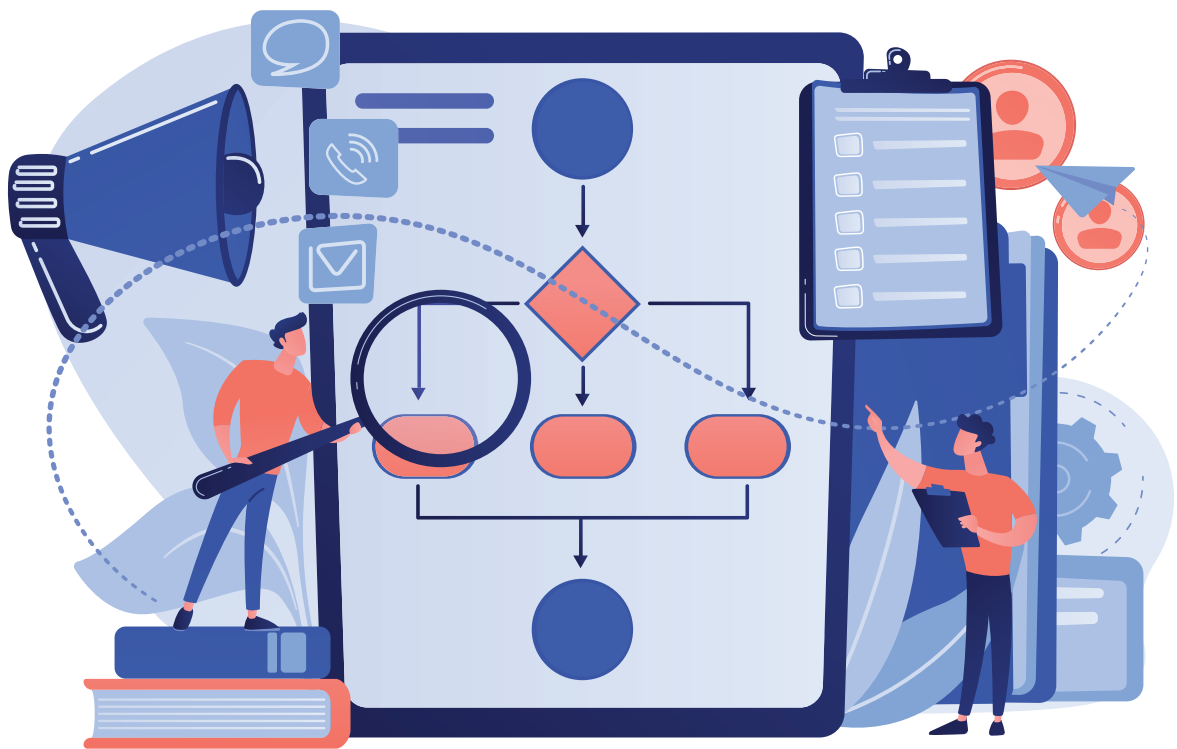


RULES FOR CHURCHES 2022



England & Wales Edition



www.snu.org.uk

THE SPIRITUALISTS' NATIONAL UNION

**RULES FOR ALL CHURCHES IN ENGLAND
AND WALES AFFILIATED TO THE
SPIRITUALISTS' NATIONAL UNION
WITH SUPPLEMENTARY NOTES**

These Rules and supplementary notes have been approved by the National Executive Committee of the Spiritualists' National Union and this edition takes effect from 1st June 2022. They are prepared in accordance with the provisions of the Memorandum and Articles of Association and Bye-laws of the Spiritualists' National Union AND ARE TO BE OBSERVED BY ALL CHURCHES IN ENGLAND AND WALES IN ACCORDANCE WITH THEIR TERMS OF AFFILIATION. All Churches and their members are bound by the Memorandum and Articles of Association and Bye-laws of the Union in the same manner as if they were members of the Union.

These Rules supersede all previous editions, including any alterations, amendments or additions made thereto by the Union.

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Rule 1. Objects

The objects of the Church are to advance the religion and the religious philosophy of Spiritualism on the basis of the Seven Principles of SNU Spiritualism. [See Rule 2]

SUPPLEMENTARY NOTES

- 1. Charitable Status**
SNU Churches, with few exceptions, are required to be registered with the Charity Commission and further information and advice in connection with such registration can be obtained from the Union’s head office. Under no circumstances can the Church use the Union's charity number for claiming charitable exemption from VAT and other forms of tax.
- 2. Registration**
A Church, if not already registered as a place of religious worship, may be eligible to be registered for this purpose and subsequently for the solemnisation of marriages and for the appointment of Authorised Persons for Marriages: further information in this connection can be obtained from the Union’s head office. All Churches should display in a prominent place within the Church any Certificates in respect of such registrations.

Rule 2. Principles

The Church accepts the following SNU 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.

The Principles must be displayed in a prominent place within the Church and written in the Membership Roll Book. [See Rule 4(6)]

SUPPLEMENTARY NOTES

- 1. SNU Seven Principles**
Further information on, and an explanation of, the SNU Seven Principles are given in Schedule 1 to these Rules.

Rule 3. General Requirements

(1) Requirements of Affiliation

The Church must:-

- (a) abide by the Union's Memorandum and Articles of Association and Bye-laws;
- (b) comply with the current Rules for Churches;
- (c) not be in affiliation or association with, or in membership of, any other religious organisation, as defined in Rule 34(h);
- (d) not act in the manner of an incompatible religious body, as set out in Rule 34(g).

(2) Rules for Churches

(a) The Church must issue a copy of the current Rules for Churches free of charge to:-

- (i) every member of the Committee;
- (ii) any other member of the Church on request.

(b) A copy of the current Rules for Churches must be displayed on the notice-board.

(3) Title of Church

- (a) The title of the Church must begin with the geographical location of its meeting-place and include the word 'Spiritualist'.
- (b) Any change in the title of the Church must be approved by members in general meeting by a three-quarters majority motion with notice. No such change of title shall take effect without the written approval of the National Executive Committee.

(4) Church Activities

The Church must follow the requirements for Church activities as set out in Schedule 2 to these Rules.

(5) Policies and Policy Statements

The Church must follow the policies and policy statements referred to in Schedule 4 to these Rules.

(6) Indemnity

The Church and each of its members are deemed to give the Union an indemnity in the form given in Rule 34(w).

(7) Website and Social Media

Full Administrator access to any website and social media site must be given to:-

- (i) the designated Administrator;
- (ii) a member of the Committee other than the designated Administrator who is not a spouse, civil partner, child, parent, grandchild, grandparent, brother, sister, business or personal partner or employee of the designated Administrator.

(8) Data Protection Act 2018

The Church must comply with the requirements of the Data Protection Act 2018 when processing manual or electronic data. **[See Rule 15]**

SUPPLEMENTARY NOTES

1. Certificate of Affiliation (1)

A Certificate of Affiliation has been prepared by the Union for issue to all affiliated bodies, and all Churches should display this Certificate in a prominent place within the Church.

2. SNU Constitution (1a)

The Union's Memorandum and Articles of Association, Bye-laws and Rules for Churches can be purchased from the Union's head office or are available free of charge on the Union's website, www.snu.org.uk

3. Rules for Churches (2)

The National Executive Committee has 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. Title of Church (3)

An application for approval of a change in the title of the Church must be in writing to the Chief Administrative Officer of the Union and only following the passing of a three-quarters majority motion with notice by members in general meeting. The application must be signed by the Secretary and the Chairperson of the meeting at which the motion was passed and must include:-

- (i) a copy of the resolution;
- (ii) confirmation of the passing of the resolution.

5. Data Protection Act 2018 (8)

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulations (GDPR).

The use of personal data (i.e. data which relates to a living individual who can be identified from that data) is for the purpose of the day-to-day administration of the Church. This may include maintaining financial records of giving for audit and tax purposes, membership administration, membership rolls, volunteers, paid staff (for example cleaners, gardeners), committees and any contact lists that contain personal data.

Rule 4. Membership

- (1)

Classes of Members

The Church consists of Full (including Honorary) and Associate Members.
- (2)

Membership Restrictions

No person may become a member of the Church who:-

(a)

is a member of, helps to run, or holds any appointment, award or accreditation of, an incompatible religious body; **[See Rule 34(g)]**

(b)

is a Registered Sex Offender;

(c)

has an unspent conviction for an indictable offence;

(d)

has any outstanding charges for an indictable offence.
- (3)

Minimum Age for Membership

The minimum age for Full and Associate Membership is 18 years.
- (4)

Application for Associate Membership

(a)

The Committee may grant Associate Membership on written application to the Secretary. The Committee may accept, defer or refuse an application without giving reasons. The Secretary must notify each applicant in writing of the Committee's decision within 21 days of the meeting. **[See Rule 29]**

(b)

The Church must ensure that its Associate Members have access to the introductory course in Spiritualism run by a Church, a District Council or the Union.

(c)

No person may become an Associate Member who has not signed and returned an application form which includes 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; **[See Rule 34(g)]**

(iii)

is not a Registered Sex Offender;

(iv)

does not have an unspent conviction for an indictable offence;

(v)

does not have any outstanding charges for an indictable offence;

(vi)

will notify the President and Secretary of the Church on becoming a Registered Sex Offender or on being charged with an indictable offence.

(5)

Invitation to Full Membership

The Committee may invite any of the following into Full Membership:-

(a)

an Associate Member of at least six months' standing;

(b)

an Individual Member of the Union; **[See Rule 34(k)]**

(c)

anyone who is or was a Full Member of an SNU Church within the last twelve months. (This does not apply to a person removed from membership of an SNU Church.)

(6)

Membership Roll Book and Record

The Church must keep a Membership Roll Book. All Full Members must sign and date it to confirm their acceptance of the religion of SNU Spiritualism and the SNU Seven Principles. The Church must keep a separate record of each member's current address and subscription renewal date.

(7)

Start of Membership

Associate Membership starts from the date of acceptance by the Committee. Full Membership starts from the date of signing the Membership Roll Book.

(8)

Rights of Associate Members

An Associate Member has the same rights as a Full Member except the right:-

(i)

to move or second motions or amendments in general meetings;

(ii)

to vote;

(iii)

to nominate for the Committee;

(iv)

to be a member of the Committee.
- (9)

Honorary Members

(a)

The Church in general meeting may by a simple majority motion with notice elect as an Honorary Member any Full Member who has given long or distinguished service to the Church or to Spiritualism. Honorary Members have all the rights of Full Membership without payment of subscription but their honorary membership does not automatically entitle them to a position on the Committee.

(b)

An Honorary Member shall count as a Full Member for the purpose of calculating the Church's annual affiliation fee to the Union.

