking up the position. The form of acceptance for position must be in the format contained in Schedule 7 to these Byelaws.

15. Nominations for Elective Positions

(1) Nominations, where required for elective positions, may be made by post or electronic means. Not later than two weeks before the date of issue of nomination forms a notice shall be sent to each Individual Member and to the secretary of each affiliated body and Pioneer Centre explaining both methods of registering their nominations and requesting them to indicate which method of nomination they wish to adopt. The notice shall advise the recipients that electronic nomination is an alternative to postal nomination and does not confer additional rights of nomination. Recipients who fail to indicate before the date of issue of nomination forms which method of nomination they wish to adopt shall be deemed to have chosen to register their nominations by post.

(2) Nomination forms, stating the positions to be filled and the names of the retiring holders, shall be issued or made available not later than 15th May to each Individual Member holding or having the right to hold a valid credential card at the date of issue of nominations and to the secretary of each affiliated body and Pioneer Centre. The forms shall carry a statement drawing attention to the qualifications required of a candidate and to the conditions qualifying members to vote in the elections.

(3) Individual Members may make one nomination for each position for which they are entitled to vote, and each affiliated body and Pioneer Centre may make one nomination for each position for which its accredited representative or representatives is or are entitled to vote. Nominations shall be valid only if made on the official form.

(4) Nomination forms must be returned to the Union or other issuing body, where appropriate, so as to reach it not later than 15th June.

(5) The nominations shall be counted by the elective auditors, in conjunction, where appropriate, with an independent service provider. The elective auditors shall certify the result of the count in writing to the President, who shall notify the other Officers.

(6) In the event of the death or withdrawal of candidates between the receipt of their acceptance of candidature and the issue of voting forms their name shall be removed from the voting form.

(7) All nomination forms and associated documentation shall be retained at the office of the Union for two years after the declaration of the result.

16. Nominations for Financial Director and Designated Directors

(1) Nominations, where required for non-elective positions, may be made by post or electronic means. Not later than two weeks before the date of issue of nomination forms a notice shall be sent to each Individual Member and to the secretary of each affiliated body and Pioneer Centre explaining both methods of registering their nominations and requesting them to indicate which method of nomination they wish to adopt. The notice shall advise the recipients that electronic nomination is an alternative to postal nomination and does not confer additional rights of nomination. Recipients who fail to indicate before the date of issue of nomination forms which method of nomination they wish to adopt shall be deemed to have chosen to register their nominations by post.

(2) Nomination forms, stating the positions to be filled and the names of the retiring holders, shall be issued or made available not later than 15th May to each Individual Member holding or having the right to hold a valid credential card at the date of issue of nominations and to the secretary of each affiliated body and Pioneer Centre. The forms shall carry a statement drawing attention to the qualifications required of a candidate and to the conditions qualifying members to vote in the elections.

(3) Each Individual Member, affiliated body and Pioneer Centre may make one nomination for each position of Financial Director and Designated Directors. Nominations shall be valid only if made on the official form.

(4) Nomination forms must be returned to the Union or other issuing body, where appropriate, so as to reach it not later than five weeks before the Annual General Meeting.

(5) The nominations shall be counted by the elective auditors, in conjunction, where appropriate, with an independent service provider. The elective auditors shall certify the result of the count in writing to the President, who shall notify the other Officers.

(6) All nomination forms and associated documentation shall be retained at the office of the Union for two years after the declaration of the result.

17. Voting in Elections

(1) Voting in elections may be exercised by post or electronic means. Not later than two weeks before the date of issue of voting forms a notice shall be sent to each Individual Member and to the secretary of each affiliated body and Pioneer Centre explaining both methods of registering their votes and requesting them to indicate which method of voting they wish to adopt. The notice shall advise the recipients that electronic voting is an alternative to postal voting and does not confer additional rights of voting. Recipients who fail to indicate before the date of issue of voting forms which method of voting they wish to adopt shall be deemed to have continued with the choice made under paragraph 15(1) above or, failing this, to have chosen to register their votes by post.

(2) Voting forms shall be issued or made available:-

(a) not later than nine weeks before the Annual General Meeting, to or in respect of members who have qualified for current credential cards;

(b) thereafter, in respect of Church Representatives, Kindred Body Representatives and Pioneer Centre Representatives who so qualify not later than six weeks before the Annual General Meeting.

(3) Voting forms for affiliated bodies and Pioneer Centres shall be issued or made available to their secretaries.

(4) Voting forms must be returned to the Union or other issuing body, where appropriate, so as to reach it not later than five weeks before the Annual General Meeting.

(5) The votes shall be counted by the elective auditors, in conjunction, where appropriate, with an independent service provider. The elective auditors shall certify the result of the count in writing to the President, who shall notify the other Officers and candidates and publish it as soon as practicable, and the result so certified and published shall be final and conclusive unless declared invalid by reason of some substantial and significant defect of procedure, by the National Executive Committee or by the Complaints Committee.

(6) (a) The candidate with the highest number of votes shall be declared elected.

(b) If there are two offices to be filled from the same election, the two persons with the highest number of votes shall be declared elected.

(c) In the event of an equality of vote the President shall be entitled to a second or casting vote.

(7) In the event of either:-

(a) the death of a candidate between the issue of voting forms and the close of the Annual General Meeting; or

(b) the withdrawal of all candidates between the close of voting and the close of the Annual General Meeting,

fresh elections shall be held in as nearly as possible the same manner as the regular elections. The dates for issue and return of nomination forms and voting forms shall be fixed by the National Executive Committee, who shall allow not less than four weeks between the issue and return of voting forms. The incumbent shall vacate office and the person elected shall take office at the end of seven days after the certification by the elective auditors of the results of the elections.

(8) All voting forms and associated documentation shall be retained at the office of the Union for two years after the declaration of the result.

18. Council Director

(1) The Council shall elect annually one member of the National Executive Committee from among National Councillors.

(2) Nomination forms for such position, together with a list of National Councillors elected or appointed to serve for the forthcoming electoral year, shall be issued to each member of the Council not later than fourteen weeks before the Annual General Meeting.

(3) With each nomination form there shall be issued a small envelope, and a larger envelope addressed to the Union.

(4) Each member of the Council may make one nomination. Nominations shall be valid only if made on the official form. Three valid nominations shall be required to render a candidate effectively nominated.

(5) Each nomination form must be sealed in the small envelope, which must be enclosed in the larger envelope. The outer envelope must bear the name in block letters and the usual signature of the member of the Council and be returned to the Union so as to reach it not later than eleven weeks before the Annual General Meeting. Until the count the sealed envelopes shall remain unopened in the custody of the head office of the Union.

(6) The nominations shall be counted by one of the elective auditors. The elective auditor shall:-

(a) check the names on the outer envelopes with the official list of members and put aside unopened any envelopes bearing names of persons who appear not to be qualified nominators or as to which there appears to be doubt or duplication;
(b) open the outer envelopes which have been accepted as valid and place the inner envelopes, still sealed, into a ballot box;
(c) open the inner envelopes and count the nominations;
(d) certify the result of the count in writing to the President, who shall notify the other Officers.

(7) No candidates shall be eligible for the position unless on or before the fourteenth day after the certification of the result of the count of nominations for that position they have signed and returned a form of acceptance for position to the head office of the Union. The form of acceptance for position must be in the format contained in Schedule 7 to these Bye-laws.

(8) The election of the Council Director shall take place by postal vote.

(9) A voting form shall be issued not later than eight weeks before the Annual General Meeting to all members of the Council.

(10) With each voting form there shall be issued a small envelope and a larger envelope addressed to the Union.

(11) Each voting form must be sealed in the small envelope, which must be enclosed in the larger envelope. The outer envelope must bear the name in block letters and the usual signature of the member of the Council and be returned to the Union so as to reach it not later than five weeks before the Annual General Meeting. Until the count the sealed envelopes shall remain unopened in the custody of the head office of the Union.

(12) The vote shall be counted by the elective auditors. The elective auditors shall:-

(a) check the names on the outer envelopes with the official list of members and put aside unopened any envelopes bearing names of persons who appear not to be qualified voters or as to which there appears to be doubt or duplication;
(b) open the outer envelopes which they have accepted as valid and place the inner envelopes, still sealed, into a ballot box;
(c) open the inner envelopes and count the votes;

(d) certify the result of the count in writing to the President, who shall notify the other Officers.

(13) The candidate with the highest number of votes shall be declared elected. In the event of an equality of votes the President shall be entitled to a second or casting vote.

(14) All nomination forms, voting forms and outer envelopes shall be retained at the office of the Union for two years after the declaration of the result.

19. Vacancies

(1) A vacancy in the office of President, Vice-President or Financial Director shall be filled by the National Executive Committee either by co-option or election of a qualified person or, if a period of less than three months remains of the term of office, may be filled by the National Executive Committee by appointment from its own number or remain unfilled.

(2) A vacancy in the office of Designated Director shall be filled by the Officers by appointment of a qualified person.

(3) A vacancy in the office of Chairperson of a sub-committee of the National Executive Committee shall be filled by the National Executive Committee by appointment of a qualified person.

(4) A vacancy in the office of Council Director shall be filled by the Council by election of a qualified person.

(5) A vacancy in the office of District National Councillor shall be filled by the Executive Committee of the District Council by appointment of a qualified person.

(6) A vacancy in the office of the Lyceum National Councillor shall be filled by the Central Committee of the Lyceum Union by appointment of a qualified person.

(7) A vacancy in the office of the SNUi National Councillor shall be filled by the SNUi Committee by appointment of a qualified person.

(8) A vacancy in the office of the Individual Members National Councillor shall be filled by the National Executive Committee either by appointment or election of a qualified person or may remain unfilled if a period less than three months remains of the annual term of office.

(9) A vacancy in the office of elective auditor shall be filled by the National Executive Committee by appointment of a qualified person.

(10) Except as provided for in (11) below, elections for a vacancy shall be held in as nearly as possible the same manner as the regular elections. The dates for issue and return of nomination forms and voting papers shall be fixed by the National Executive Committee, who shall allow not less than four weeks between the issue and return of nomination forms and not less than four weeks between the issue and return of voting papers.

(11) Elections for a vacancy in the office of Council Director shall be held in such manner as the National Executive Committee shall determine.

PART III. ELECTIVE AUDITORS

20. Qualifications

(1) No person shall be eligible for the position of elective auditor who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.

(2) In addition to the above, the qualifications for elective auditor shall be Individual Membership of the Union for the three years immediately preceding nomination, and the receipt of not less than four valid nominations for office. An elective auditor shall not hold any position on the National Executive Committee, the Council or a Standing Committee.

21. Nomination and Election

(1) Paragraph 16 of these Bye-laws shall apply to the nomination of candidates for election as elective auditors.

(2) No candidates shall be eligible for the position unless on or before the 14th day after the certification of the result of the count of nominations:-

(i) they are a fully paid-up Individual Member of the Union; and

(ii) they have signed and returned to the head office of the Union the prescribed form for acceptance of the position. The form of acceptance for position must be in the format contained in Schedule 7 to these Bye-laws.

(3) The voting shall take place by ballot at the Annual General Meeting, and the candidate with the highest number of votes shall be declared elected.

(4) All nomination forms, voting forms and outer envelopes shall be retained at the office of the Union for two years after the declaration of the result.

22. Duties

(1) The duties of the Elective Auditors shall include:-

(a) verifying the amount and value of stock and other assets as shown in the Union's records;

(b) acting as credential officers at any general meeting of the Union;

(c) verifying and counting the nominations and votes as provided for in these Bye-laws;

(d) reporting on other matters specifically referred to them by the National Executive Committee.

(2) The Elective Auditors shall, not later than 1st July in each year, submit to the Union a written report on the foregoing matters for presentation to the next Annual General Meeting of the Union.

PART IV. GENERAL MEETINGS

23. Summoning of General Meetings

(1) The National Executive Committee shall determine the date and place of the Annual General Meeting.

(2) The arrangements for the meeting and ancillary activities, including a Consultative Conference, may be deputed to a committee or committees appointed by the National Executive Committee for the purpose.

(3) When an extraordinary general meeting is to be held (other than a meeting held in connection with the Annual General Meeting) all arrangements, including date and place, shall be made by or on the authority of the Officers or National Executive Committee.

(4) The notice convening a meeting shall state that Individual Members, Church Representatives, Kindred Body Representatives, Pioneer Centre Representatives and accredited representatives of the Branches and district councils may appoint proxies and a form of proxy shall be included.

24. Motions for Annual General Meeting

(1) (a) A motion for the Annual General Meeting may be proposed by the committee of a Church, Kindred Body or Pioneer Centre, by an Individual Member, or by a district council or its executive committee, by the Lyceum Union or its Central Committee, by the Committee of SNUi or by the National Executive Committee or Council.

(b) A motion for the Annual General Meeting which is proposed by the committee of a Church, Kindred Body, Pioneer Centre or an Individual Member must, in addition to the proposer, be seconded by the committee of a Church, Kindred Body or Pioneer Centre or by an Individual Member. A motion proposed by the committee of a body may not be seconded by a member of that committee, whether an Individual Member or not.

(c) Every such motion, by whomsoever submitted, shall be submitted to the Union in writing and shall be signed and dated by the mover and, where appropriate, by the seconder.

(2) No person acting in the capacity of a Church Representative, Kindred Body Representative, Pioneer Centre Representative or an Individual Member shall propose or second more than three motions for inclusion on the agenda of any one general meeting.

(3) The appropriate committee shall examine all motions and notes of explanation submitted, shall advise the proposer whether, in its opinion, they are in order, and may recommend changes of form and/or of substance, or the amalgamation of motions on the same subject. Any advice so given shall be expressed to be without prejudice to the power of the Chairperson of the Annual General Meeting to give a ruling at the meeting on any point of order.

(4) Notwithstanding any advice by the appropriate committee, any proposers whose original notice of motion reaches the Union 26 weeks prior to the Annual General Meeting shall be entitled to have their motion placed on the agenda in such form as they please unless in the opinion of the committee it contains defamatory or offensive matter.

(5) The text of all notices of motion received 26 weeks prior to the Annual General Meeting, embodying such changes as have been agreed, shall be issued on or before the 20 weeks prior to the Annual General Meeting with an invitation to submit amendments on or before 14 weeks prior to the Annual General Meeting.

(6) The text of all notices of motions and amendments received 14 weeks prior to the Annual General Meeting shall be issued to all district councils, Branches, affiliated bodies, Pioneer Centres and associated bodies on or before nine weeks prior to the Annual General Meeting.

(7) For inclusion in the circulated agenda notices of motions must reach the Union 14 weeks prior to the date of the Annual General Meeting.

(8) Any motion on the agenda which, in the opinion of the appropriate committee, has in substance already been decided by a three-fourths majority at either of the two preceding Annual General Meetings or at an intervening extraordinary general meeting shall be specially marked as such, and such motion shall not be discussed at the meeting unless leave to introduce it is granted by the Chairperson of the Annual General Meeting or by a majority vote of the meeting.

(9) Subject to the foregoing and to any directions given by the National Executive Committee, the form and content of the agenda to be circulated shall be as determined by the appropriate committee.

25. Motions at General Meetings

A motion may be proposed or seconded in general meeting by a Church Representative, Kindred Body Representative, Pioneer Centre Representative, Individual Member, an accredited representative or a member of the National Executive Committee.

26. Voting at Meetings

(1) (i) Before admission to the meeting all Individual Members and accredited representatives shall be provided with a voting card or cards upon production of their credential card or cards.

(ii) All proxies shall be provided with a voting card or cards upon production of their proxy form.

(2) On a show of hands the votes shall be counted by tellers appointed by the meeting, unless the Chairperson of the Annual General Meeting dispenses with their services, and the declaration of the results by the Chairperson of the Annual General Meeting shall be conclusive unless a ballot is forthwith demanded.

(3) When a vote by ballot is duly demanded, this shall, subject to any direction by the Officers, be taken forthwith by the tellers appointed by the meeting. All voters shall register their vote on the appropriate voting card, which shall be collected by the tellers, and the scrutineers appointed by the meeting shall count the votes registered, keeping separate votes of different values.

PART V. STANDING ORDERS

27. General

(1) The business of general meetings shall be conducted in accordance with the Memorandum and Articles of Association and Bye-laws of the Union and with these Standing Orders. On points of interpretation and in cases not provided for the Chairperson shall give a ruling.

(2) The order of business shall be as printed on the circulated agenda, unless ruled otherwise by the Chairperson.

(3) All items of general business shall be notified to the Chairperson before the commencement of the meeting.
(4) Members of the Union are entitled to attend and speak at a general meeting.
(5) In these Standing Orders the term "member" includes "delegate" and "proxy".
(6) All printed minutes, reports and accounts shall be taken as read.
(7) With the exception of any official recording made by or on behalf of the Union, no sound or visual recording shall be permitted unless a motion to the contrary is carried by a three-fourths majority of the members present and entitled to vote and voting.
(8) A motion for suspension of the whole or any part of these Standing Orders shall not be accepted.

28. The Chair

(1) The Chairperson shall have the following powers in relation to the meeting:-

(a) To permit non-members to attend and speak where the Chairperson considers that this will help the business of the meeting.
(b) (i) To exclude one or more members or non-members at any time from part or all of the meeting in the event of disorder or refusal to obey the orders or rulings of the Chairperson, with no right of appeal;
(ii) To exclude one or more non-members at any time from part or all of the meeting if the Chairperson considers that publicity would be prejudicial to the Union's interest by reason of the confidential nature of the business to be transacted, with no right of appeal.
(c) To adjourn the meeting for such period of time as the Chairperson decides.
(d) To restrain the use of irrelevant or offensive language.
(e) To stop prolonged discussion on any matter.
(f) To choose which notified items of general business to accept or reject as not being appropriate for raising at the meeting.

(2) The Chairperson shall vacate the Chair if taking an active part of a controversial nature in any proceedings.

29. Rules of Debate

(1) Members desiring to speak shall rise in their place and await the Chairperson's leave to speak. They shall then give their name and qualifications and, if a delegate or proxy for a delegate, the name of the Church or other body which they represent, and state their business. If two or more members rise at the same time, leave to speak shall be given by the Chairperson.
(2) Members desiring to move next business shall rise in their place and say, 'Chairperson, I move next business.' If the motion is seconded, it will immediately be put to the vote. If passed, no further action will be taken on the business in hand, unless such business is a motion or an amendment to a motion, in which case the motion to move next business shall be construed as a motion that the vote be taken in accordance with the provisions of paragraph 29(6).
(3) Except by leave of the Chairperson, no persons other than the mover of a motion or amendment (who shall have the right of reply as provided below) shall speak

more than once to any motion or amendment, except to explain a point in their own speech which has been misunderstood, in which case they shall not introduce new matter.

(4) The mover of a motion or amendment shall be allowed five minutes to introduce the motion or amendment and three minutes to reply at the end of the debate; other speakers on a motion or amendment shall be allowed three minutes. Speakers on items of general business shall be allowed five minutes. These times may be extended at the discretion of the Chairperson.

(5) When replying at the end of the debate, the mover of the motion or amendment shall not introduce new matter. If new matter is nevertheless introduced, the Chairperson shall give an opportunity to another member or members to respond thereto.

(6) Members desiring to move that the vote be taken on any motion or amendment shall rise in their place and say, 'Chairperson, I move that the vote be taken.' If the motion is seconded, it will immediately be put to the vote, provided that not less than two persons other than the proposer and seconder have spoken for and two against the motion or amendment or have been given the opportunity to do so. No person who has spoken on the motion or amendment may propose that the vote be taken. The mover shall have the right of reply if the motion that the vote be taken is passed.

(7) A motion or amendment on the circulated agenda, if not moved by the person who gave notice of it, may be moved by any member present.

(8) Points of order may be raised on questions of procedure, relevance or offensive language. Members who wish to raise a point of order shall rise in their place, say, 'Chairperson, on a point of order' and await the Chairperson's leave to proceed; they shall then state their point briefly. No speeches shall be permitted but the Chairperson shall give a ruling forthwith.

(9) Except as provided under paragraph 30(3), a member may by motion object to a ruling from the Chairperson. Such motion shall be in the form 'That the Chairperson's ruling be not accepted' and shall not be considered unless not less than twelve members rise in their places to support it. No discussion shall be permitted, but before putting the motion the Chairperson may explain the reasons for the ruling, including the authorities upon which it is based. Unless the motion is carried by a three-fourths majority of the members present and entitled to vote and voting the ruling shall stand.

30. Motions

(1) Every motion and amendment other than one in the exact terms included in the circulated agenda or a formal or routine motion shall be submitted in writing, signed and dated by the mover and seconder and shall be read out by the Chairperson both immediately after it is moved and again before it is put to the vote.

(2) No motion or amendment, whether included in the circulated agenda or submitted in accordance with paragraph 30(1), may be withdrawn.

(3) Pursuant to the requirements of Article 28(3) and except as provided under paragraphs 27(5), 29(2), 29(6), 29(9) and 30(4), the Chairperson shall disallow a motion or an amendment which has not been included in the circulated agenda if it is judged that the subject-matter is such that no vote ought to be taken thereon

until notice has been given to the National Executive Committee or to all members. In deciding whether to disallow an amendment to a resolution proposed as a Special Resolution the Chairperson shall consider whether it introduces significant considerations which could not reasonably be foreseen by members receiving notice of the meeting, and in case of doubt shall disallow it.

(4) If the Chairperson has not disallowed a motion or an amendment under paragraph 30(3), then a member may by motion object to the taking of a vote thereon until notice has been given to all members. Such motion shall be in the form 'That the motion (or amendment) not be voted upon until notice has been given to all members' and shall not be considered unless not less than twelve members rise in their places to support it. No discussion shall be permitted. To be effective the motion must be carried by a three-fourths majority of the members present and entitled to vote and voting.

(5) The Chairperson shall not accept a motion or amendment which is considered to be of an objectionable or frivolous nature.

(6) When a motion has been defeated no motion to the same effect shall be brought forward at the same meeting.

(7) A declaration by the Chairperson that a motion or amendment has been lost or carried shall be conclusive unless challenged in accordance with paragraph 29(9) before the meeting proceeds to the next business.

31. Amendments

(1) A motion or amendment may be amended by

(a) omitting words;
(b) adding or inserting words;
(c) striking out certain words and substituting others;
(d) striking out all the words after the first ('That') and substituting others dealing with the same subject.

(2) An amendment must be relevant to the motion or amendment as the case may be and not contradict it.

(3) An amendment may be reconsidered by resolution of the meeting.

(4) When amendments have been negatived the original motion or amendment as the case may be shall be put.

(5) When amendments have been agreed to, the original motion or amendment as the case may be, as amended, shall be put as the substantive motion.

(6) Formal corrections made necessary by amendments may be made by the Chairperson.

PART VI. GENERAL

32. Safeguarding Policy

All committees within the Union, all Individual Members working on behalf of the Union and all persons organising or participating in Union activities must comply with the requirements of the Union's Safeguarding policy.

33. Notices to the Union by Email
A notice or requisition to the Union or the National Executive Committee given by email shall not be accepted unless authenticated in such manner as the Union may from time to time require.

34. Interpretation In these Bye-laws:-

(1) The term ' incompatible religious body ' means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven Principles; or
(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or
(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or
(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(2) The term 'member' in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.
(3) The term 'Annual General Meeting' means an Annual General Meeting of the Union.

SCHEDULE 1

DUTIES AND FUNCTIONS OF DESIGNATED DIRECTORS

The duties and functions of the Designated Directors listed below shall include the following:-

(1) *Education & Exponents Director*
(a) To receive minutes and reports from the following bodies:-

(i) the Education & Exponents Committee;
(ii) the SNUi Committee.

(b) To present matters arising therefrom which require the attention of the National Executive Committee.
(c) To advise each appropriate body of decisions made thereon by the National Executive Committee.

(d) To perform such other duties and functions as may be assigned from time to time by the National Executive Committee.

SCHEDULE 2

DUTIES AND FUNCTIONS OF SUB-COMMITTEES OF THE NATIONAL EXECUTIVE COMMITTEE

The duties and functions of the sub-committees of the National Executive Committee listed below shall include the following:-

(1) *Accreditation & Awards Committee*

(a) To consider every thesis submitted for the Fellowship, to refer it to two or more Assessors who are suitably qualified in the subject matter, and to submit a recommendation thereon to the National Executive Committee.

(b) To appoint and revoke the appointment of, and to delegate appropriate authority to, organisers, tutors and assessors.

(c) To recommend for appointment by the National Executive Committee suitable persons as Assessors for theses and as Honorary Expert Advisors.

(d) To consider applications for, and to award, non-healing Diplomas and Certificates of Recognition.

(e) To consider applications for, and to grant, Platform Accreditation and Church Administration Accreditation.

(f) To consider recommendations for, and to award, the Diamond Service Award, the Gold Service Award and the Long Service Award.

(g) To consider applications for the award of Approved Teacher.

(h) To arrange for periodical Final Assessment Boards for the assessment of candidates for Approved Assessor, Approved Teacher, non-healing Diplomas, non-healing Certificates of Recognition, Platform Accreditation and Church Administration Accreditation.

(i) To formulate and revise as necessary the disciplines in which the non-healing Diploma, Certificate of Recognition and Accreditation are available and to publish from time to time the procedure and assessment criteria relating to all non-healing awards and Accreditation.

(j) To arrange the practical training and assessment of students of the Teaching Training Course.

(k) To interview any holder of a non-healing award (with the exception of a Service award) or accreditation whose competence or conduct has given rise to concern and submit its report and recommendations to the National Executive Committee.

(l) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(2) *Complaints Committee*

(a) To deal with complaints in relation to matters for which responsibility is not assigned to another body.

(b) To make, vary and revoke its rules of procedure.

(c) To keep records of all complaints referred to it and decisions thereon.

(d) To appoint mediators as may be necessary.
(e) To appoint Individual Members to hear complaints.
(f) To reqire security for costs as appropriate.
(g) To make orders for costs as appropriate.
(h) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(3) *Curriculum Development Committee*
(a) To arrange for correspondence courses and group study to prepare students for non-healing courses on subjects of general interest to Spiritualists and to prescribe fees for them.
(b) To formulate, revise and publish from time to time as necessary the nonhealing education syllabus of the Union.
(c) To have responsibility for any matter in connection with non-healing educational publications.
(d) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(4) *Digital & Technology Committee*
(a) To support Churches with new website and digital technology.
(b) To seek funding for technological improvements within the Union.
(c) To create and publish a periodical SNU magazine.
(d) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(5) *Finance Committee*
(a) To oversee the Union's finances under the Chairpersonship of the Financial Director of the Union.
(b) To maintain the custody and upkeep of the contents of all buildings on the Stansted Hall estate ("the estate").
(c) To cultivate and maintain the grounds of the estate.
(d) To maintain, repair and decorate the buildings on the estate.
(e) To consider, advise upon and recommend to the National Executive Committee such structural alterations or extensions to the buildings on the estate as it thinks desirable.
(f) To carry out such alterations and extensions to the buildings on the estate as the National Executive Committee may from time to time direct.
(g) To administer the occupancy of the buildings on the estate or any part thereof and to receive the rents arising therefrom.
(h) To obtain, prepare and submit advice on trusts and properties to the National Executive Committee or other bodies or persons concerned.
(i) To deal with the purchase, sale or other disposal of property.
(j) To consider applications for assistance from churches in trust or absolute proprietorship with the Union.
(k) To make, recommend or apply for advances or grants.
(l) To cooperate with the SNU Trust on facilities for churches.

(m) To appoint a Property Board to deal with items of business as designated by the Finance Committee.
(n) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(6) *General Purposes Committee*
(a) To consider, advise upon and recommend changes in the structure of the Union relating to status and policy.
(b) To consider and advise the National Executive Committee upon all matters in connection with the Union's constitution.
(c) To advise upon any other matters not dealt with by the National Executive Committee.

(7) *Healing Committee*
(a) To arrange for correspondence courses and group study to prepare students for courses on Spiritualist Healing, and to prescribe fees for them.
(b) To appoint and revoke the appointment of, and to delegate appropriate authority to, organisers, tutors and assessors.
(c) To formulate, revise and publish from time to time as necessary the Spiritualist Healing education syllabus of the Union.
(d) To have responsibility for any matter in connection with Spiritualist Healing educational publications.
(e) To consider applications for, and to award, Spiritualist Healing Diplomas and Certificates of Recognition.
(f) To consider applications for, and to grant, Spiritualist Healing Accreditation.
(g) To arrange for periodical Final Assessment Boards for the assessment of candidates for Spiritualist Healing Diplomas, Certificates of Recognition and Accreditation.
(h) To formulate and revise as necessary the disciplines in which the Spiritualist Healing Diploma, Certificate of Recognition and Accreditation are available and to publish from time to time the procedure and assessment criteria relating to all Spiritualist Healing awards and Accreditation.
(i) To promote and encourage the practice, study and investigation of the art and science of Spiritualist Healing.
(j) To work as far as possible in co-operation with the medical profession.
(k) To encourage and support Churches, Kindred Bodies and Pioneer Centres to commence and maintain Spiritualist Healing Groups.
(l) To assist in the training of potential Spiritualist healing mediums.
(m) To prepare students for upgrading and awards.
(n) To publish from time to time the procedures relating to all Spiritualist Healing upgrading and awards.
(o) To interview any holder of a healing award or accreditation whose competence or conduct has given rise to concern and submit its report and recommendations to the National Executive Committee.
(p) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(8) *Ministry Development Committee*

(a) To consider applications and recommendations for training and assessment for the Ministership, Officiancy and Approved Celebrancy and to submit recommendations thereon to the National Executive Committee.

(b) To arrange for the training of approved candidates for the Ministership, Officiancy and Approved Celebrancy.

(c) To formulate, revise and publish from time to time the education courses pertaining to the Ministry.

(d) To arrange for the assessment of approved candidates for the Ministership, Officiancy and Approved Celebrancy.

(e) To formulate and revise as necessary the procedures for assessment for the Ministership, Officiancy and Approved Celebrancy.

(f) To consider the recommendations of the Ministers Assessment Panel for appointment to the Ministership, Officiancy and Approved Celebrancy and to submit recommendations thereon to the National Executive Committee.

(g) To satisfy itself as to the qualifications and availability for duties of candidates for training, for assessment and for appointment to the Ministership, Officiancy and Approved Celebrancy.

(h) To arrange for the ordination of Ministers and services of acceptance for the Officiancy and Approved Celebrancy.

(i) To arrange for the issue of appropriate documentation in respect of the Ministership, Officiancy and Approved Celebrancy.

(j) To arrange for the support of newly-appointed Ministers, Officiants and Approved Celebrants.

(k) To conduct a periodical review of all Ministers, Officiants and Approved Celebrants and submit recommendations to the National Executive Committee.

(l) To formulate, revise and publish from time to time appropriate documentation and literature.

(m) To arrange for the holding of periodical conferences and refresher courses for Ministers, Officiants and Approved Celebrants.

(n) To arrange for the dissemination of information about Ministers, Officiants and Approved Celebrants.

(o) To appoint a Continuous Development Board to support Ministers, Officiants and Approved Celebrants with personal development training and to update the Ministry Services handbook.

(p) To appoint a Standards Board to maintain the standards of Ministers, Officiants and Approved Celebrants, investigate those whose competence and conduct have given rise to concern and submit its report and recommendations to the National Executive Committee.

(q) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(9) *Outreach and Community Committee*

(a) To liaise with all members and member bodies to promote, and engage with, the Union.

(b) To publicise and promote the Union to the public at large.

(c) To organise publicity and promotional events.

(d) To appoint a Member Engagement Board to engage with, recruit and retain members at, all levels of the Union.
(e) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(10) *Philosophy Development Committee*
(a) To consider and advise upon the philosophy of SNU Spiritualism.
(b) To formulate guidance on the spiritual, philosophical, moral and ethical aspects of SNU Spiritualism.
(c) To consider, advise upon and recommend to the National Executive Committee ways of raising the profile of SNU Philosophy
(d) To publish and revise from time to time appropriate literature.
(e) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(11) *Social Justice and Action Committee*
(a) To consider, advise upon and formulate guidance on social issues in relation to SNU Spiritualism.
(b) To consider, advise upon and recommend to the National Executive Committee ways of raising awareness of social issues in relation to SNU Spiritualism.
(c) To publish and revise from time to time appropriate literature.
(d) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

(12) *Spiritualist Aid*
(a) To raise funds on behalf of the Spiritualist movement to aid worthy charitable causes.
(b) To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

SCHEDULE 3

DUTIES AND FUNCTIONS OF INDIVIDUAL APPOINTEES

The duties and functions of the individual appointees listed below shall include the following:-

(1) *Almoner*
- (a) To contact and support those who have served Spiritualism in any capacity but are no longer able to continue in active service and to keep a record of these persons.
- (b) To make periodical reports to the National Executive Committee.

(2) *Appeals Officer*
- (a) To deal with all appeals against decisions in relation to complaints and other appellable matters under Bye-laws F.
- (b) To keep records of all appeals referred to the Appeals Officer and decisions thereon.
- (c) To hear appeals.
- (d) To exercise such powers in relation to appeals as are provided for in Bye-laws F.

(3) *Curator*
- (a) To manage and maintain the Museum.
- (b) To manage and maintain the Union's libraries.
- (c) To make periodical reports to the National Executive Committee.

(4) *Faith Advisor to HM Armed Forces*
- (a) To act as the point of contact for HM Armed Forces when a request is made for a Spiritualist Chaplain.
- (b) To liaise with the Ministry Development Committee to provide a qualified Chaplain.
- (c) To liaise with active Chaplains who are experiencing visiting and other difficulties.
- (d) To liaise with, and advise, Armed Forces Chaplainy Headquarters in all matters relating to Spiritualism.

(5) *Faith Advisor to HM Prison Service and Young Offenders Institutions*
- (a) To act as the point of contact for all HM Prison and Young Offenders Institution Chaplaincies when a request is made for a Spiritualist Chaplain.
- (b) To liaise with the Ministry Development Committee to provide a qualified Chaplain.
- (c) To liaise with active Chaplains who are experiencing visiting and other difficulties.
- (d) To liaise with, and advise, Chaplaincy Headquarters in all matters relating to Spiritualism.

(6) *Interfaith Ambassador*
- (a) To represent the Union at meetings and events of the National Inter Faith Network and other national and parliamentary interfaith meetings.

(b) To serve as a member of any Inter Faith Network committees, working groups or the main board as a Trustee when invited or elected and to take a proper share in the work and responsibilities involved therein.
(c) To act as the main contact within the Union for all national, regional and local interfaith groups and to advise and support them in this capacity.
(d) To make contributions to SNU documents and magazines and the wider Spiritualist press on interfaith matters with a view to promoting the role of Spiritualism and the Union within the interfaith movement.
(e) To liaise with the President of the Union, who as an ambassador of the Union may from time to time attend interfaith meetings and services.
(f) To encourage churches to engage in interfaith activities.
(g) To make periodical reports to the National Executive Committee.

(7) *Lyceum Union Representative*
(a) To represent the National Executive Committee on the Lyceum Union Central Committee and liaise between the two bodies.
(b) To make such written and verbal reports to the National Executive Committee and the Lyceum Union Central Committee as may be appropriate.

(8) *Overseas Ambassador*
(a) To further the objects of the Union overseas and promote the advancement and diffusion overseas of the religion and religious philosophy of Spiritualism.
(b) To represent the interests of non-UK members and representatives and provide regular reports thereon to the National Executive Committee and the Council, to include a report from each non-UK Church.
(c) To liaise with all non-UK Kindred and Associated Bodies not less than once a year and submit a report thereon to the National Executive Committee.
(d) To recommend the appointment of a representative for each non-UK country and liaise regularly with representatives.
(e) To establish and support SNU Churches in non-UK countries.
(f) To assist any sub-committee of the National Executive Committee, as and when required, in carrying out its duties and functions in relation to members and bodies overseas.
(g) To liaise regularly with the Individual Members Representative in respect of the role.
(h) To report to the National Executive Committee any matter which appears to be liable to involve the Union in financial liability or to bring discredit on the Union or on the Spiritualist movement, and any legal dispute which may affect any non-UK Regional Council or the Union generally.

(9) *Safeguarding Coordinator and Safeguarding Officer*
(a) To receive reports on Safeguarding concerns from persons and bodies within the Union and from external bodies, including Police Public Protection Units, the Probation Service and local authority Safeguarding Boards.
(b) To investigate such reports and determine the actions to be taken.
(c) To maintain records of actions taken and agreements made.
(d) To review and update the Safeguarding policy and procedures from time to

time.

(e) To make periodical reports to the National Executive Committee.

SCHEDULE 4

STANDING ORDERS FOR MEETINGS OF THE COUNCIL

1. General

(1) The quorum necessary for the transaction of the business of the Council shall be ten, including two Officers.

(2) The business of meetings of the Council shall be conducted in accordance with these Bye-laws and with these Standing Orders. On points of interpretation and in cases not provided for the Chairperson shall give a ruling.

(3) Unless decided otherwise by the Officers or the Chairperson, the business to be transacted at meetings of the Council and the order of such business shall be as follows:-

1. Invocation.
2. Apologies for absence.
3. Minutes of previous meeting.
4. Matters arising from the minutes.
5. NEC Report to Council.
6. NEC items of business.
7. Council Director's items of business.
8. Any items of business notified by other members of Council.
9. Close of meeting.

(4) All printed minutes and reports shall be taken as read.

(5) With the exception of any official recording made by or on behalf of the Council, no sound or visual recording shall be permitted.

(6) A motion for suspension of the whole or any part of these Standing Orders shall not be accepted.

2. The Chair

(1) The President shall preside as Chairperson at every meeting of the Council, unless absent or unwilling to preside, in which event one of the other Officers shall preside, failing which the members of the Council present shall choose one of the National Councillors to be Chairperson of the meeting.

(2) The Chairperson may nominate, in order of preference of the preceding subparagraph, an Acting Chairperson to preside for any part of a meeting during a temporary absence from the Chair.

(3) The Chairperson shall vacate the Chair if taking an active part of a controversial nature in any proceedings.

3. Rules of Debate

(1) Members desiring to speak shall indicate their wish and await the Chairperson's leave to speak. If two or more members indicate at the same time, leave to speak shall be given by the Chairperson.

(2) Members desiring to move next business shall say, "Chairperson, I move next business." If the motion is seconded, it will immediately be put to the vote. If passed, no further action will be taken on the business in hand, unless such business is a motion or an amendment to a motion, in which case the motion to move next business shall be construed as a motion that the vote be taken in accordance with the provisions of paragraph 3(6).

(3) Except by leave of the Chairperson, no members other than the mover of the motion (who shall have the right of reply as provided below) shall speak more than once to any motion or amendment, except to explain a point in their own speech which has been misunderstood, in which case they shall not introduce new matter.

(4) The mover of a motion or amendment shall be allowed five minutes to introduce the motion or amendment and three minutes to reply at the end of the debate; other speakers shall be allowed three minutes. These times may be extended at the discretion of the Chairperson.

(5) When replying at the end of the debate, the mover of the motion or amendment shall not introduce new matter. If new matter is nevertheless introduced, the Chairperson shall give an opportunity to another member or members to respond thereto.

(6) Members desiring to move that the vote be taken on any motion or amendment shall say, "Chairperson, I move that the vote be taken." If the motion is seconded, it will immediately be put to the vote, provided that not less than two persons other than the proposer and seconder have spoken for and two against the motion or amendment or have been given the opportunity to do so. No person who has spoken on the motion or amendment may propose that the vote be taken. The mover shall have the right of reply if the motion that the vote be taken is passed.

(7) A motion or amendment on the circulated agenda, if not moved by the person who gave notice of it, may be moved by any member present.

(8) Points of order may be raised on questions of procedure, relevance or offensive language. Members who wish to raise a point of order shall rise in their place, say "Chairperson, on a point of order" and await the Chairperson's leave to proceed; they shall then state their point briefly. No speeches shall be permitted, but the Chairperson shall give a ruling forthwith.

(9) Except as provided under paragraph 4(4), a member may by motion object to a ruling from the Chairperson. Such motion shall be in the form "That the Chairperson's ruling be not accepted" and shall not be considered unless not less than six members support it. No discussion shall be permitted, but before putting the motion the Chairperson may explain the reasons for the ruling, including the authorities upon which it is based. Unless the motion is carried by a three-fourths majority of the members present and entitled to vote and voting the ruling shall stand.

4. Motions

(1) A motion may be proposed or seconded by any member of the Council.

(2) Every motion and amendment, other than one in the exact terms included in the circulated agenda or a formal or routine motion, shall be submitted in writing by the mover and shall be read out by the Chairperson both immediately after it is moved and again before it is put to the vote.

(3) No motion or amendment, whether included in the circulated agenda or submitted in accordance with paragraph 4(2), may be withdrawn.

(4) Except as provided under paragraphs 1(7), 3(2), 3(6), 3(9) and 4(5), the Chairperson shall disallow a motion or an amendment which has not been included in the circulated agenda if it is judged that the subject-matter is such that no vote ought to be taken thereon until notice has been given to all members.

(5) If the Chairperson has not disallowed a motion or an amendment under paragraph 4(4), then a member may by motion object to the taking of a vote thereon until notice has been given to all members. Such notice shall be in the form 'That the motion (or amendment) not be voted upon until notice has been given to all members' and shall not be considered unless not less than six members support it. No discussion shall be permitted. To be effective the motion must be carried by a three-fourths majority of the members present and entitled to vote and voting.

(6) The Chairperson shall not accept a motion or amendment which is considered to be of an objectionable or frivolous nature.

(7) When a motion has been defeated no motion to the same effect shall be brought forward at the same meeting.

(8) A declaration by the Chairperson that a motion or amendment has been lost or carried shall be conclusive unless challenged before the meeting proceeds to the next business.

5. Amendments

(1) An amendment to any resolution shall require only a simple majority of those voting.

(2) A motion or amendment may be amended by

(a) omitting words;
(b) adding or inserting words;
(c) striking out certain words and substituting others;
(d) striking out all the words after the first ('That') and substituting others dealing with the same subject.

(3) An amendment must be relevant to the motion or amendment as the case may be and not contradict it.

(4) An amendment may be reconsidered by resolution of the meeting.

(5) When amendments have been negatived the original motion or amendment as the case may be shall be put.

(6) When amendments have been agreed to, the original motion or amendment as the case may be, as amended, shall be put as the substantive motion.

(7) Formal corrections made necessary by amendments may be made by the Chairperson.

6. Voting

(1) Questions arising at any meeting shall be decided by a majority of votes of those present and voting. In the case of an equality of votes the Chairperson shall have a second or casting vote.
(2) Every member of the Council present at the meeting shall have one vote.
(3) All matters shall be decided on a show of hands by simple majority unless a ballot is called for by the Chairperson or by any six members of the Council present.

SCHEDULE 5

FORM OF ACCEPTANCE FOR APPOINTMENT TO NEC SUB-COMMITTEE

DECLARATION

I understand that I have been invited to accept appointment as:-

.....

and wish to accept the position. I declare that:-

(i) I am qualified for the position in accordance with Bye-laws A;
(ii) I am willing to carry out the duties of the position;
(iii) I accept the obligation to maintain the confidentiality of the Committee's business;
(iv) I accept the obligations to the Union as contained in Bye-laws A;
(v) I have no duties and loyalties to another organisation which conflict with my duties and loyalties to the Union;

Please read the following before making declarations (vi) to (viii)

The Rehabilitation of Offenders Act 1974 (England and Wales), Rehabilitation of Offenders Act 1974 (Scotland), Rehabilitation of Offenders (Northern Ireland) Order 1978 or Spent Convictions and Certain Disclosures Act 2016 (Republic of Ireland) apply to individuals taking up positions of trust on committees. We only ask applicants to disclose convictions which are not yet spent under the relevant Acts or Order except where they hold certain roles involving contact with children and or vulnerable adults where full disclosure is required. If you are not sure whether your convictions are spent, you may wish to see the Guidance on the Rehabilitation of Offenders Act 1974: https://www.gov.uk/government/publications/newguidance-on-the-rehabilitation-of-offenders-act-1974 (England and Wales) or seek equivalent guidance in your jurisdiction.

(vi) I am not a Registered Sex Offender;
(vii) I have not received and I am not awaiting a conviction in relation to a **criminal offence for which a custodial sentence could have been imposed**;

(viii) I have not received and I am not awaiting a conviction in relation to a **fraud-related offence**;

(ix) I will notify the President and the head office of the Union and I will resign if I no longer fulfil the requirements of any of clauses (i) to (viii).

Date ..... Signed ….....…….....

Name.....…….....

Please complete and return this form to reach the head office of the Union not later than *(insert date)*

SCHEDULE 6

FORM OF ACCEPTANCE FOR APPOINTMENT TO INDIVIDUAL NATIONAL POSITION

DECLARATION

I understand that I have been invited to accept appointment as:-
.....

and wish to accept the position. I declare that:-

(i) I am qualified for the position in accordance with Bye-laws A;
(ii) I am willing to carry out the duties of the position;
(iii) I accept the obligation to maintain the confidentiality of the Committee's business;
(iv) I accept the obligations to the Union as contained in Bye-laws A;
(v) I have no duties and loyalties to another organisation which conflict with my duties and loyalties to the Union;

Please read the following before making declarations (vi) to (viii)

> *The Rehabilitation of Offenders Act 1974 (England and Wales), Rehabilitation of Offenders Act 1974 (Scotland), Rehabilitation of Offenders (Northern Ireland) Order 1978 or Spent Convictions and Certain Disclosures Act 2016 (Republic of Ireland) apply to individuals taking up positions of trust on committees. We only ask applicants to disclose convictions which are not yet spent under the relevant Acts or Order except where they hold certain roles involving contact with children and or vulnerable adults where full disclosure is required. If you are not sure whether your convictions are spent, you may wish to see the Guidance on the Rehabilitation of Offenders Act 1974: https://www.gov.uk/government/publications/newguidance-on-the-rehabilitation-of-offenders-act-1974 (England and Wales) or seek equivalent guidance in your jurisdiction.*

(vi) I am not a Registered Sex Offender;
(vii) I have not received and I am not awaiting a conviction in relation to a **criminal offence for which a custodial sentence could have been imposed**;
(viii) I have not received and I am not awaiting a conviction in relation to a **fraud-related offence**;
(ix) I will notify the President and the head office of the Union and I will resign if I no longer fulfil the requirements of any of clauses (i) to (viii).

Date ..... Signed ….....…….....

Name.....

Please complete and return this form to reach the head office of the Union not later than *(insert date)*

SCHEDULE 7

FORM OF ACCEPTANCE FOR POSITION ON NATIONAL EXECUTIVE COMMITTEE OR AS ELECTIVE AUDITOR

DECLARATION

(Delete (a) or (b) as appropriate)

(a) I understand that I have been effectively nominated for the position of:-

.....

and wish to be a candidate for this position.

(b) I understand that I have been invited to accept appointment as:-

.....

and wish to accept the position.

I declare that:-

(i) I am qualified for the position in accordance with Bye-laws A;
(ii) I am not currently declared bankrupt, am not subject to bankruptcy restrictions or an interim order, and do not have an individual voluntary arrangement with creditors;
(iii) I have not previously been removed as a trustee by the Charity Commission or the High Court;
(iv) I am not disqualified from being a trustee by an order of the Charity Commission under the Charities Act 2011;
(v) I am willing to carry out the duties of the position;
(vi) I accept the obligation to maintain the confidentiality of the National Executive Committee's business;
(vii) I accept the obligations to the Union as contained in Bye-laws A;
(viii) I have no duties and loyalties to another organisation which conflict with my duties and loyalties to the Union;

Please read the following before making declarations (ix to (xi)

The Rehabilitation of Offenders Act 1974 (England and Wales), Rehabilitation of Offenders Act 1974 (Scotland), Rehabilitation of Offenders (Northern Ireland) Order 1978 or Spent Convictions and Certain Disclosures Act 2016 (Republic of Ireland) apply to individuals taking up positions of trust on committees. We only ask applicants to disclose convictions which are not yet spent under the relevant Acts or Order except where they hold certain roles involving contact with children and or vulnerable adults where full disclosure is required. If you are not sure whether your convictions are spent, you may wish to

see the Guidance on the Rehabilitation of Offenders Act 1974: https://www.gov.uk/government/publications/newguidance-on-the-rehabilitation-of-offenders-act-1974 (England and Wales) or seek equivalent guidance in your jurisdiction.

(ix) I am not a Registered Sex Offender;
(x) I have not received and I am not awaiting a conviction in relation to a **criminal offence for which a custodial sentence could have been imposed**;
(xi) I have not received and I am not awaiting a conviction in relation to a **fraud-related offence**;
(xii) I will notify the President and the head office of the Union and I will resign if I no longer fulfil the requirements of any of clauses (i) to (xi).

Date ..... Signed ….....…….....

Name.....….....

Please complete and return this form to reach the head office of the Union not later than *(insert date)*

SCHEDULE 8

FORM OF ACCEPTANCE FOR POSITION ON COUNCIL

DECLARATION

I understand that I have been elected or appointed to the position of:-
.....
and wish to accept the position. I declare that:-

(i) I am qualified for the position in accordance with Bye-laws A;
(ii) I am willing to carry out the duties of the position;
(iii) I accept the obligation to maintain the confidentiality of the Council's business;
(iv) I accept the obligations to the Union as contained in Bye-laws A;
(v) I have no duties and loyalties to another organisation which conflict with my duties and loyalties to the Union;

Please read the following before making declarations (vi) to (viii)

The Rehabilitation of Offenders Act 1974 (England and Wales), Rehabilitation of Offenders Act 1974 (Scotland), Rehabilitation of Offenders (Northern Ireland) Order 1978 or Spent Convictions and Certain Disclosures Act 2016 (Republic of Ireland) apply to individuals taking up positions of trust on committees. We only ask applicants to disclose convictions which are not yet spent under the relevant Acts or Order except where they hold certain roles involving contact with children and or vulnerable adults where full disclosure is required. If you are not sure whether your convictions are spent, you may wish to see the Guidance on the Rehabilitation of Offenders Act 1974: https://www.gov.uk/government/publications/newguidance-on-the-rehabilitation-of-offenders-act-1974 (England and Wales) or seek equivalent guidance in your jurisdiction.

(vi) I am not a Registered Sex Offender;

(vii) I have not received and I am not awaiting a conviction in relation to a **criminal offence for which a custodial sentence could have been imposed.**

(viii) I have not received and I am not awaiting a conviction in relation to a **fraud-related offence.**

(ix) I will notify the President and the head office of the Union and I will resign if I no longer fulfil the requirements of any of clauses (i) to (viii);

Date ..... Signed ….....…….....

Name.....….....

Please complete and return this form to reach the head office of the Union not later than *(insert date)*

BYE-LAWS, Section B

May 2025

CONSTITUTION OF DISTRICT COUNCILS

ARRANGEMENT OF PARAGRAPHS

Part I. Composition and Membership of District Councils

1. Composition of District Councils
2. Objects and Duties of District Councils
3. Changes of Areas of District Councils
4. Individual Members and Affiliate Members
5. Application for Affiliation
6. Application for Association
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Part II. The Executive Committee

11. Officers and Executive Committee
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Part III. Finance

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PART I. COMPOSITION AND MEMBERSHIP OF DISTRICT COUNCILS

1. Composition of District Councils

Each District Council shall be composed of:-

(a) not less than ten Churches, Kindred Bodies or Pioneer Centres situated within the same electoral area as grouped by the National Executive Committee, and
(b) Associated Bodies allocated to it by the National Executive Committee, and (c) Individual Members allocated to it by the National Executive Committee, and
(d) Affiliate Members allocated to it.

2. Objects and Duties of District Councils

(1) The Objects of each District Council shall be to further the objects of the Union within its area and in particular to promote the advancement and diffusion within its area of a knowledge of the religion and religious philosophy of Spiritualism on the basis of the following Seven Principles:-

1. The Fatherhood of God.
2. The Brotherhood of Man.
3. The Communion of Spirits and the Ministry of Angels.
4. The Continuous Existence of the Human Soul.
5. Personal Responsibility.
6. Compensation and Retribution Hereafter for all the Good and Evil Deeds done on Earth.
7. Eternal Progress Open to every Human Soul.

(2) Each District Council and its Executive Committee shall be the local administrative branch of the Union and shall perform such duties as may from time to time be delegated by the National Executive Committee.
(3) It shall be the duty of the District Council to visit all Churches, Kindred Bodies and Pioneer Centres in its area not less than once in every two years and report to the Union on any matters of concern.
(4) It shall be the duty of the District Council to report forthwith to the Union any matter coming to its knowledge which appears to it to be liable to involve the Union in financial liability or to bring discredit on the Union or on the Spiritualist movement, and any legal dispute which may affect the District Council or the Union generally.
(5) A District Council shall not, without the written consent of the National Executive Committee or the Officers of the Union, take any action which interferes with the administration or limits the constitutional rights of Churches, Kindred Bodies, Pioneer Centres or Individual Members of the Union.
(6) A District Council shall not, without the written consent of the National Executive Committee or Officers of the Union:-

(a) pledge the credit of the Union; or

(b) enter into any commitment involving payments in excess of the surplus of its current assets over its current liabilities as at the date of the commitment; or

(c) engage in legal proceedings or incur legal expense; or

(d) take any action in respect of which it may reasonably be anticipated that legal proceedings may be taken against the Union or the District Council or any member or members thereof in that capacity.

3. Changes of Areas of District Councils

(1) The National Executive Committee may, after consultation with the Executive Committee of any District Council affected, transfer Churches, Kindred Bodies, Associated Bodies and Individual Members between District Councils.

(2) When a new District Council is formed substantially from Churches, Kindred Bodies and Pioneer Centres transferred from a single existing District Council, the existing District Council may, with the approval of the National Executive Committee, make arrangements for the holding of the Inaugural General Meeting of the new District Council.

(3) When a new District Council is formed from Churches, Kindred Bodies and Pioneer Centres transferred from more than one existing District Council the Union, in consultation with the Officers of any existing District Council concerned, shall make arrangements for the holding of the Inaugural General Meeting, including arrangements for the issue of nomination forms for the election at that meeting of the first Officers and Committee. A representative of the National Executive Committee shall preside at the Inaugural General Meeting, or in the absence of such the meeting shall elect a chairperson.

(4) When a District Council is dissolved or a new District Council is formed the National Executive Committee may direct such transfers of the assets and liabilities of the District Councils affected as it considers appropriate.

4. Individual Members and Affiliate Members

(1) A District Council shall grant the rights and privileges accorded by these Byelaws to Individual Members and Affiliate Members allocated to it.

(2) No Individual Member or Affiliate Member shall be allocated to more than one District Council.

5. Application for Affiliation

(1) An application by a body for affiliation to the Union shall be made on the prescribed form in duplicate to the Union, which will forward one copy to the Secretary of the appropriate District Council, together with copies of all relevant documents.

(2) The Executive Committee shall:-

(a) make proper investigation of the application;

(b) submit to the National Executive Committee within six months after receipt of the application a written report giving its recommendation and reasons for it.

6. Application for Association

(1) An application by a body for association with the Union shall be made on the prescribed form in duplicate to the Union, which will forward one copy to the Secretary of the appropriate District Council, together with copies of all relevant documents.

(2) The Executive Committee shall:-

(a) make proper investigation of the application;

(b) submit to the National Executive Committee within six months after receipt of the application a written report giving its recommendation and reasons for it.

7. Proxies

(1) All Individual Members entitled to attend and vote at a general meeting of the District Council are entitled to appoint another person as their proxy to attend and vote instead of them.

(2) The Representatives elected or appointed by a Church, Kindred Body or Pioneer Centre as its delegates to general meetings of the Union shall also be its delegates at general meetings of the District Council.

(3) An Associated Body may appoint a fraternal delegate but such delegate shall not have any voting rights.

(4) If any Individual Members are unable to attend a general meeting of the District Council, they may appoint another Individual Member as a proxy. The instrument of proxy must be in the following form and signed by the Individual Member and must be handed to the credential officer immediately upon attendance:-

"I, ..., being an Individual Member, hereby appoint ..... as my proxy to attend and vote at the meeting of the ..... District Council to be held at ..... on the ..... 20... and at any adjournment thereof.
Signed.....
Dated.....
Individual Membership No. ..... (to be provided by the proxy)"

(5) If any delegates are unable to represent their body at a general meeting of the District Council, they may appoint a full member of their body or a member of the managing committee, as the case may be, as a proxy after consultation with the Committee (if possible) as to suitable persons. The instrument of proxy must be in the following form and signed by the delegate and must be handed to the credential officer immediately upon attendance:-

"I, ..., being a delegate of the ..... (body), hereby appoint ..... as my proxy to attend and vote at the meeting of the ..... District Council to be held at ..... on the ..... 20... and at any adjournment thereof.
Signed.....

Dated....."

(6) No persons may at the same time act in more than one role as representative (either as delegate or as proxy).

(7) In these Bye-laws, unless the context otherwise requires, the term "delegate" includes a proxy for a delegate.

8. Credential Cards

The Union shall from time to time notify the Secretary of the appropriate District Council as to credential cards issued by it.

9. General Meetings

(1) Each District Council shall not later than 30th April in each year hold its Annual General Meeting, at which reports of its activities and accounts for the year ended the previous 31st December shall be presented.

(2) The Executive Committee may summon general meetings or conferences at such other times as it sees fit.

(3) An Extraordinary General Meeting shall be summoned by the Executive Committee to meet on a date not more than sixty days after the receipt by the Secretary of a requisition signed by members of the Union allocated to the District Council representing not less than one-third of all the members having at the date of the requisition a right to vote at general meetings of the District Council. Such requisition shall state the purpose for which the Extraordinary General Meeting is to be called and shall be accompanied by a copy of any motion to be submitted. An Extraordinary General Meeting shall deal only with business placed on the agenda as circulated, which may include business placed thereon by the Executive Committee other than that mentioned in the requisition.

(4) Notice of any general meeting, together with the agenda, the minutes of the previous general meeting and, in the case of the Annual General Meeting, copies of the Balance Sheet and Income and Expenditure Account shall be sent to the Secretary of each Church, Kindred Body, Pioneer Centre and Associated Body, to the Affiliate Members, to each Individual Member and, in the case of the Annual General Meeting or of an Extraordinary General Meeting, to the Union, not less than twenty-one days before the meeting.

(5) Any postponement of a general meeting to another date shall require the same notice as for the original meeting.

(6) Any notice of motion proposed for inclusion in the agenda of a general meeting, other than a motion proposed by the Executive Committee, shall be submitted to the District Council in writing so as to be received by it not less than six weeks before the meeting. Such motions may be submitted by the Committee of a Church, Kindred Body, Pioneer Centre or an Individual Member and must bear the name of a seconder. The District Council shall place on the agenda a copy of all motions received by it as prescribed, subject to non-inclusion of matter considered to be defamatory or offensive.

(7) No person acting in the capacity of a Church Representative, Kindred Body Representative, Pioneer Centre Representative or Individual Member shall propose

or second more than three motions for inclusion on the agenda of any one general meeting.

(8) Any resolution which would have the effect either of increasing the expenditure of or reducing the income of the District Council shall not become operative unless the Executive Committee consents thereto.

10. Honorary Vice-Presidents

(1) A District Council in general meeting may, at the instance of the Executive Committee, elect as honorary vice-presidents of the District Council persons who have rendered long or distinguished service to the District Council.

(2) Honorary vice-presidents who do not hold a credential card shall have the same rights and privileges within the District Council as Individual Members allocated to the District Council other than the right to vote.

(3) Honorary vice-presidents shall not automatically have a seat on the Executive Committee by virtue of such vice-presidency.

(4) A District Council by resolution in general meeting may, at the instance of the Executive Committee, terminate the office of an honorary vice-president of the District Council.

Provided that such resolution shall be effective only if the person concerned has been informed in advance of the intention to propose such resolution and of the grounds therefor and has been given reasonable opportunity of making written and oral representations thereon.

PART II. THE EXECUTIVE COMMITTEE

11. Officers and Executive Committee

(1) Each District Council shall be administered by an Executive Committee to carry out the duties and functions assigned to it, subject to any directions given from time to time by the National Executive Committee.

(2) Subject to the provisions of sub-paragraph (3) below, each District Council shall determine the number of its Executive Committee by ordinary resolution of a general meeting, notice of motion having been included in the circulated agenda.

(3) The Executive Committee shall consist of:-

(a) the Officers, namely, the President, Vice-President, Treasurer and Secretary;
(b) a District National Councillor;
(c) an Individual Members Representative, who shall be elected by and from the Individual Members allocated to the District Council;
(d) an Education Officer, who shall be appointed by the District Council Executive Committee from the Individual Members allocated to the District Council who hold the Union's Certificate of Recognition or Diploma. The Education Officer shall be the Chairperson of the District Council Education and Exponents Committee;

(e) a Healing Representative, who shall be elected by Church Representatives and Individual Members allocated to the District Council from the Individual Members allocated to the District Council who are Registered Accredited Healing Mediums. The Healing Representative shall be the Chairperson of the District Council Healing Committee.

(f) an Ordinary Member or Members, as provided for in sub-paragraph (4) below;

(g) such other member or members as provided for in paragraph (2) above.

(4) The Executive Committee may at any time appoint not more than three Ordinary Members for the purpose of carrying out such specific duties and functions as are assigned to them by the Executive Committee. Any such appointment shall terminate at the following Annual General Meeting. Any person appointed shall be required, as a condition of, and prior to, taking up office, to sign a form of acceptance in accordance with the provisions of paragraph 16(2) of these Byelaws.

(5) No person shall hold more than one of the offices referred to in sub-paragraphs (3)(a), (3)(c), (3)(e) and 3(f), except that the offices of Treasurer and Secretary may be held by the same person if no other candidate has been nominated for one of these vacancies.

(6) (a) The Executive Committee shall at its first meeting following the AGM appoint two rotational representatives to the Council from among its members. The first representative shall hold office from 1st June following appointment to 30th November thereafter; the second shall hold office from 1st December thereafter to 31st May of the following year. Any person appointed shall be required, as a condition of, and prior to, taking up office, to sign a form of acceptance for position to the head office of the Union by the required time. The form of acceptance for position must be in the format contained in Schedule 8 to Bye-laws A.

(b) Any casual vacancy for a rotational representative shall be filled by resolution of the Executive Committee from among their own number.

(7) (a) Except as provided in (b) below, all members of the Executive Committee shall retire annually and be eligible for re-election, with the exception of the District National Councillor, who shall serve for a period of two years and be eligible for re-election.

(b) A District Council may, by ordinary resolution of a general meeting, notice of the motion having been included in the circulated agenda, determine that:-

(i) all members of the Executive Committee shall serve for a period of two years and be eligible for re-election;

(ii) following the passing of the resolution all persons elected or appointed to the Executive Committee shall commence their twoyear term of office at the close of the following Annual General Meeting. They shall complete their term of office at the close of the second Annual General Meeting thereafter.

(iii) elections and appointments for all positions on the Executive Committee shall take place biennially thereafter;

(iv) no position on the Executive Committee shall be subject to an alternating cycle with any other position in the intervening years between elections.

The resolution shall come into effect at the close of the meeting at which it was passed and may be revoked only by a further ordinary resolution of a general meeting with notice.

(8) A District Council may, by ordinary resolution of a general meeting, notice of motion having been included in the circulated agenda, determine

(a) that certain members of the Executive Committee shall be elected by Churches and Individual Members separately;

(b) that the Churches, Kindred Bodies, Pioneer Centres and Individual Members shall be divided into groups, not for administrative but for social and publicity purposes and for the purpose of electing a representative of each group to the Executive Committee. For each group nominations shall be made by and from the Churches, Kindred Bodies, Pioneer Centres and Individual Members allocated to that group but only one from each group shall be elected at the Annual General Meeting by the Church Representatives, Kindred Body Representatives, Pioneer Centre Representatives and Individual Members together.

(9) Except as otherwise provided in the Bye-laws, members of the Executive Committee shall retire at the conclusion of the Annual General Meeting at which their successors are elected.

(10) (a) Resignation of an individual Officer or member of the Executive Committee shall be in writing delivered to the President. Resignation of the President shall be in writing delivered to the Vice-President. Resignation shall become effective upon delivery.

(b) Where a verbal resignation is tendered during a meeting of the Executive Committee it shall be recorded in the minutes. The Secretary shall, within ten working days of such meeting, inform the person concerned in writing that:-

(a) the resignation has been recorded in the minutes; and

(b) it will become effective upon the adoption of such minutes or at the expiration of twenty working days from such meeting, whichever is the later, unless rescinded by the person in writing within that period.

(11) The quorum for a meeting of the District Council Executive Committee shall be the smallest number constituting a majority of its members, including at least two Officers.

(12) Any casual vacancies shall be filled, by resolution of the remaining members of the Executive Committee, by cooption from among persons qualified under paragraph 16 of these Bye-laws. Any person co-opted shall be required, as a condition of, and prior to, taking up office, to sign a form of acceptance in accordance with the provisions of paragraph 16(2) of these Bye-laws.

(13) The Executive Committee may delegate any of its functions to sub-committees, which may include fully paid-up Individual Members and Affiliate Members who are not members of the Executive Committee.

(14) The Executive Committee shall hold a meeting not less than four times in each year. 14 days' written notice shall be given of the date, time and, where appropriate, place of each meeting.

(15) All members of the Executive Committee are expected to take part in its regular meetings, to maintain the confidentiality of its business, to take a due share in its work, both at meetings and by correspondence, and at all times to conduct themselves as representatives of the Executive Committee.

(16) The position of a member of the Executive Committee shall be terminated by resolution of the Executive Committee on one or more of the following grounds:-

(i) a breach of confidentiality of Executive Committee business;
(ii) persistent neglect of duties in the opinion of the Executive Committee;
(iii) absence from two or more consecutive Committee meetings in any one electoral year without leave having been given by the Executive Committee.

Provided that:-

(1) Such resolution shall be effective only if supported by three-fourths of the number of members present and the person concerned has been given:-

(a) not less than fifteen working days' notice of the meeting of the Executive Committee at which the resolution is to be put and of the grounds therefor, together with reasons and supporting evidence;
(b) the opportunity to make written representations thereon within that period; and
(c) the opportunity to make oral representations thereon at such meeting of the Executive Committee.

(2) Such resolution shall be open to appeal to the Union on one or more of the following grounds:-

(a) that there was a significant failure to follow the proper procedure;
(b) that the findings of fact cannot be supported having regard to the evidence;
(c) that the decision is unreasonable;
(d) that on any grounds there was a miscarriage of justice.

Such resolution shall not become operative until fifteen working days after written notification to the person concerned of the passing of the resolution. If during that period an appeal against the resolution is received by the Union the resolution shall be suspended pending the outcome of the appeal.

(17) The position of any members of the Executive Committee shall be vacated if a receiving order is made against them or they make any arrangement or composition with their creditors.

12. Duties and Obligations of Members of the Executive Committee

The duties and obligations of the members of the Executive Committee shall include the following:-

(1) *Obligations to the Union*

All members of the Executive Committee, both collectively and individually, shall show loyalty and allegiance to the Union and the Seven Principles, uphold its constitution and fulfil the District Council's and their constitutional and financial obligations to the Union.

(2) *Obligations to the District Council*

All members of the Executive Committee shall show loyalty and allegiance to the District Council, attend regular meetings of the Executive Committee, maintain the confidentiality of its business, take a due share in its work and at all times conduct themselves as representatives of the District Council.

(3) *Acceptance of Obligations*

Every member of the Executive Committee shall be deemed to have accepted the obligations in (1) and (2) above as a condition of eligibility for office.

(4) *President and Vice-President*

The President shall:-

(a) with the assistance of the Vice-President, be responsible to the Executive Committee for the supervision of the work of the District Council and for the despatch of business between meetings of the Executive Committee;
(b) make such decisions in an emergency in co-operation with the Officers as deemed necessary, subject to report at the following meeting;
(c) preside at all general meetings and Executive Committee meetings (subject to the Standing Orders of these Bye-laws);
(d) subject to the direction of the Executive Committee, supervise the conduct of all the activities of the District Council; and
(e) be responsible for taking all possible action to ensure that the obligations in (1) and (2) above are met.

The Vice-President shall deputise for the President.

(5) *Treasurer*

The Treasurer shall:-

(a) be responsible to the Executive Committee for superintending the financial affairs of the District Council and for such other duties as may be assigned by the Executive Committee;
(b) receive all monies and give receipts for them;
(c) pay all accounts passed by the Executive Committee, receiving receipts for such payments;

(d) file all receipts and counterfoils for examination by the auditor or the auditor's agent;
(e) keep a complete set of account books, in which shall be entered all details of monies received and paid;
(f) prepare a Balance Sheet and Income and Expenditure Account for each financial year and, after examination by the auditor or the auditor's agent and approval by the Executive Committee, present them at the Annual General Meeting;
(g) prepare a statement of accounts for presentation at each Executive Committee meeting.

(6) *Secretary*
The Secretary shall:-

(a) keep minutes of all business of the Executive Committee and of general meetings, which shall be prepared as soon as possible after each meeting and signed by the Chairperson on the confirmation of the minutes at the next meeting;
(b) be responsible for the maintenance of the records of the District Council, except those for which the Treasurer is responsible;
(c) conduct all correspondence except on such matters as are appropriate to another member of the Executive Committee or as may be assigned to another Officer;
(d) prepare such reports as may be required by the Union and send to the Union the audited statement of accounts for the preceding year;
(e) immediately upon the retirement or resignation of the National Councillor, require the National Councillor in writing to hand over to the incoming National Councillor within six weeks therefrom all documents relating to the business of the Council for the two years immediately prior to the National Councillor's retirement or resignation;
(f) supply the incoming National Councillor with a copy of the previous National Councillor's last report to the District Council.

(7) *District National Councillor*
The District National Councillor shall:-

(a) represent the District Council on the Council and liaise between the two bodies;
(b) make such written and verbal reports to the Executive Committee and general meetings on Council business as may be appropriate.

(8) *Individual Members Representative*
The Individual Members Representative shall be responsible for:-

(i) enrolment of and liaison with Individual Members;

(ii) co-operation in the maintenance of accurate and complete records of Individual Members in conjunction with the District Council Secretary and the head office of the Union.

(9) *Healing Representative*
The Healing Representative shall:-

(a) liaise with the Education & Exponents Committee and the District Council Executive Committee on all matters concerning Spiritualist healing and Registered Healing Mediums within the District Council;
(b) be responsible to the Executive Committee for the supervision of the work of the District Council Healing Committee.

(10) *Other Members*
Other members of the Executive Committee shall have such duties and responsibilities as may from time to time be prescribed by the Executive Committee.

13. Sub-Committees

(1) The Executive Committee may delegate any of its duties and functions to subcommittees, which shall consist of:-

(a) except as provided under paragraph 11(3)(d) and (e) above, a Chairperson appointed annually by and from the District Council Executive Committee;
(b) a Secretary appointed annually by the District Council Executive Committee after consultation with the Chairperson;

(c) other persons appointed annually by the District Council Executive Committee after consultation with the Chairperson.

Every member of a District Council sub-committee shall be an Individual Member or a full member of a Church allocated to the District Council. No person shall be appointed to any position on the sub-committee who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.

(2) (a) A sub-committee shall hold a meeting not less than twice in each year on such dates as may be decided by the Chairperson. Not less than 14 days' written notice shall be given of the date, time and, where appropriate, place of each meeting.
(b) The Chairperson and the Secretary of a sub-committee may at any time summon a meeting of the sub-committee.

(3) (a) The Chairperson shall be responsible to the District Council Executive Committee for the supervision of the work of the sub-committee and for the despatch of business between meetings of the sub-committee and shall make such decisions in an emergency in co-operation with the Officers of the District Council as deemed necessary subject to report at the following meeting.
(b) The sub-committee may exercise its functions either by majority decisions of meetings of which all members have been notified and at which a quorum is

present, or by agreement in correspondence of all the members of the sub-committee. For this purpose any proposal may be submitted to the sub-committee in correspondence by the Secretary and if no reply is received within fourteen days from any member dissenting from the proposal it may be assumed that that member has assented.

(c) The quorum for a meeting of the sub-committee shall be the smallest number constituting a majority of its members.

(d) The sub-committee may act notwithstanding any vacancy or vacancies in its membership, provided that a quorum is obtainable.

(e) The Secretary shall cause minutes of the proceedings of the sub-committee, whether transacted at meetings or intermediately, to be produced and a copy submitted to the Secretary of the District Council for consideration by the District Council Executive Committee. The Secretary shall conduct correspondence on behalf of the sub-committee, cause registers to be kept in regard to the work of the sub-committee and undertake such other duties as may be allocated by the Executive Committee.

(4) In the conduct of their office it is the duty of all members of the sub-committee to consider the interests of the Union as a whole and not the special interests of any other body of which they may also be a member.

(5) The position of any members of the sub-committee shall be vacated:-

(a) if for any reason they lose the qualification which entitled them to be appointed; or

(b) if by notice in writing to the sub-committee they resign; or

(c) if they become of unsound mind; or

(d) if the position is declared vacant in pursuance of Bye-laws F; or (e) by resolution of the District Council Executive Committee.

14. District Council Education and Exponents Committee

(1) Each District Council shall have a sub-committee, known as the **District Council** Education and Exponents Committee, appointed annually by the District Council Executive Committee to carry out the duties assigned to it by or under these Byelaws, subject to any directions given from time to time by the District Council Executive Committee.

(2) The District Council Education and Exponents Committee shall also have the duty of:-

(i) formulating and revising from time to time a programme to provide practical training for students in all aspects of Spiritualism;

(ii) arranging for training and study groups throughout the district and prescribing fees for such.

15. District Council Healing Committee

(1) Each District Council shall have a sub-committee, known as the District Council Healing Committee, appointed annually by the District Council Executive Committee to carry out the duties assigned to it by or under these Bye-laws, subject to any directions given from time to time by the District Council Executive

Committee. The District Council Healing Representative shall be the Chairperson of the District Council Healing Committee. All members of the District Council Healing Committee must be Registered Accredited Healing Mediums and must have been such for not less than three years immediately prior to appointment.

(2) The duties and functions of the District Council Healing Committee shall be:-

(a) to promote and encourage the practice, study and investigation of the art and science of Spiritualist Healing;
(b) to encourage and support Churches, Kindred Bodies and Pioneer Centres in their district to commence and maintain Spiritualist Healing Groups;
(c) to assist in the training of potential Spiritualist healing mediums;
(d) to organise seminars and workshops for the promotion of Spiritualist Healing;
(e) to arrange and carry out practical healing upgrading assessments on behalf and at the request of the Education & Exponents Committee;
(f) to carry out such investigations as may be authorised by the National Executive Committee or the Education & Exponents Committee from time to time;
(g) to report forthwith to the District Council Executive Committee any matter coming to its knowledge which may involve the Union in financial liability or bring discredit on the Union or the Spiritualist movement, or any legal dispute which may affect the Union generally.

(3) (1) Upon written request from the Education & Exponents Committee the District Council Healing Committee shall arrange a time, date and venue for practical assessments to be carried out for the upgrading of Registered Trainee Healing Mediums to Registered Accredited Healing Mediums, together with the necessary supply of recipients of healing. Applicants shall be given not less than fourteen days' written notice of the time, date and venue of their assessment.

(2) The District Council Healing Committee shall from time to time appoint Assessment Boards from among Registered Accredited Healing Mediums in the area of not less than one year’s standing to carry out practical upgrading assessments. The Assessment Board shall consist of not less than three assessors, one of whom shall act as Chairperson.
(3) The upgrading assessment shall be conducted in accordance with the procedures laid down by the Education & Exponents Committee.
(4) The Board shall be responsible for the practical upgrading assessment, the oral assessment and the completion of all necessary forms. All forms upon completion shall be delivered to the District Council Healing Representative for signature and return to the Education & Exponents Committee.
(5) An Officer or the Healing Group Leader of the applicant's affiliated body may be present at the upgrading assessment as an observer but shall not take any part in the assessment procedure.
(6) The Chairperson of the Assessment Board shall inform all applicants as to whether they are to be recommended or not. A recommendation shall not be made unless the applicant has passed all the required elements of the upgrading assessment. If the applicant does not reach the required standard

in all elements, then guidance and practical advice shall be given by the Board.

(7) Members of the Board shall be entitled to claim reimbursement of expenses incurred.

16. Qualifications for Office

(1) No person shall be eligible for any position on the Executive Committee or as an elective auditor who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.

(2) No persons shall be or become a member of the Executive Committee or an elective auditor unless they have signed and returned to the Secretary a form of acceptance for position by the appropriate time. The form shall require the nominees, appointees or co-optees to declare that:-

(a) they are qualified for the position in accordance with these Bye-laws;
(b) they are willing to carry out the duties of the position;
(c) they accept the obligation to maintain the confidentiality of the Executive Committee's business;
(d) they accept the obligations to the Union and the District Council as contained in paragraph 12 of these Bye-laws;
(e) they are not a Registered Sex Offender;
(f) they have not received and they are not awaiting a conviction in relation to a criminal offence for which a custodial sentence could have been imposed;
(g) they have not received and they are not awaiting a conviction in relation to a fraud-related offence;
(h) they will notify the President and Secretary if they no longer fulfil the requirements of any of clauses (c) to (g) above;
(i) they will resign if their duties and loyalties to another organisation conflict with their duties and loyalties to the Union or the district council.

(3) A candidate for the office of President, Vice-President or District National Councillor must be a full member of an affiliated body or Pioneer Centre and an Individual Member of the Union, both at the date of nomination and also over a period of not less than one year prior to the date of nomination, and be allocated to the District Council.

(4) Any other candidate for election, appointment or co-option to the Executive Committee or as an elective auditor must be allocated to the District Council and if not already an Individual Member must become so before taking up the position.

(5) For the purpose of the two foregoing sub-paragraphs a year may be reckoned as any period from the date of one Annual General Meeting of the Union or District Council, as the case may be, to that of the next, and including, in the case of a serving member of the Executive Committee, the period that will elapse between the date of nomination and the date of the Annual General Meeting.

Provided that this rule shall not apply in the case of a District Council which has been in existence for less than three years.

17. Nominations

(1) Nominations for elective positions may be made by post or electronic means. Not later than two weeks before the date of issue of nomination forms a notice shall be sent to each Individual Member and to the Secretary of each Church, Kindred Body and Pioneer Centre allocated to the District Council explaining both methods of registering their nominations and requesting them to indicate which method of nomination they wish to adopt. The notice shall advise the recipients that electronic nomination is an alternative to postal nomination and does not confer additional rights of nomination. Recipients who fail to indicate before the date of issue of nomination forms which method of nomination they wish to adopt shall be deemed to have chosen to register their nominations by post.

(2) Not less than eleven weeks before the date of the Annual General Meeting of the District Council nomination forms shall be issued or made available stating the vacancies for which nominations are required, giving extracts from the Bye-laws governing nominations and qualifications for office and prescribing a closing date for nominations, which shall be eight weeks before the date fixed for the Annual General Meeting. A form shall be issued or made available to every Individual Member holding or having the right to hold a valid credential card at the date of issue of nominations, and to the Secretary of each Church, Kindred Body and Pioneer Centre allocated to the District Council.

(3) Members may make one nomination for each vacant position for which they (or, in the case of a Church, Kindred Body or Pioneer Centre, its delegate or delegates) are entitled to vote.

(4) Nomination forms must be returned to the continuing elective auditor or other issuing body, where appropriate, so as to be received not later than the prescribed closing date for nominations.

(5) The nominations shall be counted by the elective auditors in the presence of the Secretary and in conjunction, where appropriate, with an independent service provider. The elective auditors, with the assistance of the Secretary, shall certify in writing a list of those validly nominated and issue a copy to the Secretary.

(6) In the event of the death or withdrawal of a candidate between the receipt of acceptance of candidature and the issue of voting forms the candidate's name shall be removed from the voting paper.

(7) All nomination papers and associated documentation shall be retained by the Secretary for two years after the declaration of the result.

(8) In the case of a candidate for election as an Officer or District National Councillor not less than four valid nominations shall be required, and for all other elected positions on the Executive Committee or as an elective auditor not less than three valid nominations shall be required.

(9) Not more than seven days after the closing date for nominations the Secretary shall advise all nominees of the positions for which they are validly nominated and send them the prescribed form of acceptance. They shall be eligible for office only if the form is signed and returned to the Secretary not later than six weeks before the date fixed for the Annual General Meeting.

(10) Nominees shall be eligible for office on the Executive Committee only if on or before the 14th day after the close of nominations they are a fully paid-up Individual Member.

(11) If at the time of issue of voting forms there are insufficient nominations for any vacancies to be filled, further nominations for such vacancies shall not be invited, but it shall be left to the incoming Executive Committee to fill the vacancies by cooption or appointment as the case may be from among persons qualified in accordance with these Bye-laws. All those co-opted or appointed shall be required, as a condition of, and prior to, taking up office, to sign a form of acceptance in accordance with the provisions of paragraph 17(9) of these Byelaws.

18. Voting in Elections

(1) Voting in elections may be exercised by post or electronic means. Not later than two weeks before the date of issue of voting forms a notice shall be sent to each Individual Member and to the secretary of each Church, Kindred Body and Pioneer Centre allocated to the District Council explaining both methods of registering their votes and requesting them to indicate which method of voting they wish to adopt. The notice shall advise the recipients that electronic voting is an alternative to postal voting and does not confer additional rights of voting. Recipients who fail to indicate before the date of issue of voting forms which method of voting they wish to adopt shall be deemed to have continued with the choice made under paragraph 17(1) above or, failing this, to have chosen to register their votes by post.

(2) Not less than five weeks before the date of the Annual General Meeting of the District Council voting forms shall be issued or made available:-

(a) to each Individual Member allocated to the District Council holding or having the right to hold a valid credential card at the date of issue of voting forms;

(b) in respect of each Church Representative, Kindred Body Representative and Pioneer Centre Representative within the District Council who has qualified for a current credential card at the date of issue of voting forms.

The voting forms for the Representatives under (b) above shall be issued or made available to the secretaries of their respective bodies.

(3) Individual Members, Church Representatives, Kindred Body Representatives and Pioneer Centre Representatives may cast a vote for each vacant position for which they are entitled to vote.

(4) Voting forms must be returned to the continuing elective auditor or other issuing body, where appropriate, so as to be received not later than two weeks before the Annual General Meeting.

(5) The votes shall be counted by the elective auditors in the presence of the Secretary and in conjunction, where appropriate, with an independent service provider. The elective auditors, with the assistance of the Secretary, shall certify the result of the count in writing and issue a copy to the Secretary.