(c)

The Church in general meeting may by a three-quarters majority motion with notice remove an Honorary Member from the honorary position on the grounds of serious misconduct harmful or potentially harmful to Spiritualism, to the Union or to the Church.

(d)

The procedure for removal must be in accordance with the natural justice procedures as set out in Rule 31.

(10)

Affiliate Membership of the Union

All Full Members of the Church who are not already Individual Members of the Union shall automatically be Affiliate Members of the Union and will be registered as such by the Union upon receipt of the Affiliate Membership Return, unless they decline or resign from Affiliate Membership in writing to the Union.
- SUPPLEMENTARY NOTES**
1.

Indictable Offence (2d, 4c)

An indictable offence is an offence which can be tried before a jury in the Crown Court: it includes offences which may in certain circumstances be tried summarily (i.e. in a Magistrates' Court) but nevertheless remain capable of being tried at Crown Court. Information on indictable offences can be obtained from the Union.

2.

Introductory Course in Spiritualism (4b)

The Union's Introductory Course in Spiritualism can be obtained from the Union's head office. The Church may run the course itself or direct its Associate Members to a course being run elsewhere locally. Although completion of the Course is compulsory for service on the Committee, all members of the Church are advised of the benefits of this course for improving their knowledge of Spiritualism.

3.

Application Forms for Associate Membership (4c)

The application form for Associate Membership must be in the format contained in Appendix 1 to these Rules. The form shall be deemed to be validly signed and returned if:-

(a)

the form with an original signature is delivered to the Secretary;

(b)

an electronic copy of the form in (a) above is sent to the Secretary by email.

4.

Invitation into Full Membership (5)

There are no application forms for full membership, as this is only by invitation of the Committee. A decision not to invite an Associate Member into Full Membership does not terminate the Associate Membership, which will continue unaffected.

5.

Membership Roll Book (6)

A Membership Roll Book specially prepared for use in Churches can be purchased from the Union's head office.

6.

Full Membership Ceremony (7)

A form of service for receiving Associate Members into Full Membership of a Church can be found in the Minister's Handbook, which can be purchased from the Union's head office.

7.

Honorary Vice-Presidents (9)

There is no longer any provision in the Rules for Churches for electing a Church member to a position of Honorary Vice-President. Any existing Honorary Vice-Presidents are allowed to continue to hold this title until they cease to be members of the Church.
- 4
- 5

8. Affiliate Membership of the Union (10)

Affiliate Membership is a type of combined membership whereby full Church members, at no cost to themselves, are offered the opportunity to come into a closer relationship with the Union by becoming Affiliate Members of the Union. It is designed to make Church members feel that they belong not only to the Church but also to the Union, increase their participation in Union and district council affairs, strengthen communication throughout the Union and draw the Churches and the Union closer together.

This category of membership is voluntary and free of charge for Church members: there is no requirement to fill in any application form for this. Affiliate Members pay no fees and have the right to attend and speak at general meetings of the Union and its district councils, though they would have no voting rights at such meetings; they would also receive circulations via their Church.

Affiliate Membership is not available to Church members who are also Individual Members of the Union, since these two types of Union membership cannot be combined.

9. Church Membership Award

The Committee may grant a Church Membership Award to those persons who have been full members of the Church for a total period of at least twenty-five years. A template for the Certificate for this award may be downloaded from the Union's website or a printed version of the Certificate may be obtained from the Union's head office.

Rule 5. Suspension and Termination of Membership

(1) Suspension from Membership

- (a) A person shall be suspended from membership who:-
- (i) is charged with an indictable offence;
 - (ii) is suspended from membership by the National Executive Committee.
- (b) The Church must immediately notify the Union of any member charged with an indictable offence and of the outcome of the legal proceedings.
- (c) If the person is acquitted or the charge is withdrawn, membership shall be reinstated.
- (d) If the person is convicted, membership shall cease in accordance with (3)(a)(iv) below.

(2) Resignation from Membership

- (a) A person may resign from membership but only in writing delivered to the Secretary or President. Resignation takes effect on its receipt unless (b) below applies. **[See Rule 29]**
- (b) Any resignation(s) which would reduce the full membership to less than thirteen will not take effect until two months after written notification of the proposed resignation(s) to the Union.

(3) Cessation of Membership

- (a) A person ceases to be a member who:-
- (i) resigns in accordance with (2) above;
 - (ii) becomes a member of, helps to run, or acquires any appointment, award or accreditation of, an incompatible religious body; **[See Rule 34(g)]**
 - (iii) becomes a Registered Sex Offender;
 - (iv) is convicted of an indictable offence;
 - (v) is removed from membership by the National Executive Committee in accordance with Bye-laws C;
 - (vi) fails to pay the annual subscription under Rule 21;
 - (vii) is removed from membership by the Committee in accordance with (4) below. (This does not apply to a member of the Committee.) **[See Rule 16]**
- (b) Any person who has been removed from membership by the National Executive Committee will be debarred from eligibility for membership for a period to be decided by the National Executive Committee.
- (c) Any person who has been removed from membership by the Committee will be debarred from eligibility for membership for a period to be decided by the Committee.
- (d) Even after removal from membership the Church has the right to pursue a person for unpaid debts and unfulfilled obligations arising before such removal.

(4) Removal for Misconduct

- (a) Subject to (c) below, a person other than a member of the Committee may be removed from membership of the Church by the Committee. **[See Rule 16]**
- (b) The only grounds for removal by the Committee are serious misconduct harmful or potentially harmful to Spiritualism, to the Union or to the Church.
- (c) The procedure for removal must be commenced only with the prior written authorisation of the Union and within three months of such authorisation being given.
- (d) The procedure for removal must be in accordance with the natural justice procedures as set out in Rule 31.
- (e) A person may appeal to the Chief Administrative Officer of the Union against removal by the Committee on one or more of the following grounds:-
- (i) that there was a significant failure to follow the proper procedure;
 - (ii) that any findings of fact cannot be supported having regard to the evidence;
 - (iii) that the decision is unreasonable;
 - (iv) that there is new evidence, not available at the time of the decision, which renders such decision unreasonable. **[See Rule 27(4)]**
- (f) The removal does not take effect until 28 days after the date of written notification to the party of the decision. If the Chief Administrative Officer of the Union receives an appeal in writing against the removal within that period the removal will not take effect until the appeal is decided.

SUPPLEMENTARY NOTES

- 1. Suspension from Membership (1)**
Suspension from membership is an interim measure intended to protect the interests of the Church and its members pending the outcome of the natural justice procedures.
- 2. Indictable Offence (1a, 3a)**
An indictable offence is an offence which can be tried before a jury in the Crown Court: it includes offences which may in certain circumstances be tried summarily (i.e. in a Magistrates' Court) but nevertheless remain capable of being tried at Crown Court. Information on indictable offences can be obtained from the Union.
- 3. Resignation from Membership (2b)**
The Secretary is required to notify the Union immediately of any resignation(s) which would reduce the full membership to less than thirteen.
- 4. Procedures for Removal from Church Membership (3a and 4)**
Further information and advice in connection with implementing the procedures for removal from Church membership can be obtained from the Union.
- 5. Removal of Committee Member from Church Membership (4a)**
A member of a Church Committee may only be removed from membership of the Church after ceasing to be a member of the Committee.
- 6. Removal of Associate Member from Church Membership (4a)**
The grounds for termination of Associate Membership are identical to those for termination of Full Membership.
- 7. Union Authorisation (4c)**
In considering whether to authorise the procedures for removal the Union is concerned only to satisfy itself that there is a case to answer, not that the case has been made.

Rule 6. Annual General Meeting

- (1)** The Church must hold an Annual General Meeting not later than 30th April each year: members in general meeting must decide the month in which it is to be held by a simple majority motion with notice. The Committee must fix the date, time and place of the Annual General Meeting each year.
- (2)** The Church must give at least 6 weeks' notice of the Annual General Meeting either in writing or by email to every member. **[See Rule 29]**
- (3)** The Church must give at least 21 days' notice of the Annual General Meeting, together with the agenda (including any notices of motions) and an independently examined financial statement either in writing or by email to every member. This statement must be made up to the previous 31st December and must consist of a Balance Sheet, an Income and Expenditure Account and the independent examiner(s)' signed report. It may include any other accounts thought necessary and any notes to the accounts. **[See Rule 29]**
- (4)** The Committee must submit to the Annual General Meeting the Trustees' Annual Report and a report of the activities of the Church for the previous year. The Church must give a copy of the minutes to all members attending the meeting and to any member on request within seven days before the meeting.

SUPPLEMENTARY NOTES

- 1. Timetable for Church AGMs (2 and 3)**
A timetable is appended as Schedule 5 to these Rules to assist Churches in planning and meeting the deadlines for the various stages and procedures leading up to their Annual General Meetings.
- 2. Notice of AGM and Agenda (2 and 3)**
It is not permissible to use the notice-board alone as a means of giving notice of a general meeting or its agenda.
- 3. Trustees' Annual Report (4)**
The Committee, as the managing trustees of the Church, are required by the Charity Commission to prepare a Trustees' Annual Report and make it available to the public on request. The Trustees' Annual Report is a concise but comprehensive review of the activities of the charity prepared by the trustees for each accounting year: it explains what the charity is trying to do, how it is going about it, whether it has achieved its objectives and how it has carried out its aims for the public benefit. It also provides an opportunity to explain any figures in the accounts, such as fund-raising costs and their effectiveness.
Further information on the requirements for the Trustees' Annual Report is available from the Union's head office.
- 4. Receipts and Payments Account (4)**
A Receipts and Payments Account is not a satisfactory substitute for an Income and Expenditure Account as required under the Rules for Churches. A Receipts and Payments Account merely records incomings and outgoings without distinction between capital income and expenditure and ordinary income and expenditure, it does not make allowance for accruals and prepayments belonging to another accounting year, and it does not make it possible to arrive at any true figure for a surplus or deficit on the year's accounts; in addition, it does not make it possible for a proper Balance Sheet to be constructed, i.e. a balancing off of the Church's assets against its liabilities.