(6) (a) The candidate with the highest number of votes shall be declared elected.

(b) If there are two offices to be filled from the same election, the two persons with the highest number of votes shall be declared elected.

(c) In the event of an equality of vote the President shall be entitled to a second or casting vote.

(7) If the number of filled positions is not enough to form a quorum for the Executive Committee, the Executive Committee shall adjourn all elections and the Annual

General Meeting and hold fresh elections in as nearly as possible the same manner as the regular elections. The dates for issue and return of nomination forms, forms of acceptance and voting forms shall be fixed by the Executive Committee, who shall allow not less than three weeks between the issue and return of voting forms.

(8) All voting forms and associated documentation shall be retained at the office of the Union for two years after the declaration of the result.

19. Elective Auditors

(1) There shall be two elective auditors, each elected at the Annual General Meeting, one in each year, who shall hold office for two years. An elective auditor shall not hold any position on the Executive Committee of the District Council or on any sub-committee of such Executive Committee.

(2) Any casual vacancy shall be filled by resolution of the Executive Committee from among persons qualified under paragraph 16 of these Bye-laws.

(3) Their duties shall be:-

(a) to give such assistance to the auditor or the auditor's agent as may be required;
(b) to verify the amounts and value of stock and other assets shown in the Balance Sheet;
(c) to submit to the Annual General Meeting such reports in writing as they consider appropriate, including any comments on the propriety or otherwise of items of expenditure;
(d) to act as credential officers at the Annual General Meeting and any other general meeting;
(e) to process nominations.

20. Conflict of Interest

(1) Members of the Executive Committee who are also a Church Representative, Kindred Body Representative or Pioneer Centre Representative may act as such at general meetings of the District Council but with speaking rights only, not voting rights, in that capacity. Alternatively, they may appoint a full member of their body or, in the case of a Pioneer Centre, a member of the managing committee as a proxy thereat. A member of the Executive Committee may not be
(a) proxy at general meetings of the District Council.

(2) No members of the Executive Committee shall be a Church Representative, Kindred Body Representative or Pi oneer Centre Representative or a proxy for such at general meetings of the Union if they are at the same time a District National Councillor, an accredited representative or a Church Representative, Kindred Body Representative or Pioneer Centre Representative or a proxy for such, for another body.

PART III. FINANCE

21. Income

(1) A District Council may raise funds by donations, collections, subscriptions from Individual Members and such other methods as its Executive Committee deem

appropriate, which shall not be inconsistent with the powers which may be lawfully exercised by the Union.

(2) The Union shall from time to time pay to each District Council such sums as may be determined by the National Executive Committee on the basis of the annual subscription received by the Union from the Churches, Kindred Bodies and Pioneer Centres comprising the District Council, and from Associated Bodies and Individual Members allocated to the District Council.

22. Expenditure

(1) Subject to the provisions of paragraphs 2(4) and 9(8) of these Bye-laws and of sub-paragraph (3) of this paragraph, the expenditure of the District Council shall be under the control of the Executive Committee.

(2) Members of the Executive Committee shall be entitled to have refunded to them all reasonable expenses incurred by them in carrying out their duties on behalf of the District Council.

(3) No remuneration, whether by way of salary, fees, honorarium or otherwise, shall be paid to any Officer or other member of the Executive Committee except by authority of a resolution of a general meeting of the District Council or by authority of the National Executive Committee. The aggregate amount of any such remuneration or other emoluments (within the meaning of Section 196 of the Companies Act 1948) shall be shown in the circulated accounts or in a statement annexed thereto.

23. Accounts

Each District Council shall cause accounting records to be kept in accordance with the requirements of the Companies Act or Acts in force from time to time. Such accounts shall be kept and presented in a form approved by the National Executive Committee.

24. Banking and Investment of Funds

(1) Each District Council shall have a banking account in the name of the District Council in which shall be banked funds not required for cash payments. Cheques shall be signed by the President and the Treasurer, with the signature of one other committee member available as an alternative for either. The name of its bank and the branch shall be notified to the Union.

(2) Funds not likely to be required at short notice shall be lodged in the Spiritualists' National Union Trust, or otherwise invested with the approval of the National Executive Committee.

25. Audit

(1) The accounts of the District Council shall be prepared by the auditor of the Union or by the auditor's duly appointed agent.

(2) None of the following persons shall be eligible for appointment as such agent, namely a member of the Executive Committee, a member of the National Executive Committee, a National Councillor, a servant of the Union or of a District Council, or a spouse, civil partner, child, parent, grandchild, grandparent, brother, sister, business or personal partner or employee of any such person.

PART IV. GENERAL

26. Safeguarding Policy

The District Council, its Executive Committee, its sub-committees, all Individual Members working on behalf of the district council and all persons organising or participating in district council activities must comply with the requirements of the Union's Safeguarding policy.

27. Representatives

(1) (a) A District Council shall elect one Accredited Representative to attend and vote at general meetings of the Union for every 1500 or part of 1500 full members of Churches and Kindred Bodies allocated to the District Council.

(b) An Accredited Representative of a District Council must be a full member of one of the Churches in the District Council and an Individual Member allocated to the District Council.

(c) Such Accredited Representatives shall be elected at the Annual General Meeting from among persons nominated from the floor of the meeting, and their names and addresses shall be notified to the Union by the Secretary of the District Council.

(d) Such Accredited Representatives shall hold office from the conclusion of the Annual General Meeting at which they are elected until the conclusion of the Annual General Meeting following their election.

(e) Such Accredited Representatives may be removed from office by resolution of the Executive Committee.

(2) (a) The East London District Council and the West London District Council shall each elect three representatives to the Board of Trustees of the London Headquarters Fund.

(b) Such representatives must be Individual Members allocated to the appropriate District Council and have been such for not less than three years immediately prior to election or appointment.

(c) Such representatives shall be elected at the Annual General Meeting from among persons nominated from the floor of the meeting.

(d) Any casual vacancy shall be filled by resolution of the Executive Committee by appointment from among persons qualified under subparagraph (b) above.

(e) Nominees' names shall be placed on the voting paper only if they have, before the election, signed the form of acceptance, which shall require the nominees to declare their willingness to carry out the duties of office if elected and their agreement to resign if they lose any of the qualifications under sub-paragraph (b) above which entitled them to be elected or appointed.

28. Records

(1) Each District Council shall keep the following records:-

(a) minutes of all elections and appointments and of all resolutions and proceedings of the District Council and its sub-committees;

(b) a signed roll of persons attending general meetings, stating, in the case of delegates, which body they represent;
(c) attendances of committee members at Executive Committee and general meetings.

(2) Each District Council shall retain all nomination papers and voting papers for two years after the declaration of the results.

29. Information for the Union

(1) Immediately after the Annual General Meeting, the Secretary of each District Council shall send to the Union a list of the names and addresses of the Officers and other members of the Executive Committee and shall notify it forthwith of any changes during the year.
(2) The district council shall furnish such other information as may from time to time be requested by the National Executive Committee.

30. Interpretation In these Bye-laws:-

(1) The term ' incompatible religious body ' means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven Principles; or
(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or
(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or
(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(2) The term 'member' in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.
(3) The term 'continuing elective auditor' means the elective auditor whose term of office does not expire at the next following Annual General Meeting.

(4) The term 'Annual General Meeting' means an Annual General Meeting of the District Council, except where the context indicates otherwise.
(5) The term ‘unspent conviction’ means a conviction which is unspent in accordance with the provisions of the Rehabilitation of Offenders Act 1974 or any succeeding legislation.

PART V. STANDING ORDERS FOR GENERAL MEETINGS

31. General

(1) No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. The quorum for a general meeting shall be ten persons entitled to vote at the meeting including delegates or proxies for delegates on the basis of the following table:-

No. of Affiliated Bodies	Minimum No. of Delegates
10 to 15	3 delegates
16 to 20	4 delegates
21 to 25	5 delegates
More than 25	6 delegates

If within thirty minutes from the time appointed for the meeting a quorum is not present the meeting shall be reconvened at a later date. If within thirty minutes from the time appointed for the meeting on such later date a quorum is not present, then, if convened upon the requisition of members, the meeting shall be dissolved, and in any other case the members present shall be a quorum.

(2) Any adjournment of a general meeting to another date shall require the same notice as for the original meeting.

(3) The business of general meetings shall be conducted in accordance with these Bye-laws and with these Standing Orders. On points of interpretation and in cases not provided for the Chairperson shall give a ruling.

(4) Unless ruled otherwise by the Chairperson, the business to be transacted at general meetings and the order of such business shall be as follows:-

1. Welcome.
2. Apologies for absence.
3. Appointment of tellers and scrutineers.
4. Credential report.
5. Adoption of minutes.
6. Matters arising from the minutes.
7. President's address.
8. Adoption of Reports.
9. Adoption of accounts.
10. Motions of which notice has been given.
11. Other motions, if allowed.
12. General business.
13. Any other business.
14. Close of meeting.

(5) In these Standing Orders the term "member" includes "delegate" and "proxy".

(6) All printed minutes, reports and accounts shall be taken as read.

(7) With the exception of any official recording made by or on behalf of the District Council, no sound or visual recording shall be permitted.

(8) A motion for suspension of the whole or any part of these Standing Orders shall not be accepted.

(9) A member of the National Executive Committee and any other representative of the Union whose credentials are authenticated by a member of the National Executive Committee shall be entitled to attend and speak at any general meeting of the District Council.

32. The Chair

(1) The Chair at all general meetings shall be taken by the President; whom failing, by the Vice-President; whom failing, by the Treasurer. If none of the foregoing is present or willing to preside, the members of the Committee who are present shall choose one of their number to preside; whom failing, the Chair shall be taken by a member (other than an Affiliate Member) elected by the meeting.

(2) The Chairperson may nominate, in order of preference of the preceding subparagraph, an Acting Chairperson to preside for any part of a meeting during a temporary absence from the Chair.

(3) The Chairperson shall vacate the Chair if taking an active part of a controversial nature in any proceedings.

33. Rules of Debate

(1) Members desiring to speak shall rise in their place and await the Chairperson's leave to speak. They shall then give their name and qualifications and, if a delegate or proxy for a delegate, the name of the Church or other body which they represent, and state their business. If two or more members rise at the same time, leave to speak shall be given by the Chairperson.

(2) Members desiring to move next business shall rise in their place and say, "Chairperson, I move next business." If the motion is seconded, it will immediately be put to the vote. If passed, no further action will be taken on the business in hand, unless such business is a motion or an amendment to a motion, in which case the motion to move next business shall be construed as a motion that the vote be taken in accordance with the provisions of paragraph 33(6).

(3) Except by leave of the Chairperson, no members other than the mover of the motion (who shall have the right of reply as provided below) shall speak more than once to any motion or amendment, except to explain a point in their own speech which has been misunderstood, in which case they shall not introduce new matter.

(4) The mover of a motion or amendment shall be allowed five minutes to introduce the motion or amendment and three minutes to reply at the end of the debate; other speakers shall be allowed three minutes. These times may be extended at the discretion of the Chairperson.

(5) When replying at the end of the debate, the mover of the motion or amendment shall not introduce new matter. If new matter is nevertheless introduced, the Chairperson shall give an opportunity to another member or members to respond thereto.

(6) Members desiring to move that the vote be taken on any motion or amendment shall rise in their place and say, "Chairperson, I move that the vote be taken." If the motion is seconded, it will immediately be put to the vote, provided that not less than two persons other than the proposer and seconder have spoken for and two against the motion or amendment or have been given the opportunity to do so. No person who has spoken on the motion or amendment may propose that the vote

be taken. The mover shall have the right of reply if the motion that the vote be taken is passed.

(7) A motion or amendment on the circulated agenda, if not moved by the person who gave notice of it, may be moved by any member present.

(8) Points of order may be raised on questions of procedure, relevance or offensive language. Members who wish to raise a point of order shall rise in their place, say "Chairperson, on a point of order" and await the Chairperson's leave to proceed; they shall then state their point briefly. No speeches shall be permitted, but the Chairperson shall give a ruling forthwith.

(9) Except as provided under paragraph 34(4), a member may by motion object to a ruling from the Chair. Such motion shall be in the form "That the Chairperson's ruling be not accepted" and shall not be considered unless not less than twelve members rise in their places to support it. No discussion shall be permitted, but before putting the motion the Chairperson may explain the reasons for the ruling, including the authorities upon which it is based. Unless the motion is carried by a three-fourths majority of the members present and entitled to vote and voting the ruling shall stand.

34. Motions

(1) A motion may be proposed or seconded in general meeting by a Church Representative, Kindred Body Representative, Pioneer Centre Representative or an Individual Member.

(2) Every motion and amendment, other than one in the exact terms included in the circulated agenda or a formal or routine motion, shall be submitted in writing, signed and dated by the mover and seconder, and shall be read out by the Chairperson both immediately after it is moved and again before it is put to the vote.

(3) No motion or amendment, whether included in the circulated agenda or submitted in accordance with paragraph 35(2), may be withdrawn.

(4) Except as provided under paragraphs 31(7), 33(2), 33(6), 33(9) and 34(5), the Chairperson shall disallow a motion or an amendment which has not been included in the circulated agenda if it is judged that the subject-matter is such that no vote ought to be taken thereon until notice has been given to all members.

(5) If the Chairperson has not disallowed a motion or an amendment under paragraph 34(4), then a member may by motion object to the taking of a vote thereon until notice has been given to all members. Such notice shall be in the form 'That the motion (or amendment) not be voted upon until notice has been given to all members' and shall not be considered unless not less than twelve members rise in their places to support it. No discussion shall be permitted. To be effective the motion must be carried by a three-fourths majority of the members present and entitled to vote and voting.

(6) The Chairperson shall not accept a motion or amendment which is considered to be of an objectionable or frivolous nature.

(7) When a motion has been defeated no motion to the same effect shall be brought forward at the same meeting.

(8) A declaration by the Chairperson that a motion or amendment has been lost or carried shall be conclusive unless challenged before the meeting proceeds to the

next business.

35. Amendments

(1) An amendment shall not be moved to a resolution under paragraph 33(2) of these Bye-laws.

(2) An amendment to any other resolution shall require only a simple majority of those voting.

(3) A motion or amendment may be amended by

(a) omitting words;
(b) adding or inserting words;
(c) striking out certain words and substituting others;
(d) striking out all the words after the first ('That') and substituting others dealing with the same subject.

(4) An amendment must be relevant to the motion or amendment as the case may be and not contradict it.

(5) An amendment may be reconsidered by resolution of the meeting.

(6) When amendments have been negatived the original motion or amendment as the case may be shall be put.

(7) When amendments have been agreed to, the original motion or amendment as the case may be, as amended, shall be put as the substantive motion.

(8) Formal corrections made necessary by amendments may be made by the Chairperson.

36. Voting

(1) No persons shall be entitled to vote except upon production of their credential card or of such other evidence of the right to hold a credential card as the Chairperson may consider sufficient.

(2) Every delegate and Individual Member present at the meeting shall have one vote, except that:-

(a) a delegate who is also an Individual Member may vote under both qualifications.
(b) on a show of hands, in an election, or in a vote by ballot each vote cast by a delegate other than a Pioneer Centre Representative shall be calculated as five votes.
(c) on a show of hands, in an election, or in a vote by ballot each vote cast by a Pioneer Centre Representative shall be calculated as two votes.
(d) in the case of an equality of votes, whether by show of hands or in a ballot, the Chairperson shall be entitled to a casting vote.

(3) Voting on business other than elections shall be by show of hands, unless a ballot is decided upon by the Chairperson or demanded, either before the vote is taken or immediately upon the declaration of the result of the show of hands, by five delegates or Individual Members present.

(4) The Chairperson may, at the instance of not less than one-third of the delegates present at the meeting or ten (whichever is the smaller number) declare that any particular motion before the meeting is one which concerns Churches only, and upon such declaration being made only Church delegates shall be entitled to vote on the motion.

(5) The Chairperson may, at the instance of not less than one-third of the Individual Members present at the meeting or ten (whichever is the smaller number), declare that any particular motion before the meeting is one which concerns Individual Members only, and upon such declaration being made only Individual Members shall be entitled to vote on the motion.

BYE-LAWS, Section C

December 2024

CONDITIONS OF AFFILIATION AND ASSOCIATION

ARRANGEMENT OF PARAGRAPHS

Part I. Affiliation

1. General
2. Conditions of Affiliation
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4. Rules for Mission Churches
5. Removal from Membership of a Church or Mission Church
6. Rules for Kindred Bodies
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Part II. Association

13. General
14. Rules
15. Objects
16. Annual Returns
17. Annual Subscription
18. Withdrawal from Association

Part III. General

19. Interpretation

PART I. AFFILIATION

1. General

(1) In these Bye-laws, except where the context otherwise requires, the word "affiliated" shall mean fully or provisionally affiliated.

(2) There are three classes of affiliated body, namely:-

(a) Church; (b) Mission Church; (c) Kindred Body.

(3) Each class of affiliated body may be accepted into affiliation on a provisional basis in accordance with Article 17(6).

2. Conditions of Affiliation

Each class of affiliated body shall be required as a condition of full affiliation:-

(a) to conform to the Union's Memorandum and Articles of Association and Byelaws from time to time approved and published by the Union;
(b) not to be in affiliation or association with, or in membership of, any other religious organisation;
(c) not at any time or in any form in the furtherance of its objects and activities to introduce, include, utilise or otherwise promulgate, either in whole or in part, any symbols, trappings or practices of any other religious denomination;
(d) in the case of a body within the United Kingdom, to incorporate at the beginning of its title the geographical location of its meeting-place and include the word 'Spiritualist'. (This does not apply to a body whose title was in existence prior to 2019.)

3. Rules for Churches

(1) Except as provided in sub-paragraph (4) below, each fully affiliated Church shall be conducted in accordance with the Rules for Churches from time to time approved and published by the Union. The Church Rules shall be deemed to be fully effective immediately upon the acceptance of the Church into full affiliation.
(2) Each provisionally affiliated Church shall be conducted in accordance with the requirements of the following sub-paragraph.
(3) As a minimum the Rules for Churches shall make provision for the following:-

(a) There shall be two classes of members, namely, Full Members, of whom there shall be not less than thirteen, and Associate (i.e. probationary) Members. Full Membership shall be by invitation from the Church Committee and shall be open only to those who have been Associate Members for not less than six months and those who are and have been within the three preceding years Individual Members of the Union or Full Members of another affiliated Church. Associate Members shall have all the rights of membership except that they shall not be eligible to vote at general meetings nor nominate for or have a seat on the Committee.
(b) A Church Membership Roll shall be maintained, with the Seven Principles inscribed therein, which shall be signed by all Full Members.
(c) Except where the Church is the subject of an investigation by the Union it shall be controlled on a democratic basis by its Full Members through the elected Church Committee, which shall not be less than six in number and shall include a President, a Vice-President, a Treasurer, a Secretary and, where appropriate, a Church Representative or Representatives and an SNU Trust Accredited Representative. Only the offices of Treasurer and Secretary may be held by the same person, if no other candidate has been nominated for one of these vacancies.
(d) All members of the Church Committee, both collectively and individually, shall show loyalty and allegiance to the Union and its Seven Principles, uphold its constitution and the Rules for Churches, and fulfil the Church's

constitutional and financial obligations to the Union. Every Church Committee member shall be deemed to have accepted these obligations as a condition of eligibility for office.

(e) No persons shall be or become a member of the Church Committee unless they have signed and returned to the Secretary a form of acceptance for office by the appropriate time. The form shall require the nominees, appointees or co-optees to declare their willingness to carry out the duties of office, their agreement to resign if their duties and loyalties to another organisation conflict with their duties and loyalties to the Church, and their acceptance of the obligations to the Union and the Church as contained in (3)(d) above.

(f) No candidates shall be eligible for membership of the Church if they are a member of, help to run, or hold any appointment, award or accreditation of, an incompatible religious body.

(g) There shall be held an Annual General Meeting of members, at which reports of the activities of the Church and an independently examined Income and Expenditure Account and Balance Sheet for the previous year shall be presented. The independent examiners shall not be members of the Church Committee.

(h) All real property belonging to the Church shall be vested in a trust corporation or individual trustees under a trust instrument approved by the Union.

(i) In the event of dissolution of the Church the remaining assets of the Church or the proceeds of sale thereof shall be used only for charitable purposes in connection with the advancement of the religion and religious philosophy of Spiritualism.

(4) The National Executive Committee shall have power to modify, in whole or in part, the Rules for Churches in their application to a Church under the support of the National Executive Committee.

4. Rules for Mission Churches

(1) Except as provided in sub-paragraph (4) below, each fully affiliated Mission Church shall be conducted in accordance with the Rules for Mission Churches from time to time approved and published by the Union. The Mission Church Rules shall be deemed to be fully effective immediately upon the acceptance of the Mission Church into full affiliation.

(2) Each provisionally affiliated Mission Church shall be conducted in accordance with the requirements of the following sub-paragraph.

(3) As a minimum the Rules for Mission Churches shall make provision for the following:-

(a) The Mission Church shall be composed of not less than five and not more than twelve members.

(b) A Membership Roll shall be maintained, with the Seven Principles inscribed therein, which shall be signed by all members.

(c) Except where the Mission Church is the subject of an investigation by the Union it shall be controlled on a democratic basis by its members through the elected Committee, which shall not be less than five in number and shall include a President, a Vice-President, a Treasurer, a Secretary and, where appropriate, an SNU Trust Accredited Representative.

(d) All members of the Church Committee, both collectively and individually, shall show loyalty and allegiance to the Union and its Seven Principles, uphold its constitution and the Rules for Churches, and fulfil the Church's constitutional and financial obligations to the Union. Every Church Committee member shall be deemed to have accepted these obligations as a condition of eligibility for office.

(e) No persons shall be or become a member of the Church Committee unless they have signed and returned to the Secretary a form of acceptance for office by the appropriate time. The form shall require the nominees, appointees or co-optees to declare their willingness to carry out the duties of office, their agreement to resign if their duties and loyalties to another organisation conflict with their duties and loyalties to the Church, and their acceptance of the obligations to the Union and the Church as contained in (4)(d) above.

(f) No candidates shall be eligible for membership of the Church if they are a member of, help to run, or hold any appointment, award or accreditation of, an incompatible religious body.

(g) There shall be held an Annual General Meeting of members, at which reports of the activities of the Mission Church and an independently examined Income and Expenditure Account and Balance Sheet for the previous year shall be presented. The independent examiners shall not be members of the Church Committee.

(h) All real property belonging to the Mission Church shall be vested in a trust corporation or individual trustees under a trust instrument approved by the Union.

(i) In the event of dissolution of the Mission Church its remaining assets or the proceeds of sale thereof shall be used only for charitable purposes in connection with the advancement of the religion and religious philosophy of Spiritualism.

(4) The National Executive Committee shall have power to modify, in whole or in part, the Rules for Churches in their application to a Mission Church under the support of the National Executive Committee.

5. Removal from Membership of a Church or Mission Church

(1) The National Executive Committee may by resolution terminate the membership of any Church or Mission Church member in any of the following circumstances, namely:-

(a) if so recommended by a tribunal or arbitrating body appointed in pursuance of Article 62 or of the Bye-laws to consider a dispute or complaint directly involving the person;
(b) if in the opinion of the National Executive Committee:-

(i) such person no longer adheres to the Seven Principles;
(ii) the continued membership of such person will be harmful or potentially harmful to the Church or Mission Church, to the Union or to Spiritualism;
(iii) the conduct of such person constitutes serious misconduct harmful or potentially harmful to the Church or Mission Church, to the Union or to Spiritualism.

Provided that:-

(i) A resolution passed in pursuance of sub-paragraph (b) hereof shall be effective only if supported by three-fourths of the number of members present and the person concerned has been given:-

(a) not less than twenty working days' notice of the date, time and place of the meeting of the National Executive Committee at which the resolution is to be put and of the grounds therefor, together with reasons and supporting evidence;
(b) the opportunity to make written representations thereon within that period; and
(c) the opportunity to make oral representations thereon at such meeting of the National Executive Committee.

(2) Any person who has been removed from membership by the National Executive Committee will be debarred from membership for a period to be decided by the National Executive Committee.
(3) The termination of membership from any cause shall not affect:-

(a) the right of the Union to enforce payment of debts and the fulfilment of other obligations incurred before the date of termination; or
(b) the jurisdiction of any tribunal or arbitrator in any matter which arises out of events prior to the date of termination.

6. Rules for Kindred Bodies

Each Kindred Body shall be conducted in accordance with a set of rules and amendments thereto approved by the Union which shall include:-

(a) the Objects of the body (which shall satisfy the conditions mentioned below);

(b) a provision that all persons who take part in the management or have a right to vote in the affairs of the body shall be required to signify in writing that they adhere to the Seven Principles and are not members of, or help to run, or hold any appointment, award or accreditation of, an incompatible religious body;
(c) the method of appointment of the Officers of the body;
(d) such other provisions as may be prescribed by the National Executive Committee.

7. Amendments to Rules

(1) Subsequent to acceptance into full affiliation amendments and additions to the Rules for Churches and Mission Churches may be made by these bodies in accordance with the provisions of the Rules themselves.
(2) Any amendment, addition or revision made by the Union to the Rules for Churches or Mission Churches shall be deemed to be effective upon notification to the Secretary of the Church or Mission Church in accordance with the provisions of the Union's Articles of Association.

8. Objects

The Objects of each affiliated body shall include as the primary object the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles and shall be brought to the notice of every member on enrolment. Other subsidiary Objects may be included which are not inconsistent with the primary object or with the status of the body as a religious charity.

9. Annual Returns

Except as otherwise determined by the National Executive Committee, each affiliated body shall within the time prescribed in the Rules for Churches complete and return to the Union all parts of the annual return and independently examined statement of accounts for the preceding year, certifying that it is a true summary of the accounts and Balance Sheet submitted to and adopted by the Annual General Meeting of the affiliated body and shall supply any other information called for by the Union at any time.

10. Annual Subscription

(1) (a) Each Church shall pay an annual subscription to the Union at the rate and on the basis decided from time to time by the Annual General Meeting of the Union in accordance with the Articles of Association.
(b) The subscription for each year shall be payable in advance on 1st January of that year.
(2) Each Mission Church and Kindred Body shall pay an annual subscription to the Union at the rate and on the basis decided from time to time in each case by the National Executive Committee, having regard to the basis that applies to Churches.

11. Inspection of Accounts

(1) On a request in writing by an affiliated body or by not less than three members of such body to the Union, the auditors and elective auditors of the Union or any accountant or qualified person appointed by the National Executive Committee for the purpose may inspect the accounts of the body and for this purpose shall have a right of access to its books, accounts and vouchers. Such body or members thereof

shall first be required to give reasons for the request and the Union may call upon the body to defray the expense involved in the inspection.

(2) The National Executive Committee shall have power to:-

(a) inspect the accounts of a body which fails to provide financial returns to the Union for a period of two years or more;

(b) audit a body's accounts where they are deemed by the Union to be a serious cause for concern.

12. Convening of Meetings

Any general meeting of an affiliated body may be convened by authority of the Union in such manner as it may consider appropriate in the circumstances and may be presided over by an agent of the Union.

PART II. ASSOCIATION

13. General

Each associated body shall be required as a condition of association to undertake to conform to the Union's Memorandum of Association and Articles of Association and Bye-laws from time to time approved and published by the Union.

14. Rules

Each associated body shall be conducted in accordance with a constitution considered acceptable by the Union, which shall include the Objects of the body (which shall satisfy the conditions mentioned below) and such other provisions as may be prescribed by the National Executive Committee. No society which has its meeting-place within the UK and is under sole management shall be eligible for acceptance into association.

15. Objects

The Objects of each associated body shall be such as to promote those of the Union.

16. Annual Returns

Each associated body shall as soon as possible after the Annual General Meeting each year complete and return to the Union the prescribed annual return.

17. Annual Subscription

Each associated body shall pay an annual subscription to the Union at the rate and on the basis decided from time to time in each case by the National Executive Committee.

18. Withdrawal from Association

Each associated body shall remain in association with the Union until withdrawal from association has become effective. The requirements for withdrawal from association shall be as follows:-

(a) a resolution withdrawing from the Union has been passed either at a general meeting of members or at a meeting of its managing body;

(b) twenty-one days' notice in writing of such resolution has been sent to the head office of the Union; and
(c) written notice of the result of such resolution has been received by the head office of the Union.

PART III. GENERAL

19. Interpretation In these Bye-laws:-

(1) The term ' incompatible religious body ' means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven Principles; or
(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or
(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or
(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(2) The term 'member' in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.
(3) The term 'Church Representative' means a Church delegate, being an accredited representative of a Church.
(4) The term 'Individual Member' means a subscribing member, being an individual Spiritualist. Except where the context indicates otherwise the term shall refer to a person accepted into full membership.
(5) The term 'Kindred Body Representative' means a Kindred Body delegate, being an accredited representative of a Kindred Body.
(6) The term 'Affiliate Member' means a full member of a Church who has been registered as an Affiliate Member.

BYE-LAWS, Section D

December 2024

TRUSTS AND TRUSTEES AND WARDENS

ARRANGEMENT OF PARAGRAPHS

Part I. Trusts

1. Preliminary
2. Objects of a Trust
3. Acceptance and Creation of Trusts
4. Administration of Trust Property
5. Expenses of Creation and Administration of Trusts
6. Insurance
7. Custody of Documents
8. National Panel of Trustees and Wardens
9. Qualifications for Trustees and Wardens
10. Appointment of Trustees and Wardens
11. Duties of Trustees or Wardens
12. Trusts for Kindred Bodies and Associated Bodies
13. Trusts for District Councils and other Subsidiary Organs of the Union
14. General

Part II. General

15. Interpretation

SCHEDULE: Minimum Schedule of Insurance

PART I. TRUSTS

1. Preliminary

(1) The provisions of these Bye-laws as to the constitution of trusts and the appointment, powers and duties of trustees and wardens are subject and supplementary to the provisions of the Articles of Association of the Union.

(2) These Bye-laws apply to:-

(a) trusts of which the Union is sole trustee; and

(b) trusts of which the Union is a trustee, jointly with one or more individuals or corporations; and

(c) trusts for which the Union has the right or duty to appoint all or any of the trustees; and

(d) trusts for which the instrument, or one of the instruments, constituting the trust declares that the provisions of the Union's Articles of Association shall have effect for any of the purposes of the trust, either as to the appointment or qualifications of new trustees or otherwise, or makes reference to the Union in any manner as affecting the administration of the trust, other than as an ultimate beneficiary in the event of the failure of the primary objects of the trust.

(3) These Bye-laws shall take effect subject to the express provisions of the instrument, or instruments, constituting the trust.

2. Objects of a Trust

A trust may be accepted or created for:-

(a) a Church or Kindred Body affiliated to the Union or an Associated Body;
(b) a district council or other subsidiary organ of the Union, or any fund controlled or administered by the Union or a committee or subsidiary organ of the Union;
(c) any organisation or fund whose objects are the same as or mainly similar to any or all of those set forth in the Articles of Association of the Union;
(d) any gift, donation, legacy or bequest wholly or partly for all or any of the said objects.

Provided always that the Union may not accept or create a trust for purposes which are not connected with the advancement of Spiritualism.

3. Acceptance and Creation of Trusts

(1) Trust funds of small amount or of short duration may be accepted or created by resolution, duly minuted, of the National Executive Committee, stating concisely the purpose to which the trust funds may be devoted.
(2) The acceptance or creation of any other trust by the Union shall be evidenced by a trust instrument under the seal of the Union. If the Union is not itself a trustee, the Union may be a party to the trust instrument as approving the trust.
(3) In the case of a trust for a Church in the form of the Union's Model Trust Deed, with such modifications (if any) as may be rendered necessary by the circumstances, the seal of the Union may be affixed to the trust instrument by authority of a resolution of the National Executive Committee or by authority of the Officers of the Union.
(4) Every trust instrument under seal relating to property in England and Wales or governed by English law shall be enrolled with the Charity Commissioners.

4. Administration of Trust Property

(1) Except where otherwise provided expressly by the trust instrument, the administration of all trusts shall be the responsibility of the National Executive Committee.
(2) Where any nomination or appointment of new trustees of any existing trust is required to be made by or by consent of the Union, the seal of the Union may be

affixed by authority of a resolution of the National Executive Committee or by authority of the Officers of the Union.

(3) No legal instruments or other documents relating to trusts in which these Byelaws apply shall be executed by trustees for or appointed by the Union except on the written instructions or by written consent of the Union.

(4) In the case of those trusts for which it is itself a trustee, the Union may appoint wardens to act for it in connection with the trust property in the manner hereinafter provided. Authority may be delegated to such wardens to sign on behalf of the Union documents relating to the trust, including agreements with the Spiritualists' National Union SNU Trust and applications to public authorities for licences, consents, etc.

(5) Trustees and wardens appointed by the Union shall be indemnified by the Union in respect of all claims which may be made against them in consequence of action taken on the written instructions or by written consent of the Union.

5. Expenses of Creation and Administration of Trusts

(1) All expenses properly incurred in connection with a trust shall be a charge on the trust property.

(2) In the case of a trust for a Church the Union may call upon the Church to defray such expenses in order that the trust property may remain intact and free from incumbrances.

(3) Such expenses shall include:-

(a) all legal charges, whether incurred in connection with the establishment of the trust, the appointment or re-appointment of trustees, the sale, purchase or other disposition of property, or incurred in contemplation or furtherance of legal proceedings relating to the trust (including, but without prejudice to the generality of the above, proceedings arising out of contracts for the construction, improvement, alteration, maintenance or repair (or other building work, including demolition) of the trust property), or otherwise;

(b) the cost of insuring the trust property;

(c) other disbursements;

(d) contributions towards the overhead expenses of the Union in the administration of trusts on such basis as may be determined by the National Executive Committee to be appropriate to the type of trust in question.

6. Insurance

(1) Churches which have the Union as Sole Trustee shall keep all real property fully insured in accordance with the Schedule to these Bye-laws.

(2) Any insurance policy in respect of real property shall have the Trustees of the property as the insured party.

(3) Unless otherwise agreed by the National Executive Committee, such insurance shall be effected through the agency of the Union.

(4) In the case of a trust for a Church, the responsibility for effecting insurance shall rest with the Committee of the Church. In case of default by such committee the Trustees or the Union may effect such insurance and charge the premiums and other

expenses to the Church but shall incur no liability for any loss arising from failure to do so.

(5) Income arising from any insurance claim shall be vested in the trustees in the first instance to hold upon trust for the Church to discharge thereout all outstanding liabilities of the Church in respect of such claim.

7. Custody of Documents

(1) The Union shall have custody of all title deeds and trust instruments except where the conditions of the trust or other legal requirements make it necessary for such documents to be in other custody.

(2) In the case of a trust for a Church, the Officers of the Church shall be entitled to inspect such documents on giving reasonable notice to the head office of the Union, and shall be provided with a certified true copy of any such document on giving an undertaking to defray the expenses incurred thereby.

8. National Panel of Trustees and Wardens

(1) The Union shall prepare, and shall amend from time to time, a National Panel of Trustees and Wardens (hereafter known as the National Panel), consisting of persons who are prepared and qualified to act as trustees and/or wardens on behalf of the Union.

(2) A person shall be eligible for appointment to the National Panel who is and has been for a consecutive period of five years a full member of a Church affiliated to the Union and is either:-

(a) an Individual Member with qualifications deemed to be appropriate by the National Executive Committee; or

(b) an Individual Member who has been such for not less than twelve months.

(3) It shall be a condition of appointment to the National Panel that the person shall sign a declaration of willingness to carry out the duties and obligations as provided under paragraph 12 of these Bye-laws.

(4) The National Executive Committee shall have the power to revoke the appointment of a member of the National Panel and shall not be obliged to state its reasons for doing so.

9. Qualifications for Trustees and Wardens

(1) A person shall be eligible for appointment as a national trustee or warden of a Church who at the date of appointment:-

(a) is not a member of the Church concerned;

(b) is, in the opinion of the National Executive Committee, capable of carrying out the duties of the office;

(c) is not disqualified under sub-paragraph (3); and

(d) in the case of an appointment as warden, holds not more than eight national wardenships.

(2) A person shall be eligible for appointment as a local trustee or warden of a Church who at the date of appointment:-

(a) is a full member of the Church;
(b) is, in the opinion of the National Executive Committee, capable of carrying out the duties of the office;
(c) is not disqualified under sub-paragraph (3).

(3) The appointment and office of a trustee or warden shall ipso facto be terminated on any of the following events, that is to say:-

(a) death;
(b) becoming bankrupt or subject to a receiving order;
(c) being convicted of an indictable offence;
(d) becoming of unsound mind;
(e) the expiration (where, in the case of a trustee, there will remain not less than two continuing trustees, or a trust corporation, able and willing to act) of two months' written notice to the head office of the Union of the trustee's or warden's intention to retire from office;
(f) losing the qualifications which entitled the person to be appointed;
(g) the passing of a resolution by the National Executive Committee removing the person from office. Such resolution shall be effective only if the person concerned has been given:-

(i) not less than fifteen working days' notice of the date, time and place of the meeting of the National Executive Committee at which the resolution is to be put and of the grounds therefor, together with reasons and supporting evidence;
(ii) the opportunity to make written representations thereon within that period; and
(iii) the opportunity to make oral representations thereon at such meeting of the National Executive Committee.

(4) Trustees whose office has been terminated as aforesaid shall at the request of the Union take whatever action may be necessary for vesting the trust property in the continuing trustees and their duly appointed successor, if any.

10. Appointment of Trustees and Wardens

(1) Except as provided in paragraphs (2) and (3) below, the trustees of a Church shall consist of equal numbers (being not less than two nor more than four of each kind) of:-

(a) "national trustees", being persons selected from the National Panel of Trustees;
(b) "local trustees", being qualified persons selected from among the full members of the Church.

(2) In the case of trusts of which the Union is a trustee jointly with one or more individuals or corporations two wardens shall be appointed to act for the Union, of which one shall be a national warden, appointed by the appropriate district council from the National Panel, and the other a local warden, being a qualified person selected from among the full members of the Church, appointed by the Union.

(3) In the case of trusts of which the Union is Sole Trustee two wardens shall be appointed to act for the Union, of which one shall be a national warden, appointed by the appropriate district council from the National Panel, and the other a local warden, being a qualified person selected from among the full members of the Church, appointed by the Union.

(4) (a) The appointment of wardens from the National Panel shall be made by the Union.

(b) The appointment of trustees or local wardens shall be made by the Union after consultation with the Church, and any qualified persons duly nominated by the Church shall be appointed by the Union unless in the opinion of the National Executive Committee there is good reason to reject any such nomination, in which event the Church shall be asked to make further nominations.

(5) (a) When a vacancy occurs for the national warden of a Church, the appropriate district council shall as soon as possible fill the vacancy.

(b) When a vacancy occurs among the trustees or for the local warden of a Church, the Church in general meeting shall as soon as possible make a nomination to fill the vacancy.

(6) If there shall be any unreasonable delay on the part of the Church in making nominations for trustees or local wardens, the appointments may be made by the Union without such nominations.

11. Duties of Trustees or Wardens

(1) It shall be the duty of trustees and wardens to maintain regular contact with the Church and to satisfy themselves that the terms of the trust are being carried out.

(2) Trustees and wardens are expected to give advice to the Church on matters relating to the trust, but it is no part of their duty to interfere with the proper administration of Church activities, which is the primary responsibility of the members of the Church acting through their elected Committee.

(3) Trustees and wardens shall be notified of all general meetings of the Church and shall have the right to attend and speak at such meetings. They shall not be entitled to attend ordinary meetings of the Church Committee, unless the Rules of the Church so provide or unless specially invited, but they shall be consulted by the Church Committee before any decision concerning the trust property is reached.

(4) At the request of any trustee or warden a joint meeting of the Church Committee and the trustees or wardens shall be held to consider any matter connected with the trust or the trust property.

(5) At the request of the Union a special meeting of the Church shall be convened to consider any matter connected with the trust or the trust property and in default thereof such a meeting may be convened by authority of the Union in such manner as the National Executive Committee considers appropriate in the circumstances.

(6) The trustees or wardens of all trusts of which the Union is sole trustee shall make an annual report to the Union on the prescribed form on the affairs of the trust for information purposes.

(7) The trustees or wardens shall also report to the Union from time to time on any matter of immediate importance which they consider may affect the Union's liability, and in particular:-

(a) any proposals for major redecoration of the property or for alterations or extensive repairs thereto, whether structural or otherwise;

(b) any circumstances which are likely to give rise to claims on the trust by third parties;

(c) any proposals for expenditure exceeding £4,000 (excluding VAT) in any one scheme or series of schemes;

(d) where the Church has an advance from the SNU Trust or the property is subject to a mortgage of any kind, any proposals for expenditure exceeding £2,000 in any one scheme or series of schemes.

12. Trusts for Kindred Bodies and Associated Bodies

The provisions of these Bye-laws relating to trusts for Churches shall apply as far as may be to trusts for Kindred Bodies and Associated Bodies.

13. Trusts for District Councils and other Subsidiary Organs of the Union

The provisions of these Bye-laws relating to trusts for Churches shall apply as far as may be to trusts for District Councils and other subsidiary organs of the Union; the Union shall be sole trustee of such trusts, and the Executive Committee for the time being of the District Council or other organs shall have the duties and functions of wardens.

14. General

The National Executive Committee shall have power to modify all or any of the foregoing provisions of these Bye-laws in relation to any particular trust if in its opinion there are special circumstances rendering such modification necessary or expedient.

PART II. GENERAL

15. Interpretation In these Bye-laws:-

(1) The term ' incompatible religious body ' means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven Principles; or

(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or

(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or

(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(2) The term 'member' in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.

(3) The term 'Church' means an affiliated or associated body.

(4) The term 'real property' means property consisting of land or buildings.

SCHEDULE

MINIMUM SCHEDULE OF INSURANCE

A Church which has the Union as Sole Trustee must keep all land, buildings and other property fully insured in accordance with the minimum Schedule of Insurance listed below.

A. Cover for Church buildings and contents against loss or damage caused by:

1. Fire, lightning, explosion, earthquake
2. Aircraft
3. Impact
4. Storm
5. Flood
6. Escape of water from tanks and pipes
7. Freezing of water in fixed water and heating systems
8. Escape of oil from a fixed heating system
9. Falling trees and branches
10. Breakage or collapse of television aerials
11. Riot and civil commotion
12. Malicious damage
13. Theft or attempted theft
14. Accidental breakage of glass and sanitary fittings
15. Accidental breakage of stained or special glass
16. Accidental damage

B. Public Liability

£2,000,000 limit of indemnity, plus legal costs and expenses as standard.

C. Employers' Liability (to include volunteers)

£10,000,000 limit of indemnity, including legal costs and expenses.

D. Loss of Money

To include:-

1. Loss of money while in the Church or in the home of a Church official.
2. Loss of money in transit.
3. Loss of income following an insured event.
4. Loss of money as a result of misappropriation.

E. Personal Accident

To include cover for members, voluntary workers, employees and Ministers if they suffer accidental bodily injury while engaged in Church business or authorised activities.

F. Cover for pipes and cables

BYE-LAWS, Section E

May 2025

CONSTITUTION OF THE SPIRITUALISTS' LYCEUM UNION

ARRANGEMENT OF PARAGRAPHS

Part I. Preliminary

1. Objects
2. Duties

Part II. Composition and Membership

3. Composition
4. Affiliation of Lyceums
5. Membership
6. Honorary Officers and Honorary Members
7. Applications for Affiliation or Membership
8. Suspension and Termination of Affiliation or Membership
9. Subscriptions
10. Credential Cards
11. Annual Returns

Part III. Annual General Meetings and Conferences

12. Convening of Annual General Meeting
13. Convening of Conferences
14. Representation at Annual General Meeting and Conferences

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PART I. PRELIMINARY

1. Objects

The objects of the Lyceum Union are:-

(1) To promote and advance the religion and religious philosophy of Spiritualism which is understood to recognise the following Principles:-

(a) The Fatherhood of God.
(b) The Brotherhood of Man.
(c) The Communion of Spirits and the Ministry of Angels.
(d) The Continuous Existence of the Human Soul.
(e) Personal Responsibility.
(f) Compensation and Retribution Hereafter for all the Good and Evil Deeds done on Earth; and
(g) Eternal Progress Open to every Human Soul.

(2) To promote the study and practice of Spiritualism as a science, a philosophy and a religion, and to establish and foster Lyceums for this purpose.
(3) To provide, in connection with the activities of Lyceums, for the social and cultural integration of its members.
(4) To support Spiritualist Churches in providing for the spiritual education and welfare of children and adults and establishing Lyceums for this purpose.
(5) To ensure that Lyceums recognise and fulfil their fundamental allegiance and loyalty to their parent churches, where such exist.
(6) To secure that the training given in Lyceums shall be on sound progressive lines and such as to promote a common loyalty to the Spiritualist Movement as a whole.
(7) To maintain the publication of the Lyceum Banner, the official organ of the Lyceum Union.

2. Duties

(1) The Lyceum Union shall be a Branch of the Union and shall perform such functions and responsibilities as may from time to time be resolved by the National Executive Committee, which shall include:-

(a) conducting courses of study;
(b) conducting appropriate examinations and award schemes;
(c) co-operating with the appropriate committee of the Union in the sphere of education.

(2) The Lyceum Union shall not without the written consent of the National Executive Committee or Officers of the Union

(a) pledge the credit of the Union; or
(b) take any action in respect of which it may reasonably be anticipated that legal proceedings may be taken against the Union or the Lyceum Union or any member or members thereof in that capacity.

(3) It shall be the duty of the Lyceum Union to report forthwith to the Union any matter coming to its knowledge which appears to it to be liable to involve the Union in financial liability or to bring discredit on the Union or on the Spiritualist movement, and any legal dispute which may affect the Lyceum Union or the Union generally.

PART II. COMPOSITION AND MEMBERSHIP

3. Composition

The Lyceum Union shall be composed of

(a) Lyceums and their members;
(b) Full members;
(c) Honorary Vice-Presidents and Honorary Members.

4. Affiliation of Lyceums

(1) Any Spiritualist group which is conducted in accordance with the Constitution for Spiritualists' Lyceums contained in the First Schedule to these Bye-laws shall be eligible for affiliation with the Lyceum Union.
(2) Any such Spiritualist group which is not associated with a Church in affiliation with the Union may be affiliated only by consent of the Central Committee and of the National Executive Committee.
(3) A Lyceum shall as a condition of affiliation:-

(a) not be in affiliation or association with, or in membership of, any other religious organisation;
(b) not at any time or in any form in the furtherance of its objects and activities introduce, include, utilise or otherwise promulgate, either in whole or in part, any symbols, trappings or practices of any other religion or religious denomination;
(c) not incorporate within its title any reference to any other religion.

5. Membership

(1) Any persons of 18 years of age and over who show an interest in the Lyceum teachings are eligible for membership of the Lyceum Union.
(2) No person shall be eligible for membership who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.

6. Honorary Officers and Honorary Members

(1) The Lyceum Union in Annual General Meeting may at the instigation of the Central Committee elect as honorary vice-presidents or honorary members of the Lyceum Union persons who have rendered long or distinguished service to the Lyceum Union.

(2) No person shall be eligible for honorary vice-presidency or honorary membership who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.
(3) Honorary vice-presidents and honorary members who do not hold a credential card shall have the same rights and privileges as full members of the Lyceum Union other than the right to vote.
(4) Honorary vice-presidents and honorary members shall not be obliged to pay any subscription to the Lyceum Union but will still receive a credential card.
(5) The Lyceum Union in Annual General Meeting or Conference may at the instigation of the Central Committee terminate by special resolution the office of an honorary vice-president or an honorary member of the Lyceum Union.

Provided that such resolution shall be effective only if the person concerned has been informed in advance of the intention to propose such resolution and of the grounds therefor and has been given reasonable opportunity of making written and oral representations thereon.

7. Applications for Affiliation or Membership

(1) An application for acceptance into affiliation or membership shall be made to the Lyceum Union Members Secretary in such form as may from time to time be prescribed by the Union, shall contain such information as that Committee may reasonably require, and shall be accompanied by the prescribed subscription.
(2) The application form for acceptance into membership shall include a declaration that the applicant:-

(i) accepts the religion of Spiritualism on the basis of the SNU's Seven Principles;
(ii) is not a member of, and does not help to run, or hold any appointment, award or accreditation of, an incompatible religious body.

(3) All applications shall be submitted to the Central Committee, who may accede to, defer or reject any application without explanation.
(4) Each Lyceum accepted into affiliation shall be provided with a credential card and a certificate of such affiliation showing the date of acceptance.
(6) Each person accepted into full membership shall be provided with a credential card.

8. Suspension and Termination of Affiliation or Membership

(1) The affiliation of a Lyceum shall be terminated in any of the following events, namely:-

(a) dissolution of the Lyceum Union;
(b) dissolution of an affiliated Lyceum;
(c) failure after due notice to pay subscription within two months of the renewal date;
(d) loss of the qualifications which entitled it to affiliation.

(2) A person shall be suspended from membership who is suspended from membership by the National Executive Committee.

(3) The membership of a person shall be terminated in any of the following events, namely:-

(a) death;
(b) dissolution of the Lyceum Union;
(c) receipt by the Lyceum Union Secretary of written notice of resignation;

(d) becoming a member of, helping to run, or acquiring any appointment, award or accreditation of, an incompatible religious body;
(e) removal from membership by the National Executive Committee;
(f) failure after due notice to pay the subscription;
(g) loss of the qualifications which entitled the person to membership.

(4) The termination of affiliation or membership from any cause shall not affect the right of the Lyceum Union to enforce payment of debts and the fulfilment of other obligations incurred before the date of such termination.

9. Subscriptions

(1) Each Lyceum and member shall be liable to pay to the Lyceum Union an annual subscription of such amount as may be decided from time to time by resolution of Annual General Meeting.

(2) (a) The first subscription shall be payable on acceptance into affiliation or membership. Subscriptions thereafter shall be payable on 1st January in each year.
(b) When any subscription has been overdue for one month or more notice of the fact shall be given in writing or by email to the member concerned. If the subscription has not been paid within one month after the service of such notice the affiliation or membership shall be terminated.

10. Credential Cards

(1) Credential cards issued for Lyceums shall relate to a calendar year only.

(2) Credential cards issued for full members shall relate to a calendar year but shall remain valid until 31st May of the following year or until such earlier date as new credential cards shall be issued to replace them.

(3) (a) Credential cards for affiliated Lyceums shall be issued by the Lyceum Union Members Secretary on receipt of:-

(i) payment of all outstanding and current subscriptions;
(ii) a copy of the audited statement of accounts for the last financial year in the prescribed or other satisfactory form.

(b) Credential cards for full members shall be issued by the Lyceum Union Members Secretary on receipt of payment of all outstanding and current subscriptions.

11. Annual Returns

(1) Not later than 15th January in each year the Lyceum Union Secretary shall cause to be sent to each Lyceum a form for the Annual Return of the Lyceum, providing for notification of the names and addresses of the Officers of the Lyceum, the number of members, and such other information as the Central Committee may require.

(2) Such form shall be duly completed and signed by the Conductor and Secretary and forwarded not later than 1st March in each year to the Lyceum Union Secretary.

PART III. ANNUAL GENERAL MEETING AND CONFERENCES

12. Convening of Annual General Meeting

(1) The Annual General Meeting in each year shall be held on the last Saturday of May and at such place as the Central Committee may decide, having regard to the recommendation of the previous Annual General Meeting or Conference .

(2) Notice of the date, time and place of the Annual General Meeting shall be given in writing or by email, together with nomination forms, not less than nine weeks prior to the date of such Annual General Meeting to all Lyceums and full members.

(3) Copies of the agenda, the minutes of the previous Annual General Meeting and of any intervening Conference, and the annual statement of income and expenditure and balance sheet shall, not less than three weeks in advance of the Annual General Meeting, be sent in writing or by email to all persons entitled to attend and vote thereat.

(4) A notice of motion for the Annual General Meeting may be submitted in writing or by email to the Lyceum Union Secretary by a Lyceum, a member or the Central Committee.

(5) A copy of any motion proposed for inclusion in the agenda of the Annual General Meeting, other than a motion proposed by the Central Committee, shall be sent in writing or by email to the Lyceum Union Secretary so as to be received not less than eight weeks prior to the date of such Annual General Meeting. The Lyceum Union Secretary shall place on the agenda a copy of all motions received as prescribed, subject to non-inclusion of matter considered to be defamatory or offensive.

13. Convening of Conferences

(1) The Central Committee may, whenever it thinks fit, convene a Conference and shall convene such Conference on a requisition, stating the purpose for which the Conference is desired and signed by members or delegates representing not less than one-tenth of the total voting rights of all the members and delegates having at the date of the requisition a right to vote at the Annual General Meeting and Conferences of the Lyceum Union.

(2) Notice of the date, time and place of any Conference shall be given in writing or by email, together with the agenda, not less than twenty-one days prior to the date of such Conference to all Lyceums and full members.

14. Representation at Annual General Meeting and Conferences

(1) Each Lyceum shall be entitled to be represented at an Annual General Meeting or Conferences by one delegate for every 50 members on its register on the 31st of December of the preceding year, and for this purpose any incomplete fraction of 50 shall be counted as 50. All delegates must be a member of the Lyceum they represent.

(2) Delegates shall be elected each year by the Annual General Meeting (or, in default of such election, by the Committee) of the Lyceum, and written notice of such election giving the full names and addresses of the delegates elected must be sent to the Lyceum Union Secretary not less than five weeks before the date of the Annual General Meeting, duly signed by the Conductor and Secretary of the Lyceum. On receipt of such notice the Lyceum Union Secretary shall, provided that the current fees to the Lyceum Union of the Lyceum electing the delegate have been paid, send to each delegate elected a credential card conferring the right to attend the Annual General Meeting.

(3) If delegates are unable to represent their organisation at an Annual General Meeting or Conference they may appoint a full member of their organisation as a proxy after consultation with the Committee (if possible) as to suitable persons.

(4) The instrument of proxy must be in the following form and must be presented to the credential officer before admission to the meeting:-

"I, ..., being the delegate of ....., hereby appoint ..... as my proxy to attend and vote at the meeting to be held at ..... on the ..... 20..... and at any adjournment thereof.
Signed.....
Delegate Dated....."

PART IV. THE CENTRAL COMMITTEE AND ELECTIVE AUDITORS

15. Composition and Functions

(1) The affairs of the Lyceum Union shall, subject to any directions given in Annual General Meeting or by Conference, be administered by the Central Committee, which shall consist of the following members:-

(a) The Officers of the Lyceum Union, namely, the President, VicePresident, Secretary and Treasurer.
(b) The Lyceum National Councillor.
(c) A National Members' Representative.
(d) A Lyceum Liaison Officer.
(e) One Ordinary Member.

(2) The President, Vice-President, Treasurer and Secretary shall be elected in alternate years, two in each year, serving for two years. The President and Treasurer shall each be elected in one year and the Vice-President and Secretary in the alternate year.

(3) The National Members' Representative shall be elected biennially.

(4) The Lyceum Liaison Officer shall be elected biennially.

(5) The Ordinary Member of the Central Committee shall be elected annually.

(6) The Central Committee may delegate any of its duties and functions to subcommittees, which shall consist of:-

(a) a Chairperson appointed annually by and from the Central Committee;
(b) a Secretary appointed annually by the Central Committee after consultation with the Chairperson;
(c) other persons appointed annually by the Central Committee after consultation with the Chairperson.

Every member of a Lyceum Union sub-committee shall be a full member of the Lyceum Union or a full member of a Lyceum. Any such sub-committee shall, in the exercise of the duties and functions so delegated, conform to any regulations that may from time to time be imposed on it by the Central Committee.

(7) In the conduct of their office it is the duty of all members of the Central Committee to consider the interests of the Lyceum Union as a whole and not the special interests of any other body of which they may be a member.

16. Meetings

(1) The Central Committee shall hold a meeting not less than twice in each year on such dates as may be decided by the Central Committee. Not less than 21 days' written notice shall be given of the date, time and, where appropriate, place of each meeting.

(2) The National Executive Committee Representative to the Lyceum Union shall be in attendance at all meetings of the Central Committee.

(3) All members of the Central Committee are expected to take part in its regular meetings, to maintain the confidentiality of its business, to take a due share in its work, both at meetings and by correspondence, and at all times to conduct themselves as representatives of the Central Committee.

(4) The Officers may, and the Lyceum Union Secretary on the direction of the Officers shall, at any time summon a meeting of the Central Committee.

(5) The quorum for a meeting of the Central Committee shall be the smallest number which is a majority of the members of the Committee, including not less than two Officers.

(6) A resolution in writing or by email signed by all members of the Central Committee shall be as valid and effectual as if it had been passed at a meeting of the Central Committee duly convened and held. If no reply is received by the Lyceum Union Secretary from any member within fourteen days after being given a notice by the Lyceum Union Secretary specifying the proposed resolution the signature of such member shall not be required to make such resolution effective providing always that it is actually signed by a sufficient number of members to form a quorum.

17. Duties and Obligations of Members of the Central Committee

The duties and obligations of the members of the Central Committee shall include the following:-

(1) *Obligations to the Union*

All members of the Central Committee, both collectively and individually, shall show loyalty and allegiance to the Union and the Seven Principles, uphold its constitution and fulfil the Lyceum Union's and their constitutional and financial obligations to the Union.

(2) *Obligations to the Lyceum Union*
All members of the Central Committee shall show loyalty and allegiance to the Lyceum Union, attend regular meetings of the Central Committee, maintain the confidentiality of its business, take a due share in its work and at all times conduct themselves as representatives of the Lyceum Union.

(3) *Acceptance of Obligations*
Every member of the Central Committee shall be deemed to have accepted the obligations in (1) and (2) above as a condition of eligibility for office.

(4) The President shall:-

(a) with the assistance of the Vice-President, be responsible to the Central Committee for the supervision of the work of the Lyceum Union and for the despatch of business between meetings of the Central Committee;
(b) preside at all meetings of the Central Committee;
(c) be responsible for taking all possible action to ensure that the obligations in (1) and (2) above are met.

(5) The Vice-President shall deputise for the President.
(6) The Secretary shall be responsible to the President and to the Central Committee for the routine work of the Lyceum Union, including the keeping of attendance registers and minutes of all Annual General Meetings, Conferences and Central Committee meetings, the conduct of correspondences and such other duties as may be allocated by the Central Committee.
(7) The Treasurer shall be responsible to the President and to the Central Committee for the keeping of proper records and accounts, the preparation and submission to the auditors of the Union of an annual statement of accounts of the Lyceum Union made up to 31st December of the preceding year and such other duties as may be allocated by the Central Committee.
(8) The National Members' Representative shall be responsible to the Central Committee for the representation of members, including enrolment of and liaison with members and such other duties as may be allocated by the Central Committee.
(9) The Lyceum Liaison Officer shall be responsible to the Central Committee for the representation of Lyceums, including liaison with Lyceums and such other duties as may be allocated by the Central Committee.

18. Elective Auditors

(1) There shall be two elective auditors, each elected at the Annual General Meeting, one in each year, who shall hold office for two years. Their qualifications shall be as prescribed in these Bye-laws. An elective auditor shall not hold any position on the Central Committee or on any sub-committee of the Central Committee.

(2) Their duties shall be:-

(a) to give such assistance to the auditor of the Union as may be required.
(b) to verify the amounts and value of stock and other assets shown in the Balance Sheet;
(c) to submit to the Annual General Meeting such reports in writing as they consider appropriate, including any comments on the propriety or otherwise of items of expenditure;
(d) to act as credential officers at the Annual General Meeting and any Conference;
(e) except for the elective auditor whose term of office expires at the Annual General Meeting:-

(i) to receive the completed nomination forms;
(ii) together with the Lyceum Union Secretary to satisfy themselves as to the validity of the nominations;

(iii) to signify in writing or by email the names of those validly nominated to the Lyceum Union Secretary.

19. Qualifications

(1) No person shall be eligible for any position on the Central Committee or as an elective auditor who:-

(i) is a legal minor;
(ii) is not a fully paid-up member of the Lyceum Union.

(2) No persons shall be or become a member of the Central Committee or an elective auditor unless they have signed and returned to the Lyceum Union Secretary a form of acceptance for office by the appropriate time. The form shall require the persons to declare that:-

(a) they are qualified for the position in accordance with sub-paragraphs (3) and (4) below;
(b) they are willing to carry out the duties of the position;
(c) they accept the obligation to maintain the confidentiality of the Central Committee's business;
(d) they accept their obligations to the Union and the Lyceum Union as contained in paragraph 17 of these Bye-laws;
(e) they are not a Registered Sex Offender;
(f) they have not received and they are not awaiting a conviction in relation to a criminal offence for which a custodial sentence could have been imposed;
(g) they have not received and they are not awaiting a conviction in relation to a fraud-related offence;
(h) they will notify the President and Secretary of the Lyceum Union if they no longer fulfil the requirements of any of clauses (c) to (g);

(i) they will resign if their duties and loyalties to another organisation conflict with their duties and loyalties to the Union or the Lyceum Union.

(3) No persons shall be eligible for membership of the Central Committee unless they are, and for the twelve months immediately preceding the date of election, appointment or co-option have been, a full member of the Lyceum Union and have received not less than three valid nominations. No persons shall be eligible for the office of President, Vice-President, Treasurer or Secretary unless in addition they have served on the Central Committee for a period of not less than two years within the preceding five years.

(4) No persons shall be eligible for the position of Elective Auditor unless they are and for the two years immediately preceding the date of election or appointment have been either a member of a fully paid-up Lyceum or a fully paid-up member of the Lyceum Union and have received not less than three valid nominations. No member of the Central Committee shall be eligible for the position of Elective Auditor, and an Elective Auditor who becomes a member of the Central Committee shall forthwith vacate the former position.

20. Nominations

(1) Nomination forms, stating the positions to be filled by election, and the names of the retiring holders, shall be issued with the notice of Annual General Meeting to each Lyceum and member. The forms shall carry a statement drawing attention to the qualifications required of a candidate, and to the conditions qualifying members to vote in the elections.

(2) Lyceums and members whose current subscription to the Lyceum Union has been paid may make one nomination for each position for which they are entitled to vote.

(3) Nominations shall be valid only if made on the official form. Nominations made by members must be signed by them, and nominations made by Lyceums must be signed by the Leader of the Lyceum and a member.

(4) Nomination forms must be returned to the Elective Auditor so as to be received not less than seven weeks before the date of the Annual General Meeting.

(5) Not more than seven days after the closing date for nominations the Lyceum Union Secretary shall advise all nominees of the positions for which they are validly nominated and send them the appropriate form of acceptance. They shall be eligible for office only if the form is signed and returned to the Lyceum Union Secretary not later than four weeks before the date fixed for the Annual General Meeting.

21. Elections

(1) The election of all members of the Central Committee and Elective Auditors shall be by ballot at the Annual General Meeting and shall be decided by the votes of those present and voting in person or by electronic means.

(2) The President, Vice-President, Treasurer, Secretary and Lyceum Liaison Officer shall serve for a term of two years, and their term of office shall be from the close

of one Annual General Meeting until the close of the second Annual General Meeting following.

(3) The candidate receiving the highest number of votes shall be declared elected in each case.

(4) The votes shall be counted by scrutineers appointed by those present and qualified to vote at the Annual General Meeting, by persons who are not candidates for office nor related to the candidates by blood or marriage.

(5) If at the time of any election there are insufficient candidates validly nominated, qualified and willing to serve, additional nominations shall not be accepted but it shall be left to the Central Committee then elected to fill the remaining positions by cooption of members qualified in accordance with these Bye-laws.

22. Cessation of Membership of the Central Committee

The position of any members of the Central Committee shall be vacated:-

(a) if for any reason they lose the qualifications which entitled them to be elected, appointed or co-opted; or

(b) if by notice in writing to the Lyceum Union they resign; or

(c) if they are medically declared of unsound mind; or

(d) by resolution of the Central Committee on one or more of the following grounds:-

(i) a breach of confidentiality of Central Committee business;

(ii) if in the opinion of the Central Committee they have persistently neglected their duties;

(iii) if they absent themselves from two or more consecutive Central Committee meetings in any one electoral year without leave having been given by the Central Committee.

(e) if the position is declared vacant by the Complaints Committee in pursuance of Bye-laws F; or

(f) by resolution of the National Executive Committee in accordance with a recommendation of the Complaints Committee in pursuance of Bye-laws F; or

(g) if a receiving order is made against them or they make any arrangement or composition with their creditors.

23. Vacancies

(1) Any casual vacancy shall be filled without delay by the Central Committee by cooption of a person qualified in accordance with these Bye-laws. Any persons so co-opted shall serve until the close of the Annual General Meeting at which their successor is elected or appointed.

(2) If when any vacancy is to be filled by co-option there are insufficient qualified persons willing to serve the vacancy shall be filled by the Central Committee by co-option of a qualified person whether or not nominated.

(3) Any person co-opted shall be required, as a condition of, and prior to, taking up office, to sign a form of acceptance in accordance with the provisions of paragraph 19(2) of these Bye-laws.

PART V. FINANCE

24. Property and Funds

The property and funds of the Lyceum Union shall, subject to the provisions of any trust instrument applicable thereto, be held by the Union for the purposes of the Lyceum Union in accordance with and subject to the provisions of the Union's Articles of Association and of the Bye-laws as from time to time in force.

25. Income

The income of the Lyceum Union shall be derived from:-

(a) trust funds specially designated for the Lyceum Union;
(b) subscriptions as provided for in these Bye-laws;
(c) donations;
(d) sales of publications and other items issued by the Lyceum Union;
(e) such other sources as the Central Committee may, with the approval of the National Executive Committee, from time to time think appropriate.

26. Expenditure

(1) Subject to the provisions of these Bye-laws, the expenditure of the Lyceum Union shall be under the control of the Central Committee.
(2) Members of the Central Committee and other persons shall be entitled to have refunded to them all reasonable expenses incurred by them in carrying out their duties on behalf of the Lyceum Union.
(3) No remuneration, whether by way of salaries, fees, honorarium or otherwise, shall be paid to any Officer or other member of the Central Committee except by authority of a resolution of any Annual General Meeting or Conference or by authority of the National Executive Committee. The aggregate amount of any such remuneration or other emoluments (within the meaning of the relevant section of the Companies Act) shall be shown in the annual statement of accounts of the Lyceum Union or in a statement annexed thereto.
(4) There shall be paid to the Union out of the funds of the Lyceum Union such proportion of office expenses as may in the opinion of the National Executive Committee be fairly attributable to the work of the Lyceum Union.

27. Accounts

(1) The Central Committee shall cause true accounts to be kept of the sums of money received and expended by it, of the matters in respect of which such receipts and expenditure take place, and of its assets and liabilities. Such accounts shall be kept and presented in a form approved by the Central Committee and shall always be open to the inspection of members of the Central Committee and of the National Executive Committee.

(2) An annual statement of accounts, which shall include an income and expenditure account and balance sheet, shall be submitted to the Union and shall be presented to the Annual General Meeting of the Lyceum Union. Such statement of accounts shall be consolidated into the full audited accounts of the Union.

28. Banking and Investment of Funds

(1) The Central Committee shall have a banking account in the name of the Lyceum Union in which shall be banked funds not required for cash payments. All cheques drawn on the account shall bear the signature of persons duly authorised by the Central Committee. The name of the bank and the branch shall be notified to the Union.

(2) Funds not likely to be required at short notice shall be lodged in the Spiritualists' National Union Trust or otherwise invested with the approval of the Central Committee.

PART VI. COMPLAINTS PROCEDURE

29. Complaints

All complaints arising within the Lyceum Union shall be referred to the Union to be dealt with in accordance with the appropriate Bye-laws.

PART VII. MISCELLANEOUS

30. Safeguarding Policy

The Lyceum Union, its Central Committee, its sub-committees, its affiliated Lyceums, all Individual Members working on behalf of the Lyceum Union and all persons organising or participating in Lyceum Union activities must comply with the requirements of the Union's Safeguarding policy.

31. General Data Protection Regulations (GDPR)

The Lyceum Union and its affiliated Lyceums must comply with the requirements of the Union's GDPR policy.

32. Accredited Representatives at General Meetings of the Union

The Lyceum Union shall elect one of its full members for each 50, or part of 50, affiliated Lyceums as its accredited representative or representatives to attend and vote at general meetings of the Union. Such representatives shall be elected at the Annual General Meeting of the Lyceum Union or in default thereof by the Central Committee and the name and address of such shall be notified to the Union.

33. Lyceum National Councillor

The Central Committee shall biennially, at the conclusion of the Annual General Meeting, appoint one of its members as Lyceum National Councillor. The term of office shall be from 1st June following appointment to 31st May of the second year thereafter.

34. Reports to the National Executive Committee and Council

(1) It shall be the duty of the Lyceum Union Secretary on behalf of the Central Committee to submit periodical reports to the Union as follows:-

(a) not later than 1st July in each year a report on the work of the Lyceum Union for inclusion in the Annual Report of the Union for the preceding year;
(b) such other reports on particular subjects or activities as may be called for by the National Executive Committee from time to time.

(2) It shall be the duty of the Lyceum National Councillor on behalf of the Central Committee to submit periodical reports as and when required to the Union for presentation to the Council.

35. Records

(1) The Central Committee shall keep the following records:-

(a) minutes of all elections and appointments and of all resolutions and proceedings of the Central Committee and any sub-committee;
(b) a signed roll of persons attending all Annual General Meetings and Conferences;
(c) attendance of committee members at Central Committee and general meetings.

(2) The Central Committee shall retain all nomination papers, voting papers and outer envelopes for two years after the declaration of the result.

36. Amendment of Bye-laws

(1) These Bye-laws, including the Schedules hereto, may be amended or replaced in such manner as is prescribed in the Union's Articles of Association.
(2) In addition, the provisions of the Schedules hereto may be added to, amended or repealed by a resolution passed by a three-quarters majority of the persons present and entitled to vote and voting at an Annual General Meeting, but shall not come into force unless and until approved by or on behalf of the National Executive Committee.

37. General

In matters not provided for in these Bye-laws the Union's Articles and Bye-laws shall be operative. No alteration, amendment or addition to these Bye-laws, however made, shall be valid if the effect thereof would be to impugn the status of the Lyceum Union as a religious charity or to render the objects of the Lyceum Union not wholly charitable.

38. Dissolution of the Lyceum Union

(1) *Grounds for Dissolution*

Irrespective of any other provision in these Bye-laws the Union may declare the Lyceum Union to have been dissolved:-

(a) if a three-quarters majority motion with notice dissolving the Lyceum Union has been passed at a general meeting; or
(b) if the Lyceum Union has ceased to operate for a period of six months; or
(c) if so recommended by a Misconduct of Affairs panel of investigation in accordance with Bye-laws F; or
(d) for the promotion of principles and practices which in the opinion of the National Executive Committee are antagonistic to the Union.

(2) *Disposal of Property or Monies*
(a) If the Lyceum Union is dissolved, the National Executive Committee may take possession of any part of the Lyceum Union property not already vested in it and sell or dispose of the Lyceum Union property or any part of it. They must hold any unsold part of the property and the net proceeds of sale or other capital monies from any disposal of property on the trust under (b) below. subject to settling all the Lyceum Union's outstanding debts.
(b) The National Executive Committee may use the property or monies or any part of them for the advancement of SNU Spiritualism.

39. Interpretation In these Bye-laws:-

(a) "The Union" means the Spiritualists' National Union.
(b) "The National Executive Committee" means the Committee constituted under Article 27 of the Union's Articles of Association.
(c) "The Council" means the Council constituted under Article 28 of the Union's Articles of Association.
(d) "District Council" means any District Council constituted under Article 12 of the Union's Articles of Association.
(e) "The Lyceum Union" means the Spiritualists' Lyceum Union constituted as a Branch of the Union under Article 11 of the Union's Articles of Association and by these Bye-laws.
(f) "Lyceum" means a Spiritualist group affiliated to the Lyceum Union and open to persons of all ages.
(g) "Legal minor" means a person who is under the age of 18.
(h) "Member" means a subscribing member, being an individual member of the Lyceum Union. Except where the context indicates otherwise, the term shall refer to a person accepted into full membership.
(i) "Incompatible religious body" means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven Principles; or
(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or

(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or
(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(j) "Member" in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.

FIRST SCHEDULE

CONSTITUTION FOR AFFILIATED LYCEUMS

Rule 1. Objects
The Lyceum has the object of providing education and training in the principles of the religion and religious philosophy of Spiritualism and in the principles of good citizenship.

Rule 2. Membership
(a) Membership is open to those who agree to abide by this Constitution and satisfy the Lyceum Committee that they have a sincere desire to promote the objects of the Lyceum. No person shall be eligible for membership who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.
(b) The Lyceum shall keep a Membership Roll Book. All members shall sign and date it to confirm their acceptance of membership.
(c) Voting is limited to those members who have reached the age of eighteen years and have been members of the Lyceum for at least three months.
(d) Any members who are absent from Lyceum Sessions for eight successive sessions shall lose their membership, unless a reason for absence is given which is considered satisfactory by the Lyceum Committee.

Rule 3. General Meetings
(a) The Annual General Meeting shall be held each year no later than 31st March. Notice of the date and time must be given at the two previous Lyceum sessions. At the Annual General Meeting the financial position and progress of the Lyceum during the past year shall be reported, the annual statement of accounts presented for approval, the Lyceum Committee for the ensuing year elected and other general business transacted.
(b) The Lyceum Committee may, whenever it thinks fit, convene a general meeting and shall convene such general meeting on a requisition, stating the purpose for which the general meeting is desired and signed by not less than one-third of the total number of members having at the date of the requisition a right to vote at general meetings of the Lyceum.
(c) The quorum for any general meeting shall be one-third of the number of members.

Rule 4. Lyceum Officers and Committee
(a) The Lyceum Committee shall consist of such number of persons as may be determined by the Lyceum in general meeting and as a minimum shall include a Conductor, a

Secretary, a Treasurer and a member of the Church Committee, where such exists. No person shall be eligible for any position on the Committee who is a member of any incompatible religious body or holds any position in, or any appointment, award or accreditation of, such body.

(b) Subject to paragraphs (c) and (d) of this Rule, the Officers and Committee (other than a member appointed by a Church Committee) shall be elected each year at the Annual General Meeting by a majority of votes given by the voting members present; in case of a contest for any position a ballot shall be held.

(c) On the formation of the Lyceum and in any year when less than six members are present at the Annual General Meeting the Conductor and two members of the Committee shall be appointed by the Church Committee, where such exists, or, in other cases, the other Officers and members of the Committee shall be appointed by the Conductor.

(d) A vacancy in any office shall be filled by the Lyceum Committee.

Rule 5. Duties of Officers

(a) The Conductor shall act as Presiding Officer and shall superintend the activities of the Lyceum.

(b) The Treasurer shall:-

(a) receive all moneys of the Lyceum and make such payments as are authorised by the Lyceum Committee;
(b) keep a true account of all receipts and payments and produce it to the Lyceum Committee when required;
(c) bank or otherwise deal with such funds as are not immediately required according to the instructions of the Lyceum Committee;
(d) each year prepare a statement of accounts for presentation to the Annual General Meetings of the Lyceum and of the Church; and
(e) submit it in good time to the auditors, together with all books and vouchers.

(c) The Secretary shall:-

(a) make a record of all meetings of the Lyceum Committee and general meetings of the Lyceum and of all business transacted at such meetings;
(b) maintain a register of members and attend to correspondence;
(c) send the completed Annual Return, together with the audited statement of accounts, to the Lyceum Union by not later than 1st March each year.

Rule 6. Auditors

Two auditors shall be elected annually to examine the statement of accounts, books and vouchers, and to present a report thereon to the Annual General Meetings of the Lyceum and of the Church. Each auditor must be one of the following:-

(i) a member of the Lyceum aged 18 or over;
(ii) a full member of the Church to which it is attached, if any;
(iii) an auditor of the Church to which it is attached, if any; (iv) a person whom the members consider competent; (v) a professional accountant.

Neither may be a member of the Lyceum Committee or the Committee of a Church to which it is attached, if any.

Rule 7. Complaints

(1) All complaints arising wholly within a Lyceum attached to a Church shall be dealt with in accordance with Rule 27 of the Rules for Churches.

(2) All complaints arising wholly within a Lyceum not attached to a Church shall be referred to the Union to be dealt with in accordance with the appropriate Bye-laws.

(3) All complaints not arising wholly within a Lyceum shall be referred to the Union to be dealt with in accordance with the appropriate Bye-laws.

Rule 8. Dissolution of the Lyceum

(1) *Grounds for Dissolution*

Irrespective of any other provision in these Rules the Central Committee may declare the Lyceum to have been dissolved:-

(a) if a three-quarters majority motion with notice dissolving the Lyceum has been passed at a general meeting; or

(b) if the Lyceum has ceased to conduct regular public Lyceum teaching or sessions for a period of six months; or

(c) for conduct which in the opinion of the Central Committee constitutes serious misconduct harmful or potentially harmful to the Lyceum Union or to the Union; or

(e) for the promotion of principles and practices which in the opinion of the Central Committee are antagonistic to the Lyceum Union or to the Union.

(2) *Disposal of Property or Monies*

If the Lyceum is dissolved, the Central Committee may take possession of any part of the Lyceum property not already vested in it and sell or dispose of the Lyceum property or any part of it. They must hold any unsold part of the property and the net proceeds of sale or other capital monies from any disposal of property on the following trusts, subject to settling all the Lyceum's outstanding debts:-

(a) The Central Committee may use the property or monies or any part of them for the endowment or other capital benefit of any new or existing Lyceum affiliated to the Lyceum Union in the same district, say within three miles of the last regular meeting-place of the Lyceum, and established for objects similar to those of the Lyceum.

(b) Any part of the property or monies not used under (a) above must be used for any charitable purpose under (c) below. Until the six years under (c) below has expired or the property and monies have been used earlier under (a) above the Central Committee may either accumulate the income from the property and monies (or any investment of it) and add it to the capital or use the income for any charitable purpose under (a) or (c) of this paragraph.

(c) If, after six years from when the Lyceum was declared dissolved, the Central Committee considers that there is no reasonable prospect of reviving the Lyceum the Central Committee may, at its discretion, devote the property or monies to any charitable purpose which in its opinion will tend towards the advancement of the Lyceum Union.

Rule 9. Safeguarding Policy

The Lyceum, its Committee, all Individual Members working on behalf of the Lyceum and all persons organising or participating in Lyceum activities must comply with the requirements of the Union's Safeguarding policy.

Rule 10. General Data Protection Regulations (GDPR)

The Lyceum must comply with the requirements of the Union's GDPR policy.

STANDING ORDERS FOR SLU ANNUAL GENERAL MEETINGS AND CONFERENCES AND LYCEUM GENERAL MEETINGS

General

1. No business shall be transacted at any Annual General Meeting, Conference or general meeting unless a quorum is present at the time when the meeting proceeds to business. The quorum for a Annual General Meeting or Conference shall be ten persons present and entitled to vote thereat, including at least one delegate from each of three Lyceums. The quorum for any general meeting of a Lyceum shall be one-third of the number of members. If within thirty minutes from the time appointed for the meeting a quorum is not present the meeting shall be reconvened at a later date. If within thirty minutes from the time appointed for the meeting on such later date a quorum is not present, then, if convened upon the requisition of members, the meeting shall be dissolved, and in any other case the members present shall be a quorum.
2. The business of all Annual General Meetings, Conferences and general meetings shall be conducted in accordance with these Bye-laws and with these Standing Orders. On points of interpretation and in cases not provided for the Chairperson shall decide.
3. The proceedings at an Annual General Meeting, including the business to be transacted thereat and the order of such business, and the procedure thereof shall be as follows:-

    1. Welcome.
    2. Appointment of Chairperson.
    3. Apologies for Absence.
    4. Appointment of Tellers, Scrutineers and Messenger.
    5. Credential Report.
    6. Adoption of Minutes of previous Annual General Meeting and any Conference.
    7. Matters arising from the Minutes.
    8. Correspondence.
    9. President's Address.
    10. Adoption of Annual Report and Statement of Accounts.
    11. Any other Reports.

12. Election of Central Committee, Elective Auditor and other officials.
13. Motions.
14. Venue of next Annual General Meeting.
15. General Business.
16. Votes of thanks.

The elections at the Annual General Meeting may be taken concurrently with other items on the agenda if the Chairperson so decides.

4. The proceedings at a Conference, including the business to be transacted thereat and the order of such business and the procedure thereof shall be as follows:-

    1. Welcome.
    2. Appointment of Chairperson.
    3. Apologies for Absence.
    4. Appointment of Tellers and Scrutineers.
    5. Credential Report.
    6. Motions.
    7. Votes of Thanks.

5. In these Standing Orders the term "member" includes "delegate".
6. All printed minutes, reports and accounts shall be taken as read.
7. With the exception of any official recording made by or on behalf of the Lyceum Union or Lyceum as the case may be, no sound or visual recording shall be permitted.
8. A motion for suspension of the whole or any part of these Standing Orders shall not be accepted.

The Chair

9. The Chair at all Annual General Meetings, Conferences and general meetings shall be taken by the President; whom failing, by the Vice-President; whom failing, by the Treasurer. If none of the foregoing is present or willing to preside the members of the Committee who are present shall choose one of their number to preside; whom failing, the Chair shall be taken by a member elected by the meeting.
10. The Chairperson may nominate, in the order of preference of the preceding Standing Order, an Acting Chairperson to preside for any part of a meeting during his temporary absence from the Chair.
11. The Chairperson shall vacate the Chair if taking an active part of a controversial nature in any proceedings.

Rules of Debate

12. Members desiring to speak shall rise in their place and await the Chairperson's leave to speak. They shall then give their name and state his business. If two or more members rise at the same time, leave to speak shall be given by the Chairperson.
13. Members desiring to move next business shall rise in their place and say, "Chairperson, I move next business." If the motion is seconded, it will immediately be put to the vote. If passed, no further action will be taken on the business in hand, unless such business is a motion or an amendment to a motion, in which case the motion to move next business

shall be construed as a motion that the vote be taken in accordance with the provisions of paragraph 17 below.