Rule 7. Other General Meetings

- (1)

The Church may hold general meetings other than the Annual General Meeting at regular intervals: members in general meeting must decide the months in which they are to be held by a simple majority motion with notice. The Committee must fix the date, time and place of each meeting.
- (2)

A general meeting may be called at any time by any of the following:-

(a)

the Committee;

(b)

any two Officers;

(c)

the Union, upon receipt by the Chief Administrative Officer of the Union of a request signed by 20 or one-third of the fully paid-up full members. The request must state the business to be dealt with and no other business must be included.
- (3)

(a)

The Church must give at least 21 days' notice of the date, time, place and agenda (including any notices of motions) either in writing or by email to every member. [See Rule 29]

(b)

If the meeting is called to deal with a motion to remove any member(s) of the Committee the Church must give notice only in writing or by email to every member. [See Rule 29]
- (4)

The Church must give the Chief Administrative Officer of the Union at least 21 days' notice of any general meeting called in accordance with 2(c) above. [See Rule 29]
- (5)

The Union may call, or instruct the Church to call, any general meeting in any way it considers appropriate. The Union must appoint an agent to chair the meeting.

SUPPLEMENTARY NOTES

1.

Number of Signatories (2c)

Where one-third of the fully paid-up full members is not a whole number, the required number of signatories is the next higher number, e.g. if the number of fully paid-up full members is 19, the required number of signatories would be 7.
2.

Notice of a General Meeting and Agenda (3a)

It is not permissible to use the notice-board alone as a means of giving notice of a general meeting or its agenda under 3(a) above.

Rule 8. Motions

- (1)

Three-Quarters Majority Motions with Notice

(a)

Three-quarters majority motions with notice are needed for Rules 3(3)(b), 4(9)(c), 20(6)(1)(i), 30(1)(a) and 31(2)(b).

(b)

The Secretary must receive a copy of the motion at least five weeks before the meeting at which it is to be moved.

(c)

The motion will be passed only if it is carried by a three-quarters majority of the votes cast.

(d)

The Church must notify the Union in writing of any successful motion within 21 days of the meeting. [See Rule 29]
- (2)

Three-Quarters Majority Motions without Notice

(a)

Three-quarters majority motions without notice are needed for Rules 32(1)(f), 32(3)(i) and 32(4)(d).

(b)

The motion will be passed only if it is carried by a three-quarters majority of the votes cast.
- (3)

Simple Majority Motions with Notice

(a)

Simple majority motions with notice are needed for Rules 4(9)(a), 6(1), 7(1), 9(5), 13(6), 19(5), 21(1), 22(5)(b), 22(6)(b)(i), 22(7) and 24(1)(c).

(b)

The Secretary must receive a copy of the motion at least five weeks before the meeting at which it is to be moved.

(c)

The motion will be passed only if it is carried by a simple majority of the votes cast.
- (4)

Simple Majority Motions without Notice

(a)

Simple majority motions without notice are required for all other matters.

(b)

Previous notice of the motion need not be given and it may be moved from the floor.

(c)

The motion will be passed if it is carried by a simple majority of the votes cast.

SUPPLEMENTARY NOTES

1.

Three-Quarters Majority Motions with Notice (1)

The term 'three-quarters majority motion with notice' is equivalent to and replaces the term 'special resolution' used in earlier editions of the Rules for Churches.
The written notice to the Union of any successful three-quarters majority motion with notice must be signed by the Church Secretary and the Chairperson of the general meeting at which the motion was passed.
2.

Simple Majority Motions with Notice (3)

The term 'simple majority motion with notice' is equivalent to and replaces the term 'ordinary resolution with special notice' used in earlier editions of the Rules for Churches.
3.

Simple Majority Motions without Notice (4)

The term 'simple majority motion without notice' is equivalent to and replaces the term 'ordinary resolution' used in earlier editions of the Rules for Churches.
4.

Motions, Amendments and Resolutions (1, 2, 3 and 4)

A booklet giving guidance on motions, amendments and resolutions can be purchased from the Union's head office.

Rule 9. Committee

(1) General

The Church must be managed by a Committee of at least six persons, who shall be the managing trustees. The Committee is subject to the direction of Full Members in general meeting. No Committee member may be paid or receive any benefit for being a managing trustee.

(2) Composition of Committee

The Committee consists of:-

- (a) the President, Vice-President(s), Treasurer and Secretary, who are the Officers; (Only the positions of Treasurer and Secretary may be held by the same person but only if no other qualified candidate has been nominated for one of these positions.)
- (b) any other titled positions previously created by members in general meeting;
- (c) any Ordinary Members of Committee as previously decided by members in general meeting;
- (d) the Church Representative(s), as appropriate; **[See Rule 18]**
- (e) the SNU Trust Accredited Representative, as appropriate; **[See Rule 9(4)(b)]**
- (f) the Healing Group Leader, as appropriate; **[See Rule 25(2)]**
- (g) the Lyceum Conductor, as appropriate. **[See Rule 24(3)]**

The Church Representative(s), the SNU Trust Accredited Representative, the Healing Group Leader and the Lyceum Conductor may hold another position on the Committee.

(3) Form of Acceptance for Position

No person may be a member of the Committee who has not signed and returned a form of acceptance for position to the Secretary by the required time. The form must require a declaration that the person:-

- (a) is qualified for the position in accordance with Rule 11;
- (b) is willing to carry out the duties of the position;
- (c) accepts the obligation to maintain the confidentiality of the Committee's business;
- (d) accepts the obligations to the Union and the Church as contained in Rule 15(1) and (2);
- (e) is not a Registered Sex Offender;
- (f) does not have an unspent conviction for an indictable offence;
- (g) does not have any outstanding charges for an indictable offence;
- (h) is not currently declared bankrupt, is not subject to bankruptcy restrictions or an interim order, and does not have an individual voluntary arrangement with creditors;
- (i) has not previously been removed as a trustee by the Charity Commission or the High Court;
- (j) is not disqualified from being a trustee by an order of the Charity Commission under the Charities Act 2011;
- (k) will notify the President and Secretary in the event of no longer fulfilling the requirements of any of clauses (c) to (j) above;
- (l) will resign if any duties and loyalties to another organisation conflict with those to the Church.

(4) Accredited Representatives

(a) Church Representatives

Churches must have Church Representatives on the basis of the following table:-

13 - 75 Full Members	1 Church Representative
76 -125 Full Members	2 Church Representatives
126 -175 Full Members	3 Church Representatives
176 -225 Full Members	4 Church Representatives, etc.

(b) SNU Trust Accredited Representative

The Church must appoint a member of the Committee as the SNU Trust Accredited Representative where appropriate.

(5) Variation of Composition of Committee

Members in general meeting may decide or vary the composition of the Committee, subject to (2) above, by a simple majority motion with notice. Any new positions created by the motion will come into effect at the close of the meeting at which it was passed. Any decrease or other variation in the composition of the Committee will only come into effect at the close of the next Annual General Meeting.

(6) Temporary Posts

- (a) The Committee may create temporary posts for specific purposes and appoint to them any Full Members. A temporary post does not carry with it membership of the Committee and ends at the next Annual General Meeting or by earlier resolution of the Committee.
- (b) No person may be appointed to a temporary post who has not signed and returned a form of acceptance for position to the Secretary. The form must require a declaration that the person:-
 - (i) is willing to carry out the duties of the position;
 - (ii) is not a Registered Sex Offender;
 - (iii) does not have an unspent conviction for an indictable offence;
 - (iv) does not have any outstanding charges for an indictable offence;
 - (v) will notify the President and Secretary in the event of no longer fulfilling the requirements of any of clauses (ii) to (iv) above.

(7) Resignation of Committee

- (a) The Committee may only resign as a whole by first calling a general meeting to elect a new Committee, for which nominations must be taken from the floor of the meeting. All those elected to the new Committee must sign a form of acceptance for position in accordance with (3) above.
- (b) The resignation of the outgoing Committee takes effect only from the close of a general meeting at which a quorate Committee is elected. Each member of the new Committee takes office from the close of the general meeting or the signing of the form of acceptance, whichever is the later.

(8) Resignation from Membership of Committee

(a) Written Resignation

A person may resign from the Presidency but only in writing to a Vice-President. A person may resign from any other position on the Committee but only in writing to the President. Resignation will take effect in accordance with Rule 29(4).

(b) Verbal Resignation

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

- (i) the resignation has been recorded in the minutes; and
- (ii) it will become effective upon the adoption of such minutes or at the expiration of twenty days from such meeting, whichever is the later, unless rescinded by the person in writing within that period.

(c) Inquorate Committee

Any resignations which would reduce the number of members of the Committee to a number below that needed to form a quorum will not take effect unless there are other persons appointed to replace those resigning.

(9) Cessation of Membership of the Committee

A person ceases to be a member of the Committee who:-

- (a) loses any of the qualifications for election or appointment under Rule 11;
- (b) helps to run any other religious organisation; **[See Rule 34(h)]**
(This does not apply to a person who has been appointed by the Union or its agent to a position on a Church Committee under Rule 28(2).)
- (c) resigns in accordance with Rule 9(7) or 9(8);
- (d) holds a Committee position declared vacant by a tribunal in accordance with Bye-laws F;
- (e) is removed from Committee membership in accordance with Rule 16 or 17;
- (f) is removed from Committee membership by the National Executive Committee;
- (g) is suspended from Committee membership by the National Executive Committee;
- (h) has an unspent conviction for an indictable offence;
- (i) is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has an individual voluntary arrangement with creditors;
- (j) has been removed as a trustee by the Charity Commission or the High Court;
- (k) is disqualified from being a trustee by an order of the Charity Commission under the Charities Act 2011;

- (l) in the written opinion, given to the Committee, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a charity trustee and may remain so for more than three months.

(10) Duration of Membership of Committee

Unless otherwise stated in these Rules, all members of the Committee serve until the close of the following Annual General Meeting and may stand for re-election, if nominated, or be re-appointed.

SUPPLEMENTARY NOTES

1. Seniority of Vice-Presidency (2a)

Where there is more than one Church Vice-President the order of the seniority of the Vice-Presidents must be decided by the Committee or members in general meeting.

2. Form of Acceptance for Position (3)

The form of acceptance for position must be in the format contained in Appendix 2 to these Rules. The form shall be deemed to be validly signed and returned if:-

- (a) the form with an original signature is delivered to the Secretary;
- (b) an electronic copy of the form in (a) above is sent to the Secretary by email.

3. Indictable Offence (3, 6b, 9h)

An indictable offence is an offence which can be tried before a jury in the Crown Court: it includes offences which may in certain circumstances be tried summarily (i.e. in a Magistrates' Court) but nevertheless remain capable of being tried at Crown Court. Information on indictable offences can be obtained from the Union.

4. SNU Trust (4b)

Information about membership of the SNU Trust can be obtained from the Secretary of the SNU Trust at Burton End Lodge, Stansted Hall, Stansted CM24 8UD.

5. Composition of Committee (5)

The composition of the Committee can be changed only by members in general meeting by a simple majority motion with notice: the Committee itself has no power to create additional positions on the Committee or reduce the number of these.