14. Except by leave of the Chairperson no persons other than the mover of a motion (who shall have the right of reply as provided below) shall speak more than once to any motion or amendment, except to explain a point in their own speech which has been misunderstood, in which case they shall not introduce new matter.
15. The mover of a motion or amendment shall be allowed five minutes to introduce the motion or amendment and three minutes to reply at the end of the debate; other speakers shall be allowed three minutes. These times may be extended at the discretion of the Chairperson.
16. When replying at the end of the debate, the mover of the motion or amendment shall not introduce new matter. If new matter is nevertheless introduced, the Chairperson shall give an opportunity to another member or members to respond thereto.
17. Members desiring to move that the vote be taken on any motion or amendment shall rise in their place and say, "Chairperson, I move that the vote be taken." If the motion is seconded, it will immediately be put to the vote, provided that not less than two persons have spoken for and two against the motion or amendment or have been given the opportunity to do so. No person who has spoken or the motion or amendment may propose that the vote be taken. The mover shall have the right of reply if the motion that the vote be taken is passed.
18. Points of order may be raised on questions of procedure, relevancy or offensive language. Members who wish to raise a point of order shall rise in their place, say "Chairperson, on a point of order" and await the Chairperson's leave to proceed; they shall then state their point briefly. No speeches shall be permitted but the Chairperson shall give a ruling forthwith.
19. A member may by motion object to a ruling from the Chair. Such motion shall be in the form "That the Chairperson's ruling be not accepted" and shall not be considered unless at least ten members rise in their places to support it. No discussion shall be permitted, but before putting the motion the Chairperson may explain the reasons for the ruling, including the authorities upon which it is based. Unless the motion is carried by a three-quarters majority of the members present and entitled to vote and voting the ruling shall stand.

Motions

20. Every motion and amendment, other than one in the exact terms included in the circulated agenda or a formal or routine motion, shall be submitted in writing, signed and dated by the mover and seconder and shall be read out by the Chairperson both immediately after it is moved and again before it is put to the vote.
21. No motion or amendment, whether included in the circulated agenda or submitted in accordance with paragraph 20, may be withdrawn.
22. A motion or amendment on the circulated agenda, if not moved by the person who gave notice of it, may be moved by any member present.
23. The Chairperson shall disallow a motion or an amendment which has not been included in the circulated agenda if it is judged that the subject-matter is such that no vote ought to be taken thereon until notice has been given to all members.
24. The Chairperson shall not accept a motion or amendment which is considered to be of an objectionable or frivolous nature.

25. A declaration by the Chairperson that a motion or amendment has been lost or carried shall be conclusive unless challenged before the meeting proceeds to the next business.

Amendments

26. A motion or amendment may be amended by

    (a) omitting words;
    (b) adding or inserting words;
    (c) striking out certain words and substituting others;
    (d) striking out all the words after the first ('That') and substituting others dealing with the same subject.

27. An amendment must be relevant to the motion or amendment as the case may be and not contradict it.
28. An amendment may be reconsidered by resolution of the meeting.
29. When amendments have been negatived the original motion or amendment as the case may be shall be put.
30. When amendments have been agreed to, the original motion or amendment as the case may be, as amended, shall be put as the substantive motion.
31. Formal corrections made necessary by amendments may be made by the Chairperson.

Voting at Lyceum Union Annual General Meetings and Conferences

32. Before admission to any Annual General Meeting or Conference each delegate and member of the Lyceum Union shall be provided with a voting card upon production of a current credential card or such other evidence of the right to hold a current credential card as the Chairperson may consider sufficient.
33. All questions shall be decided by the votes of those present and voting, and proxies shall not be permitted.
34. Voting shall be by show of hands unless a ballot is (before or on the declaration of the result by a show of hands) decided upon by the Chairperson or demanded by not less than five persons having the right to vote at the meeting.
35. (a) Each Lyceum delegate shall have five votes.
    (b) Each member shall have one vote.
36. In the case of an equality of votes the Chairperson shall be entitled to a second or casting vote.

BYE-LAWS, Section F
Authorised 15th June 2025

COMPLAINTS AND MISCONDUCT OF AFFAIRS

ARRANGEMENT OF PARAGRAPHS

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4. Validity of Complaint
5. Status of Complaint
6. Suitability for Investigation
7. Suitability for Mediation
8. Redaction of Documentation

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Part III. Complaints Procedure

11. First Stage
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15. Interim Powers of Complaints Committee
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40-41. Notice of Appeal
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50. Mediation Coordinator
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Schedule 5 Misconduct Investigation Procedures under F33
Schedule 6 Interim Powers of Misconduct of Affairs Coordinator and Panel under F34
Schedule 7 Decision-Making Powers of National Executive Committee under F36
Schedule 8 Form of Acceptance for Appointment to Panel of Investigators and Panel of Mediators under F52 and F53

SECTION A. COMPLAINTS

PART I. MAKING A COMPLAINT

1. Submission of Complaint

Complaints must be made to the head office of the Union on the prescribed complaints form.

2. The complaints form shall be deemed to be validly signed and sent if the head office of the Union receives:-

(a) the form with an original signature;
(b) an electronic copy of the form in (a) above by email.

This form may be completed by another person on behalf of the complainant, provided that it is signed by the complainant.

3. On receipt of the form the head office of the Union shall within 10 working days:-

(a) verify that the form has been fully completed and signed;
(b) verify that the respondent is:-

(i) a member of the Union; or
(ii) a body or committee within the Union or a member of such.

(c) acknowledge the communication, inform the complainant of the action being taken under (d), (e) and (f) below and send the complainant a copy of the Guidance Document for Complainants and Respondents;
(d) allocate a number to the complaint in the register of complaints;
(e) forward the complaint to the Complaints Committee, except as provided in (f) below;
(f) if the complaint involves Safeguarding issues, forward it to the Safeguarding Coordinator and the Safeguarding Officer.

4. Validity of Complaint
The Complaints Committee shall verify that:-

(a) the complaint is received by the Union not more than 20 working days from:-

either (i) the date on which the event giving rise to the complaint occurred; or
(ii) the date of first knowledge by the complainant of such event.

(b) it includes as a minimum the party or parties against whom the complaint is made and a statement of all the relevant facts;
(c) the complaint is not a third-party complaint;
(d) the complaint is not a repeat of one made by the same or another complainant.

If the complaint is rejected on one or more of the above grounds, the Chairperson shall inform the complainant accordingly.

5. Status of Complaint
The Complaints Committee shall decide whether the complaint is malicious, vexatious or frivolous or an abuse of the process or outside the remit of the Complaints Committee. If the

complaint is rejected on one or more of these grounds, the Chairperson shall inform the complainant accordingly and the complaint shall not be notified to the person or body complained of.

6. Suitability for Investigation

If the Complaints Committee considers that the complaint indicates that a Branch, district council or affiliated body or any member or members of its Executive Committee may:-

(a) have failed to conduct its affairs in accordance with the Union's Memorandum and Articles of Association, Bye-laws, the Rules governing the body or any direction given by the National Executive Committee as the case may be; or
(b) no longer be adhering to the Seven Principles; or
(c) no longer be an effective organisation; or
(d) have acted in a manner which constitutes serious misconduct harmful or potentially harmful to the Union or any part thereof; or
(e) be inculcating principles or practices antagonistic to the Union,

it shall refer the complaint to the Misconduct of Affairs Coordinator for investigation under Part V of these Bye-laws.

7. Suitability for Mediation

If the Complaints Committee considers the complaint suitable for mediation, it shall refer it to the Mediation Coordinator, to be dealt with in accordance with Part II of these Bye-laws, otherwise it shall deal with it in accordance with Part III of these Bye-laws.

8. Redaction of Documentation

All letters of complaint for providing to respondents shall be redacted by the head office of the Union to comply with the requirements of the Data Protection Act.

PART II. MEDIATION

9. Mediation Procedures

(1) The Mediation Coordinator shall appoint a mediator from the Panel of Mediators.
(2) No persons shall be appointed as a mediator in relation to any complaint if they or a close family member:-

(i) are or have been previously concerned in the complaint or appeal, either personally or as a member of a committee or other body;
(ii) have a direct proprietary or financial interest in the outcome of the proceedings;
(iii) have a close personal, family or professional relationship with any of the parties; or
(iv) have an antagonistic relationship with any of the parties.

(3) On receipt of the complaint the mediator shall within 10 working days:-

(a) provide a copy of Bye-laws F, as currently authorised, to the complainant;

(b) provide a copy of the complaint to the respondent, together with a copy of Byelaws F, as currently authorised, and a copy of the Guidance Document for Complainants and Respondents;
(c) convene a meeting or meetings with the parties to the complaint to endeavour to secure an amicable settlement by agreement, as is deemed appropriate.

(4) If either party refuses to participate in mediation, the complaint shall be dealt with accordance with Part III of these Bye-laws.
(5) Any party to the mediation shall be permitted to have a supporter present at any hearing but such supporter shall not be permitted to conduct any examination or answer questions.
(6) A supporter may assist the party by:-

(a) providing moral support;
(b) helping to manage documents and other papers;
(c) taking notes of the proceedings;
(d) quietly advising on:-

(i) points of law and procedure;
(ii) issues which the party might wish to raise with the mediator.

(7) If an amicable settlement is reached, the mediator shall have the agreement recorded in writing and signed by each party to the complaint and provide it to the Mediation Coordinator, who shall issue it to the Complaints Committee, all parties and any relevant committee.
(8) If an amicable settlement is not reached, the mediator shall provide a written report on the case, together with all documentation relating thereto, to the Mediation Coordinator, who shall issue it to the Complaints Committee.

10. Failure of Mediation
If mediation fails, the Complaints Committee shall deal with it in accordance with Part III of these Bye-laws.

PART III. COMPLAINTS PROCEDURE

11. First Stage
On receipt of a complaint to be dealt with under Part III of these Bye-laws the Complaints Committee shall within 10 working days:-

(a) if thought fit, request clarification of details of the complaint to be submitted within 10 working days;
(b) provide a copy of Bye-laws F, as currently authorised, to the complainant;
(c) provide a copy of the complaint and all supplementary information obtained under (a) above to the respondent, together with a copy of Bye-laws F, as currently authorised, and a copy of the Guidance Document for Complainants and Respondents;

(d) request the respondent's observations in writing within 10 working days. An extension of the time for making such observations may be granted by the Complaints Committee upon written request;
(e) if appropriate, provide a copy of the complaint to any relevant committee.

12. Second Stage
(1) On receipt of the respondent's observations the Complaints Coordinator shall provide a copy of these to the complainant.
(2) In the event of unreasonable failure by any respondents to respond with their observations in writing within the prescribed period the Complaints Committee may proceed in the absence of such.
(3) If appropriate, the Complaints Committee shall provide a copy of the complaint and the respondent's observations to any relevant committee with a request for any comments within 10 working days, together with the name of a member of that committee, who shall attend any hearing as its representative to provide clarification on any matters pertinent to the complaint.

13. Procedure
The Complaints Committee shall deal with the complaint in accordance with the appropriate sub-paragraph below:-

(a) Where a complaint consists solely of an allegation or allegations of an infringement or infringements of the Union's Articles of Association, Bye-laws or the Rules governing an affiliated body, the Complaints Committee may either:-

(i) make a summary decision and publish it to all parties to the complaint, to any relevant committee and to the National Executive Committee; or (ii) convene a hearing in accordance with sub-paragraph (b) below.

None of the powers contained within paragraph (c) of Schedule 2 to these Bye-laws shall be exercised in the case of a summary decision.

(b) In all other cases the Complaints Committee shall either:-

(i) refer the complaint to another sub-committee to be dealt with as set out in Schedule 4 of these Bye-laws; or
(ii) appoint three members of the Panel of Investigators to constitute a tribunal, none of whom shall be the person who acted as the mediator in the complaint or a member of any relevant committee. The tribunal shall convene a hearing or hearings with the parties and any witnesses for the purpose of hearing the complaint.

Where referral to another sub-committee is an option under the aforementioned rules of procedure, the Complaints Committee may choose to adopt the procedure under (ii) above and appoint a member of the relevant committee as a member of the tribunal.

No persons shall be appointed as a member of a tribunal in relation to any complaint if they or a close family member: -

(i) are or have been previously concerned in the complaint or appeal, either personally or as a member of a committee or other body;
(ii) have a direct proprietary or financial interest in the outcome of the proceedings;
(iii) have a close personal, family or professional relationship with any of the parties; or
(iv) have an antagonistic relationship with any of the parties.

14. Tribunal Hearing

(1) The tribunal shall give all the parties to the complaint not less than 20 working days' notice of the date, time and place of the hearing.

(2) Not less than 15 working days before the hearing all parties to the complaint shall supply the Complaints Committee with copies of the statements of evidence to be made by themselves and any witnesses, which shall thereafter be delivered to the tribunal and all the parties to the complaint.

(3) (a) Any party to any proceedings in relation to any complaint or appeal shall be permitted to have a supporter or a professional advisor present at any hearing but such supporter or advisor shall not be permitted to conduct any examination or cross-examination or answer questions.

(b) A supporter or professional advisor may assist the party by:-

(a) providing moral support;
(b) helping to manage documents and other papers;
(c) taking notes of the proceedings;
(d) quietly advising on:-

(i) points of law and procedure;
(ii) issues which the party might wish to raise with the Chairperson of the tribunal.

(c) Any point of law shall be submitted in writing in skeletal form and submitted to the Complaints Committee not less than 10 working days before any hearing.

(d) The tribunal shall not enter directly into communication with any legal or other professional representative/advisor acting for any party to the proceedings in relation to any complaint or appeal, except for clarification of any point of law submitted under (3)(c) above and only after consultation with the Complaints Committee.

(4) (a) With the exception of the official audio recording made by and on behalf of the Union, no sound or visual recording shall be permitted.

(b) The hearing shall be conducted as follows:-

1. Opening address by complainant.
2. Evidence by complainant and witnesses.
3. Cross-examination of complainant and witnesses by respondent.
4. Re-examination of witnesses by complainant.

5. Evidence by respondent and witnesses.
6. Cross-examination of respondent and witnesses by complainant.
7. Re-examination of witnesses by respondent.
8. Closing address by complainant.
9. Closing address by respondent.
10. Clarification of any points of law which may be needed by the tribunal.

(5) Not more than 10 working days after the conclusion of the hearing the tribunal shall provide its report and recommendations to the Complaints Committee.

(6) Not more than 10 working days after the conclusion of the hearing any relevant committee shall submit its observations thereon to the Complaints Committee.

(7) Not more than 20 working days after the receipt of the tribunal's report and recommendations and any relevant committee's observations the Complaints Committee shall forward the report and its recommendations to the National Executive Committee, which shall publish its decisions thereon in writing to all parties to the complaint, to the Complaints Committee and to any relevant committee and Support Officer.

15. Interim Powers of Complaints Committee
While the complaint is under consideration and until the decision is published the Complaints Committee shall have the powers set out in Schedule 1 to these Bye-laws.

16. Powers of Complaints Committee
In formulating its decision the Complaints Committee shall have the powers set out in Schedule 2 to these Bye-laws.

17. Powers of National Executive Committee
In pursuance of paragraph (c) of Schedule 2 to these Bye-laws the National Executive Committee shall have the powers set out in Schedule 3 to these Bye-laws.

PART IV. APPEALS (PART III COMPLAINTS)

18. Right of Appeal
There shall be a right of appeal in relation to complaints dealt with under Part III of these Bye-laws.

19. Grounds of Appeal
Any person or body which is the subject of a decision by the Complaints Committee or an affiliated body pursuant to the complaints procedures may give notice of appeal to the Appeals Officer on one or more of the following grounds only:-

(a) that there was a significant failure to follow the proper procedure;
(b) that any findings of fact cannot be supported having regard to the evidence;
(c) that the decision is unreasonable;
(d) that any penalty imposed or recommended is too lenient, too severe or otherwise inappropriate;

(e) that there is new evidence, not available at the time of the decision, which renders such decision unreasonable.

20. Any person who is the subject of a decision or resolution under Church Rule 5(3)(a)(vii), 16(1) or 25(4)(a) may give notice of appeal to the Appeals Officer on one or more of the following grounds only:-

(a) that there was a significant failure to follow the proper procedure;
(b) that any findings of fact cannot be supported having regard to the evidence;
(c) that the decision is unreasonable;
(d) that there is new evidence, not available at the time of the decision, which renders such decision unreasonable.

21. Any person who is the subject of a resolution under Church Rule 17(1) or 19(4)(a) may give notice of appeal to the Appeals Officer only on the ground that there was a significant failure to follow the proper procedure.

22. Notice of Appeal

(1) Any notice of appeal shall be submitted in writing to the head office of the Union within 10 working days of the date of written notification to the parties of the decision or resolution as the case may be. An extension of the time for appeal may be granted by the Appeals Officer.

(2) On receipt of the appeal the head office of the Union shall without undue delay:-

(i) acknowledge the communication;
(ii) inform the other party or parties of the receipt of the appeal;
(iii) provide the correspondence to the Appeals Officer; and
(iv) provide a copy of the notice to the Complaints Committee.

23. (1) Any notice of appeal shall include the grounds of appeal and particulars in support thereof. In considering an appeal the Appeals Officer shall take into account any significant failure to follow the proper procedure notwithstanding the failure of the appellant to cite such ground.

(2) If the notice of appeal includes none of the grounds of appeal listed in paragraph 19 above, the Appeals Officer shall request the appellant to submit the grounds of appeal within 10 working days. An extension of the time for submitting such grounds may be granted by the Appeals Officer on written request. If the appellant fails to submit the grounds of appeal within the prescribed or agreed period, the Appeals Officer shall reject the appeal.

(3) If the notice of appeal does not include particulars in support of a cited ground of appeal, the Appeals Officer shall request the appellant to submit the required particulars within 10 working days. An extension of the time for submitting such grounds may be granted by the Appeals Officer on written request. If the appellant fails to submit the required particulars within the prescribed or agreed period, the Appeals Officer shall reject that ground of appeal.

24. Preliminary Procedure

(a) Upon receipt of a valid appeal the Appeals Officer shall provide a copy of the appeal to any respondents thereto and request their observations in writing within 10 working days.

An extension of the time for making such observations may be granted by the Appeals Officer on written request.

(b) The Appeals Officer shall provide a copy of such observations to the appellant.

25. In the event of unreasonable failure by any parties to respond with their observations in writing within the prescribed period the Appeals Officer may proceed in the absence of such.

26. Upon receipt of a valid appeal the original decision or resolution as the case may be shall be suspended.

27. Power of Appeals Officer
The Appeals Officer shall have power to examine any or all account books, records or documents.

28. Subsequent Procedure The Appeals Officer shall:-

either (a) make a summary decision on the appeal and publish it in writing to all parties to the appeal, to the National Executive Committee, to the Complaints Committee, to the tribunal and to any relevant committee;

or (b) convene a meeting or meetings with the parties and any witnesses for the purpose of hearing the appeal and publish the decision in writing to all parties to the appeal, to the National Executive Committee, to the Complaints Committee and to any relevant committee.

29. (1) If an appeal is upheld against a decision made under Part III of these Bye-laws the Appeals Officer shall:-

(a) substitute such other decision or decisions as contained within Schedule 2 to these Bye-laws as considered warranted in all the circumstances; or
(b) overturn all or any decisions without any substitution therefor; or
(c) order the original complaint to be re-heard in accordance with Part III of these Bye-laws.

(2) If an appeal is upheld against a decision made otherwise than under Part III of these Bye-laws the Appeals Officer shall:-

(a) substitute such other decision or decisions as considered warranted in all the circumstances; or
(b) overturn all or any decisions without any substitution therefor; or
(c) order the original complaint to be re-heard in accordance with Church Rule 27(3)(a)(iii)(2).

30. Publication of Decision
The decision of the Appeals Officer shall come into effect upon publication to the parties and shall be final and binding on all parties.

SECTION B. MISCONDUCT OF AFFAIRS

PART V. MISCONDUCT PROCEDURE

31. Procedure

On receipt of the complaint the Misconduct of Affairs Coordinator shall within 10 working days:-

(a) provide a copy of the complaint to the National Executive Committee;
(b) appoint a panel of not less than three members of the Panel of Investigators to conduct the investigation. No person shall be appointed as a member of the panel who is or has been previously concerned in the matters which are the subject of the investigation, either personally or as a member of a committee or other body, or has a direct proprietary or financial interest in the outcome of the investigation;
(c) provide a copy of the complaint to each member of the investigation panel, together with a copy of Bye-laws F, as currently authorised.

No persons shall be appointed as a member of an investigation panel if they or a close family member: -

(i) are or have been previously concerned in the complaint or appeal, either personally or as a member of a committee or other body;
(ii) have a direct proprietary or financial interest in the outcome of the proceedings; (iii) have a close personal, family or professional relationship with any of the parties; or (iv) have an antagonistic relationship with any of the parties.

32. Purpose of Investigation

Any such investigation shall have the purpose of investigating, and reporting on, all aspects of the body's functioning and of making recommendations thereon.

33. Investigation Procedures

The panel shall comply with the procedures set out in Schedule 5 to these Bye-laws.

34. Interim Powers of Misconduct of Affairs Coordinator and Panel

For the duration of the investigation and until the publication of the decision of the National Executive Committee in the matter the Misconduct of Affairs Coordinator and the panel shall have the powers set out in Schedule 6 to these Bye-laws.

35. Investigation Report

(1) Not more than 10 working days after the completion of its investigation the panel shall forward its report and recommendations to the Misconduct of Affairs Coordinator, who shall forward the report and its recommendations to the Complaints Committee.
(2) Not more than 10 working days after the receipt of the panel's report and recommendations the Complaints Committee shall forward the report and its decisions

and recommendations to the National Executive Committee. The recommendations must not include sanctions against persons or bodies other than the parties to the complaint.

(3) The National Executive Committee shall publish its decision thereon to all parties concerned and to the Complaints Committee. In reaching its decision the National Executive Committee may take into account any misconduct subsequent to receipt of the report which is deemed by the National Executive Committee to be relevant.

36. Decision-Making Powers of National Executive Committee

In pursuance of paragraph 35 the National Executive Committee shall have the powers set out in Schedule 7 to these Bye-laws.

37. Right of Re-Entry

The Union has a right of re-entry upon any property of which it is the sole trustee.

PART VI. APPEALS (PART V COMPLAINTS)

38. Right of Appeal

There shall be a right of appeal in relation to complaints dealt with under Part V of these Byelaws.

39. Grounds of Appeal

Any person or body which is the subject of a decision by the National Executive Committee pursuant to the complaints procedures may give notice of appeal to the Appeals Officer on one or more of the following grounds only:-

(a) that there was a significant failure to follow the proper procedure;
(b) that any findings of fact cannot be supported having regard to the evidence;
(c) that the decision is unreasonable;
(d) that any penalty imposed or recommended is too lenient, too severe or otherwise inappropriate;
(e) that there is new evidence, not available at the time of the decision, which renders such decision unreasonable.

40. Notice of Appeal

(1) Any notice of appeal shall be submitted in writing to the head office of the Union within 10 working days of the date of written notification to the parties of the decision. An extension of the time for appeal may be granted by the Appeals Officer.

(2) On receipt of the appeal the head office of the Union shall without undue delay:-

(i) acknowledge the communication;
(ii) inform the respondents of the receipt of the appeal;
(iii) provide the correspondence to the Appeals Officer; and
(iv) provide a copy of the notice to the Misconduct of Affairs Coordinator, the Complaints Committee and the National Executive Committee.

41. (1) Any notice of appeal shall include the grounds of appeal and particulars in support thereof. In considering an appeal the Appeals Officer shall take into account any significant failure to follow the proper procedure notwithstanding the failure of the appellant to cite such ground.

(2) If the notice of appeal includes none of the grounds of appeal listed in paragraph 39 above, the Appeals Officer shall request the appellant to submit the grounds of appeal within 10 working days. An extension of the time for submitting such grounds may be granted by the Appeals Officer on written request. If the appellant fails to submit the grounds of appeal within the prescribed or agreed period, the Appeals Officer shall reject the appeal.

(3) If the notice of appeal does not include particulars in support of a cited ground of appeal, the Appeals Officer shall request the appellant to submit the required particulars within 10 working days. An extension of the time for submitting such grounds may be granted by the Appeals Officer on written request. If the appellant fails to submit the required particulars within the prescribed or agreed period, the Appeals Officer shall reject that ground of appeal.

42. Preliminary Procedure

(a) Upon receipt of a valid appeal the Appeals Officer shall provide a copy of the appeal to any respondents thereto and request their observations in writing within 10 working days. An extension of the time for making such observations may be granted by the Appeals Officer on written request.

(b) The Appeals Officer shall provide a copy of such observations to the appellant.

43. In the event of unreasonable failure by any respondent(s) to submit their observations in writing within the prescribed period the Appeals Officer may proceed in the absence of such.

44. Upon receipt of the appeal the original decision shall be suspended.

45. Power of Appeals Officer
The Appeals Officer shall have power to examine any or all account books, records or documents.

46. Subsequent Procedure The Appeals Officer shall:-

either (a) make a summary decision on the appeal and publish it in writing to all parties to the appeal, to the National Executive Committee, to the Complaints Committee and to the Misconduct of Affairs Coordinator;

or (b) convene a meeting or meetings with the parties and any witnesses for the purpose of hearing the appeal and publish the decision in writing to all parties to the appeal, to the National Executive Committee, to the Complaints Committee and to the Misconduct of Affairs Coordinator.

47. If an appeal is upheld against a decision made under Part V of these Bye-laws the Appeals Officer shall:-

(a) substitute such other decision or decisions as contained within Schedule 7 to these Bye-laws as considered warranted in all the circumstances; or

(b) overturn all or any decisions without any substitution therefor; or
(c) order the original complaint to be re-heard in accordance with Part V of these Byelaws.

48. Publication of Decision
The decision of the Appeals Officer shall come into effect upon publication to the parties and shall be final and binding on all parties.

SECTION C. GENERAL

PART VII. COMPLAINTS BODIES

49. Complaints Committee

(1) There shall be a Complaints Committee, appointed from time to time by the National Executive Committee, which shall carry out the duties and functions assigned to it by or under these Bye-laws.

(2) The Complaints Committee shall consist of:-

(i) a Chairperson;
(ii) a Vice-Chairperson;
(iii) the Mediation Coordinator;
(iv) the Misconduct of Affairs Coordinator;
(v) such other members as may be appointed from time to time by the National Executive Committee.

The position of Vice-Chairperson and a Coordinator position may be held by the same person.

(3) The qualification for membership of the Complaints Committee shall be Individual Membership of the Union for a period of not less than twelve months. No member of the National Executive Committee, the Panel of Mediators, the Panel of Investigators or the Appeals Board may be appointed as a member of the Committee.

(4) The National Executive Committee shall have power to make, and from time to time to vary and revoke, rules of procedure, without infringing the general principles laid down in these Bye-laws. Any such rules and amendments thereto shall be published to the Complaints Committee and shall come into effect therefrom.

50. Mediation Coordinator

(1) There shall be a Mediation Coordinator, appointed from time to time by the National Executive Committee, who shall carry out the duties and functions assigned to the position by or under these Bye-laws.

(2) All complaints referred to the Mediation Coordinator shall be dealt with in accordance with Part II of these Bye-laws.

51. Misconduct of Affairs Coordinator

(1) There shall be a Misconduct of Affairs Coordinator, appointed from time to time by the National Executive Committee, who shall carry out the duties and functions assigned to the position by or under these Bye-laws.

(2) All complaints referred to the Misconduct of Affairs Coordinator shall be dealt with in accordance with Part V of these Bye-laws.

52. Panel of Investigators

(1) There shall be a Panel of Investigators appointed from time to time by the National Executive Committee, from which members of tribunals and investigation panels shall be drawn.

(2) The qualification for an investigator shall be Individual Membership of the Union for a period of not less than twelve months. No member of the National Executive Committee, the Complaints Committee or the Appeals Board shall be an investigator.

(3) No person may be a member of the Panel of Investigators who has not signed and returned a form of acceptance for position to the head office of the Union by the required time. The form of acceptance for position must be in the format contained in Schedule 8 to these Bye-laws.

53. Panel of Mediators

(1) There shall be a Panel of Mediators appointed from time to time by the National Executive Committee.

(2) The qualification for a mediator shall be Individual Membership of the Union for a period of not less than twelve months. No member of the National Executive Committee, an NEC sub-committee, the Complaints Committee or the Appeals Board shall be a member of the Panel.

(3) No person may be a member of the Panel of Mediators who has not signed and returned a form of acceptance for position to the head office of the Union by the required time. The form of acceptance for position must be in the format contained in Schedule 8 to these Bye-laws.

54. Appeals Officer

(1) There shall be an Appeals Officer, appointed from time to time by the National Executive Committee, who shall carry out the duties and functions assigned to the position by or under these Bye-laws. No member of the National Executive Committee, the Complaints Committee, the Panel of Mediators or the Panel of Investigators shall be appointed to this position.

(2) The National Executive Committee shall have power to make, and from time to time to vary and revoke, rules of procedure, without infringing the general principles laid down in these Bye-laws. Any such rules or amendments thereto shall be published to the Appeals Officer and shall come into effect therefrom.

PART VIII. GENERAL

55. Settlement by Agreement

All the provisions contained in these Bye-laws are without prejudice to the right of the parties to the complaint to endeavour to secure an amicable settlement by agreement at any stage, if appropriate. It shall be the duty of the parties or any mediator appointed to notify the Complaints Committee of the details of the amicable settlement and to provide it with a copy of the agreed settlement signed by each party.

56. Independence

No persons shall take part in any proceedings in relation to any complaint or appeal if they or a close family member:-

(i) are or have been previously concerned in the complaint or appeal, either personally or as a member of a committee or other body;
(ii) have a direct proprietary or financial interest in the outcome of the proceedings; (iii) have a close personal, family or professional relationship with any of the parties; or (iv) have an antagonistic relationship with any of the parties.

57. Natural Justice
All proceedings under these Bye-laws shall be conducted in all respects in accordance with natural justice.

58. Complaint within Church, Kindred Body or Pioneer Centre
(1) A complaint arising wholly within a Church or Kindred Body shall in the first instance be dealt with in accordance with the appropriate Bye-laws or Rules governing the body as the case may be. Where the complaint has already been the subject of a decision pursuant to the complaints procedure within an affiliated body, any appeal shall be referred to the Union. Where no such decision has been made, the complaint shall be referred to the Union.
(2) A complaint arising within a Pioneer Centre shall be referred to the Union.

59. Disposal of Documentation
Once a complaint or appeal has been completed:-

(1) the members of all bodies dealing with such complaint or appeal other than the Chairperson shall:-

(i) deliver to the Chairperson all hard copy documentation relating to such within 10 working days of completion;
(ii) delete all electronic documentation and digital information relating to such, no matter how or where it is stored, within 10 working days of completion.

(2) the Chairpersons of all bodies dealing with such complaint or appeal shall:-

(i) deliver to the head office of the Union all hard copy documentation relating to such within 15 working days of completion;
(ii) delete all electronic documentation and digital information relating to such, no matter how or where it is stored, within 10 working days of completion.

PART IX. INTERPRETATION

60. Interpretation In these Bye-laws:-

(a) 'complainant' means any person or body submitting a complaint under these Bye-laws.
(b) 'respondent' means any person or body required to answer a complaint or appeal under these Bye-laws.
(c) 'appellant' means any person or body appealing from a decision under these Bye-laws.

(d) 'party' means any complainant, respondent or appellant in any proceedings under these Bye-laws, including, where the context so requires, any person or body which is the subject of a decision or award of the arbitrating body.

(e) 'natural justice' means the provision for all parties of a fair hearing for a complaint or appeal by an arbitrating body.

(f) 'fair hearing' means the hearing of a complaint or appeal of which prior written notice has been given to the complainant or appellant and the respondent of each other's case and for which an opportunity is given to all parties to make representations thereon.

(g) 'working day' means any calendar day other than a Saturday, a Sunday or a public holiday.

(h) 'significant failure' means a failure which can be shown to be likely to have affected the decision against the appellant.

(i) 'suspend' means suspend for a definite period.

(j) 'malicious' means without foundation and made with the sole intention of causing harm or mischief to the respondent.

(k) 'vexatious' means having no merit or value and pursued solely to cause harassment, annoyance or disruption to the respondent.

(l) 'frivolous' means not serious or sensible in content and focusing solely on trivial and unimportant concerns without substance.

(m) 'abuse of process' means an attempt to deliberately misuse, or pervert the operation of, the complaints procedures in such a way as to accomplish some improper purpose which offends against justice or the proper objects of the complaints process.

(n) "outside the remit of the Complaints Committee" means not capable of being dealt with under these complaints procedures and needing to be referred to an external judicial body, e.g. the Charity Commission, Companies House.

(o) "close family member" means a spouse, sibling, child, parent, life partner or any other family member with whom a close relationship exists.

SCHEDULE 1

INTERIM POWERS OF COMPLAINTS COMMITTEE UNDER F15

While the complaint is under consideration and until the decision is published the Complaints Committee shall:-

(a) in relation to any bodies or persons concerned in the complaint, have power to:-

(i) convene and preside over any meeting or meetings with any person or body which is concerned in the complaint;
(ii) convene, preside over, postpone or cancel any general meeting of members or of any committee;
(iii) take possession of and/or examine any or all account books, records and documents;
(iv) appoint an auditor or independent examiner to inspect and report on the finances or prepare the accounts;
(v) take measures to safeguard any or all assets.

(b) in relation to any parties to the complaint, have power to:-

(i) place them under the supervision of the National Executive Committee;
(ii) suspend or reinstate any holders of elected or appointed positions within them;
(iii) suspend or reinstate the registration of any Registered Healing Medium;
(iv) suspend or reinstate any or all of their activities;
(v) suspend or reinstate any or all of their rights and privileges;
(vi) take any action necessary to maintain their constitutional obligations;
(vii) discharge outstanding liabilities and debts from assets;
(viii) arrange for the holding of elections;
(ix) supervise the conduct of any or all of their activities.

SCHEDULE 2

DECISION-MAKING POWERS OF COMPLAINTS COMMITTEE UNDER F16

In formulating its decision the Complaints Committee shall:-

(a) in relation to any bodies or persons concerned in the complaint, have power to:-

(i) declare vacant any position and make such arrangements as it may consider necessary or expedient for the constitutional filling of the vacancy and for the discharge of the duties of the position in the meantime;

(ii) discharge outstanding liabilities and debts from assets;
(iii) order the convening, presiding over, postponing or cancelling of any general meeting of members or any meeting of the Committee;
(iv) order the taking of any action necessary to maintain the constitutional obligations of the body;
(v) order the preparation, audit or independent examination of their accounts; (vi) order the holding, postponement or cancellation of elections.

(b) in relation to any parties to the complaint, have power to:-

(i) censure them for their conduct;
(ii) suspend or reinstate their membership;
(iii) suspend or reinstate any or all of their rights and privileges;
(iv) suspend or reinstate their registration as a Registered Healing Medium;
(v) suspend or reinstate any or all holders of elected or appointed positions within them.

Any suspension ordered under this sub-paragraph shall have effect until the decision of the National Executive Committee on the complaint is published.

(c) in relation to any parties to the complaint, have power to recommend the following actions by the National Executive Committee and any period of suspension or debarment:-

(i) that they be placed under the supervision of the National Executive Committee;
(ii) that the National Executive Committee terminate their membership;
(iii) that the National Executive Committee withdraw, cancel or suspend any appointment or award;
(iv) that the National Executive Committee revoke any or all of their rights and privileges;
(v) that the National Executive Committee revoke their registration as a Registered Healing Medium;
(vi) that the National Executive Committee remove or replace any or all holders of elected or appointed positions within an affiliated body, a Pioneer Centre, a District Council, a Branch or a sub-committee of the National Executive Committee;
(vii) that the National Executive Committee suspend, reinstate or revoke any or all of their activities;
(viii) that the National Executive Committee debar their eligibility for any or all offices within any or all affiliated bodies, Pioneer Centres, district councils, Branches or sub-committees of the National Executive Committee;
(ix) that the National Executive Committee debar their eligibility for membership within any or all affiliated bodies, Pioneer Centres, Branches or sub-committees of the National Executive Committee;
(x) that the National Executive Committee suspend, revoke or reinstate their Individual or Affiliate Membership or, in the case of Individual Members, reallocate them to another District Council;
(xi) that the National Executive Committee suspend, revoke or reinstate their affiliation, re-allocate them to another District Council or dissolve them.

Any suspension ordered under this sub-paragraph shall be for a period to be determined by the National Executive Committee. Any debarment from eligibility ordered under this sub-paragraph shall be for a definite period, to be determined by the National Executive Committee.

SCHEDULE 3

POWERS OF NATIONAL EXECUTIVE COMMITTEE UNDER F17

(1) In pursuance of paragraph (c) of Schedule 2 above the National Executive Committee shall, in relation to any bodies or persons concerned in the matter, have power to:-

(i) suspend or reinstate any or all of their activities;
(ii) place them under the supervision of the National Executive Committee;
(iii) reinstate their Individual Membership or Affiliate Membership or, in the case of Individual Members, re-allocate them to another District Council;
(iv) reinstate their affiliation or re-allocate them to another District Council;
(v) suspend or reinstate their membership;
(vi) revoke any or all of their activities;
(vii) withdraw, cancel or suspend any appointment or award;
(viii) revoke any or all of their rights and privileges;
(ix) revoke their registration as a Registered Healing Medium; (x) secure their premises, including changing the locks thereto.

Any suspension, supervision or securing of premises ordered under this sub-sub-paragraph shall be for a period to be determined by the National Executive Committee.

(2) In further pursuance of paragraph (c) of Schedule 2 above the National Executive Committee shall, in relation to any bodies or persons concerned in the matter, also have power to:-

(i) remove or replace any or all holders of elected or appointed positions within an affiliated body, a Pioneer Centre, a District Council, a Branch or a sub-committee of the National Executive Committee;
(ii) debar their eligibility for any or all offices within any or all affiliated bodies, Pioneer Centres, District Councils, Branches or sub-committees of the National Executive Committee;
(iii) debar their eligibility for membership within any or all affiliated bodies, Pioneer Centres, Branches or sub-committees of the National Executive Committee;
(iv) suspend or revoke their affiliation or dissolve them;
(v) suspend or revoke their Individual Membership or Affiliate Membership.

Any suspension ordered under this sub-sub-paragraph shall be for a period to be determined by the National Executive Committee. Any debarment from eligibility ordered under this subparagraph shall be for a definite period, to be determined by the National Executive Committee.

Provided that:-

(a) The exercise of any of the powers in (2) shall be effective only if supported by threefourths of the number of members present and the person or body concerned has been given:-

(i) not less than twenty working days' notice of the date, time and place of the meeting of the National Executive Committee at which the resolution is to be put and of the grounds therefor, together with reasons and supporting evidence;
(ii) the opportunity to make written representations thereon within that period;
(iii) the opportunity to make oral representations thereon at such meeting of the National Executive Committee.

(b) The exercise of a power to suspend or revoke Individual Membership or Affiliate Membership or affiliation shall take effect forthwith but shall be open to revision by any general meeting held within thirteen months after the date of such resolution and the National Executive Committee shall give effect to any direction thereon given by the meeting.

(c) The powers in (1) and (2) may be exercised only within twelve months of the receipt of the report.

SCHEDULE 4

COMPLAINTS PROCEDURES FOR SUB-COMMITTEES UNDER F13(b)(ii)

Where a complaint has been referred to another sub-committee under paragraph 13(b)(ii) of these Bye-laws, the sub-committee shall investigate the complaint in accordance with the following procedures:-

1. The investigation shall be conducted by a panel of three persons appointed by the subcommittee from its own number. The panel may appoint one or more advisors with appropriate knowledge or experience.
2. The panel shall:-

   (a) consider the information already available and decide what facts need to be ascertained and what records or people may be able to provide them;
   (b) consider whether a meeting should be held with any parties to the complaint and, if so:-

      (i) contact any parties, as appropriate, for further information prior to the meeting;
      (ii) arrange a venue for the meeting;
      (iii) contact all parties to inform them of the meeting and invite or instruct their attendance, as appropriate;
      (iv) request or instruct the parties, as appropriate, to bring to the meeting all relevant documentation;
      (v) copy all documentation to every party before the meeting;
      (vi) consider whether parties should be interviewed privately or together, or both;
      (vii) establish what facts can be regarded as substantiated and examine all relevant documents where appropriate;
      (viii) advise the parties that the panel will be submitting a report on the matter to the sub-committee.

   (c) if no meeting with the parties is considered necessary:-

      (i) contact any parties, as appropriate, for further information;
      (ii) requisition all relevant documentation, as appropriate;
      (iii) copy all documentation to every party;
      (iv) establish what facts can be regarded as substantiated and examine all relevant documents where appropriate;
      (v) advise the parties that the panel will be submitting a report on the matter to the sub-committee.

3. (a) Not more than 10 working days after the completion of its investigation the panel shall provide its report and recommendations to the sub-committee, which shall forward the report and its recommendations to the Complaints Committee.

(b) Not more than 20 working days after the receipt of the sub-committee's report the Complaints Committee shall forward the report and its decisions and recommendations to the National Executive Committee, which shall publish its decisions thereon in writing to all parties to the complaint, to the Complaints Committee and to the subcommittee.

SCHEDULE 5

MISCONDUCT INVESTIGATION PROCEDURES UNDER F33

Where a panel has been appointed by the Misconduct of Affairs Coordinator to investigate a complaint under paragraph 33 of these Bye-laws, the panel shall conduct the investigation in accordance with the following procedures:-

Panels are advised that a helpful and co-operative approach often produces better results than an attitude of hostility or disapproval and should remain impartial at all times.