Although any decrease or other variation in the composition of the Committee only comes into effect at the next Annual General Meeting the nomination forms issued prior to that Annual General Meeting must take account of the revised composition of the Committee.

6. Temporary Posts (6a)

A temporary post covers any assignment of duties within the Church involving the public, including stewarding, providing refreshments, leading groups or circles, platform work, private sittings, etc.

7. Form of Acceptance for Temporary Post (6b)

The form of acceptance for a temporary post must be in the format contained in Appendix 3 to these Rules. The form shall be deemed to be validly signed and returned if:-

- (a) the form with an original signature is delivered to the Secretary;
- (b) an electronic copy of the form in (a) above is sent to the Secretary by email.

8. Resignation of Committee (7)

Under charity law, it is not possible for managing trustees to resign en bloc from their trusteeship. There must always be at least enough managing trustees in office to constitute a quorum for the conduct of charity business. In circumstances where trustees wish to resign, and those resignations would reduce the number of trustees to a number below that needed to form a quorum, then those resignations would only be effective if there were other trustees appointed to replace those resigning. Therefore, some of those who considered themselves to have resigned are still legally responsible for the management and administration of the charity.

9. Nominations from Floor of General Meeting (7a)

- a. A nomination can only be accepted if the nominee has given consent to candidature in one of the following ways:-

- (i) in writing or by email prior to the meeting;
- (ii) in person at the meeting;
- (iii) by telephone to the Chairperson during the meeting.

- b. If there is no valid nomination from the floor for President, the meeting must be adjourned and reconvened.
- c. If the number of filled positions is enough to form a quorate new Committee, any remaining vacancies must be filled by cooption at the first Committee meeting thereafter.
- d. If the number of filled positions is not enough to form a quorate new Committee, the meeting must be adjourned and reconvened.

10. Suspension from Committee (9g)

The Committee may apply to the Union for a suspension order for a member or members of the Committee, giving reasons and supporting evidence.

Rule 10. Vacancies for Committee

(1) Vacancy

(a) Presidency

If there is a vacancy for President, the Vice-President or senior Vice-President will take the position: if no Vice-President is willing, the Committee must appoint one of its members as President. The person appointed will serve for the previous President's remaining term of office. The Committee must fill the resulting lower vacancy in accordance with (b) below.

(b) Other Committee Positions

If there is a vacancy for any other position on the Committee, the Committee must appoint a qualified Full Member to the position as soon as possible. The person appointed must sign and return to the Secretary a form of acceptance for position in accordance with Rule 9(3) above. The person appointed will serve for the previous person's remaining term of office. The Committee may leave the vacancy unfilled if there is less than one month to go before the next elections.

(2) Acting Posts

(a) If no qualified Full Member is willing to be appointed to a vacancy the Committee must leave it unfilled and create an acting position for the same purpose.

(b) If the position to be filled is Acting President or Acting Vice-President, the Committee must appoint to it a person who:-

- (i) is a Full Member of the Church; and
- (ii) has been a Full Member of the Church for at least the two years before the appointment; and
- (iii) has served on the Committee for at least twelve months within the five years before the appointment. Acting service on the Committee counts towards this qualification.

(c) If the position to be filled is Acting Treasurer or Acting Secretary, the Committee must appoint to it a person who:-

- (i) is a Full Member of the Church; and
- (ii) has been a Full Member of the Church for at least the twelve months before the appointment.

(d) If the position to be filled is any other acting position, the Committee may appoint any Full Member to it.

(e) The person appointed must sign and return to the Secretary a form of acceptance for position in accordance with Rule 9(3) above. An acting position ends at the next Annual General Meeting or when a qualified Full Member is appointed to the equivalent proper position, whichever is the earlier.

SUPPLEMENTARY NOTES

1. Aggregation of Service (2b and 2c)

Different periods of service on the Committee may be aggregated.

Rule 11. Qualifications for Committee

(1) General

(a) Legal Disqualification

No member may be elected or appointed to the Committee who is disqualified by law from acting as a charity trustee.

(b) Eligibility

No member may be elected or appointed to the Committee who:-

- (i) is not fully paid-up;
- (ii) is debarred from holding office under Rule 16(6) or 17(6);
- (iii) has not signed and returned to the Secretary the required form of acceptance for position;
- (iv) has not completed the Introductory Course in Spiritualism run by a Church, a District Council or the Union.
(This does not apply to a member who has served on the Committee prior to 2008.)

(c) Fully Paid-Up Member

A member is fully paid-up who:-

- (i) has paid the current annual subscription; or
- (ii) has had the subscription waived by the Committee [See Rule 21(3)]; or
- (iii) is an Honorary Member.

(2) Qualifications

(a) Officers

No person may be elected or appointed as an Officer who:-

- (i) is not a Full Member of the Church; or
- (ii) has not been a Full Member of the Church for at least the three years before election or appointment; or
- (iii) has not served on the Committee for at least twelve months within the five years before election or appointment. Acting service on the Committee counts towards this qualification.

(b) Other Positions

No person may be elected or appointed to any other position on the Committee who:-

- (i) is not a Full Member of the Church; or
- (ii) has not been a Full Member of the Church for at least the twelve months before election or appointment.

(c) Positions in other Churches

No member may be elected or appointed to the Committee who helps to run any other religious organisation. This does not apply to a person who has been appointed by the Union or its agent to a position on a Church Committee under Rule 28(2). [See Rule 34(h)]

SUPPLEMENTARY NOTES

1. Legal Disqualification (1a)

Some people are disqualified by law from acting as charity trustees, including anyone who:-

- (i) has an unspent conviction for an offence involving dishonesty or deception;
- (ii) is currently declared bankrupt (or is subject to bankruptcy restrictions or an interim order) or has a voluntary arrangement with creditors;
- (iii) has previously been removed as a trustee by either the Charity Commission or the High Court;
- (iv) is disqualified from being a trustee by an order of the Charity Commission under the Charities Act 2011.

2. Introductory Course in Spiritualism (1b)

The Union's Introductory Course in Spiritualism can be obtained from the Union's head office. The Church may run the course itself or direct its Associate Members to a course being run elsewhere locally. Full information on the Union's Accreditation Scheme in connection with Church Leadership and Management can be obtained from the Union's head office.

3. Aggregation of Service (2a and 2b)

Different periods of service on the Committee may be aggregated.

Rule 12. Nominations for Committee

(1) Nomination Forms

- (a) The Committee must issue nomination forms for elections at least 28 days before the Annual General Meeting either by delivering them to all Full Members or by leaving them in a prominent place in the Church. The forms must indicate all elective positions to be filled and carry a statement drawing attention to the procedure for nominations in (b), (c) and (d) below.
- (b) With each nomination form there shall be issued a small envelope and a larger envelope addressed to the Secretary.
- (c) The nomination form, unsigned, must be sealed in the small envelope, which must be enclosed in the larger envelope. The larger envelope must bear the name of the nominator in block letters, the signature of the nominator and the date of the nomination.
- (d) The Committee must provide a secure box within the Church for all completed nominations. The nominations must be either placed in the box by the nominator or delivered to the Secretary, who must then place them in the box. The box must remain unopened until after the closing date for nominations, when the box must be sealed and removed to a secure location for processing by the duly appointed persons. **[See Rule 29]**

(2) Validity of Candidature

- (a) Each fully paid-up Full Member of the Church may make one nomination for each position to be filled.
- (b) No member may complete more than one nomination form or nominate more persons than there are positions to be filled. The nominator may nominate the same person for more than one position, including self-nomination, but is not obliged to nominate for all positions.
- (c) A person must receive at least three valid nominations for a position in order to be a candidate for it.

(3) Closing Date for Nominations

Nominations must close fourteen days before the Annual General Meeting.

(4) Processing of Nominations

Within two days after the closing date for nominations the nominations must be checked jointly by the Secretary and a Full Member of the Church appointed by the Committee, who must not be a member of the Committee.

(5) Nomination Count

The Secretary and the Full Member of the Church appointed under (4) above must:-

- (a) first check the validity of the names on the outer envelopes and discard, unopened, any envelopes unsigned, undated or signed by a person who is not a qualified nominator or where there is duplication;
- (b) then open the outer envelopes which they have accepted as valid and put all the inner envelopes, still sealed, on one side. They must then open the inner envelopes and count the nominations;
- (c) display on the notice-board a list of the valid nominees for each position.

(6) Consent to Candidature

Within three days after the closing date for nominations the Secretary must advise all persons in writing of the positions for which they are validly nominated and eligible and send or give them the appropriate form of acceptance under Rule 9(3) above. No person may be a candidate for any position who has not signed and returned the form of acceptance to the Secretary at least four days before the Annual General Meeting. **[See Rule 29]**

(7) List of Consenting Candidates

At least three days before the AGM the Secretary must display on the notice-board a list of the valid nominees who have consented to stand for each position in the election to take place at the forthcoming Annual General Meeting.

SUPPLEMENTARY NOTES

1.

Model Nomination Form (1)

Nominations are not votes; they are simply the names of people whom members would like to see standing for a particular position on the Committee. Members are entitled to say whom they would like to see on the voting paper for each office on the Committee and they do this by filling in the nomination form issued to them.

A model nomination form, which can be adapted for the Church's use, is provided in Appendix 4 to these Rules.

The nomination form should indicate the name of the present holder of each position and, where applicable, a statement that the present holder does not wish to stand for re-election. On no account must a statement be put below any person's name to the effect that that person is willing to stand, as this would constitute an improper canvassing of nominations.

The Church should not issue a list of eligible members to nominators because of the legal and constitutional risks this involves: if the list is inaccurate in any particular, for example if it unwittingly includes people who are not eligible or, worse still, excludes the names of people who are eligible, it could invalidate the nomination and election procedures and result in the need for them to be rerun.
2.

Nomination Procedure (1b, 1c)

The double-envelope system is designed to ensure secrecy of nomination and the nomination forms should therefore make no provision for signature. Should the nominator nevertheless sign the form, this does not of itself invalidate the nomination.
3.

Timetable for Church AGMs (1, 3, 4, 5, 6 and 7)

A timetable is appended as Schedule 5 to these Rules to assist Churches in planning and meeting the deadlines for the various stages and procedures for nominations leading up to their Annual General Meetings.

Rule 13. Election of Committee

- (1)

General

The election of the Committee must be by ballot at the Annual General Meeting or at a general meeting called as a result of the resignation of the Committee as a whole.
- (2)

Order of Elections

Elections for Committee positions must be conducted in the following order:-

(a)

President;

(b)

Vice-President(s);

(c)

Treasurer;

(d)

Secretary;

(e)

other elective positions previously created;

(f)

Ordinary Members of Committee;

(g)

Church Representative(s); **[See Rule 18]**

(h)

SNU Trust Representative. **[See Rule 9(4)(b)]**
- (3)

Automatic Candidature

Any candidate for President who fails to be elected to that position is automatically eligible to stand for Vice-President. Any candidate for Vice-President, Treasurer or Secretary who fails to be elected to that position is automatically eligible to stand for Ordinary Member of the Committee.
- (4)

Voting

(a)

In a ballot each qualified voter has one vote for each position to be filled but is not obliged to vote for all positions. The candidate(s) receiving the highest number of votes will be declared elected.

(b)

Each position except Ordinary Member of Committee must be filled by a separate ballot from among the candidates validly nominated for that position. The Ordinary Members of Committee must be elected by a single ballot from among all the candidates nominated as an Ordinary Member of Committee.
- (5)

Insufficient Candidates for Vacancies

(a)

Presidency

If there is no candidate for President, any existing Vice-President and any candidate for Vice-President will count as a candidate for President. If none of these is willing to be a candidate, the existing Treasurer and Secretary and any candidate for Treasurer and Secretary will count as a candidate for President. If none of these is willing to be a candidate, the Chairperson must adjourn all elections and the general meeting and the Committee must re-run the nomination procedures in accordance with Rule 12.

(b)

Other Vacancies

If there is no candidate or insufficient candidates for any other position, the Committee must not accept nominations from the floor but must appoint qualified Full Members to any vacancies at its next meeting. This paragraph does not apply where the number of filled positions is not enough to form a quorum for the Committee, for which see (c) below. Any person appointed must sign and return to the Secretary a form of acceptance for position in accordance with Rule 9(3) above.

(c)

Adjournment of Elections

If the number of filled positions is not enough to form a quorum for the Committee, the Chairperson must adjourn all elections and the general meeting and the Committee must re-run the nomination procedures in accordance with Rule 12.
- 20
- 21

- (6)

Alternative Procedure for Elections

The Church may adopt the following two-yearly system for elections by a simple majority motion with notice:-

1.

The President and the Treasurer must each be elected in one year and the Vice-President and the Secretary in the alternate year.

2.

Where there is more than one Vice-President, at least one must be elected in each year.

3.

One half of the Ordinary Members of the Committee must each be elected in each year, serving for two years.

4.

The Church Representative(s), SNU Trust Representative and any titled positions must be elected annually.

The motion will come into effect at the close of the meeting at which it was passed and may be revoked only by a further simple majority motion with notice.

SUPPLEMENTARY NOTES

1.

Single Nomination (2)

If there is only one valid nominee for any elective position, the Chairperson must declare the candidate elected or returned unopposed as the case may be.
2.

Excess of Nominations (2)

If there are more nominations for Ordinary Members of Committee than positions to be filled, a ballot must be held for the existing positions. The number of positions to be filled must not be increased there and then to match the number of nominations.
3.

Failure of Re-Run (5a and 5c)

If after a re-run of nominations there is still no candidate for President or insufficient candidates to form the quorum for the Committee, advice must be sought from the Chief Administrative Officer of the Union.
4.

Two-Yearly System of Elections (6)

In the first year of operation of the two-yearly system elections must be held for all positions on the Committee. The President and Treasurer will remain in office for two years and the Vice-President and Secretary for one year. The half of the Ordinary Members of the Committee who receive the highest number of votes will remain in office for two years and the others for one year.

Rule 14. Meetings of the Committee

- (1)

Meetings

(a)

Regular Meetings

The Committee must hold regular meetings at least once every two months.

(b)

Additional Meetings

The President or Vice-President, together with one other Officer, may call additional meetings of the Committee by giving notice to all members of the Committee stating the purpose for which the meeting is to be called.

(c)

Special Meetings

A special meeting of the Committee may be called by a request to the Secretary signed by at least one-third of the members of the Committee and stating the purpose for which the meeting is to be called. A meeting called by request must be held between seven and twenty-one days after its receipt.
- (2)

Quorum

The quorum for a meeting of the Committee is the smallest number which is a majority of the members of the Committee, of whom at least two must be Officers. A person does not count towards the quorum of a meeting called to remove such person from membership or position within the Church.

SUPPLEMENTARY NOTES

1.

Special Meetings of the Committee (1c)

Where one-third of the members of the Committee is not a whole number, the required number of signatories is the next higher number, e.g. if the number of Committee members is 10, the required number of signatories would be 4.
2.

Guidance on Meetings

Guidance on how to conduct Church Committee Meetings, how to take minutes of Church meetings and how to deal with motions, amendments and resolutions can be obtained from the Union's head office.

Rule 15. Duties and Obligations of Committee Members

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

- (1) Obligations to the Union**
All members of the Committee, both collectively and individually, must show loyalty and allegiance to the Union and the SNU Seven Principles, uphold its constitution and the Rules for Churches, and fulfil the Church's and their constitutional and financial obligations to the Union.
- (2) Obligations to the Church**
All members of the Committee must show loyalty and allegiance to the Church, attend regular meetings of the Committee, maintain the confidentiality of its business, take a proper share in its work and conduct themselves at all times as representatives of the Church.
- (3) Obligations to the Charity Commission**
The Committee must comply with its obligations under Charity Commission legislation with regard to:

(a) the keeping of accounting records for the charity;

(b) the preparation of annual statements of account for the charity;

(c) the auditing or independent examination of the statements of account of the charity;

(d) the transmission of the required annual documentation to the Charity Commission. **[See Supplementary Note 7]**
- (4) Acceptance of Obligations**
Every Committee member is deemed to have accepted the obligations in (1) and (2) above as a condition of taking up position on the Committee.
- (5) President and Vice-President(s)**
The President must:-

(a) supervise the conduct of all the Church's activities, subject to the direction of the Committee;

(b) consider inviting a Minister or Officiant to conduct Ministerial services such as namings, weddings, funerals, etc.;

(c) take all possible action to ensure that the obligations in (1) and (2) above are met;

(d) preside at all Church general meetings and Committee meetings;

(e) inform the Chief Administrative Officer of the Union of any person attending the Church who is or is suspected to be a Registered Sex Offender;

(f) ensure that the Church's obligations under the Data Protection Act 2018 are met.

The Vice-President or senior Vice-President must deputise for the President: the order of seniority of Vice-Presidents must be decided by the Committee or members in general meeting.
- (6) Treasurer**
The Treasurer must:-

(a) receive all monies and give receipts for them;

(b) pay all accounts passed by the Committee and receive receipts for the payments;

(c) bank monies regularly; **[See Rule 22(3)(a)]**

(d) present a financial report at each Committee meeting, which shall contain, as a minimum, a statement of receipts and payments for the period since the previous meeting of the Committee, together with a list of all investments, copies of bank statements, and monies currently held, including cash in hand;

(e) file all receipts and counterfoils for examination by the independent examiners;

(f) keep a complete set of account books and enter in them all details of monies received and paid;

(g) prepare a Balance Sheet and Income and Expenditure Account for each financial year and present them at the Annual General Meeting after examination by the independent examiners and approval by the Committee;

(h) maintain an inventory of all the Church's effects;

(i) ensure that the Church's premises and effects are fully maintained and adequately insured against fire, public liability and other risks in accordance with Rule 22(8);

(j) at all times prudently supervise the Church's financial affairs.

In an emergency the Committee may delegate any of the above duties to another member of the Committee.

- (7) Secretary**
The Secretary must:-

(a) conduct all correspondence except on matters appropriate to the President, Treasurer or other delegated Officer;

(b) prepare minutes of all general and Committee meetings as soon as possible after each meeting and enter them into a Minute Book for signing by the Chairperson at the next meeting;

(c) maintain the membership records and issue an Affiliate Member's credential card annually on request to any full member;
(This does not apply where there is a separate elective position which deals with these duties.)

(d) carry out the Committee's instructions as to the engagements of exponents and take reasonable steps to fill any emergency vacancies;
(This does not apply where there is a separate elective position which deals with these duties.)

(e) present a report of the activities of the Church to the Annual General Meeting;

(f) prepare any reports required by the Union or the District Council;

(g) send the Union all parts of the Annual Return, the independently examined statement of accounts for the preceding year and all outstanding fees and subscriptions within the prescribed time; **[See Rule 29]**

(h) send the Union the Annual Affiliate Membership Return within the prescribed time;

(i) send the Charity Commission the required annual documentation within the prescribed time.

In an emergency the Committee may delegate any of the above duties to another member of the Committee.
- (8) Business between Meetings**
The President, in cooperation with the other Officers, is responsible for dealing with business between meetings of the Committee. The Officers may make decisions in an emergency as they think necessary and must report these at the following Committee meeting.

SUPPLEMENTARY NOTES

- 1. Data Protection Act 2018 (5f)**
It is the responsibility of the Church President to ensure that:-

(a) all personal data is treated as private and confidential information and is not disclosed to anyone other than those who need access to the personal data in order to fulfil the responsibilities of their office or role within the Church;

(b) manual records are stored securely in a locked cabinet;

(c) passwords are used to secure electronic data, with access granted only to those who need to process it in accordance with the administrative duties of the Church;

(d) the data held is kept up to date and accurate and not retained for longer than necessary;

(e) a review of all files and data is undertaken on an annual basis;

(f) when data is no longer required (for example when membership is not renewed) electronically held data is deleted and manual records are shredded.
- 2. Treasurer's Manual (6)**
A Manual for SNU Church Treasurers can be purchased from the Union's head office.
- 3. Church Account Book (6f)**
An SNU Church Account Book specially prepared for use in Churches in conformity with the Union's Church Returns can be purchased from the Union's head office. If used correctly it will enable the Church Treasurer to perform the duties of the office without difficulty. Accounts should not be kept in pencil or in a loose-leaf format. Where accounts are kept on computer, it is essential that a Cash Book be kept manually as the book of prime entry and that a hard copy of the Church's accounts is also kept for audit and security purposes.
- 4. Insurance (6i)**
Churches are strongly advised to insure their premises and effects through the agency of an approved Union insurer: details of the facilities available, including a free insurance survey and valuation, can be obtained from the Union's head office.

5.

Minutes (7b)

Minutes should not be kept in pencil or in a loose-leaf format: they should be kept in a bound book and, if typed, should be pasted into the book. A booklet on how to take minutes of Church meetings can be purchased from the Union's head office.
6.