The Chairperson of the panel shall:-

1. (a) Provide a copy of the letters of complaint, together with a copy of Bye-laws F, as currently authorised, to any relevant parties, excluding the names of any complainants who have not consented to disclosure.
   (b) Send the respondent(s) a copy of the Guidance Document for Complainants and Respondents.
2. Arrange a date and venue for the investigation, which should be the Church if a Church is involved. The date for the investigation shall be not less than 15 working days after the provision of the complaints correspondence under 1 above.
3. Contact all the parties to inform them of the investigation and request their attendance, together with any witnesses they may wish to call. Complainants who have not consented to the disclosure of their identity shall not be required to be in attendance at the investigation.
4. Any party to the investigation shall be permitted to have a supporter or a professional advisor present at any hearing but such supporter or advisor shall not be permitted to conduct any examination or cross-examination or answer questions.
5. A supporter or professional advisor may assist the party by:-

   (a) providing moral support;
   (b) helping to manage documents and other papers;
   (c) taking notes of the proceedings;
   (d) quietly advising on:-

      (i) points of law and procedure;
      (ii) issues which the party might wish to raise with the Chairperson of the investigation panel.

6. Consider the information already available and decide what further facts need to be ascertained and what records or people may be able to provide them. Character references must be disregarded.
7. Consider whether it is appropriate to contact any such parties for this further information prior to the investigation.
8. Instruct the parties to supply the investigation panel with all relevant documentation, including, in the case of a Church or other body, the Membership Roll Book, minute-book, financial records, etc.

The panel shall:-

9. Interview only those parties invited under 2 above and their witnesses. Consider whether parties should be interviewed privately or together, or both.
10. Ask such questions as may be necessary to try to establish what facts can be regarded as substantiated and examine all relevant documents where appropriate. The panel should bear in mind that it is conducting a full investigation, which is not restricted to the initial issues of which it was advised.
11. Not make any decisions on the spot, but may give positive guidance in matters where it is apparent that rules or good practice have not been followed.
12. Advise the parties that the panel will be submitting a report on the matter for consideration by the National Executive Committee.
13. Consider whether it is appropriate to:-

    (a) remove any documents, including records, for further scrutiny;
    (b) take measures to safeguard any or all assets of the Church or other body.

    (A receipt should be given for any documents removed.)
14. Compile a report and recommendations for submission to the Misconduct of Affairs Coordinator.

SCHEDULE 6

INTERIM POWERS OF MISCONDUCT OF AFFAIRS COORDINATOR AND PANEL UNDER F34

(1) For the duration of the investigation and until the publication of the decision of the National Executive Committee in the matter the Misconduct of Affairs Coordinator and the panel shall, in relation to any bodies or persons concerned in the matter:-

(a) have power to:-

(i) convene, preside over, postpone or cancel any general meeting of members or any meeting of the Executive Committee;
(ii) appoint an auditor or independent examiner to prepare, inspect or report on their accounts;
(iii) take possession of any or all account books, records and documents;
(iv) discharge outstanding liabilities and debts from assets;
(v) take measures to safeguard any or all assets;
(vi) take any action necessary to maintain their constitutional obligations;

(b) have power to recommend the following actions by the National Executive Committee:-

(i) arranging for the supervision of any or all of their activities;
(ii) placing them under the supervision of the National Executive Committee;
(iii) arranging for the holding, postponement or cancellation of elections;
(iv) suspending or reinstating any or all of their activities;
(v) suspending any appointment or award;
(vi) suspending or reinstating any or all of their rights and privileges;
(vii) suspending or reinstating their registration as a Registered Healing Medium;
(viii) suspending or reinstating any or all holders of elected or appointed positions within them;
(ix) suspending or reinstating their membership;
(x) securing their premises, including changing the locks thereto; (xi) assuming control of the premises.

(2) Any suspension, supervision, securing of premises or assumption of control ordered under (1) above shall cease upon publication of the decision of the National Executive Committee in the matter.

SCHEDULE 7

DECISION-MAKING POWERS OF NATIONAL EXECUTIVE COMMITTEE UNDER F36

(1) In pursuance of paragraph 35 of these Bye-laws the National Executive Committee shall, in relation to any affiliated bodies or persons concerned in the matter, have power to:-

(i) censure them for their conduct;
(ii) declare vacant any position and make such arrangements as it may consider necessary or expedient for the constitutional filling of the vacancy and for the discharge of the duties of the position in the meantime;
(iii) discharge outstanding liabilities and debts from assets;
(iv) suspend or reinstate any or all of their activities;
(v) suspend or reinstate any or all of their rights and privileges;
(vi) suspend or reinstate their registration as a Registered Healing Medium;
(vii) convene, preside over, postpone or cancel any general meeting of members or any meeting of the Committee;
(viii) appoint an auditor or independent examiner to prepare, inspect or report on their accounts;
(ix) take any action necessary to maintain their constitutional obligations;
(x) place them under the supervision of the National Executive Committee;
(xi) arrange for the holding, postponement or cancellation of elections;
(xii) reinstate their Individual Membership or Affiliate Membership or, in the case of Individual Members, re-allocate them to another District Council;
(xiii) reinstate their affiliation or re-allocate them to another District Council;
(xiv) suspend or reinstate any or all holders of elected or appointed positions within them; (xv) suspend or reinstate their membership.
(xvi) revoke any or all of their activities;
(xvii) withdraw, cancel or suspend any appointment or award;
(xviii) revoke any or all of their rights and privileges;
(xix) revoke their registration as a Registered Healing Medium; (xx) secure their premises, including changing the locks thereto.

Any suspension, supervision or securing of premises ordered under this sub-paragraph shall be for a period to be determined by the National Executive Committee.

(2) In further pursuance of paragraph 35 of these Bye-laws the National Executive Committee shall, in relation to any bodies or persons concerned in the matter, also have power to:-

(i) remove or replace any or all holders of elected or appointed positions within an affiliated body, a Pioneer Centre, a District Council, a Branch or a sub-committee of the National Executive Committee;
(ii) debar their eligibility for any or all offices within any or all affiliated bodies, Pioneer Centres, District Councils, Branches or sub-committees of the National Executive Committee;
(iii) debar their eligibility for membership within any or all affiliated bodies, Pioneer Centres, Branches or sub-committees of the National Executive Committee; (iv) suspend or revoke their affiliation or dissolve them;
(v) suspend or revoke their Individual Membership or Affiliate Membership.

Any suspension ordered under this sub-paragraph shall be for a period to be determined by the National Executive Committee. Any debarment from eligibility ordered under this subparagraph shall be for a definite period, to be determined by the National Executive Committee.

Provided that:-

(a) The exercise of any of the powers in (2) above shall be effective only if supported by three-fourths of the number of members present and the person or body concerned has been given:-

(i) not less than twenty working days' notice of the date, time and place of the meeting of the National Executive Committee at which the resolution is to be put and of the grounds therefor, together with reasons and supporting evidence;
(ii) the opportunity to make written representations thereon within that period;
(iii) the opportunity to make oral representations thereon at such meeting of the National Executive Committee.

(b) The exercise of a power to suspend or revoke Individual Membership or Affiliate Membership or affiliation shall take effect forthwith but shall be open to revision by any general meeting held within thirteen months after the date of such resolution and the National Executive Committee shall give effect to any direction thereon given by the meeting.

(3) The powers in (1) and (2) above may be exercised only within twelve months of the receipt of the report.

(4) The Union has a right of re-entry upon any property of which it is the sole trustee.

SCHEDULE 8

FORM OF ACCEPTANCE FOR APPOINTMENT TO PANEL OF INVESTIGATORS AND PANEL OF MEDIATORS UNDER F52 AND F53

DECLARATION

I understand that I have been invited to accept appointment as:-
.....

and wish to accept the position. I declare that:-

(i) I am qualified for the position in accordance with Bye-laws F;

(ii) I am willing to carry out the duties of the position;
(iii) I accept the obligation to maintain the confidentiality of the panel's business;
(iv) I will notify the appointor if I do not fulfil the requirements of clauses (i) to (iv) of F9(2), F13(b)(ii), F31 and F56;
(v) I accept the obligation to fulfil the requirements of F59 with regard to the disposal of documentation;
(vi) I have no duties and loyalties to another organisation which conflict with my duties and loyalties to the Union;
(vii) I will notify the head office of the Union if I no longer fulfil the requirements of any of clauses (i) to (iv);
(viii) I will resign if I breach or no longer fulfil the requirements of any of clauses (i) to (v).

Date ..... Signed ….....…….....

Name.....….....

Please complete and return this form to reach the head office of the Union not later than (insert date)

BYE-LAWS, Section G

December 2024

AWARDS OF RECOGNITION

ARRANGEMENT OF PARAGRAPHS

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2. General Conditions of Awards

Part II. Procedure and Qualifications for Awards

3. The Non-Healing Diploma
4. The Healing Diploma
5. The Non-Healing Certificate of Recognition
6. The Healing Certificate of Recognition
7. The SNUi Certificate of Recognition
8. The Award of Merit
9. The Service Awards
10. Study Courses

Part III. Accreditation Schemes

11. Platform Accreditation Scheme
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Part IV. Spiritualist Healing

15. General
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24. District Council Healing Representative and Committee
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Part V. General

26. Interpretation

Schedule 1 **Diploma - Additional Requirements for Disciplines**
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Schedule 3 **SNUi Certificate of Recognition - Additional Requirements for Disciplines**
Schedule 4 **Code of Conduct for Holders of SNU Awards**

Schedule 5 **Code of Conduct for Holders of PAS and CAAS Accreditation**
Schedule 6 **Healing Code of Conduct**
Schedule 7 **Spiritualist Healing and the Law**
Schedule 8 **Spirit-Controlled Trance Mediumship**

PART I. PRELIMINARY

1. Nature of Awards

The awards listed below are granted by the Union, subject to the provisions of Part III of these Bye-laws:-

(a) *Diploma (DSNU)*
The Diploma is awarded in a number of disciplines to candidates who have satisfied the prescribed respective requirements for the award.

(b) *Certificate of Recognition (CSNU)*
The Certificate of Recognition is awarded in a number of disciplines to candidates who are considered capable of worthily serving the movement in the name of the Union.

(c) *SNUi Certificate of Recognition (CSNUi)*
The SNUi Certificate of Recognition is awarded in a number of disciplines to SNUi members who are considered capable of worthily serving the movement in the name of the Union.

(d) *Award of Merit*
The Award of Merit is granted to those who have given national meritorious service to the Spiritualists' National Union.

(e) *Service Awards (DSSNU, GSSNU, LSSNU)*
The Service Awards are granted to those whose activities have been of benefit to the Spiritualists' National Union for the prescribed period.

2. General Conditions of Awards

(1) No person shall be eligible to apply or be recommended for any award who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.
(2) No persons shall be eligible to apply for any award unless, at the date of application, they are an Individual Member of the Union and have satisfied the prescribed requirements for such application.
(3) No persons shall be eligible to apply for any SNUi award unless, at the date of application, they are an Individual Member of the Union and a member of SNUi and have satisfied the prescribed requirements for such application.
(4) All awards with the exception of the Service Awards may be granted to fully paid-up Individual Members of the Union only.
(5) No award shall be granted posthumously.

(6) All holders of an award with the exception of a Service award are expected to conduct themselves at all times as a worthy representative of the Spiritualists' National Union. In particular they must abide by the Code of Conduct for Holders of SNU Awards set out in Schedule 4 of these Bye-laws.

(7) All holders of accreditation are expected to conduct themselves at all times as a worthy representative of the Spiritualists' National Union. In particular they must abide by the Code of Conduct for Holders of PAS and CAAS Accreditation set out in Schedule 5 of these Bye-laws.

(8) All awards with the exception of the Service Awards shall lapse automatically on the termination of the holder's Individual Membership.

(9) Any previous holder of an award who has been re-accepted into Individual Membership may apply for restoration of any lapsed award subject to the following conditions:-

(a) if the period of lapsed membership is not more than one year, the applicant's award shall be automatically reinstated;

(b) if the period of lapsed membership is more than one year and less than three years, the applicant shall be required to pass not less than two out of three assessments;

(c) if the period of lapsed membership is more than three years and less than five years, the applicant shall be required to attend three Training Days and pass a Final Assessment Board;

(d) if the period of lapsed membership is more than five years, the applicant shall be required to complete all the required elements for the appropriate award. In exceptional circumstances the National Executive Committee may restore any or all of the applicant's awards.

(10) Any award may at any time be withdrawn, cancelled or suspended by resolution of the National Executive Committee, which shall not be obliged to state its reasons for such action. Such resolution shall be effective only if supported by three-fourths of the number of members present.

(11) Any complaint preferred against the holder of an award shall be dealt with in accordance with Bye-laws F. During such investigation the award may temporarily be suspended by resolution of the National Executive Committee.

PART II. PROCEDURE AND QUALIFICATIONS FOR AWARDS

3. The Non-Healing Diploma

(1) The Diploma is awarded in various disciplines by the Education & Exponents Committee.

(2) All applicants for the Diploma must comply with any additional requirements prescribed in Schedule 1 to these Bye-laws for the discipline in which they are applying for the award.

(3) All applicants for the Diploma must complete the prescribed training for the discipline in which they are applying for the award.

(4) Applications for the Diploma must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(5) Every applicant for the Diploma shall appear before a Final Assessment Board of the Education & Exponents Committee, which shall submit a recommendation to the Education & Exponents Committee. The decision of the Education & Exponents Committee shall be final. At least one member of the Final Assessment Board shall hold the Diploma in the same discipline as the applicant.

(6) In the case of a candidate who has failed a Final Assessment Board:-

(a) an application to resit a Final Assessment Board may be made at any time but the resit may not take place less than three months after the date of such failure;

(b) any such resitting shall take place within one year of the date of the original failure, failing which any further application shall be dealt with as a new application;

(c) no application to resit a Final Assessment Board may be made more than twice without the written authority of the Education & Exponents Committee.

4. The Healing Diploma

(1) The Diploma is awarded in various disciplines by the Healing Committee.

(2) All applicants for the Diploma must comply with any additional requirements prescribed in Schedule 1 to these Bye-laws for the discipline in which they are applying for the award.

(3) All applicants for the Diploma must complete the prescribed training for the award.

(4) Applications for the Diploma must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Healing Committee may from time to time require.

(5) Every applicant for the Diploma shall appear before a Final Assessment Board of the Healing Committee, which shall submit a recommendation to the Healing Committee. The decision of the Healing Committee shall be final. At least one member of the Final Assessment Board shall hold the Diploma.

(6) In the case of a candidate who has failed a Final Assessment Board:-

(a) an application to resit a Final Assessment Board may be made at any time but the resit may not take place less than three months after the date of such failure;

(b) any such resitting shall take place within one year of the date of the original failure, failing which any further application shall be dealt with as a new application;

(c) no application to resit a Final Assessment Board may be made more than twice without the written authority of the Healing Committee.

5. The Non-Healing Certificate of Recognition

(1) The Certificate of Recognition is awarded in various disciplines by the Education & Exponents Committee.
(2) Application for the Certificate of Recognition must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.
(3) All applicants for the Certificate of Recognition must comply with any additional requirements prescribed in Schedule 2 to these Bye-laws for the discipline in which they are applying for the award.
(4) All applicants for the Certificate of Recognition must complete the prescribed training for the discipline in which they are applying for the award.
(5) Application for the Final Assessment Board for the Certificate of Recognition must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.
(6) Every applicant for the Certificate of Recognition shall appear before a Final Assessment Board of the Education & Exponents Committee, which shall submit a recommendation to the Education & Exponents Committee. The decision of the Education & Exponents Committee shall be final. At least one member of the Final Assessment Board shall hold an award in the same discipline as the applicant, at an equivalent or higher level.
(7) In the case of a candidate who has failed a Final Assessment Board:-

(a) an application to resit a Final Assessment Board may be made at any time but the resit may not take place less than three months after the date of such failure;
(b) any such resitting shall take place within one year of the date of the original failure, failing which any further application shall be dealt with as a new application;
(c) no application to resit a Final Assessment Board may be made more than twice without the written authority of the Education & Exponents Committee.

6. The Healing Certificate of Recognition

(1) The Certificate of Recognition is awarded in various disciplines by the Healing Committee.
(2) Application for the Certificate of Recognition must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Healing Committee may from time to time require.
(3) All applicants for the Certificate of Recognition must comply with any additional requirements prescribed in Schedule 2 to these Bye-laws for the award.
(4) All applicants for the Certificate of Recognition must complete the prescribed training for the award.
(5) Application for the Final Assessment Board for the Certificate of Recognition must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Healing Committee may from time to time require.

(6) Every applicant for the Certificate of Recognition shall appear before a Final Assessment Board of the Healing Committee, which shall submit a recommendation to the Healing Committee. The decision of the Healing Committee shall be final. At least one member of the Final Assessment Board shall hold a Healing award.

(7) In the case of a candidate who has failed a Final Assessment Board:-

(a) an application to resit a Final Assessment Board may be made at any time but the resit may not take place less than three months after the date of such failure;

(b) any such resitting shall take place within one year of the date of the original failure, failing which any further application shall be dealt with as a new application;

(c) no application to resit a Final Assessment Board may be made more than twice without the written authority of the Healing Committee.

7. The SNUi Certificate of Recognition

(1) The SNUi Certificate of Recognition is awarded in various disciplines by the Education & Exponents Committee.

(2) Application for the SNUi Certificate of Recognition must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(3) All applicants for the SNUi Certificate of Recognition must comply with any additional requirements prescribed in Schedule 3 to these Bye-laws for the discipline in which they are applying for the award.

(4) Application for the Final Assessment Board for the SNUi Certificate of Recognition must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(5) All applicants for the SNUi Certificate of Recognition must complete the prescribed training for the discipline in which they are applying for the award.

(6) Every applicant for the SNUi Certificate of Recognition shall appear before a Final Assessment Board of the Education & Exponents Committee, which shall submit a recommendation to the Education & Exponents Committee. The decision of the Education & Exponents Committee shall be final. At least one member of the Final Assessment Board shall hold an award in the same discipline as the applicant, at an equivalent or higher level.

(7) In the case of a candidate who has failed a Final Assessment Board:-

(a) an application to resit a Final Assessment Board may be made at any time but the resit may not take place less than three months after the date of such failure;

(b) any such resitting shall take place within one year of the date of the original failure, failing which any further application shall be dealt with as a new application;

(c) no application to resit a Final Assessment Board may be made more than twice without the written authority of the Education & Exponents Committee.

8. The Award of Merit

The Award of Merit is granted by the National Executive Committee to those persons who are deemed to have given specially outstanding and meritorious service to the Union at national level and who are and have been Individual Members of the Union for a period of not less than ten years. Applications for the award will not be accepted.

9. The Service Awards

(1) The following Service Awards may be granted by the Education & Exponents Committee to those persons recommended under the following sub-paragraph whose activities shall be deemed by that Committee to have been of service to the Union at national, Branch, district or Church level for the specified period:-

(i) the Diamond Service Award, for a period of at least sixty years; (ii) the Gold Service Award, for a period of at least fifty years;
(iii) the Long Service Award, for a period of at least twenty-five years.

(2) Applications by individuals will not be accepted and only recommendations from Ministers, sub-committees of the National Executive Committee, Branches, District Councils, affiliated bodies and Pioneer Centres to the Education & Exponents Committee will be considered.

(3) In exceptional circumstances the award may be granted directly by the National Executive Committee to those persons whose activities are deemed by that committee to have been of longstanding benefit to the Union, whether or not for the specified period.

10. Study Courses

(1) Application for correspondence courses shall be made on the prescribed form to the head office of the Union and shall be accompanied by the prescribed enrolment fee.

(2) The Education & Exponents Committee may, on the recommendation of the Organiser and the tutors of a non-healing course, terminate the participation of any student in that course. In such event a proportionate part of the fee paid may, at the discretion of the Education & Exponents Committee, be refunded to the student.

(3) The Healing Committee may, on the recommendation of the Organiser and the tutors of a Healing course, terminate the participation of any student in that course. In such event a proportionate part of the fee paid may, at the discretion of the Healing Committee, be refunded to the student.

PART III. ACCREDITATION SCHEMES

11. Platform Accreditation Scheme

(1) There shall be a Platform Accreditation Scheme administered by the Education & Exponents Committee.

(2) The objects of the Scheme shall be:-

(a) to raise standards of speaking and demonstrating within the Union;
(b) to provide basic training in these disciplines;
(c) to create and maintain a register of those who are accredited under the Scheme.

(3) Every applicant for the Scheme must at the date of application be:-

(a) a fully paid-up Individual Member of the Union; or
(b) a fully paid-up full or associate member of an affiliated body or Pioneer Centre.

(4) Every applicant for the Scheme for Demonstrating must, at the date of application, hold or have applied for, Platform Accreditation for Speaking.

(5) Application for the Scheme, which shall include enrolment on Education Course TPS1, must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(6) Every applicant for the Final Assessment Board for the accreditation must at the date of application be:-

(a) a fully paid-up Individual Member of the Union; or
(b) a fully paid-up full member of an affiliated body or Pioneer Centre.

(7) Application for the Final Assessment Board for the accreditation must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(8) Every applicant for accreditation under the Scheme shall appear before a Final Assessment Board of the Education & Exponents Committee, which shall submit a recommendation to the Education & Exponents Committee. The decision of the Education & Exponents Committee shall be final. At least one member of the Final Assessment Board shall hold an award in the same discipline as the applicant, at an equivalent or higher level.

(9) Training under the Scheme may at any time be cancelled or suspended by resolution of the Education & Exponents Committee.

(10) Accreditation under the Scheme may at any time be withdrawn, cancelled or suspended by resolution of the National Executive Committee.

12. SNUi Platform Accreditation Scheme

(1) There shall be an SNUi Platform Accreditation Scheme administered by the Education & Exponents Committee.

(2) The objects of the Scheme shall be:-

(a) to raise standards of speaking and demonstrating within SNUi;
(b) to provide basic training in these disciplines;

(c) to create and maintain a register of those who are accredited under the Scheme.

(3) Every applicant for the Scheme must at the date of application be:-

(a) a fully paid-up Individual Member of the Union; or
(b) a fully paid-up full or associate member of an affiliated body or Pioneer Centre.

(4) Every applicant for the Scheme for Demonstrating must, at the date of application, hold or have applied for, either the Platform Accreditation Scheme in Speaking or the SNUi Platform Accreditation Scheme in Speaking.

(5) Application for the Scheme, which shall include enrolment on Education Course TPS1, must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(6) Every applicant for the Final Assessment Board for the accreditation must at the date of application be:-

(a) a fully paid-up Individual Member of the Union; or
(b) a fully paid-up full member of an affiliated body or Pioneer Centre.

(7) Application for the Final Assessment Board for the accreditation must be made on the prescribed form to the Education & Exponents Committee, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(8) Every applicant for accreditation under the Scheme shall appear before a Final Assessment Board of the Education & Exponents Committee, which shall submit a recommendation to the Education & Exponents Committee. The decision of the Education & Exponents Committee shall be final. At least one member of the Final Assessment Board shall hold an award in the same discipline as the applicant, at an equivalent or higher level.

(9) Training under the Scheme may at any time be cancelled or suspended by resolution of the Education & Exponents Committee.

(10) Accreditation under the Scheme may at any time be withdrawn, cancelled or suspended by resolution of the National Executive Committee.

13. Church Administration Accreditation Scheme

(1) There shall be a Church Accreditation Scheme administered by the Education & Exponents Committee.

(2) The objects of the Scheme shall be:-

(a) to raise standards of Church administration within the Union;
(b) to provide basic training in these disciplines;
(c) to create and maintain a register of those who are accredited under the Scheme.

(3) Every applicant for the Scheme must at the date of application be:-

(a) a fully paid-up Individual Member of the Union; or
(b) a fully paid-up full or associate member of an affiliated body or Pioneer Centre.

(4) Application for the Scheme, which shall include enrolment on Education Course LM1, must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(5) Every applicant for the Final Assessment Board for the accreditation must at the date of application be:-

(a) a fully paid-up Individual Member of the Union; or
(b) a fully paid-up full member of an affiliated body or Pioneer Centre.

(6) Application for the Final Assessment Board for the accreditation must be made on the prescribed form to the Education & Exponents Committee, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(7) Every applicant for accreditation under the Scheme shall appear before a Final Assessment Board of the Education & Exponents Committee, which shall submit a recommendation to the Education & Exponents Committee. The decision of the Education & Exponents Committee shall be final. At least one member of the Final Assessment Board shall hold an award in the same discipline as the applicant, at an equivalent or higher level.

(8) Training under the Scheme may at any time be cancelled or suspended by resolution of the Education & Exponents Committee.

(9) Accreditation under the Scheme may at any time be withdrawn, cancelled or suspended by resolution of the National Executive Committee.

14. Spiritualist Healing Accreditation Scheme

(1) There shall be a Spiritualist Healing Accreditation Scheme administered by the Healing Committee.

(2) The objects of the Scheme shall be:-

(a) to raise standards of healing within the Union;
(b) to provide the prescribed minimum training in this discipline.

(3) Every applicant for the Scheme must:-

(a) be a fully paid-up Individual Member of the Union; or
(b) be a fully paid-up full or associate member of an affiliated body or Pioneer Centre.

(4) (a) Application for the Scheme, which shall include enrolment on Education Course SH1 and registration as a Registered Trainee Healing Medium, must be made on the prescribed form to the head office of the Union, accompanied by the prescribed fee and such other information as the Healing Committee may from time to time require.

(b) The application form shall be countersigned as follows:-

(i) for a member of the Healing Group of an affiliated body or Pioneer Centre, by its Healing Group Leader and the Church Secretary;

(ii) for a person whose training is to be supervised, by a Registered Healing Medium Trainer of not less than one year's standing who is an Individual Member.

(5) Every applicant for the upgrading to Registered Accredited Healing Medium must be:-

(a) a fully paid-up Individual Member of the Union; or

(b) a fully paid-up full member of an affiliated body or Pioneer Centre.

(6) (a) Applications for the upgrading of Registered Trainee Healing Mediums to Registered Accredited Healing Mediums shall be made on the prescribed form by the healing mediums themselves.

(b) The prescribed form shall be countersigned as follows:-

(i) for a member of the Healing Group of an affiliated body or Pioneer Centre, by the Healing Group Leader;

(ii) in other cases, by the applicant's Registered Healing Medium Trainer or online Registered Healing Medium Trainer.

(c) All applications shall be accompanied by the prescribed fee.

(d) The Healing Committee may accept, defer or refuse applications at its discretion and without being required to state its reasons.

(7) Training under the Scheme may at any time be cancelled or suspended by resolution of the Healing Committee.

(8) Accreditation under the Scheme may at any time be withdrawn, cancelled or suspended by resolution of the National Executive Committee.

PART IV. SPIRITUALIST HEALING

15. General

(1) The provisions of these Bye-laws apply to all Spiritualist healing carried out under the auspices of the Union.

(2) All Registered Healing Mediums shall practise Spiritualist healing in accordance with the philosophy and teachings of the Union and the SNU Healing Code of Conduct as contained in Schedule 6 of these Bye-laws.

16. Definitions

(a) 'Spiritualist healing mediumship' and 'healing mediumship' mean a form of healing by the use of forces and energies from God directed through the spirit world and a Spiritualist healing medium by the laying on of hands on the body or the direction of thought from a distance or by prayer when the recipient is absent.

(b) 'Spiritualist healing medium' means a person who practises Spiritualist healing mediumship.

(c) 'Trance Control healing' means Spiritualist healing mediumship practised by a Spiritualist healing medium in a spirit-controlled altered state of consciousness.

(d) 'Trance Control healing medium' means a person who practises trance control healing mediumship.

(e) 'Registered Healing Medium' means a Spiritualist healing medium who is for the time being entered on the Union's Register of Accredited and Trainee Healing Mediums.

(f) 'Recipient' means a person receiving healing, whether as a patient, as a client or in any other capacity.

(g 'Prescribed minimum training' means not less than fifty practical training sessions completed in a continuous period of not more than three years.

(h) 'Supervision' means the monitoring of a Registered Trainee Healing Medium by at least one Registered Accredited Healing Medium who is not at the same time administering healing.

(i) 'Receptionist' means a person appointed by the Church Committee who has signed a confidentiality agreement.

17. Registered Healing Mediums

(1) No members of a Healing Group of a Church, Kindred Body or Pioneer Centre and no Individual Members shall be permitted to practise healing under the auspices of the Union or of any of its Churches, Kindred Bodies or Pioneer Centres unless they are a Registered Accredited Healing Medium or a Registered Trainee Healing Medium working under the personal supervision of a Registered Accredited Healing Medium.

(2) Registered Trainee Healing Mediums who are not members of a Church, Kindred Body or Pioneer Centre shall not be permitted to practise healing under the auspices of the Union unless they are an Individual Member working under the supervision of an online trainer appointed by the Healing Committee who is a Registered Accredited Healing Medium.

(3) An Individual Member who is a Registered Healing Medium shall not be permitted to practise healing within a Church, Kindred Body or Pioneer Centre, unless invited by it to do so.

(4) Church members who are a Registered Healing Medium shall be permitted to practise healing only under the auspices of the Healing Group of a Church, Kindred Body or Pioneer Centre to which they have been duly appointed.

18. Classes of Registration

Registration shall be in two categories:-

(a) Registered Accredited Healing Medium;
and (b) Registered Trainee Healing Medium.

19. Qualifications for Registration

(1) Registration as a Registered Accredited Healing Medium shall be open only to a person who is not a legal minor and is:-

(i) a fully paid-up Individual Member; or
(ii) a full member of an affiliated body or Pioneer Centre who is a member of its Healing Group.

(2) Except as provided in (3) to (6) below, no persons shall be registered as a Registered Accredited Healing Medium unless they have, within a period of three years from the date of their registration as a Registered Trainee Healing Medium:-

(i) satisfactorily completed the prescribed minimum training; and
(ii) passed SH1 of the Union's education courses; and
(iii) if resident in the United Kingdom, passed a practical upgrading assessment conducted by an Assessment Board appointed by any District Council Healing Committee or the Healing Committee; or
(iv) if resident outside the United Kingdom, passed a practical upgrading assessment conducted by the Healing Committee.

(3) The provisions of (i) and (ii) above shall not apply to persons who were Registered Accredited Healing Mediums of the Healing Group of an affiliated body prior to 1st April 1992 and have been such continuously since. The provisions of (iii) above shall not apply to persons who were Registered Accredited Healing Mediums of the Healing Group of an affiliated body prior to 1st April 1994 and have been such continuously since.

(4) A six months' extension of the time-limit for registration as a Registered Accredited Healing Medium shall be allowed to a Registered Trainee Healing Medium whose first application for upgrading to Registered Accredited Healing Medium has been refused.

(5) The provisions of (2) above shall not apply to Registered Trainee Healing Mediums who, at 1st February 2004, had been registered as such for a period of more than five years. Such healing mediums shall not be registered as a Registered Accredited Healing Medium unless they had, by 1st August 2005, complied with the requirements of (i) to (iv) of (2) above.

(6) An extension of the time-limit for registration as a Registered Accredited Healing Medium may be granted by the Healing Committee upon the written submission of extenuating circumstances before the expiry of the time-limit.

20. Renewal of Registration

(1) An annual registration renewal fee shall be paid by every Registered Healing Medium. The fees in respect of Registered Healing Mediums who are members of the Healing Group of an affiliated body or Pioneer Centre may accompany the Registered Healing Mediums Annual Return.

(2) Except as provided in sub-paragraph (1) above, renewal of registration shall be submitted on the prescribed form, accompanied by the prescribed fee.

(3) The Healing Committee may accept, defer or refuse renewals at its discretion and without being required to state its reasons.

21. Registered Healing Mediums Annual Return

(1) A Registered Healing Mediums Annual Return shall be submitted on the prescribed form to the head office of the Union by every affiliated body and Pioneer Centre having a Healing Group. Such form shall list all members of the Healing Group and such other information as may be required.

(2) The Registered Healing Mediums Annual Return form shall be signed by the Healing Group Leader and the Secretary of the affiliated body or Pioneer Centre.

22. Re-Registration of Registered Healing Mediums

(1) Except as provided in sub-paragraph (2) below, a Registered Healing Medium who ceases to be such otherwise than through misconduct shall be eligible for reregistration either as a member of the Healing Group of an affiliated body or Pioneer Centre or as an Individual Member.

(2) (a) A former Registered Healing Medium who is submitted for re-registration within one year of the date of cessation of the previous registration shall be automatically re-registered.

(b) A former Registered Healing Medium who is submitted for re-registration more than one year and less than three years from the date of cessation of the previous registration shall be required to pass not less than two out of three healing assessments.

(c) A former Registered Healing Medium who is submitted for re-registration more than three years and less than five years from the date of cessation of the previous registration shall be required to attend three Healing Training Days and pass a Final Assessment Board.

(d) A former Registered Healing Medium who is submitted for re-registration more than five years from the date of cessation of the previous registration shall be required to complete all the required elements for healing accreditation.

(3) All applications for re-registration shall be made on the prescribed form and accompanied by the prescribed fee.

(4) The annual registration fee of a Registered Healing Medium re-registered under the provisions of this paragraph shall be due on 1st April in each year.

(5) The Healing Committee may accept, defer or refuse applications for reregistration at its discretion and without being required to state its reasons.

23. Cessation of Registration

(1) Registration or re-registration shall be terminated in any of the following events, namely:-

(a) death;

(b) receipt by the Healing Committee of written resignation;

(c) non-payment of registration fees by the date of renewal indicated in subparagraph 18(2) or 20(4) of these Bye-laws, as appropriate; (d) loss of any of the qualifications which enabled registration;

(e) failure to be upgraded to Registered Accredited Healing Medium within the time-limit prescribed by sub-paragraphs (2) to (6) of paragraph 19 above;

(f) a resolution of the National Executive Committee.

(2) The cessation of registration from any cause shall not affect the right of the Healing Committee to enforce payment of debts and the fulfilment of other obligations incurred before the date of such cessation.

24. District Council Healing Representative and Committee

(1) *District Council Healing Representative*
Each District Council shall have a Healing Representative elected annually under Bye-laws B, who shall be the Chairperson of the District Council Healing Committee.

(2) *District Council Healing Committee*
Each District Council shall have a Healing Committee appointed annually under Bye-laws B to carry out the duties and functions assigned to it under the Byelaws, subject to any directions given from time to time by the District Council Executive Committee.

(3) *Notification to District Councils*
The Healing Committee shall send to each District Council Healing Committee each quarter a list of Registered Healing Mediums within its district.

25. Complaints

Any complaint relating to healing shall be dealt with in accordance with Bye-laws F. Pending the outcome the registration of any Registered Healing Medium who is the subject of the complaint may be suspended by resolution of the Healing Committee and for the period of suspension such healing medium shall not be permitted to practise healing under the auspices of the Union or any of its affiliated bodies or Pioneer Centres.

PART V. GENERAL

26. Interpretation In these Bye-laws:-

(1) The term ' incompatible religious body ' means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven

Principles; or

(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or

(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or

(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(2) The term 'member' in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.

(3) The term 'Individual Member' means a subscribing member, being an individual Spiritualist. Except where the context indicates otherwise the term shall refer to a person accepted into full membership.

SCHEDULE 1

DIPLOMA - ADDITIONAL REQUIREMENTS FOR DISCIPLINES

The following additional requirements are prescribed for the listed disciplines in which the Diploma is awarded:-

Award	**Discipline / Additional Requirement**
DSNU(G)	*Administration* Every applicant for the Administration Diploma must, at the date of application, have passed Education Course G3 at Grade B or higher.
DSNU(Adv)	*Advanced Academic* Every applicant for the Advanced Diploma must, at the date of application, hold a Diploma other than the Basic Academic Diploma and must have passed any Advanced Education course at Grade B or higher.
DSNU(A)	*Assessing* Every applicant for the Diploma in Assessing must, at the date of application, hold the Certificate of Recognition in Assessing and the Diploma in which the award is being applied for.
DSNU(B)	*Basic Academic* Every applicant for the Basic Academic Diploma must, at the date of application, have passed Education Courses SD2, SD3 and S5 at Grade B or higher.
DSNU(D)	*Demonstrating* Every applicant for the Diploma in Demonstrating must, at the date of application, hold the Certificate of Recognition in Demonstrating and have passed Education Courses SD2, SD3 and D5 at Grade B or higher.
DSNU(H)	*Spiritualist Healing* Every applicant for the Diploma in Spiritualist Healing must, at the date of application, be a Registered Accredited Healing Medium and must have passed Education Course H3 at Grade B or higher.
DSNU(L)	*Lecturing* Every applicant for the Diploma in Lecturing must, at the date of application, hold the Diploma in Speaking and submit a title and synopsis for the proposed lecture.

DSNU(E) *Lyceum Administration*

Every applicant for the Diploma in Lyceum Administration must, at the date of application, have passed the Leaders course at Grade B or higher

DSNU(PS) *Private Sittings*

Every applicant for the Diploma in Private Sittings must, at the date of application, hold the Certificate of Recognition in Private Sittings and have passed Education Courses SD2, SD3 and D5 at Grade B or higher.

DSNU(S) *Speaking*

Every applicant for the Diploma in Speaking must, at the date of application, hold the Certificate of Recognition in Speaking and have passed Education Courses SD2, SD3 and S5 at Grade B or higher.

DSNU(Art) *Spirit Art*

Every applicant for the Diploma in Spirit Art must, at the date of application, hold the Diploma in Demonstrating and the Certificate of Recognition in Spirit Art.

DSNU(T) *Teaching*

The Diploma in Teaching is available only in Administration, Demonstrating, Speaking and Spiritualist Healing. Every applicant for this award must, at the date of application, hold the Certificate of Recognition in Teaching and the Diploma in the discipline in which the award is being applied for.

DSNU(W) *Writing*

Every applicant for the Diploma in Writing must, at the date of application, hold the Certificate of Recognition in Writing, have passed any two Advanced Education courses and Education Course SD2 at Grade B or higher, and provide at least five items which the applicant has previously written and had published, of which two must be in publications in either national or international circulations.

SCHEDULE 2

CERTIFICATE OF RECOGNITION - ADDITIONAL REQUIREMENTS FOR DISCIPLINES

The following additional requirements are prescribed for the listed disciplines in which the Certificate of Recognition is awarded:-

Award	Discipline / Additional Requirement
CSNU(g)	*Administration* Every applicant for the Certificate of Recognition in Administration must, at the date of application, be accredited under the Church Administration Accreditation Scheme and must have passed Education Course G2 at Grade B or higher.
CSNU(a)	*Assessing* Every applicant for the Certificate of Recognition in Assessing must, at the date of application, hold the Certificate of Recognition in the discipline in which the award is being applied for.
CSNU(d)	*Demonstrating* Every applicant for the Certificate of Recognition in Demonstrating must, at the date of application, be accredited under the Platform Accreditation Scheme in both Speaking and Demonstrating and must have passed Education Course TPS2.
CSNU(h)	*Spiritualist Healing* Every applicant for the Certificate of Recognition in Spiritualist Healing must, at the date of application, be accredited under the Spiritualist Healing Accreditation Scheme as a Registered Accredited Healing Medium and must have passed Education Course SH2.
CSNU(e)	*Lyceum Administration* Every applicant for the Certificate of Recognition in Lyceum Administration must, at the date of application, hold the Lyceum Leaders' Award.
CSNU(ps)	*Private Sittings* Every applicant for the Certificate of Recognition in Private Sittings must, at the date of application, hold the Certificate of Recognition in both Speaking and Demonstrating.
CSNU(s)	*Speaking* Every applicant for the Certificate of Recognition in Speaking must, at the date of application, be accredited under the Platform Accreditation Scheme in Speaking and must have passed Education Course TPS2.
CSNU(art)	*Spirit Art* Every applicant for the Certificate of Recognition in Spirit Art must, at the date of application, hold the Certificate of Recognition in both Speaking and Demonstrating.

CSNU(t) *Teaching*

Every applicant for the Certificate of Recognition in Teaching must, at the date of application, hold the Certificate of Recognition in the discipline in which the award is being applied for, with the exception of the Certificate of Recognition in Spiritualist Healing, for which the applicant must also be a Registered Accredited Healing Medium.

CSNU(w) *Writing*

Every applicant for the Certificate of Recognition in Writing must, at the date of application, be accredited under the Platform Accreditation Scheme in Speaking and must have passed Education Courses SD3 and W1 at Grade B or higher.

SCHEDULE 3

SNUI CERTIFICATE OF RECOGNITION - ADDITIONAL REQUIREMENTS FOR DISCIPLINES

The following additional requirements are prescribed for the listed disciplines in which the SNUi Certificate of Recognition is awarded:-

Award	**Discipline / Additional Requirement**
CSNUi(d)	*Demonstrating* Every applicant for the SNUi Certificate of Recognition in Demonstrating must, at the date of application, be accredited under the SNU or SNUi Platform Accreditation Scheme in both Speaking and Demonstrating and must have passed Education Course TPS2.
CSNUi(ps)	*Private Sittings* Every applicant for the SNUi Certificate of Recognition in Private Sittings must, at the date of application, hold either the Certificate of Recognition or the SNUi Certificate of Recognition in both Speaking and Demonstrating.
CSNUi(s)	*Speaking* Every applicant for the SNUi Certificate of Recognition in Speaking must, at the date of application, be accredited under the SNU or SNUi Platform Accreditation Scheme in Speaking and must have passed Education Course TPS2.
CSNUi(art)	*Spirit Art* Every applicant for the SNUi Certificate of Recognition in Spirit Art must, at the date of application, hold either the Certificate of Recognition or the SNUi Certificate of Recognition in both Speaking and Demonstrating.
CSNUi(t)	*Teaching* Every applicant for the SNUi Certificate of Recognition in Teaching must, at the date of application, hold either the Certificate of Recognition or the SNUi Certificate of Recognition in the discipline in which the award is being applied for, with the exception of Spiritualist Healing, for which the applicant must hold the Certificate of Recognition in Spiritualist Healing and must be a Registered Accredited Healing Medium.
CSNUi(w)	*Writing* Every applicant for the SNUi Certificate of Recognition in Writing must, at the date of application, be accredited under the SNU or SNUi Platform

Accreditation Scheme in Speaking and must have passed Education Courses SD3 and W1 at Grade B or higher.