Annual Church Returns (7g)

Part 1 of the Annual Return is issued to Churches by the Union in November of the preceding year; Part 2, together with the Financial Statement form, is issued in February of each year. Where the Church has a printed or typed Balance Sheet and Income and Expenditure Account a copy of this (duly signed by the Church's independent examiners) will be accepted by the Union in place of its own Financial Statement form. Healing Mediums Returns should be sent direct to the Union's head office.
7.

Charity Commission Filing requirements (7i)

The Charity Commission filing requirements for Churches vary according to the Church's gross annual income for the preceding year and are as follows:-

Annual Gross Income £5,000 or less

No documentation is to be filed with the Charity Commission.

Annual Gross Income £5,001 to £10,000

The Church is required to file by 31st October each year an Annual Update on-line. This is a reduced form of Annual Return to advise the Charity Commission of changes to the charity's details, including trustees, each year.

Annual Gross Income £10,001 to £25,000

The Church is required to file by 31st October each year an Annual Return on-line. The Annual Return gives the Charity Commission basic financial details and details of contacts, trustees and activities and enables it to ensure that the charity's details on the Register of Charities are as complete and accurate as possible.

Annual Gross Income £25,001 or more

The Church is required to file by 31st October each year an Annual Return on-line, a Trustees' Annual Report and a statement of accounts for the preceding year. The Trustees' Annual Report is a concise but comprehensive review of the activities of the charity prepared by the trustees for each accounting year: it explains what the charity is trying to do, how it is going about it, whether it has achieved its objectives and how it has carried out its aims for the public benefit. It also provides an opportunity to explain any figures in the accounts, such as fund-raising costs and their effectiveness.

Rule 16. Removal from Committee by the Committee

- (1)

General

A person may be removed from membership of the Committee by the Committee.
- (2)

Grounds

The only grounds for removal of a Committee member by the Committee are:-

(i)

a breach of confidentiality of Committee business;

(ii)

persistent neglect of any other duty or obligation;

(iii)

absence without minuted leave from three or more consecutive Committee meetings.
- (3)

Procedure

The procedure for removal must be in accordance with the natural justice procedures as set out in Rule 31.
- (4)

Suspension

The Committee may apply to the Chief Administrative Officer of the Union for the suspension from office of the Committee member(s) concerned. [See Rule 29]
- (5)

Appeal

(a)

A person may appeal to the Chief Administrative Officer of the Union against removal by the Committee on the following grounds:-

(i)

that there was a significant failure to follow the proper procedure;

(ii)

that any findings of fact cannot be supported having regard to the evidence;

(iii)

that the decision is unreasonable;

(iv)

that there is new evidence, not available at the time of the decision, which renders such decision unreasonable.

[See Rule 29]

(b)

The removal will take effect immediately upon the passing of the resolution(s). If the Chief Administrative Officer of the Union receives an appeal in writing against the removal within 28 days after the end of the meeting, the appellants will be suspended until the appeal is decided.
- (6)

Debarment

Any person who has been removed from the Committee by the Committee will be debarred from holding office in the Church for a period of twelve months. Any decision to debar a person from office must be notified to the Chief Administrative Officer of the Union.

SUPPLEMENTARY NOTES

1.

Absence without Minuted Leave (2(iii))

It is irrelevant whether the persons concerned have given an apology for absence or not. The Rule is not concerned with apologies given or not given: it is concerned with whether the Committee has given them leave to be absent, which it can do either by giving them written permission before the Committee meeting in question or by minuting its acceptance of their absence or apology for absence during the Committee meeting itself. The acceptance of an apology would constitute 'leave having been given', provided the acceptance of it has been duly recorded in the minutes: if the minutes make no reference to the acceptance of an apology, then leave has not been given. The apology should include the reason for absence, as leave cannot be given without a reason acceptable to the Committee having been provided. Either way, an acceptance has to be recorded positively in the minutes: it cannot be inferred by silence in the minutes on the subject.
2.

Suspension from Office (4)

Suspension from office is an interim measure intended to protect the interests of the Church and its members pending the outcome of the natural justice procedures.

Rule 17. Removal from Committee by Members in General Meeting

- (1) **General**
A person may be removed from membership of the Committee by members in general meeting.
- (2) **Grounds**
The only grounds for removal of a Committee member by members in general meeting are:-

(i) persistent neglect of duties or obligations;
(ii) serious misconduct harmful or potentially harmful to Spiritualism, to the Union or to the Church.
- (3) **Procedure**
The procedure for removal must be in accordance with the natural justice procedures as set out in Rule 31.
- (4) **Appeal**
(a) A person may appeal to the Chief Administrative Officer of the Union against removal by members in general meeting only on the ground that there was a significant failure to follow the proper procedure.
[See Rule 29]
(b) The removal will take effect immediately upon the passing of the resolution(s). If the Chief Administrative Officer of the Union receives an appeal in writing against the removal within 28 days after the end of the meeting, the appellants will be suspended until the appeal is decided.
- (5) **Replacement**
If a person or persons have been removed by members in general meeting, the meeting must elect a new Committee member or members, for which nominations must be taken from the floor of the meeting.
- (6) **Debarment**
Any person who has been removed from the Committee by members in general meeting will be debarred from holding office in the Church for a period between twelve months and five years as decided by the meeting. Any decision to debar a person from office must be notified to the Chief Administrative Officer of the Union.

SUPPLEMENTARY NOTES

1. **Nominations from Floor of General Meeting (5)**
a. A nomination can only be accepted if the nominee has given consent to candidature in one of the following ways:-

(i) in writing or by email prior to the meeting;
(ii) in person at the meeting;
(iii) by telephone to the Chairperson during the meeting.
- b. If there is no valid nomination from the floor for President, the meeting must be adjourned and reconvened.
- c. If the number of filled positions is enough to form a quorate new Committee, any remaining vacancies must be filled by cooption at the first Committee meeting thereafter.
- d. If the number of filled positions is not enough to form a quorate new Committee, the meeting must be adjourned and reconvened.

Rule 18. Church Representatives

- (1) **General**
The Church Representative(s) are elected at the Annual General Meeting: failing election the President will be one Church Representative and the Committee must appoint to any remaining vacancies. Any person elected or appointed must sign a form of acceptance for position in accordance with Rule 9(3) above.
- (2) **Duties**
The Church Representative(s) will represent the Church at general meetings of the Union and the District Council and will report on these to the Committee and members in general meeting. A Church Representative who is unable to attend any meeting must try to appoint a Full Member of the Church as a proxy after consultation with the Committee. Any appointment must be in writing in the prescribed wording and signed by the Church Representative.

SUPPLEMENTARY NOTES

1. **Church Representative Credential Cards (1)**
Church Representative credential cards for use at meetings of the Union and the District Council are issued by the Union upon the correct submission of the appropriate Annual Returns and fees to the Union. A Church Representative credential card remains valid until 31st March of the year following issue or until the earlier issue of a replacement card.
2. **Church Representative Proxy Form (2)**
The form for the appointment of a proxy for a Church Representative must be in the appropriate format contained in Appendix 5 to these Rules.

Rule 19. Independent Examiners

(1) General

- (a) A Church which had an income or expenditure of more than £20,000 (not including capital items) in either of the last two accounting years must at its AGM appoint a professional accountant or firm of accountants as its independent examiner.
- (b) In other cases a Church must at its AGM:-
 - (i) appoint a professional accountant or firm of accountants; or
 - (ii) elect two full members of the Church; or
 - (iii) elect one full member of the Church and one full member of another affiliated Church.

(2) Disqualified Persons

No person may act as an independent examiner who is:-

- (a) a member of the Committee;
- (b) a major donor to the Church within the previous accounting year; or
- (c) a spouse, civil partner, child, parent, grandchild, grandparent, brother, sister, business or personal partner or employee of any of the persons in (a) or (b) above.

(3) Duties

(a) Examination

The independent examiners must:-

- (i) review the accounting records kept by the Church, including investments;
- (ii) compare the accounts presented with the records;
- (iii) extract or obtain information relevant to the examination from the Rules for Churches, the minutes of general meetings and meetings of the Committee, and discussions with the members of the Committee;
- (iv) consider any unusual items or disclosures;
- (v) check and verify any procedures on which they have significant concerns or doubts and cannot obtain satisfactory explanations from the Treasurer and/or the Committee.

(b) Report

The independent examiners must make a report to the Committee and the Annual General Meeting, in which they must:-

- (i) give their names and addresses and the name of the Church concerned;
- (ii) sign the report and state any relevant professional qualifications or professional body of which they are members;
- (iii) date the report and indicate the financial year for which the accounts have been prepared;
- (iv) state whether or not any matter has come to their attention from their examination which gives them reason to believe that proper accounting records have not been kept or the accounts do not agree with these records;
- (v) draw attention to any matter which they consider necessary for a proper understanding of the accounts;
- (vi) give details of any significant expenditure or action which appears to be contrary to the Rules for Churches and any failure to provide information and explanations to which they are entitled.

(4) Removal of Non-Professional Independent Examiner

- (a) With the exception of a professional accountant or firm of accountants, a person may be removed from the position of an independent examiner by members in general meeting.
- (b) The only grounds for removal are:-
 - (i) neglect of duties;
 - (ii) incompetence.
- (c) The procedure for removal must be in accordance with the natural justice procedures as set out in Rule 31.
- (d) Pending the outcome of the natural justice procedures the Committee may apply to the Union for the suspension from office of the independent examiner. **[See Rule 29]**
- (e) A person who has been removed from the position of an independent examiner may appeal to

the Chief Administrative Officer of the Union against removal only on the grounds that there was a significant failure to follow the proper procedure.

- (f) The removal does not take effect until 28 days after the end of the meeting. If the Chief Administrative Officer of the Union receives an appeal in writing against the removal within that period the removal will not take effect until the appeal is decided.

(5) Casual Vacancy

A casual vacancy for an independent examiner must not be filled by the Committee but by members in general meeting by a simple majority motion with notice.

SUPPLEMENTARY NOTES

1. Capital Items (1)

Expenditure on any items which have a residual value (i.e. they can be sold at a later date and monies recovered from the sale) and a life-span of over one year should be treated as capital expenditure (whether under or over £4,000) and not be included in the Church's Income and Expenditure Account. Examples of this would be furniture such as new chairs, or large structural works which may increase the value of the building. These items would change the figures on the Balance Sheet in the Church's year-end accounts and may involve providing for an annual depreciation of their value in the year-end accounts. Further advice in this connection can be obtained from the Treasurer's Manual or the Chief Administrative Officer of the Union.

2. Appointment or Election of Independent Examiner(s) (1)

- (a) In the case of a professional independent examiner, the Committee must propose a professional accountant or firm of accountants which it considers to be appropriate to carry out the duties of the position.
- (b) In the case of a non-professional independent examiner(s), the Committee must seek nominations for the position from the floor of the meeting. Any nominee should have the necessary ability and practical experience to carry out a competent examination of the Church's accounts.

3. Major Donor (2b)

A major donor means a person who donates in the current year 20 per cent or more of the Church's average gross income for the last three accounting years.

4. Removal of Professional Independent Examiner (4a)

If it is not the intention of the Church to re-appoint a professional accountant or firm of accountants at the Annual General Meeting, it must give them 28 days' notice in writing of such intention. They must also be given the opportunity to make written and/or oral representation on the matter at the Annual General Meeting. If it is the intention of the Church to remove the professional accountant or firm of accountants during the financial year, advice must be sought from the Chief Administrative Officer of the Union.

Rule 20. Trusts

- (1) **General**
All property and monies of the Church, whether vested under a trust deed or not, are deemed to be held upon trust for the Church. They must not be used or disposed of for the personal benefit of any individual or for any other purposes than the advancement of SNU Spiritualism.
- (2) **Trust Deed**
The Church must lodge a copy of its trust deed, if any, with the Union. The Church must allow a copy of any trust deed to be inspected by any member who applies in writing to the Secretary for this purpose.
- (3) **Liaison with Trustees and Wardens**
Trustees and wardens must be notified of all general meetings of the Church and have the right to attend and speak at these meetings. A trustee or warden who is not a member of the Committee is not entitled to attend meetings of the Committee, unless specially invited, but must be consulted by the Committee before any decision is made about the trust property. **[See Rule 29]**
- (4) **Joint Meetings**
If any trustee or warden makes a request in writing or by email for it, a joint meeting of the Committee and the trustees or wardens must be held to deal with any matter connected with the trust or the trust property.
- (5) **General Meetings**
The Union may call, or instruct the Church to call, a general meeting of the Church in any way it considers appropriate to deal with any matter connected with the trust or the trust property.
- (6) **Sales, Mortgage and Leasing**

(1) A Church in Sole Trust must not sell, exchange, mortgage or lease the property or any part thereof unless:-

(i) the Church has passed a three-quarters majority motion with notice to this effect in general meeting;

(ii) the Church has notified the Union in writing of the passing of such.

(2) Any agreement for such sale, exchange, mortgage or leasing must be signed and executed by the Union in order to ensure that the arrangements are legally binding.
- (7) **Hiring Out of Church Premises or Rooms**
A Church must not hire out any part of its premises, whether a separate building in its grounds or rooms, flats or offices in its building, unless it adheres to the requirements set out in Schedule 6 to these Rules.
- (8) **Reporting to the Union**

(1) A Church in Local Trust must not carry out any of the following activities unless it has obtained appropriate advice and given a copy of it to the Trustees at least 28 days beforehand:-

(a) any proposals for major redecoration of the property or for alterations or extensive repairs to it, whether structural or otherwise;

(b) any proposals which are likely to result in claims on the trust by third parties;

(c) any matter of importance which may affect the Trustees' or Union's liability.

[See Rule 29]

(2) A Church in Sole Trust, Joint Trust or Appointing Trust must not carry out any of the following activities unless it has obtained appropriate advice and given a copy of it to the Trustees and (if not already a Trustee) to the Union at least 28 days beforehand:-

(a) any proposals for major redecoration of the property or for alterations or extensive repairs to it, whether structural or otherwise;

(b) any proposals which are likely to result in claims on the trust by third parties;

(c) any proposals for expenditure of more than £4,000 (excluding VAT) in any one scheme or series of schemes;

(d) if the Church has an advance from the SNU Trust or if the property is subject to a mortgage of any kind, any proposals for expenditure of more than £2,000 (excluding
- VAT) in any one scheme or series of schemes;

(e) any matter of importance which may affect the Trustees' or Union's liability.

[See Rule 29]
- SUPPLEMENTARY NOTES
1. **Trustees and Wardens (3)**
Copies of Bye-laws D governing trustees and wardens, together with the Union booklets on trust property and nomination forms for submitting the names of nominees for wardenship to the Union, can be obtained from the Union's head office.

2. **Appointment of Wardens (3)**
The appointment of both national and local wardens is made by the Union and is not subject to annual appointment by the Church.

3. **Vacancies for Wardens (3)**
National Wardens are nominated by the District Council and local wardens by Church members in general meeting. Failing nomination by members in general meeting the President shall be the local warden for the duration of the Presidency.
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Rule 21. Subscriptions

- (1) Amount of Subscription**
The amount of the annual subscription is decided from time to time by members in general meeting by a simple majority motion with notice. Members in general meeting may decide concessionary amounts of subscription for different classes and categories of member.
- (2) Due Date of Payment**
The first subscription is payable on acceptance into membership and may, by decision of the Committee, be a proportionate part of the annual subscription. All following subscriptions are payable on 1st January of each year.
- (3) Waiving of Subscriptions**
The Committee may waive any member's subscription. If the Committee refuses to accept any member's subscription, it will be deemed to have been waived.
- (4) Payment of Subscription**
Payment may be made in cash or by electronic means. A receipt must be issued for all payments of subscription.
- (5) Arrears of Subscription**
If a member does not pay the subscription for the current year by 31st March of that year the Committee must issue written notice to pay the subscription within 30 days. A member who does not pay the subscription within that period shall cease to be a member. A member who does not pay the subscription by 1st January of the following year shall cease to be a member whether the Church has issued notice of arrears or not. **[See Rule 29]**

SUPPLEMENTARY NOTES

- 1. Nil Subscription (1)**
Churches are advised that if the subscription for any class of member is set at nil, then membership will not lapse when a person loses contact with the Church and this means that Churches will lose one of the grounds for termination of membership under Church Rule 5(3)(a)(vi). Unless the membership of these is terminated on other grounds these will continue to accumulate on the Church's books, thus imposing an unnecessary burden on the Church from those who no longer show an active interest. Churches should bear this in mind before setting any nil subscription.

Rule 22. Finance

- (1) Sources of Income**
The income of the Church must come from subscriptions, collections, voluntary contributions, special efforts and functions and any other charitable methods approved by members in general meeting.
- (2) Subsidiary Activities**
The Committee may appoint sub-committees to run subsidiary activities. These sub-committees may collect and spend their own monies under the direction of the Treasurer but their monies remain the assets of the Church and must be incorporated in the Church's accounts.
- (3) Banking**
 - (a) Any Church monies not needed for ordinary recurring expenses (including monies from subsidiary activities) must be banked at least once a month in an account in the name of the Church.
 - (b) The signatories to any account must be the Treasurer and any two other members of the Committee, with any two to sign. No person may be appointed as a signatory to an account who is a spouse, civil partner, child, parent, grandchild, grandparent, brother, sister, business or personal partner or employee of any other signatory to that account.
- (4) Investment**
Any Church monies which are not likely to be needed for expenditure for a considerable period must be treated as capital and must either:-

 - (a) be placed in the name of the Church in the SNU Trust or in an investment account approved by the Union; or
 - (b) be invested in investments in accordance with the Trustee Act 2000 or any other Act of Parliament currently in force.
- (5) Payment**
 - (a) Except as provided in (d) below, no Committee member may receive fees, remuneration or other benefit from the Church.
 - (b) No Church member may receive fees, remuneration or other benefit from the Church unless it is approved by members in general meeting by a simple majority motion with notice.
 - (c) All Church members, trustees and wardens are entitled to be refunded any expenses properly spent on behalf of the Church.
 - (d) A Committee member may receive a fee or remuneration from the Church for delivering a lecture or running an educational activity within the Church in connection with Spiritualism, provided that all of the following requirements are met:-

 - (i) there is a written agreement between the Church and the Committee member who is to be paid, setting out an accurate description of the service to be provided and the exact or maximum amount to be paid, and signed by the Committee member concerned and a Committee member authorised by the Committee who does not stand to benefit under the agreement;
 - (ii) the Committee member who is to be paid does not take part in decisions made by the Committee about the making of the agreement or about the acceptability of the service provided;
 - (iii) the payment is reasonable in relation to the service to be provided;
 - (iv) the Committee is satisfied that the payment is in the best interests of the charity;
 - (v) the total number of Committee members who are receiving a fee or remuneration from the Church are in a minority.
- (6) Major Expenditure**
 - (a) In the case of expenditure on works to Church property, a Church must obtain not less than three quotations independent of each other and the Committee, based on a specification of work in writing or by email.
 - (b) A Church must not spend more than £4,000 (excluding VAT) on any one proposal or set of proposals in any one calendar year unless:-

 - (i) members in general meeting have previously authorised this expenditure by a simple majority motion with notice; and
 - (ii) at least 28 days' notice of the proposed expenditure in writing or by email has been given to the Trustee(s).

- (c) If a Church has an advance from the SNU Trust or if the property is subject to a mortgage of any kind, it must not spend more than £2,000 (excluding VAT) on any one proposal or set of proposals in any one calendar year unless it has complied with the requirements of (i) and (ii) in (b) above.
- (7) Borrowing Powers**
If at any time members in general meeting pass a simple majority motion with notice authorising the Committee to borrow money:-
- (a) the Committee may, subject to complying with the provisions of Rule 20(8)(1) or 20(8)(2), borrow for the purposes of the Church the amount of money (either at one time or from time to time) and at the rate of interest, in the form or manner and upon the security specified in the resolution, and
- (b) the Union must, at the direction of the Committee, following the passing of the motion, make any disposition of the Church property or any part of it and enter into any agreement in relation to the Church property as the Committee thinks proper to give security for the loan and interest.
- All members of the Church, whether they voted on the motion authorising borrowing or not, and all persons becoming a member of the Church after the passing of the motion are deemed to have assented to the motion as if they had voted in favour of it.
- (8) Insurance**
- (a) (i) A Church in Sole Trust must keep all land, buildings and other property fully insured in accordance with Schedule 7 to these Rules.
- (ii) A Church in Local, Joint or Appointing Trust must keep all land, buildings and other property fully insured against fire, public liability and other risks as the Committee may decide.
- (b) Any insurance policy in respect of land and buildings must have the Trustees of the property as the insured party.
- (c) The responsibility for taking out insurance rests with the Committee. If the Committee fails to do so the Trustees or the Union may take out the insurance and charge the premiums and other expenses to the Church but they will have no liability for any loss arising from failure to do so.
- (d) Any monies arising from any insurance claim relating to the fabric of the Church building must be paid to the Trustees in the first instance to hold on trust for paying out all the Church's outstanding liabilities with regard to the claim.
- (9) Indemnity**
The members of the Church are deemed to give the Committee an indemnity in the form given in Rule 34(x).