SCHEDULE 4

CODE OF CONDUCT FOR HOLDERS OF SNU AWARDS

1. Interpretation

1.1 **SNU** - The Spiritualists' National Union.

1.2 **Union** - The Spiritualists' National Union.

1.3 **Award-holder -** For the purpose of this Schedule only, this term means a holder of any award, excluding the Service Awards.

1.4 **Church** – For the purpose of this Schedule only, this term includes Churches, Pioneer Centres and other organising bodies.

2. Objects

2.1 To act in a manner which promotes and encourages the practice, study and investigation of the art, science, religion and philosophy of Spiritualism as based upon the Seven Principles.

2.2 To act in a manner at all times to bring credit to Spiritualism and the Union.

3. Advertising and Promotion

3.1 Award-holders must not use any title or description which is calculated to give the impression that they are a medical practitioner, an ordained Minister or a university graduate or hold any other professional qualification unless they hold such qualification from a bona-fide and generally recognised institution.

3.2 Award-holders should endeavour to ensure that the award which they have is promoted/announced precisely.

3.3 Certificate-holders and Diploma-holders must also endeavour to make it clear in what category their award was granted, i.e. speaking, demonstrating or administration.

4. Award-holders and the Law

4.1 All award-holders must observe the laws of the country in which they are working.

4.2 The relevant law in the UK is enshrined within trading standards and consumer protection legislation. In case of doubt the award-holder should state the facts of any problems encountered to the head office of the Union and seek guidance.

4.3 It is essential that every award-holder, particularly anyone who practises outside of an affiliated body or Pioneer Centre, understands and observes the law as it relates

to mediumship and healing. Disregard of the law may result in legal difficulties for anyone involved.

5. Ethics and Courtesy

5.1 Award-holders must show loyalty, respect and support to the SNU at all times in all verbal, written and electronic communications, including in social networking sites.

5.2 The SNU wishes to ensure that the impact of mediumship is properly understood: accordingly, award-holders must maintain the highest standards of competence and conduct.

5.3 Award-holders must remember that they have a responsibility to perform in consoling the bereaved, assisting people when they are at their lowest ebb and being relied upon to be truthful and caring at all times.

5.4 Award-holders must not pretend to be in communication with the spirit world if they are not: it is morally wrong to do so.

5.5 An award-holder who wishes to take another exponent (who has not been booked) to participate in a service must obtain prior permission from the body.

5.6 When taking a booking award-holders should advise the body how much they charge for expenses and how much their fee will be.

5.7 An award-holder who does not receive a reminder from a body must try to contact a Church representative to confirm the booking: if unable to do so, then the award-holder is not obliged to attend.

5.8 Award-holders must make every effort to keep bookings: however, if it becomes necessary to cancel a booking, they must inform the body and (if giving less than fourteen days' notice) they should offer a replacement if possible.

5.9 An award-holder who honours a booking but finds that the body has doublebooked is entitled to receive expenses.

5.10 (1) Award-holders must not allow their awards to be used in connection with psychic fairs or similar events.

(2) Award-holders may take part in any Spiritualist or psychic activity on licensed premises provided that in the room where the activity is being held there is no open bar and alcoholic drinks are not consumed.

5.11 When giving a private sitting to a child under the age of 18 it is required to have a parent or legal guardian present for the benefit of both the award-holder and the child. If no such person can be present, the sitting must not proceed.

6. SNU Policy

6.1 An award-holder must not be a member of, help to run, or hold an appointment, award or accreditation of, an incompatible religious body.

6.2 An award-holder must not take part in the management of a non-affiliated body whose meeting-place is within a distance of three miles of an affiliated body or Pioneer Centre.

6.3 An award-holder must not serve, be a member of, hold an appointment, award or accreditation of, or take part in the management of, a body which imposes restrictions on the award-holder's services to the Union or its affiliated bodies or Pioneer Centres.

6.4 An award-holder must not use the award in a manner which constitutes serious misconduct harmful or potentially harmful to the Union or any part thereof.
6.5 Award-holders must behave with integrity, courtesy, dignity and discretion. Their attitude should be competent and sympathetic, hopeful and positive at all times.
6.6 Award-holders must not claim an ability to contact a particular individual in spirit.
6.7 Award-holders must not make predictions during mediumistic communication.
6.8 Award-holders must not give a communication of a harmful or distressing nature.
6.9 Award-holders must treat as strictly confidential all information of a personal nature which is confided to them.
6.10 Award-holders are entitled to place after their names the abbreviation appropriate to their award, subject to 3.1.
6.11 (1) The use of any object (including the use of flowers previously touched by the recipient) during the course of a demonstration of mediumship shall not be allowed: the use of such aids shall be limited to experimental sessions for training purposes only.
(2) During private sittings mediums shall use only their mediumistic faculties and the use of objects is forbidden.
6.12 Healing award-holders must also comply with the Healing Code of Conduct.

7. Presentation

7.1 People attending a private sitting must be asked whether it will be their first experience of a sitting: if this is the case, then an explanation of what to expect must be given.
7.2 Award-holders must always remain in front of the congregation or audience during a public service or demonstration. An award-holder must not move amongst the congregation or audience during the proceedings.
7.3 Award-holders must not read a prepared address or prayers during a service of religious worship, with the exception of the official services contained in the SNU Ministers' Handbook.

8. Platform Dress Code

1. When appearing on the platform it is important that exponents present themselves well. Whilst there are no 'hard and fast' rules, speakers, demonstrators, Chairpersons and any other persons appearing on the platform should dress appropriately for the occasion, because what is worn on the platform should be complementary to their work as exponents of the SNU and as representatives of Spiritualism.
2. Chairpersons have a responsibility to ensure that professional standards are achieved and maintained during events and should be aware that the SNU dress code applies to them also, as representatives of the body.
3. All platform workers should remember that they are representatives of the body. Appearance, posture, demeanour, manner of sitting and standing are all part of good presentation. Decorum and professionalism should be displayed at all times in order to present a pleasant picture that will allow members of the audience to feel relaxed and enable them to enjoy the event to the full.

9. Trance Mediumship

Award-holders should be aware that trance mediumship is not recognised in law. The law does not recognise the third party working: the responsibility and liability rest with the medium. However, it is recognised that some mediums work in the spiritcontrolled state of consciousness (trance) and where this is practised it is mandatory that all trance mediums should comply with the provisions of Schedule 7 of these Byelaws.

SCHEDULE 5

CODE OF CONDUCT FOR HOLDERS OF PAS AND CAAS ACCREDITATION

1. Interpretation

1.1 **SNU** - The Spiritualists' National Union.

1.2 **Union** - The Spiritualists' National Union.

1.3 **Accreditation-holder -** For the purpose of this Schedule only, this term means a holder of any accreditation scheme, excluding the Healing Accreditation Scheme.

1.4 **Church** – For the purpose of this Schedule only, this term includes Churches, Pioneer Centres and other organising bodies.

2. Objects

2.1 To act in a manner which promotes and encourages the practice, study and investigation of the art, science, religion and philosophy of Spiritualism as based upon the Seven Principles.

2.2 To act in a manner at all times to bring credit to Spiritualism and the Union.

3. Advertising and Promotion

3.1 Accreditation-holders must not use the letters PAS or CAAS as an appendage to their name.

3.2 Accreditation-holders should endeavour to ensure that their accreditation is promoted/announced precisely.

3.3 Accreditation-holders should endeavour to make it clear in what category their accreditation was granted, i.e. speaking, demonstrating or administration.

4. Accreditation-holders and the Law

4.1 All accreditation-holders must observe the laws of the country in which they are working.

4.2 The relevant law in the UK is enshrined within trading standards and consumer protection legislation. In case of doubt the accreditation-holder should state the facts of any problems encountered to the head office of the Union and seek guidance.

4.3 It is essential that every accreditation-holder, particularly anyone who practises outside of an affiliated body or Pioneer Centre, understands and observes the law

as it relates to mediumship. Disregard of the law may result in legal difficulties for anyone involved.

5. Ethics and Courtesy

5.1 Accreditation-holders must show loyalty, respect and support to the SNU at all times in all verbal, written and electronic communications, including in social networking sites.

5.2 The SNU wishes to ensure that the impact of mediumship is properly understood: accordingly, accreditation-holders must maintain the highest standards of competence and conduct.

5.3 Accreditation-holders must remember that they have a responsibility to perform in consoling the bereaved, assisting people when they are at their lowest ebb and being relied upon to be truthful and caring at all times.

5.4 Accreditation-holders must not pretend to be in communication with the spirit world if they are not: it is morally wrong to do so.

5.5 An accreditation-holder who wishes to take another exponent (who has not been booked) to participate in a service must obtain prior permission from the body.

5.6 When taking a booking accreditation-holders should advise the body how much they charge for expenses and how much their fee will be.

5.7 An accreditation-holder who does not receive a reminder from a body must try to contact a Church representative to confirm the booking: if unable to do so, then the award-holder is not obliged to attend.

5.8 Accreditation-holders must make every effort to keep bookings: however, if it becomes necessary to cancel a booking, they must inform the body and (if giving less than fourteen days' notice) they should offer a replacement if possible.

5.9 An accreditation-holder who honours a booking but finds that the body has double-booked is entitled to receive expenses.

5.10 (1) Accreditation-holders must not allow their accreditation to be used in connection with psychic fairs or similar events.

(2) Accreditation-holders may take part in any Spiritualist or psychic activity on licensed premises provided that in the room where the activity is being held there is no open bar and alcoholic drinks are not consumed.

5.11 When giving a private sitting to a child under the age of 18 it is required to have a parent or legal guardian present for the benefit of both the accreditation-holder and the child. If no such person can be present, the sitting must not proceed.

6. SNU Policy

6.1 An accreditation-holder must not be a member of, help to run, or hold an appointment, award or accreditation of, an incompatible religious body.

6.2 An accreditation-holder must not take part in the management of a non-affiliated body whose meeting-place is within a distance of three miles of an affiliated body or Pioneer Centre.

6.3 An accreditation-holder must not serve, be a member of, hold an appointment, award or accreditation of, or take part in the management of, a body which imposes restrictions on the accreditation-holder's services to the Union or its affiliated bodies or Pioneer Centres.

6.4 An accreditation-holder must not use the accreditation in a manner which constitutes serious misconduct harmful or potentially harmful to the Union or any part thereof.

6.5 Accreditation-holders must behave with integrity, courtesy, dignity and discretion. Their attitude should be competent and sympathetic, hopeful and positive at all times.

6.6 Accreditation-holders must not claim an ability to contact a particular individual in spirit.

6.7 Accreditation-holders must not make predictions during mediumistic communication.

6.8 Accreditation-holders must not give a communication of a harmful or distressing nature.

6.9 Accreditation-holders must treat as strictly confidential all information of a personal nature which is confided to them.

6.10 Accreditation-holders are entitled to place after their names the abbreviation appropriate to their accreditation, subject to 3.1.

6.11 (1) The use of any object (including the use of flowers previously touched by the recipient) during the course of a demonstration of mediumship shall not be allowed: the use of such aids shall be limited to experimental sessions for training purposes only.

(2) During private sittings mediums shall use only their mediumistic faculties and the use of objects is forbidden.

7. Presentation

7.1 People attending a private sitting must be asked whether it will be their first experience of a sitting: if this is the case, then an explanation of what to expect must be given.

7.2 Accreditation-holders must always remain in front of the congregation or audience during a public service or demonstration. An accreditation-holder must not move amongst the congregation or audience during the proceedings.

7.3 Accreditation-holders must not read a prepared address or prayers during a service of religious worship, with the exception of the official services contained in the SNU Ministers' Handbook.

8. Platform Dress Code

1. When appearing on the platform it is important that exponents present themselves well. Whilst there are no 'hard and fast' rules, speakers, demonstrators, Chairpersons and any other persons appearing on the platform should dress appropriately for the occasion, because what is worn on the platform should be complementary to their work as exponents of the SNU and as representatives of Spiritualism.
2. Chairpersons have a responsibility to ensure that professional standards are achieved and maintained during events and should be aware that the SNU dress code applies to them also, as representatives of the body.
3. All platform workers should remember that they are representatives of the body. Appearance, posture, demeanour, manner of sitting and standing are all part of good presentation. Decorum and professionalism should be displayed at all times in

order to present a pleasant picture that will allow members of the audience to feel relaxed and enable them to enjoy the event to the full.

9. Trance Mediumship

Accreditation-holders should be aware that trance mediumship is not recognised in law. The law does not recognise the third party working: the responsibility and liability rest with the medium. However, it is recognised that some mediums work in the spirit-controlled state of consciousness (trance) and where this is practised it is mandatory that all trance mediums should comply with the provisions of Schedule 7 of these Bye-laws.

SCHEDULE 6

SNU HEALING CODE OF CONDUCT

INTRODUCTION

This Healing Code of Conduct is compulsory for all Registered Healing Mediums. It is a very important document, vital for the image and presentation of healing within Spiritualism, and should be studied carefully. All Registered Healing Mediums must have a working knowledge of this Healing Code of Conduct and practise Spiritualist healing according to its contents. Healing has a very special part to play within Spiritualism and all Churches should ensure that their healers know how to obtain this Healing Code of Conduct.

Spiritualism is a religion, a science and a way of life enjoyed by many people in their churches or through Individual Membership of the Spiritualists' National Union. Spiritualist healing has always been part of its purpose and each Church has its own Healing Group holding healing services or clinics each week.

It is important that the confidence now being given to SNU healing by the medical profession is not undermined by anyone acting irresponsibly or selfishly. It is therefore the responsibility of each Spiritualist healing medium to be aware of the Healing Code of Conduct as given herein and the importance of always working within its confines. Healing mediums should note that any insurance cover applies only when they are giving healing according to the Healing Code of Conduct, which is obligatory. Healing should be given only in response to an invitation from the patient or the patient's representative.

1. Definitions

a. ‘Spiritualist healing mediumship’ and ‘healing mediumship’ mean a form of healing by the use of forces and energies from God directed through the spirit world and a Spiritualist healing medium by the laying on of hands on the body or the direction of thought from a distance or by prayer when the recipient is absent.

b. ‘Spiritualist healing medium’ means a person who practises Spiritualist healing mediumship.

c. ‘Trance Control healing’ means Spiritualist healing mediumship practised by a Spiritualist healing medium in a spirit-controlled altered state of consciousness.
d. ‘Trance Control healing medium’ means a person who practises trance control healing mediumship.
e. ‘Registered Healing Medium’ means a Spiritualist healing medium who is for the time being entered on the Union's Register of Accredited and Trainee Healing Mediums.
f. ‘Recipient’ means a person receiving healing, whether as a patient, as a client or in any other capacity.
g. ‘Prescribed minimum training’ means not less than fifty practical training sessions completed in a continuous period of not more than three years.
h. ‘Supervision’ means the monitoring of a Registered Trainee Healing Medium by at least one Registered Accredited Healing Medium who is not at the same time administering healing.
i. ‘Receptionist’ means a person appointed by the Church Committee who has signed a confidentiality agreement.
j. ‘Third party’ means an adult (not necessarily a Spiritualist healing medium).

2. Preface

2.1 This Healing Code of Conduct is compulsory for all Registered Healing Mediums. It is a very important document, vital for the image and presentation of healing mediumship within Spiritualism, and should be studied carefully.

2.2 All Registered Healing Mediums must have a working knowledge of this Healing Code of Conduct and practise Spiritualist healing according to its contents.

2.3 Healing mediumship has a very special part to play within Spiritualism and all Churches should ensure that they retain ample stocks of this Healing Code of Conduct for issue to their healing mediums.

3. Introduction

3.1 The SNU Mission Statement is:

> “To promote the Religion and Religious Philosophy of Spiritualism as based upon the Seven Principles.”

3.2 Spiritualism is a religion, a science and a way of life enjoyed by many people in their Churches or through Individual Membership of the Spiritualists’ National Union. Spiritualist healing mediumship has always been part of its purpose and each Church has its own Healing Group holding healing services or clinics each week.

3.3 It is important that the confidence now being given to SNU healing mediumship by the medical profession is not undermined by anyone acting irresponsibly or selfishly. It is therefore the responsibility of each Spiritualist healing medium to be aware of the Code of Conduct as given herein and the importance of always working within its confines. Healing mediums should note that any insurance cover applies only when they are giving healing according to the Code of Conduct, which

is obligatory. Healing should be given only in response to an invitation from the recipient or the recipient's representative.

4. Healing Practice

4.1 No members of a Healing Group of a Church, Kindred Body or Pioneer Centre and no Individual Members shall be permitted to practise healing mediumship under the auspices of the Union or of any of its Churches, Kindred Bodies or Pioneer Centres unless they are a Registered Accredited Healing Medium or a Registered Trainee Healing Medium working under the personal supervision of a Registered Accredited Healing Medium.

4.2 Registered Trainee Healing Mediums who are not members of a Healing Group of a Church, Kindred Body or Pioneer Centre shall not be permitted to practise healing mediumship under the auspices of the Union unless they are an Individual Member working under the supervision of an online trainer who is appointed by the Healing Committee and is a Registered Accredited Healing Medium.

4.3 An Individual Member who is a Registered Healing Medium shall not be permitted to practise healing mediumship within a Church, Kindred Body or Pioneer Centre unless invited by it to do so.

4.4 Church members who are a Registered Healing Medium shall be permitted to practise healing mediumship only under the auspices of the Healing Group of a Church, Kindred Body or Pioneer Centre to which they have been duly appointed.

4.5 The minimum standards set out in this Code of Conduct identify appropriate behaviour for healing mediums and are intended to protect the public when they are given healing.

4.6 Healing mediumship does not include massage, manipulation, the use of instruments, crystals, drugs, other remedies, the practice of communicating mediumship or psychic surgery. It does include contact, distant and absent healing mediumship. All healing mediums are expected to behave appropriately, take responsibility for their own actions and uphold public confidence in healing. Contact and distant healing mediumship produce exactly the same results. Distant healing mediumship can be given when the healing medium and the recipient are both present in the same room or both are live online at the same time.

4.7 The term ‘recipient’ is used in these Bye-laws to refer to the person receiving healing but all Registered Healing Mediums are allowed to use the word “patient” or “client”.

4.8 An established set of procedures will be used whenever a complaint about a healing medium needs to be investigated, followed by the possibility of disciplinary action if this Healing Code of Conduct has been breached.

4.9 A healing medium who is the subject of a complaint must co-operate with the investigating body when called upon to do so, making all effort to comply with the procedures and timescales required.

5. Duties and Functions of the Healing Committee in relation to Spiritualist Healing Mediumship

The Healing Committee's remit is to carry out the duties and functions assigned to it, subject to any directions given to it by the National Executive Committee.

a. To promote and encourage the practice, study and investigation of the art and science of Spiritualist healing mediumship.
b. To work as far as possible in co-operation with the medical profession.
c. To encourage and support Churches, Kindred Bodies and Pioneer Centres to commence and maintain Spiritualist Healing Groups.
d. To raise standards of healing mediumship within the Union.
e. To provide the prescribed minimum training in this discipline.
f. To perform such other duties and functions as may be assigned to it from time to time by the National Executive Committee.

6. Trainee Healing Mediums

6.1 There are two types of trainee healing medium:

a. Supervised
b. Recipient-certified

Recipient-certified status must be approved by the Healing Committee.

6.2 A supervised trainee can be under the supervision of either a Church or an Individual Member of the SNU who is also a Registered Accredited Healing Medium. Those who are Church-supervised will be appointed to the Church Healing Group and under the supervision of either the Healing Group Leader or a Committee-appointed trainer who is also a Registered Accredited Healing Medium.

Supervised trainees must have their logbooks signed by their supervisors.

6.3 Recipient-certified trainees receive their training online by a Healing Committeeappointed online trainer who is also an Individual Member of the SNU and a Registered Accredited Healing Medium.

All trainees who wish to follow the recipient-certified route must have the permission of the Healing Committee.

Recipent-certified trainees must have their logbooks signed by the recipient.

6.4 All trainers, whether Church, Individual Member or online, must have been a Registered Accredited Healing Medium for a period of not less than one year.

A third party must always be present when Spiritualist healing is taking place. Online Spiritualist healing does not require a third party to be present.

7. Healing Group Leader's Responsibilities and Duties

7.1 A Healing Group Leader must be a Registered Accredited Healing Medium and have been a Registered Accredited Healing Medium for not less than one year. The Healing Group Leader has responsibilities to the Church Committee, the healing mediums working within the Church and the recipients.

7.2 It is the responsibility of the Healing Group Leader to be up to date with all the changes and legislation that Spiritualist healing mediums have to know about in order to help the trainee healing mediums complete their training successfully. If a Registered Healing Medium is visiting a recipient on behalf of the Church, then appropriate records should be kept with the Church healing records. As the Registered Healing Medium is visiting on behalf of the Church, it is up to the Committee to discuss whether a charge can be made and who pays the Registered Healing Medium's expenses. It is recommended that a list be kept with the healing records as to which Registered Healing Medium is visiting which recipient.

8. The Church Committee

8.1 The Healing Group Leader is an ex-officio member of the Church Committee and can vote on all issues arising, not just healing matters.

8.2 The Committee, which appoints the Healing Group Leader each year, has the right to re-appoint the existing Healing Group Leader or not, depending on the Leader's conduct and ability to deal with problems the previous year.

8.3 The Healing Group Leader must bring to the Committee annually the names of healing mediums wishing to continue healing in the Church, whereupon the Committee either agrees or not as the case may be. The names of any persons wanting to join as a trainee healing medium also have to be brought to the Committee and voted on. The Healing Group Leader may recommend the Committee to accept these people, or if the Healing Group Leader has doubts as to their suitability, then these concerns must also be brought to the Committee.

8.4 If the Committee wishes to bring a matter to the attention of healing mediums, then it should be done through the Healing Group Leader; similarly, if the healing mediums want a matter to be brought before the Committee, they should do it through the Healing Group Leader. In this way the Healing Group Leader acts as a liaison between the Committee and the Registered Healing Mediums. This is because the Healing Group Leader is primarily responsible for the conduct of healing mediums and the healing service, although the Committee retains overall responsibility.

8.5 Any complaint regarding a healing medium whilst carrying out the required duties must be sent in writing to the SNU.

8.6 The Healing Group Leader must ensure that the healing records are kept accurately and in a secure place and remain confidential.

8.7 The Healing Group Leader should be familiar with the Rules for Churches, especially the section on healing mediumship.

8.8 The Healing Group Leader should make sure that the only healing given within a Church is by a Registered Healing Medium.

8.9 The Healing Group Leader should be aware of the Safeguarding policy and should know where to find this document in the Church.

9. Healing Group Leaders Healing Group Leaders should:

1. interview potential healing mediums to ascertain their intentions and see whether they would be an asset to the Church/Centre Healing Group. They should give a full explanation of what the training period entails and the coursework they would need to complete. They must be a full or associate member of the Church, although by the time they go for upgrade they must be a full member and have signed the Membership Roll Book.
2. ensure that potential healing mediums, if accepted by the Church Committee, register with the SNU, complete the five pre-healing training sessions and start SH1 before they start healing within the Church/Centre.
3. oversee the trainees' development, instructing them in healing mediumship according to the Healing Code of Conduct and helping them to understand it. The trainees should also be helped to understand healing mediumship, the flow of healing energy and the different aspects and methods of healing mediumship, how to greet recipients and explain healing mediumship to a recipient who is having healing for the first time (initial contact), the duties of a receptionist, and the importance of keeping accurate, confidential records, as they may be called to act as receptionist in certain circumstances.
4. ensure that they or the trainer can see and hear the trainee at all times when healing duties are being conducted and are not carrying out healing themselves.
5. ensure that the trainee's logbook is kept up to date.
6. ensure that all Registered Healing Mediums comply with the Healing Code of Conduct and that they treat all recipients with courtesy and respect.
7. check that each Registered Healing Medium's registration is up to date.
8. ensure that all members of the Healing Group comply with the dress code for healing mediums.

10. The Recipient

It is the Healing Group Leader's responsibility to:

1. ensure that every recipient is treated with consideration and respect and that confidentiality is maintained;
2. ensure that:-

   (i) all recipients are given a copy of the 'What Happens Next' card to read prior to their first healing treatment;
   (ii) the current version of the ‘What Happens Next’ card is on display at all times.

3. answer any questions recipients may have regarding their treatment.

11. Healing Group Leaders/Trainers

11.1 Healing Group Leaders have the responsibility of running the Healing Group and supervising trainees. However, some Church Committees, in consultation with the Healing Group Leader, may delegate the training of trainee healing mediums to an Accredited Healing Medium trainer who is appropriately qualified.

11.2 It must be understood that in accordance with the Healing Code of Conduct healing mediums may refuse to give healing to a person or animal if they feel it is inappropriate to treat them. Similarly, a person may refuse to receive healing from a healing medium.

12. Advertising

Registered Healing Mediums may advertise that they offer a general healing service. They must not specify healing for any particular condition or claim a ‘cure’ for any.

13. Medical Ethics and Integrated Care Boards

13.1 At present complementary therapies, including Spiritualist healing mediumship, are legal in Great Britain.

13.2 Anyone has the right to request complementary therapy treatment.

13.3 Qualified medical practitioners are allowed to refer patients to therapists providing they understand the therapy and remain responsible for the patients' health.

13.4 There are various organisations using complementary therapies; the list includes the National Health Service (NHS), private facilities, residential homes and hospices.

14. UK Integrated Care Boards

In theory, local GPs via the Integrated Care Boards could refer patients to complementary and alternative medicine practitioners and fund the therapies. However, the likelihood is that this will be sporadic and apply only to those therapists on the register of a regulatory body. Registered Healing Mediums and other therapists with specific qualifications may voluntarily register with either the Complementary and Natural Healthcare Council or the General Regulatory Council for Complementary Therapies.

15. Trance Control Healing Mediumship

15.1 Trance control healing mediumship as defined within this Healing Code of Conduct means a trance state where the healing medium is in a spirit-controlled altered state of consciousness. This is a special state of partnership between the healing medium and the spirit control where a strong bond of mutual trust and respect has developed, usually over many years.

15.2 It is recognised that some healing mediums work in the spirit-controlled altered state of consciousness (trance) and where this is practised it is mandatory that the following criteria be observed:

1. All healing applications must be on a private appointment basis.
2. An adult third party must be present at all times during the healing session.
3. Public demonstrations of trance control healing mediumship may be held in accordance with the provisions of Schedule 7 of Bye-laws G.
4. Registered Trainee Healing Mediums are not permitted to practise trance control healing mediumship.

16. Safeguarding

16.1 The SNU Safeguarding policy applies to all affiliated bodies and all Spiritualist healing wherever it is carried out.

16.2 All Spiritualist healing mediums must watch the SNU 'Introduction to Safeguarding' film, as it is important for Spiritualist healing mediums to be aware of the different types of abuse and the possible signs of abuse.

16.3 If a Spiritualist healing medium has any Safeguarding concerns, they must pass this on in accordance with the Safeguarding policy, Part 2, 'Referral Procedures', and make notes using the referral form, which is available on the SNU website.

Individuals must NOT carry out their own investigation. Complete confidentiality is essential.

Serious concerns or allegations should be passed on immediately to the police or social services.

17. Code of Practice

17.1 Registered Healing Mediums must always:

1. seek to improve their knowledge and abilities;
2. be respectful and courteous to others;
3. take responsibility for the relationship they have with those who receive their healing and ensure that the trust placed in them is upheld;
4. recognise their own limitations and seek help from those with greater skills and experience where required;
5. maintain suitable working conditions where they give healing and ensure that these are safe and meet local authority regulations where required;

6. ascertain, whenever necessary, that recipients have sought medical advice and advise, where appropriate, that they do so;
7. be ready to co-operate with the medical profession. Registration as a Spiritualist healing medium gives an assurance to doctor and patient that they are a person of integrity, sincerity, knowledge and ability. This responsibility cannot be ignored;
8. understand and act within the law as it relates to healing (for example, confidentiality, access to recipients' records, data protection, consent to treatment, Safeguarding, the sale of remedies, herbs, medicines, supplements, oils, etc., and the treatment of animals).

N.B. Refer to Section 2 of this booklet, 'Healing and the Law'.

17.2 All Registered Healing Mediums working in the UK are insured through the SNU and to this end a comprehensive insurance cover has been effected by the Union for its Registered Healing Mediums.

17.3 Registered Healing Mediums resident outside of the UK should have professional indemnity insurance relevant to the country in which they practise.

18. Dress Code

18.1 All healing mediums and receptionists should dress appropriately for the occasion. Smart casual is acceptable. They shall not wear white coats or anything that gives the impression that they are a medical practitioner.

18.2 Healing Group Leaders have a responsibility to ensure that professional standards are achieved and maintained during Healing Services and should be aware that the SNU dress code applies to them also, as representatives of the body.

18.3 All healing mediums should remember that they are representatives of the body. Appearance, posture, demeanour, manner of sitting and standing are all part of good presentation. Decorum and professionalism should be displayed at all times in order to present a pleasant picture that will allow members of the public to feel relaxed and enable them to enjoy the event to the full.

19. 'What Happens Next' Card

19.1 The healing medium must be aware of and abide by the 'What Happens Next' card, paying particular attention to the 'Contact Area' which is indicated on the card.

19.2 The 'What Happens Next' card reads as follows:-

> "Welcome to our healing service. Spiritualist healing mediumship is a complementary therapy and works alongside any medical advice you have been given, NOT in place of it. Before you sit with one of our healing mediums there are a few things you need to know.
> To complete your healing record card our Receptionist will ask you a few questions. As soon as a healing medium is available you can receive your healing. You will not be asked to remove any clothing; however, if you are

more comfortable taking off a jacket or coat, please do so. The same applies to glasses.

The healing medium will sit or stand near to you and will ask for your permission to place hands upon you. Look at the diagram on the reverse of this card, which shows the permissible contact area. However, if you prefer no physical contact the healing medium will simply sit near you to administer the healing.

The healing treatment will then be conducted in silence. If you have any questions, please ask the Receptionist now, as the healing medium will not want to enter into a long discussion before the treatment begins. If you have any questions or observations, ask them after the session is completed. Please relax and enjoy the experience of being connected to the divine healing energy."

20. Healing Record Cards

20.1 The pre-treatment section of the healing record card is to be completed by a designated Receptionist and the post-treatment section by the healing medium.

20.2 When completing the healing record card all those handling the cards need to be aware of their legal status in UK law or Scots law (where applicable), which requires that the confidentiality of the information is ensured at all times. Only those who have signed the confidentiality agreement are allowed access to this document. (See below in the 'Healing and the Law' section of this booklet.) Any information recorded by the Receptionist or healing medium must be kept to a minimum, indicating in the case of contact healing mediumship that permission had been given to touch and where contact was made on the recipient within the designated areas.

21. Registered Healing Mediums Must Never

1. undertake Spiritualist healing without having a third party present when healing is being conducted in person.
2. use titles or descriptions for themselves or their treatment that may mislead the public;
3. countermand instructions or prescriptions given by a doctor;
4. give or offer any other form of treatment or therapy in association with Spiritualist healing mediumship;
5. give healing if they are medically declared of unsound mind or are deemed by the Healing Group Leader to be medically or psychologically unfit to do so;
6. give healing as a Registered Trainee Healing Medium without being supervised by a Registered Accredited Healing Medium;
7. administer healing using couches or beds subject to the following requirements:-

   (i) if a person is receiving healing in a hospital, nursing home or their own home, distant healing should be considered as the most appropriate application;
   (ii) the healing medium must take into account any specific requirements which need to be applied owing to the prevailing restrictions of the place where the healing is

taking place. This may include the patient being in a bed or chair resulting from lack of mobility.

8. falsify healing record cards;
9. abuse or exploit a patient sexually, emotionally or in any other way whatsoever;
10. give healing when it is not safe or appropriate for the recipient or the healing medium. For the protection of healing mediums discretion and common sense must be used when carrying out healing with recipients who are mentally unstable, addicted to drugs or alcohol, severely depressed or hallucinatory. Such patients must be treated in the presence of another Registered Healing Medium; they must be treated with extreme caution and assessed on an individual basis. It may be advisable to suggest absent healing mediumship rather than contact healing mediumship;
11. discriminate on the grounds of gender, race, religion, political persuasion, sexual preference, age or disability.

22. Healing of Animals

Animals are welcomed to healing sessions but the following guidance must be followed at all times to ensure the safety of the healing medium and the animal:-

1. Ensure, when asked to give healing to an animal, that the treatment given is not construed to be 'veterinary surgery', i.e. diagnosis, giving advice based upon diagnosis or medical or surgical treatment. Where there is concern about the animal's health, the owner must be advised to consult a veterinary surgeon.
2. All animals must receive distant or absent healing only; no contact healing must take place.
3. All dogs must be on a lead held by the owner at all times.
4. Small animals, for example cats and rabbits, must be in a cage at all times.
5. It is advisable, where possible, to heal animals in a separate room in case a person attends who is allergic to animals.

23. Before Giving Spiritualist Healing Mediumship

23.1 Registered Healing Mediums must always:

1. ensure that there is a third party present when Spiritualist healing is being conducted in person.
2. check that the recipient has been shown the 'What Happens Next' card. If recipients have not been shown a 'What Happens Next' card, briefly explain to them that Spiritualist healing mediumship is complementary and not an alternative to standard medical treatment;
3. give the recipient a choice between distant healing mediumship and contact healing mediumship.
4. inform the recipient that the completion of the healing will be indicated to them verbally and no contact will be made.
5. ensure, when asked to give healing to an animal, that the treatment given is not construed to be 'veterinary surgery', i.e. diagnosis, giving advice based upon diagnosis or medical or surgical treatment. Where there is concern about the animal's health, the owner must be advised to consult a veterinary surgeon.

23.2 Registered Healing Mediums must never guarantee, promise, claim or imply a cure.

24. While Giving Healing

24.1 Registered Healing Mediums must always:

1. ensure that there is a third party present when Spiritualist healing is being conducted in person.
2. behave with decorum and propriety and remember that healing mediums are personally responsible for their actions. They must behave with courtesy, dignity, discretion and tact. Their attitude must be competent and sympathetic, hopeful and positive, thus encouraging an uplift in the recipient's mental outlook and a belief in a gradual progression towards wholeness. Hands must at all times be disciplined and controlled;
3. respect the views and beliefs of the recipient;
4. remember that religion should not be discussed by a healing medium unless the recipient or a member of the recipient's family raises the subject. It is obvious to recipients that the healing mediums are connected to a religion but recipients may have their own beliefs and respect must be shown;
5. act in an appropriate manner when attending a patient in hospital or a hospice (for example, obtaining the necessary permission, respecting the responsibility of the hospital or hospice for the patients in their care, carrying identification, giving healing without fuss or interruption to ward staff and other patients, and not wearing clothing which gives the impression of being hospital staff);
6. have a parent or legal guardian present when giving healing to a child under 18 (in Scotland, to a child under 16);
7. comply with the dress code for healing mediums.

24.2 Registered Healing Mediums must never:

1. give contact healing to persons without their specific consent;
2. ask a patient to remove any clothing;
3. touch the recipient to indicate that the healing is completed;
4. give communication and/or evidential messages from the spirit world either during healing mediumship or within the Healing Service;
5. give a diagnosis to a recipient;
6. advise or recommend that the recipient undergo a particular form of treatment (e.g. an operation or course of drugs) or interfere with the medical advice or treatment which the recipient is receiving.

25. After Giving Healing

Registered Healing Mediums must:

1. always keep clear notes of healing given to recipients on their record card;
2. always keep recipients' healing record cards in a locked secure place and retain them:-

i. in the case of an adult, for eight years after the last healing treatment; ii. in the case of children under 18, until their 26th birthday (in Scotland, in the case of children under 16, until their 24th birthday);
iii. expectant mother's records – until the child reaches the age of 26 (in Scotland, until the child reaches the age of 24).

3. never disclose them except on the authority of the President or the National Executive Committee. Under the Data Protection Act 2018 recipients have a right to request a copy of their healing record cards – healing mediums can redact anything they consider may adversely affect the recipient or that relates to another person before releasing the copy;
4. always keep confidential any information received from a recipient unless disclosure is required by law or in the public interest (for example, there is a risk that recipients may cause harm to themselves or to others or have harm caused to them).

26. Conclusions

26.1 Spiritualist healing mediums are aware that the healing energies are passed through them to the recipient's spirit. This then awakens the spirit to the responsibilities it has to its physical body and works towards bringing the whole being into harmony with the entire universe.

26.2 When this is achieved, the calming and harmonising effect can permeate the other levels of being.

26.3 This is why the first effects of Spiritualist healing mediumship can be seen as tranquillity, a more positive attitude and a loss of pain, all of which are indicators that the healing energies are having a positive effect upon the recipient.

26.4 In the experience of many healing mediums there has been no recorded adverse effect of healing energy interfering with pacemakers or any other such appliances.

26.5 This is where Spiritualist healing mediums differ from most other healers. They have an awareness of the origin of the healing energy, of their work as a medium for that energy and of the receipt of that energy with the recipient in the form most suited for the recipient to receive it. Spiritualist healing mediums do not heal: they allow the healing energy to pass through them. It is a simple and gentle act of commitment to aid the suffering of mankind, nature and animals in need.

SCHEDULE 7

SPIRITUALIST HEALING AND THE LAW

INTERPRETATION

In this document:-

(a) 'healing' means a form of healing by the use of forces and energies from God directed through the spirit world and a Spiritualist healing medium by the laying on of hands on the body or the direction of thought from a distance or by prayer when the recipient is absent;
(b) 'Registered Healing Medium' means a Spiritualist healing medium who is for the time being entered on the Union's Register of Accredited and Trainee Healing Mediums;
(c) 'recipient' means a person receiving healing, whether as a patient, as a client or in any other capacity.

LEGISLATION

It is essential that a Registered Healing Medium understands, and acts within, the law as it relates to healing practice.

When Registered Healing Mediums agree to provide healing to a recipient, they are in a position of trust and have a duty of care to the recipient.

This is the case irrespective of whether they have entered into a contract for payment for the service or the service is given free of charge.

It is not the function of this document to explain the legislation: it is not a statement of the law. The purpose of this document is to indicate the principal current laws affecting healing on which the Registered Healing Medium might need to consult the SNU.

Ignorance of the law is no defence.

All Spiritualist Healing Mediums must observe the laws of the country in which they are working.

LAWS GOVERNING CONFIDENTIALITY

Statutes which govern confidentiality and should be considered relevant to the activities of Registered Healing Mediums and Church-designated Receptionists include the **Access to Medical Reports Act 1988**, **Access to Health Records Act 1990** and the **Data Protection Act 2018**.

Access to Medical Reports Act 1988 (AMRA): Written consent from the recipient must accompany any request for a report on the recipient based on their records and prepared for a third party.
Access to Health Records Act 1990 (AHRA): Records must be kept for eight years after the last healing session or, in the case of a child, for eight years after their 18th birthday.

Data Protection Act 2018 (DPA 2018): The DPA 2018 sets out the framework for data protection law in the UK. It sits alongside the **General Data Protection Regulations** and tailors how the GDPR applies in the UK.

The **General Data Protection Regulations** (GDPR) is a compliance standard intended to strengthen data protection for individuals; it governs the control of personal and sensitive data, who has access and under what conditions. The provisions in respect of access to medical records may include the records of the Registered Healing Medium in some circumstances. It is good practice for the Registered Healing Medium to remember that patients may request to see their records and should then be allowed to do so, unless considered potentially harmful to the recipient.

In specified circumstances the law requires Registered Healing Mediums, medical practitioners, therapists and counsellors to attend court and disclose medical records and case notes and/or answer questions about the content of sessions. Registered Healing Mediums cannot therefore offer absolute confidentiality to recipients but need to explain that confidentiality is subject to certain limitations.

Adults can give their consent for Registered Healing Mediums to disclose information and may specifically request the Registered Healing Medium to do so. Confidentiality should not be breached without the recipient's prior written consent or unless the law requires it.

If a healing consultation relates to a case before a court of law the court may require the Registered Healing Medium to attend as a witness with any relevant documents.

The documents required by the court may include the Registered Healing Medium’s patient records. The court is likely to require copies of patients' record card or report well in advance of the court hearing. If the police have a warrant or court order, they may demand records and are likely to take originals.

If a Registered Healing Medium is called to court as a witness, the court may ask what the patient said or what occurred during a healing session and the Registered Healing Medium must answer truthfully. The court will usually understand and respect the wish of Registered Healing Mediums to maintain patient confidentiality and will only seek information that it considers absolutely necessary and relevant to the issues before the court.

Registered Healing Mediums must ensure that they comply with the **Data Protection Act 2018** (DPA 2018) in keeping records safely and securely. The SNU recommends keeping documents on paper under lock and key. When disposing of any records this must also be done securely.

The **Limitation Act 1980** states time scales for submitting a claim for damages and the **Record Management Code of Practice** 2021 forms the basis for most organisations to formulate their own policies for safekeeping and retaining records when treatment is completed. Based on current legislation, the SNU recommends that records be kept for:

Adults – 8 years from their last visit.
Children's records – to 26th birthday.
Expectant mother's records – until the child reaches the age of 26.

LAWS RELATING TO MEDICAL TREATMENT

A person may suddenly require urgent medical help; if this is the case, phone 999. If the Registered Healing Medium is concerned about a risk of harm to the person or others, contacting the police may be the most appropriate course of action.

Before administering healing, the Registered Healing Medium should obtain the person's consent to refer them to a GP or other agency if the Registered Healing Medium is concerned about a risk of harm to the person or others.

Treatment of any person without appropriate consent (unless in an emergency) may constitute an assault and the person giving healing may be held liable in criminal and/or civil law.

A Registered Healing Medium should **always obtain appropriate consent before offering contact healing**.

LAWS RELATING TO THE SAFEGUARDING AND WELFARE OF CHILDREN AND ADULTS

There are a number of laws, regulations and guidelines designed to protect those members of society unable to protect themselves in different situations.

You should also check you understand the current Safeguarding policy of the SNU and the referral systems set up to support members of the public, our volunteers and workers.

Everyone visiting an SNU church or building should expect the building to be safe and compliant with health and safety requirements. The **Health & Safety at Work, etc. Act 1974** imposes obligations and the **Occupiers' Liability Act 1984** imposes liabilities for failure to keep buildings safe which results in harm.

CHILDREN AND CHILD PROTECTION

An adult is a person 18 years of age or over. 16- or 17-year-olds may request confidentiality in the same way as adults.

Children under 16 may also be able to request confidentiality depending on their age, maturity and understanding. Confidentiality regarding younger children is always subject to the consent

of those with parental responsibility for them and to the law and guidance in force for professionals relating to child protection (see the further details below).

Parental responsibility varies for unmarried parents across the UK, depending on the date of birth registration. Parents who were married at the time of the birth automatically share parental responsibility.

It has always been thought that parents automatically have responsibility to consent for their child, but not necessarily:

- Married parents have equal responsibilities until the child is 18 (or is adopted).
- Divorce does not affect these rights.
- Those rights automatically transfer to adoptive parents.

In order to recognise the changing nature of society and the number of unwed couples with children the **Parental Responsibility Regulations 2002** were formulated. They state that, from specified dates:

- Unmarried fathers have equal rights providing they register the birth with the mother, regardless of marital status.
- Fathers of children born by assisted conception acquire rights in the same way as natural fathers.
- Same-sex partners may also have parental responsibility when in a civil partnership or marriage with the mother or acquire it in the same way as unmarried fathers.
- Parental responsibility may also be acquired by adoption, Residence Order, Child Arrangements Order or Guardianship Order.

The Local Authority has responsibility if a child is subject to any Care Order and has joint responsibility with prospective adoptive parents during the transition phase. As well as those who have parental responsibility for a child, children themselves, if 16 or 17, can legally give their own consent for treatment. However, since parental responsibility for children continues until the age of 18, we consider it best practice for Registered Healing Mediums to obtain consent for healing from those with parental responsibility for the child. If in doubt, do not give contact healing. This arrangement may differ in other countries.

If a Registered Healing Medium considers that a person with parental responsibility for a child may be neglecting his child's health and welfare or is at risk of harm or abuse, the Registered Healing Medium has a duty of care to advise the adult to seek appropriate medical care and/or report suspected neglect or abuse to the relevant authority, i.e. Social Services, the police or the ambulance service depending upon the condition of the child.

A Registered Healing Medium who treats a sick child under 16 knowing that no doctor has been consulted may run the risk of being accused of complicity if a serious illness is undiagnosed and the child suffers harm as a result. The **Children Act 1989** makes provision for the protection of children who are suffering or at risk of suffering significant harm. The term 'harm' includes ill-treatment or impairment of their health or impairment of their physical, intellectual, emotional, social or behavioural development. Causes of harm to children can be many and varied, including emotional or physical neglect and direct physical or sexual abuse.

VULNERABLE ADULTS

To ensure you understand what to do with a vulnerable adult, please refer to the SNU Safeguarding policy, which can be obtained from the SNU.

MIDWIFERY

All pregnant women can ask for Spiritualist healing without the consent of their midwife. They must sign the Healing Patient Record card, which states that Spiritualist healing is a complementary therapy and not an alternative.

PRESCRIBING REMEDIES, HERBS, MEDICINES, ETC.

Registered Healing Mediums must not prescribe anything regardless of qualifications they may have attained.

THE TREATMENT OF ANIMALS AND GIVING HEALING TO ANIMALS

Section 19 of the **Veterinary Surgeons Act 1966** provides, subject to a number of exceptions, that only registered members of the Royal College of Veterinary Surgeons (RCVS) may practise veterinary surgery. 'Veterinary surgery' is defined within the Act as follows:

'"Veterinary surgery" means the art and science of veterinary surgery and medicine and, without prejudice to the generality of the foregoing, shall be taken to include:

1. The diagnosis of diseases in, and injuries to, animals, including tests performed on animals for diagnosis purpose.

2. The giving of advice based on such diagnosis.

3. The medical or surgical treatment of animals.

4. The performance of surgical operations.

In 2004 the RCVS recognised that, on the above basis, healing does not include practising veterinary surgery; it may be available to animal owners who request it. The proviso is that a Registered Healing Medium must always:

1. Ask owners of animals brought for healing whether a veterinary surgeon has been consulted, and

2. If a veterinary surgeon has not been consulted and there is reason for concern about the health of the animal, advise the owner to consult a veterinary surgeon.

3. Update the Healing Record Card, getting the owner to sign.

NEVER:

Diagnose disease in, or injuries to, animals.
Give advice based on such diagnosis.

Countermand any instructions or medicines given by a veterinary surgeon.

Registered Healing Mediums should also keep in mind that:

1. For healing to be given in the knowledge that veterinary advice has not been sought even though there is reason for concern about the health of the animal could lead to prosecution under the **Veterinary Surgeons Act 1966**.

2. The **Animal Welfare Act 2006** imposes an obligation on anyone aware that an animal is clearly in need of veterinary treatment to advise the owner to obtain this.

3. The administration of first aid in an emergency for the purpose of saving life or relieving pain is permissible.

CONSUMER RIGHTS ACT 2015

Spiritualist healing given in SNU Churches is an integral part of our religious activities; it is therefore unlikely to be classed as a service provided under the terms of the **Consumer Rights Act 2015**, Chapter 4.

If a fee is charged by a Registered Healing Medium outside the ambit of a Church, e.g. in his own or the recipient's home, then this could constitute a contract for the supply of services.

Contracts do not have to be in writing, nor for a fixed amount, but must fulfil ALL of the following:

"The main components of a valid contract in contract law are:

- A mutual intent to create a legally binding agreement

- An offer to make a contract that is accepted
- The exchange of something of value in both directions (consideration)

In addition to these fundamental principles contract law also states that:

- Parties to a contract must be of sound mind
- The purpose of the agreement must be lawful
- The parties to the contract must consent to making a legal relationship" (contactlaw.co.uk)

Whether in a Church or privately, the recipient (consumer) has a right to expect the Registered Healing Medium to "perform the service with reasonable care and skill". Any failure to do so could give rise to a claim for negligence. Registered Healing Mediums in the UK are protected by the SNU insurance from the costs of defending such claims.

Registered Healing Mediums resident outside the UK should have professional indemnity insurance relevant to the country in which they practise.

HEALING CONSULTATIONS

If an individual pays a Registered Healing Medium for a private consultation, then this will be a contract for the supply of goods or services for money or money's worth. If the consumer (the patient) deems those goods or services to be "defective" or claims to have suffered some psychological or other harm as a result of the consultation, then it could potentially lead to a prosecution or a civil action for damages.

Again, it is likely that most people paying for a private healing consultation are fully aware of what they are paying for and are not likely to have been misled into taking a transactional decision they would not otherwise have taken but there are still a number of precautions which should be observed. Registered Healing Mediums should state at the outset that what they are undertaking is a form of scientific experiment, that results cannot be guaranteed and that the recipient is undertaking this of their own free will and accord.

SCHEDULE 8

SPIRIT-CONTROLLED TRANCE MEDIUMSHIP

Spirit-controlled mediumship is often referred to as trance mediumship; however, the spirit control is the primary object. The medium being able to achieve an altered state of consciousness is a prerequisite to the spirit being able to establish 'control'.

Control is the object; trance is the enabler.

The mind of the controlling spirit blends with the mind of the medium, who is in a passive and receptive altered state of consciousness. The medium is receptive and willing to be used by the 'spirit controls'. The medium can stop this control at any time.

One of Spiritualism's first pioneers, Andrew Jackson Davis, worked in a mesmeric-induced, entranced state; however, in 1847 he declared that he no longer needed a mesmerist to enable him to move into that state and declared that "by his own will alone he could move into what he called 'the Superior Condition' ".

As the gradual coming together of minds takes place with the medium's permission, the controlling spirit operatives establish control. The personality and presence of the controlling spirit should be evident to all present. The medium will experience various levels of consciousness ranging from a very light altered state to an extremely passive one where the medium will have little awareness of what is taking place. This form of mediumship usually takes quite a long time to develop to the level where the medium can become purely a passive observer.

The control is not just of the voice: the spirit operative can, and often does, animate the body of the medium with different mannerisms and movement which can be observed. From the medium's point of view, the entranced state is the suspension of ordinary consciousness of external surroundings, which can best be described as a semi-conscious state in which the entranced person has subdued the ability to employ normal powers of observation.

Perceptive mental mediumship is primarily used to provide personal communication and evidence of survival, whereas control mental mediumship brings forward the higher spirit teachings and healing to benefit all of mankind. The latter brings ideas and teaching to provide mankind with the opportunity to make a difference for good in our world. Inspirational speaking should not be confused with spirit-controlled speaking.

The following list is a summary of the most common uses; however, it is not exclusive:

- Speaking facilitates:
  - Evidential communication; o

Philosophical discourse; ○
Spirit teachings; ○
Answering of questions.

- Writing.
- Composing and playing musical instruments.
- Painting or drawing.
- Healing.

Spirit-controlled mediumship is used in three different scenarios: public demonstrations, the address in a Divine service and private sittings. SNU-affiliated bodies should, ideally, obtain a recommendation from a respected source as to a suitable spirit-controlled medium.

Public Demonstrations and Address in a Divine Service Organising bodies must observe the following points:

- Demonstrations of spirit-controlled mediumship must be by prior arrangement with the organising body's consent.
- Ensure that the Committee appoint members to steward the event.

Immediately prior to the demonstration:

- Give a short explanation of what could take place during the demonstration, stating that all demonstrations of spirit-controlled mediumship are experiments.
- Announce at the beginning that if someone has the need to leave, they should attract the attention of a steward.

Private Sittings
Organising bodies must observe the following point:

- Private sittings utilising spirit-controlled mediumship must be by prior arrangement with the organising body's consent.

Trance Healing
Trance healing is recognised as an integral part of Spiritualist healing and it is recognised by the SNU that some mediums work in the spirit-controlled state. It is covered by the SNU Public Liability insurance provided that such healing is done in accordance with the SNU Code of Conduct.

Public Demonstrations of Trance Healing
Organising bodies must observe the following points:

- Demonstrations of trance healing must be by prior arrangement with the organising body's consent.
- Ensure that the Committee appoint members to steward the event

Immediately prior to the demonstration:

- Give a short explanation of what could take place during the demonstration, stating that all demonstrations of spirit-controlled mediumship are experiments.
- Announce at the beginning that anyone who has the need to leave should attract the attention of a steward.

Trance Healing Private Sittings

Organising bodies must observe the following points:

- Trance healing private sittings must be by prior arrangement with the organising body's consent. The person conducting the sitting must be an SNU-Accredited Healing Medium.
- An adult third party must be present at all times to act as a witness.

BYE-LAWS, Section H

March 2026

APPOINTMENTS

ARRANGEMENT OF PARAGRAPHS

Part I. Preliminary

1. Nature of Appointments
2. General Conditions of Appointments

Part II. Procedure and Qualifications for Appointments

3. Ministership
4. Officiancy
5. Approved Celebrancy under the Marriages (Scotland) Act 1977
6. The Fellowship
7. Approved Assessors
8. Approved Teachers
9. AFC Course Organiser
10. AFC Tutor

Part III. General

11. The Congress of the Ministry
12. Interpretation

Schedule 1 Code of Conduct for Holders of SNU Appointments

PART I. PRELIMINARY

1. Nature of Appointments

The appointments listed below are made by the Union, subject to the provisions of Part II of these Bye-laws:-

(a) *Ministership*

The Ministership of the Spiritualists' National Union is accorded to those who have been selected as worthy to represent Spiritualism by their bearing and example as

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Ministers of Religion. Ministers are not appointed to specific districts or affiliated bodies.

(b) *Officiancy (OSNU)*
The Officiancy is granted to those who are considered capable of conducting Ministerial services such as marriages, funerals and namings.

(c) *Approved Celebrancy*
The Approved Celebrancy is granted to Officiants in Scotland who are considered suitable to be nominated to the General Register Office for Scotland for this position.

(d) *Fellowship (FSNU)*
The Fellowship is granted to those who have shown an especially high standard of knowledge of the religion, philosophy or science of Spiritualism.

(e) *Assessor (ASNU)*
The appointment of Assessor is granted to those who have satisfactorily completed the prescribed training course and assessment.

(f) *Teacher (TSNU)*
The appointment of Teacher is granted to those who have satisfactorily completed the prescribed training course and assessment.

(g) *AFC Course Organiser*
The appointment of AFC Course Organiser is granted to those who have satisfactorily completed the prescribed interview.

(h) *AFC Tutor*
The appointment of AFC Tutor is granted to those who have satisfactorily completed the prescribed training and assessment.

2. General Conditions of Appointments

(1) No person shall be eligible to apply or be recommended for any appointment who is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body.
(2) All appointments may be made to fully paid-up Individual Members of the Union only.
(3) All holders of an appointment are expected to conduct themselves at all times as a worthy representative of the Spiritualists' National Union. In particular they must

abide by the Code of Conduct for Holders of SNU Appointments set out in Schedule 1 of these Bye-laws.

(4) Any holder of an appointment may upon the recommendation of the appropriate committee be designated by the National Executive Committee as 'Retired' on the grounds of age or infirmity.

(5) All appointments shall lapse automatically on the termination of the holder's Individual Membership.

(6) All Ministerial regalia and identity cards shall remain the property of the Union and shall be returned upon cessation of the appointment.

(7) Any previous holder of an appointment who has been re-accepted into Individual Membership may apply for restoration of any lapsed appointment subject to such conditions as the National Executive Committee may from time to time determine.

(8) Any appointment may at any time be withdrawn, cancelled or suspended by resolution of the National Executive Committee, which shall not be obliged to state its reasons for such action. Such resolution shall be effective only if supported by three-fourths of the number of members present.

(9) Any complaint preferred against the holder of an appointment shall be dealt with in accordance with Bye-laws F. During such investigation the appointment may temporarily be suspended by resolution of the National Executive Committee.

PART II. PROCEDURE AND QUALIFICATIONS FOR APPOINTMENTS

3. Ministership

(1) The appointment of Ministers is by invitation of the National Executive Committee from among candidates who have satisfactorily completed the prescribed training and assessment. Applications from members desirous of appointment will not be entertained.

(2) Candidates for training for the Ministership may be proposed by:-

(a) District Councils;
(b) Branches of the Union;
(c) Churches;
(d) Pioneer Centres;
(e) Ministers;
(f) such other bodies as the National Executive Committee may think appropriate;

and such proposals shall be submitted to the Ministry Development Committee.

(3) The Ministry Development Committee must satisfy itself that at the date of proposal each person considered for training for the Ministership:-

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(a) has been for the preceding five years an Individual Member; (b) is a holder of a DSNU(S) or is studying for it; (c) is an Officiant.

(4) The Ministry Development Committee shall submit to the National Executive Committee for prior approval the names of all persons recommended for training for the Ministership.

(5) The training for the Ministership must be completed in a continuous period of not more than three years.

(6) Training may at any time be cancelled or suspended by resolution of the National Executive Committee upon a recommendation of the Ministry Development Committee.

(7) The Ministry Development Committee must satisfy itself that at the date of recommendation each person considered for appointment as a Minister:-

(a) has been for the preceding seven years an Individual Member;
(b) holds the DSNU(S);
(c) has passed either the Union Administration Course (G3) or the Ministers Administration Course (MAC1);
(d) has passed the Pastoral Care Course (PCC).

(8) Before being invited to become a Minister the candidate shall appear before a Ministers Assessment Panel appointed by the Ministry Development Committee. The Panel shall submit a recommendation to the Ministry Development Committee, which shall in turn submit a recommendation to the National Executive Committee.

(9) The panel must satisfy itself that all members proposed for appointment as a Minister:-

(a) have a personality suitable and competent to be able to act sympathetically towards those to whom they may be called upon to minister;
(b) have the ability to conduct a variety of Spiritualist services, including the giving of an address or talk on SNU Spiritualism;
(c) are available to conduct, and are capable of conducting with proper decorum, official services such as namings, marriages and funerals;
(d) are able to carry out with dignity and a due sense of proportion and responsibility the duties and powers accorded by law to Ministers of religion.

(10) The Ministership shall not become effective until the member concerned has:-

(i) signified in writing acceptance of the invitation of the National Executive Committee to such appointment and has been ordained by the President of the Union or a Minister to whom the duty is delegated by the President;

(ii) obtained an Enhanced DBS certificate or the equivalent.

4. Officiancy

(1) The appointment of Officiants is by invitation of the National Executive Committee from among candidates who have satisfactorily completed the prescribed training and assessment.

(2) (a) Candidates for training for the Officiancy may be proposed by:-

(i) District Councils;
(ii) Branches of the Union;
(iii) Churches;
(iv) Pioneer Centres;
(v) Ministers;

(vi) such other bodies as the National Executive Committee may think appropriate; (vii) themselves.

and such proposals shall be submitted to the Ministry Development Committee.

(b) Applications for training for the Officiancy must be made on the prescribed form to the Ministry Development Committee.

(3) Before being invited into training the candidate shall appear before a panel appointed by the Ministry Development Committee. The Panel shall submit a recommendation to the Ministry Development Committee, which shall in turn submit a recommendation to the National Executive Committee.

(4) The Ministry Development Committee must satisfy itself that at the date of proposal each person considered for training for the Officiancy:-

(a) has been for the preceding three years an Individual Member; (b) holds the CSNU(s) or is studying for it.

(5) The Ministry Development Committee shall submit to the National Executive Committee for prior approval the names of all persons recommended for training for the Officiancy.

(6) The training for the Officiancy must be completed in a continuous period of not more than five years.

(7) Training may at any time be cancelled or suspended by resolution of the National Executive Committee upon a recommendation of the Ministry Development Committee.

(8) The Ministry Development Committee must satisfy itself that at the date of recommendation to the National Executive Committee each person considered for appointment as an Officiant:-

(a) has been for the preceding four years an Individual Member;
(b) holds the CSNU(s);
(c) prior to attendance at an Area Board has passed the Church Leadership and Management Course (LM1);
(d) prior to attendance at an Area Board has passed at Grade A the Ministerial Duties Course (MD1);
(e) prior to attendance at an Area Board has satisfactorily completed practical training.

(9) Before being invited to become an Officiant the candidate shall appear before a Ministers Assessment Panel appointed by the Ministry Development Committee. The Panel shall submit a recommendation to the Ministry Development Committee, which shall in turn submit a recommendation to the National Executive Committee.

(10) The Ministry Development Committee must satisfy itself that each member proposed for appointment as an Officiant is available to conduct, and is capable of conducting with proper decorum, official services such as namings, marriages and funerals.

(11) The Officiancy shall not become effective until the member concerned has:-

(i) signified in writing acceptance of the invitation of the National Executive Committee to such appointment and the Service of Acceptance has been conducted by the President of the Union or a Minister to whom the duty is delegated by the President;
(ii) obtained an Enhanced DBS certificate or the equivalent.

5. Approved Celebrancy under the Marriages (Scotland) Act 1977

The nomination of Officiants in Scotland as Approved Celebrants is by invitation from the National Executive Committee from among candidates who have satisfactorily completed the prescribed training and assessment for the Officiancy and have obtained an Enhanced Disclosure Scotland certificate.

6. The Fellowship

(1) The Fellowship is granted by the National Executive Committee only to a holder of an Advanced Diploma on the basis of an individual thesis on some subject connected with Spiritualism.

(2) The thesis should normally be of at least 20,000 words and be suitable for publication. Only a thesis of exceptional standard will be accepted. Only in

exceptional circumstances will the Fellowship be granted retrospectively for work already completed before the date of application for the Fellowship, which shall not include work commissioned by the Union or done in the course of SNU Committee duties.

(3) Applications for the Fellowship must be made to the Education & Exponents Committee, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(4) The appointment of the Fellowship shall not be effective until the member concerned has signified in writing acceptance of the invitation of the National Executive Committee to such appointment.

(5) The National Executive Committee require as a condition of appointment to the Fellowship that the copyright in the thesis be assigned to the Union on such terms as the National Executive Committee consider fair.

7. Assessor

(1) The appointment of Assessor is granted by the National Executive Committee to holders of a Diploma in Administration, Demonstrating, Healing or Speaking and a Diploma as an Assessor who have satisfactorily completed the prescribed training and assessment.

(2) Applications for the appointment must be made on the prescribed form to the Secretary of the Education & Exponents Committee, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(3) The appointment of Assessor shall not be effective until the member concerned has signified in writing acceptance of the invitation of the National Executive Committee to such appointment.

8. Teacher

(1) The appointment of Teacher is granted by the National Executive Committee to holders of a Diploma in Administration, Demonstrating, Healing or Speaking and a Diploma as a Teacher who have satisfactorily completed the prescribed training and assessment.

(2) Applications for the appointment must be made on the prescribed form to the Secretary of the Education & Exponents Committee, accompanied by the prescribed fee and such other information as the Education & Exponents Committee may from time to time require.

(3) The appointment of Teacher shall not be effective until the member concerned has signified in writing acceptance of the invitation of the National Executive Committee to such appointment.

9. AFC Course Organiser

(1) The appointment of AFC Course Organiser is granted by the National Executive Committee to those who have been an AFC Tutor for not less than three years and have satisfactorily completed the prescribed interview.
(2) Applications for the appointment must be made on the prescribed form to the Secretary of the Collegiate Committee, accompanied by such information as the Collegiate Committee may from time to time require.
(3) The appointment of AFC Course Organiser shall not be effective until the member concerned has signified in writing acceptance of the invitation of the National Executive Committee to such appointment.

10. AFC Tutor

(1) The appointment of AFC Tutor is granted by the National Executive Committee to holders of a Diploma in Demonstrating, Healing or Speaking and a Diploma as a Teacher who have satisfactorily completed the prescribed training and assessment.
(2) Applications for the appointment must be made on the prescribed form to the Secretary of the Collegiate Committee, accompanied by the prescribed fee and such other information as the Collegiate Committee may from time to time require.
(3) The appointment of AFC Tutor shall not be effective until the member concerned has signified in writing acceptance of the invitation of the National Executive Committee to such appointment.

PART III. GENERAL

11. The Congress of the Ministry

(1) There shall be a Congress of the Ministry, consisting of all Ministers, Officiants and trainee Officiants of the Union, which shall consider, advise upon, and make recommendations to the National Executive Committee on, the spiritual and religious aspects of Spiritualism and their promotion throughout the Union.
(2) The Congress of the Ministry shall meet not less than once a year. A Minister appointed by the Ministry Development Committee shall preside as Chairperson at the meeting.

12. Interpretation In these Bye-laws:-

(1) The term ' incompatible religious body ' means any religious organisation which:-

(a) does not include within its objects, principles or statement of beliefs the advancement of the religion and religious philosophy of Spiritualism on the basis of the Seven Principles or other principles deemed by the National Executive Committee to be compatible with the Seven Principles; or

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(b) incorporates within its title, principles or statement of beliefs any reference to the principles, beliefs, religious leader, symbols, trappings or practices of any other religion or religious denomination; or

(c) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or

(d) permits a body or person falling within (a), (b) or (c) above to be accepted into affiliation or association with, or membership of, such organisation.

(2) The term 'member' in relation to an incompatible religious body shall include a person who regularly attends its services for the purpose of pursuing its beliefs.

(3) The term 'Individual Member' means a subscribing member, being an individual Spiritualist. Except where the context indicates otherwise the term shall refer to a person accepted into full membership.

(4) The term "the appropriate committee" means:-

(a) for matters concerning Ministers, Officiants and Approved Celebrants, the Ministry Development Committee;

(b) for matters concerning Fellows, the Education & Exponents Committee.

(5) The term 'regalia' means the Ministerial insignia and scarf.

SCHEDULE 1

CODE OF CONDUCT FOR HOLDERS OF SNU APPOINTMENTS

1. Interpretation

1.1 **SNU** - The Spiritualists' National Union.

1.2 **Union** - The Spiritualists' National Union.

1.3 **Church** – For the purpose of this Schedule only, this term includes Churches, Pioneer Centres and other organising bodies.

2. Objects

2.1 To act in a manner which promotes and encourages the practice, study and investigation of the art, science, religion and philosophy of Spiritualism as based upon the Seven Principles.

2.2 To act in a manner at all times to bring credit to Spiritualism and the Union.

3. Advertising and Promotion

3.1 Holders of appointments must not use any title or description which is calculated to give the impression that they are a Minister, Reverend, Officiant, Celebrant or the like unless they hold such appointment from the Union.

3.2 Holders of appointments must not use any title or description which is calculated to give the impression that they are a medical practitioner or a university graduate or hold any other professional qualification unless they hold such qualification from a bona-fide and generally recognised institution.

3.3 Holders of appointments should endeavour to ensure that the appointment which they have is promoted/announced precisely.

3.4 Where appropriate, holders of appointments must also endeavour to make it clear in what category their appointment was made, i.e. speaking, demonstrating, healing, administration, teaching or assessing.

4. Holders of Appointments and the Law

4.1 All holders of appointments must observe the laws of the country in which they are working.

4.2 The relevant law in the UK is enshrined within trading standards and consumer protection legislation. In case of doubt the holder of an appointment should state the facts of any problems encountered to the head office of the Union and seek guidance.

4.3 It is essential that every holder of an appointment, particularly anyone who practises outside of an affiliated body or Pioneer Centre, understands and observes the law as it relates to mediumship and healing. Disregard of the law may result in legal difficulties for anyone involved.

5. Commitment, Ethics and Courtesy

5.1 Holders of appointments must remember that they are ambassadors for the Spiritualists' National Union and therefore must show loyalty, respect and support to the SNU at all times in all verbal, written and electronic communications, including in social networking sites.

5.2 Holders of appointments within the SNU Ministry must ensure that they endeavour to attend all updating events which deal with the ongoing growth of the Ministry, such as Continuous Personal and Professional Development sessions and the Ministers Congress.

5.3 Holders of appointments, especially members of the SNU Ministry, must remember that they have a responsibility to perform in consoling the bereaved, assisting people when they are at their lowest ebb and being relied upon to be truthful and caring at all times.

5.4 The SNU wishes to ensure that the impact of mediumship is properly understood: accordingly, holders of appointments must maintain the highest standards of competence and conduct.

5.5 Holders of appointments must not pretend to be in communication with the spirit world if they are not: it is morally wrong to do so.

5.6 A holder of an appointment who wishes to take another exponent (who has not been booked) to participate in a service must obtain prior permission from the body.

5.7 When taking a booking holders of appointments should advise the body how much they charge for expenses and how much their fee will be.

5.8 A holder of an appointment who does not receive a reminder from a body must try to contact a Church representative to confirm the booking: if unable to do so, then the appointment-holder is not obliged to attend.

5.9 Holders of appointments must make every effort to keep bookings: however, if it becomes necessary to cancel a booking, they must inform the body and (if giving less than fourteen days' notice) they should offer a replacement if possible.

5.10 A holder of an appointment who honours a booking but finds that the body has double-booked is entitled to receive expenses.

5.11 (1) Holders of appointments must not allow their appointments to be used in connection with psychic fairs or similar events.

(2) Holders of appointments may take part in any Spiritualist or psychic activity on licensed premises provided that in the room where the activity is being held there is no open bar and alcoholic drinks are not consumed.

5.12 When giving a private sitting to a child under the age of 18 it is required to have a responsible adult present for the benefit of both the holder of the appointment and the child. If no such person can be present, the sitting must not proceed.

6. SNU Policy

6.1 A holder of an appointment must not be a member of, help to run, or hold an appointment, award or accreditation of, an incompatible religious body.

6.2 A holder of an appointment must not take part in the management of a nonaffiliated body whose meeting-place is within a distance of three miles of an affiliated body or Pioneer Centre.

6.3 A holder of an appointment must not serve, be a member of, hold an appointment, award or accreditation of, or take part in the management of, a body which imposes restrictions on the appointment-holder's services to the Union or its affiliated bodies or Pioneer Centres.

6.4 A holder of an appointment must not use the appointment in a manner which constitutes serious misconduct harmful or potentially harmful to the Union or any part thereof.

6.5 Holders of an appointment must behave with integrity, courtesy, dignity and discretion. Their attitude should be competent and sympathetic, hopeful and positive at all times.

6.6 A holder of an appointment must not claim an ability to contact a particular individual in spirit.

6.7 A holder of an appointment must not make predictions during mediumistic communication.

6.8 A holder of an appointment must not give a communication of a harmful or distressing nature.

6.9 Holders of an appointment must treat as strictly confidential all information of a personal nature which is confided to them.

6.10 Holders of an appointment are entitled to place after their name the abbreviation appropriate to their award, or in the case of the Ministership use the title of 'Minister' in front of their name, subject to 3.1.

6.11 (1) The use of any object (including the use of flowers previously touched by the recipient) during the course of a demonstration of mediumship shall not be allowed: the use of such aids shall be limited to experimental sessions for training purposes only.

(2) During private sittings mediums shall use only their mediumistic faculties and the use of objects is forbidden.

6.12 Holders of Healing appointments must also comply with the Healing Code of Conduct.

7. Presentation

7.1 People attending a private sitting must be asked whether it will be their first experience of a sitting: if this is the case, then an explanation of what to expect must be given.

7.2 Holders of appointments must always remain in front of the congregation or audience during a public service or demonstration. A holder of an appointment must not move amongst the congregation or audience during the proceedings.

7.3 Holders of appointments must not read a prepared address or prayers during a service of religious worship, with the exception of the official services contained in the SNU Ministers' Handbook.

8. Dress Code

When appearing on the platform it is important that exponents present themselves well. Whilst there are no 'hard and fast' rules, speakers and demonstrators should dress appropriately for the occasion, because what is worn on the platform should be complementary to their work as exponents of the SNU and as representatives of Spiritualism itself.

Chairpersons have a responsibility to ensure that professional standards are achieved and maintained during events and should be aware that the SNU dress code applies to them also, as representatives of the body.

All platform workers should remember that they are representatives of the body. Appearance, posture, demeanour, manner of sitting and standing are all part of good presentation. Decorum and professionalism should be displayed at all times in order to

present a pleasant picture that will allow members of the audience to feel relaxed and enable them to enjoy the event to the full.

Ministers and Officiants:

Ministers and Officiants are required to wear their insignia whenever they are taking part in a Spiritualist public service.

The prayer scarf should only be worn when taking part in an event where the general public are in attendance outside of normal SNU Church services, such as funerals, weddings, namings and any events in the community where the person is attending as a representative of the SNU Ministry.

An exception to the above is that if a Ministerial service is taking place within a Church, such as an Ordination or Officiancy Service, then those members of the Ministry who are on the platform should also wear their prayer scarf in addition to their insignia.

BYE-LAWS, Section I

December 2024

CONSTITUTION OF SNUi

ARRANGEMENT OF PARAGRAPHS

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Part I. PRELIMINARY

1. Objects

The objects of SNUi are:-

(1) To promote and advance the religion and religious philosophy of Spiritualism which is understood to recognise the following Principles:-

(a) The Fatherhood of God.
(b) The Brotherhood of Man.
(c) The Communion of Spirits and the Ministry of Angels.
(d) The Continuous Existence of the Human Soul.
(e) Personal Responsibility.
(f) Compensation and Retribution Hereafter for all the Good and Evil Deeds done on Earth; and
(g) Eternal Progress Open to every Human Soul.

(2) To promote internationally the study and practice of Spiritualism as a science, a philosophy and a religion.
(3) To provide and maintain a dedicated website as a means of intercommunication between the Union and members.
(4) To provide access to information, education, training and other facilities.
(5) To encourage members to take an active role in the Union and work to promote Spiritualism in their own community.
(6) To foster friendship between Spiritualists through a network of contacts and mutual support.

2. Duties

(1) SNUi shall be a Branch of the Union and shall perform such functions and responsibilities as may from time to time be resolved by the National Executive Committee.
(2) SNUi shall not without the written consent of the National Executive Committee or Officers of the Union

(a) pledge the credit of the Union; or
(b) take any action in respect of which it may reasonably be anticipated that legal proceedings may be taken against the Union or SNUi or any member or members thereof in that capacity.

(3) It shall be the duty of SNUi to report forthwith to the Union any matter coming to its knowledge which appears to it to be liable to involve the Union in financial liability or to bring discredit on the Union or on the Spiritualist movement, and any legal dispute which may affect SNUi or the Union generally.

PART II. MEMBERSHIP

3. Membership

Any persons of 18 years of age and over are eligible for membership of SNUi.

4. Application for Membership

(1) An application for acceptance into membership shall be made to SNUi via the head office of the Union in such form as may from time to time be prescribed by the Union, shall contain such information as that Committee may reasonably require, and shall be accompanied by the prescribed subscription.

(2) All applications shall be submitted to the SNUi Committee, who may accede to, defer or reject any application without explanation.

5. Suspension and Termination of Membership

(1) A person shall be suspended from membership who is suspended from membership by the National Executive Committee.

(2) The membership of a person shall be terminated in any of the following events, namely:-

(a) death;
(b) dissolution of SNUi;
(c) receipt by SNUi of written or emailed notice of resignation;
(d) removal from membership by the National Executive Committee;
(e) failure after due notice to pay the subscription;
(f) loss of the qualifications which entitled the person to membership;

Provided that the termination of membership from any cause shall not affect the right of the Union to enforce payment of debts and the fulfilment of other obligations incurred before the date of such termination.

6. Subscriptions

(1) Each member shall be liable to pay to the Union an annual subscription of such amount as may be decided from time to time by the National Executive Committee.

(2) (a) The first subscription shall be payable on acceptance into membership. Subscriptions thereafter shall be payable annually on the anniversary of the first subscription.

(b) When any subscription has been overdue for one month or more notice of the fact shall be given to the member concerned. If the subscription has not been paid within one month after the service of such notice the membership shall be terminated.

PART III. THE COMMITTEE

7. Composition and Functions

(1) The affairs of SNUi shall, subject to any directions given by the National Executive Committee, be administered by the Committee, which shall consist of the following members appointed annually by the National Executive Committee:-

(a) a Chairperson;
(b) a Vice-Chairperson;
(c) a Secretary;
(d) the SNUi National Councillor;
(e) a National Representative Coordinator;
(f) such other members as may be appointed from time to time by the National Executive Committee.

All members of the Committee shall hold office until the termination of their appointment by the National Executive Committee.

(2) Every member of the Committee shall be an Individual Member.

(3) No persons shall be or become a member of the Committee unless they have signed and returned to the head office of the Union a form of acceptance for position before taking up office. The form shall require appointees to declare that:-

(a) they are qualified for the position in accordance with sub-paragraph (2) above;
(b) they are willing to carry out the duties of the position;
(c) they accept the obligation to maintain the confidentiality of the Committee's business;
(d) they accept their obligations to the Union and SNUi as contained in paragraph 10 of these Bye-laws;
(e) they are not a Registered Sex Offender;
(f) they have not received and they are not awaiting a conviction in relation to a criminal offence for which a custodial sentence could have been imposed;
(g) they have not received and they are not awaiting a conviction in relation to a fraud-related offence;
(h) they will notify the Chairperson and Secretary of SNUi if they no longer fulfil the requirements of any of clauses (c) to (g);
(i) they will resign if their duties and loyalties to another organisation conflict with their duties and loyalties to the Union or SNUi.

8. Duties and Obligations

The duties and obligations of the members of the Committee shall include the following:-

(1) *Obligations to the Union*

All members of the Committee, both collectively and individually, shall show loyalty and allegiance to the Union and the Seven Principles, uphold its constitution and fulfil the SNUi's and their constitutional and financial obligations to the Union.

(2) *Obligations to the SNUi*

All members of the Committee shall show loyalty and allegiance to SNUi, attend regular meetings of the Committee, maintain the confidentiality of its business, take a due share in its work and at all times conduct themselves as representatives of SNUi.

(3) *Acceptance of Obligations*

Every member of the Committee shall be deemed to have accepted the obligations in (1) and (2) above as a condition of eligibility for office.

(4) The Chairperson shall:-

(a) be responsible to the Committee for the supervision of the work of SNUi and for the despatch of business between meetings of the Committee;
(b) preside at all meetings of the Committee;
(c) be responsible for taking all possible action to ensure that the obligations in (1) and (2) above are met. The Vice-Chairperson shall deputise for the Chairperson.

(5) The Vice-Chairperson shall deputise for the Chairperson.
(6) The Secretary shall be responsible to the Chairperson and the Committee for the routine work of SNUi, including the keeping of attendance registers and minutes of all Committee meetings, the conduct of correspondence and such other duties as may be allocated by the Committee.
(7) The National Representative Coordinator shall be responsible to the Committee for coordinating the activities of the National Representatives appointed for each non-UK country under Bye-laws A.

9. Meetings of the Committee

(1) The Committee shall hold a meeting not less than four times in each year on such dates as may be decided by the Committee. Not less than 21 days' written notice shall be given of the date and time of each meeting.
(2) The National Executive Committee Representative to SNUi shall be in attendance at all meetings of the Committee.
(3) All members of the Committee are expected to take part in its regular meetings, to maintain the confidentiality of its business, to take a due share in its work, both at meetings and by correspondence, and at all times to conduct themselves as representatives of the Committee.
(4) A resolution in writing signed by all members of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. If no reply is received by the SNUi Secretary from any member within fourteen days after being given a notice by the SNUi Secretary specifying the proposed resolution the signature of such member shall not be required to make such resolution effective, providing always that it is actually signed by a sufficient number of members to form a quorum.
(5) The quorum for a meeting of the Committee shall be the smallest number which is a majority of the members of the Committee.

10. Cessation of Committee Membership

The position of any members of the Committee shall be vacated:-

(a) if for any reason they lose the qualifications which entitled them to be appointed; or
(b) if by notice in writing to the Union they resign; or

(c) if they are medically declared of unsound mind; or
(d) by resolution of the National Executive Committee; or
(e) if the position is declared vacant by the Complaints Committee in pursuance of Bye-laws F; or
(f) if a receiving order is made against them or they make any arrangement or composition with their creditors.

11. Vacancies

Any casual vacancy shall be filled without delay by the National Executive Committee. Any persons so appointed shall serve for the unexpired term of office of their predecessor.

PART IV. FINANCE

12. Income

The income of SNUi shall be derived from:-

(a) subscriptions;
(b) donations;
(c) such other sources as the Committee may, with the approval of the National Executive Committee, from time to time think appropriate.

13. Expenditure

(1) The expenditure of SNUi shall be under the control of the National Executive Committee.
(2) Members of the Committee and other persons shall be entitled to have refunded to them all reasonable expenses incurred by them in carrying out their duties on behalf of SNUi.

PART V. COMPLAINTS

14. Complaints

All complaints arising within SNUi shall be referred to the Union to be dealt with in accordance with the appropriate Bye-laws.

PART VI. MISCELLANEOUS

15. Safeguarding Policy

The SNUi, its Committee, all Individual Members and members working on behalf of the SNUi and all persons organising or participating in SNUi activities must comply with the requirements of the Union's Safeguarding policy.

16. General Data Protection Regulations (GDPR)

SNUi must comply with the requirements of the Union's GDPR policy.

17. Accredited Representatives at General Meetings of the Union

The Committee shall appoint one of its members as its accredited representative to attend and vote at general meetings of the Union. The name and address of such shall be notified to the head office of the Union by the SNUi.

18. SNUi National Councillor

The Committee shall appoint not later than 30th April biennially one of its members as SNUi National Councillor. The term of office shall be from 1st June following appointment to 31st May of the second year thereafter.

19. Reports

(1) It shall be the duty of the SNUi Secretary on behalf of the Committee to submit to the Union not later than 1st July in each year a report on the work of SNUi for inclusion in the Annual Report of the Union for the preceding year.

(2) It shall be the duty of the SNUi National Councillor on behalf of the Committee to submit periodical reports as and when required to the Council Director for presentation to the Council.

20. Records

The Committee shall keep the following records:-

(a) details of membership;
(b) minutes of all proceedings of the Committee.
(c) attendance of committee members at Committee meetings.

21. Interpretation

In these Bye-laws "member' means a subscribing member of SNUi.

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