SUPPLEMENTARY NOTES

- 1. Trustee Investment Acts (4)**
Further information on the provisions of the relevant Act can be obtained from the Chief Administrative Officer of the Union.
- 2. Payment of Remuneration - Employers' Liability (5)**
If members in general meeting agree to pay wages or remuneration of any description on a regular basis to any person, for example wages to a cleaner, the Committee has a statutory duty to:-
 - (a) check to ensure that the employee is legally entitled to work in the UK;
 - (b) register as an employer with HM Revenue & Customs;
 - (c) issue a contract of employment to the employee;
 - (d) operate a PAYE scheme and make any statutory deductions of tax and National Insurance contributions due from all remuneration paid;
 - (e) ensure that the employee is given the statutory rights and privileges that all employees in the UK are entitled to in accordance with employment law, for example, to be paid at or above the National Minimum Wage and entitlement to paid holidays, Statutory Maternity Pay, ordinary Statutory Paternity Pay and Statutory Sick Pay.

Failure to comply with the above will result in breaches of law that may render the Church liable to HM Revenue & Customs for financial penalties and possible prosecution. Further advice can be obtained from the Union's head office or by contacting the HMRC New Employer Helpline.
- 3. Double Booking (5)**
If exponents honour a booking but find that the Church has double-booked and that their services are not required, they shall be entitled to receive their expenses.
- 4. Educational Activity (5d)**
An educational activity is one which is conducted for the purpose of studying, or training people in, any or all aspects of the religion and religious philosophy of Spiritualism and includes teaching courses, workshops, seminars, discussion groups, forums, philosophy groups and question-and-answer sessions. It does not include activities which are held wholly or mainly for the purpose of demonstrating mediumship or healing, for example open circles, private consultations and healing clinics, or activities on non-Spiritualist subjects.
- 5. Expenditure (6)**
Committee members are advised that they will put themselves at risk of personal liability if they cause loss to the Church by acting unlawfully, imprudently or outside the terms of the Rules for Churches or commit the Church to debts which amount to more than its assets.
- 6. Capital Expenditure (6)**
Expenditure on any items which have a residual value (i.e. they can be sold at a later date and monies recovered from the sale) and a life-span of over one year should be treated as capital expenditure (whether under or over £4,000) and not be included in the Church's Income and Expenditure Account. Examples of this would be furniture such as new chairs, or large structural works which may increase the value of the building. These items would change the figures on the Balance Sheet in the Church's year-end accounts and may involve providing for an annual depreciation of their value in the year-end accounts. Further advice in this connection can be obtained from the Treasurer's Manual or the Chief Administrative Officer of the Union.
- 7. Donations to Other Charities (6)**
 - a. The Committee has a general duty to act reasonably and prudently in all matters relating to the charity and must always bear in mind that their prime concern is the charity's interests: they must act with integrity, avoid misuse of charity funds or assets and avoid undertaking activities that might place the charity's endowment, funds, assets or reputation at undue risk.
 - b. In consequence of this the Church's income and property must be applied only in furtherance of the charity's objects as set out in the Rules for Churches. The finances of the Church arise mainly from moneys contributed by those engaging in, and benefiting from, Spiritualist worship and activities, and these contributors are deemed, and expect, to be giving these moneys with the intention of advancing the cause of Spiritualism. The Church's moneys are, in essence, public funds for which the Committee is accountable and it must ensure that these moneys are used appropriately, prudently, lawfully and in accordance with the Church's objects.

- c. The Church cannot simply give away its own moneys to another charity with different objects and purposes: this would be an infringement of the Church's charitable status and of the Committee's obligations as managing trustees to exercise lawful and prudent supervision of its funds in the interests of the charity.
- d. If a Church wishes to conduct a fund-raising appeal for another charity it can do so provided it follows the rules laid down for such by the Charity Commission, which include making it clear **in advance** to prospective donors which charity the funds will benefit and keeping separate financial records for this appeal: further information in this connection can be obtained from the Union's head office.
- e. A purpose is not a charitable purpose if it is mainly for the benefit of a named person or specific individuals.

8. Employers' Liability Insurance (8)

The Church is required by the Employers' Liability (Compulsory Insurance) Act 1969 to take out Employers' Liability Insurance for any paid employees or workers, e.g. caretakers or cleaners, no matter how small the remuneration, to cover it against liability for injury or disease to these employees arising out of their employment: failure to insure such persons renders the Church liable to a heavy fine. The Church must use an authorised insurer, be insured for at least £5 million and display a copy of the Certificate of Employers' Liability Insurance in a prominent place within the building. There is a legal requirement for an employer to retain Employers' Liability Insurance certificates for forty years. Churches need to ensure that they are covered for this insurance by their Combined Policy.

9. Public Liability Insurance (8)

Public liability insurance covers the Church for claims made against it by members of the public or other businesses but not for claims by employees or members of the Committee: Churches which own their own property need to ensure that they are covered for this insurance by their Combined Policy. Churches which meet in hired premises where the owner or landlord does not insure the Church for public liability as part of the terms of hiring must ensure that they are covered for this insurance.

10. Minimum Insurance Cover (8(a)(ii))

Churches in Local, Joint and Appointing Trust are recommended to insure all land, buildings and other property in accordance with Schedule 7 to these Rules.

Rule 23. Records

(1) General

All Church records are the property of the Church. Any members who resign, retire or are replaced must comply with the following provisions:-

- (a) all paper documents relating to the Church must be handed over to an Officer;
- (b) a copy of all electronic data relating to the Church must be handed over to an Officer in a format specified by the Church;
- (c) following compliance with (b) above all electronic data relating to the Church, no matter how or where it is stored, must be deleted.

The President must ensure that all items in (a) and (b) above are handed over to the appropriate successor.

(2) Access

(a) The following persons have a right of access to the healing records of the Church:-

- (i) the President of the Church;
- (ii) a member of the Healing Group;
- (iii) a representative authorised for the purpose by the National Executive Committee.

(b) The following persons have a right of access to all other records of the Church:-

- (i) a member of the Committee;
- (ii) a member of the National Executive Committee;
- (iii) an Officer or other appointed representative of the District Council;
- (iv) a representative authorised for the purpose by the National Executive Committee.

(c) The independent examiner(s) have the right of access in the course of their examination to the minutes of general meetings and meetings of the Committee and to all books, records and documents relating to the accounts, including investments.

(d) A Church or three of its full members may make a written request to the Union to inspect the Church's accounts and all books, records and documents relating to them. The Church or the members concerned must give reasons for the request and agree to pay any expense involved in the inspection. **[See Rule 29]**

(3) Electoral Records

The Church must retain all nomination forms, outer envelopes and ballot papers for two years after the declaration of the result.

Rule 24. Lyceum

- (1) (a) A Lyceum may be established by resolution of the Committee. Such resolution must be notified to the Chief Administrative Officer of the Union in writing or by email within 14 days of its passing and the notification must include:-
- (i) the date on which the resolution was passed;
 - (ii) the title by which the Lyceum is to be known;
 - (iii) the proposed date of commencement of the Lyceum, which shall not be earlier than the date of the notification to the Union.
- (b) The Lyceum shall be established for a period of not more than twelve months from the date of its commencement and shall be provisionally affiliated to the Lyceum Union. It shall be dissolved at the end of this period unless the Church has made application to the Lyceum Union for acceptance into full affiliation and the application has been approved. The twelve-month period may be extended at the discretion of the Union for the purpose of awaiting the decision of the Lyceum Union on the Church's application.
- (c) Such application must be made by the Church in writing or by email to the Secretary of the Lyceum Union and only following the passing of a simple majority motion with notice by members in general meeting approving the making of the application; such general meeting must be held not less than six months after the date of commencement of the Lyceum. The application must be signed by the Secretary and the Chairperson of the meeting at which the motion was passed and must include:-
- (i) a copy of the resolution;
 - (ii) the date on which the resolution was passed.
- (2) Except as provided in (1) above, a Lyceum shall automatically be fully affiliated to the Lyceum Union.
- (3) A Lyceum must be run by a Lyceum Conductor under the authority of the Church. The Lyceum may collect and spend its own monies to further its work but it must submit a full, independently examined financial statement to the Church Treasurer to be incorporated in the Church's accounts.
- (4) A Lyceum which provides activities for children or vulnerable adults must comply with the requirements of the Union's Safeguarding policy.

SUPPLEMENTARY NOTES

1. **Notification of Committee Resolution (1a)**
Upon receipt of notification of the resolution of the Committee the Chief Administrative Officer of the Union will forward it to the Lyceum Union, which will liaise with the Church and the Lyceum to give them advice and assistance in connection with the running of the Lyceum and the fulfilment of its objects and to monitor the Lyceum's progress.
2. **Lyceum Union (2)**
The Lyceum Union is a Branch of the Union and full information on its work, education courses and details of membership can be obtained from the Secretary of the Lyceum Union, whose address is available from the Union's head office. Copies of Bye-laws E governing the Lyceum Union, as well as the Lyceum Manual and other SLU literature, can be purchased from the Union's head office.
3. **Criminal Records Check (4)**
Guidance on applying for criminal records checks required under the Safeguarding policy may be obtained from the Secretary of the Lyceum Union.

Rule 25. Spiritualist Healing

- (1) **General**
- (a) Spiritualist healing must be conducted in accordance with the current 'Code of Conduct and Healing and the Law' issued by the Union and must be organised by the Committee through the Healing Group. No other form of healing is permitted to be practised, promoted or taught on the Church property or elsewhere under the auspices of the Church.
 - (b) The Church must issue a copy of the current 'Code of Conduct and Healing and the Law' free of charge to every member of the Healing Group.
- (2) **Composition of Healing Group**
- (a) The Healing Group consists of Registered Accredited and Registered Trainee Healing Mediums and Receptionists under the control of a Healing Group Leader.
 - (b) If a Church has no qualified person willing to act as the Healing Group Leader, the Committee must appoint a Healing Supervisor, who must be a Registered Accredited Healing Medium but need not be a member of the Church.
- (3) **Appointment and Registration of Healing Mediums**
The Healing Group Leader and other members of the Healing Group must be appointed annually by the Committee at its first meeting following the Annual General Meeting. The person appointed as Healing Group Leader must sign and return to the Secretary a form of acceptance for position in accordance with Rule 9(3) above. No appointment becomes effective until the person appointed has been registered with the head office of the Union and has signed and returned a form of acceptance for position to the Secretary by the required time. The form must require a declaration that the person:-
- (a) is qualified for the position in accordance with paragraph (5) below;
 - (b) is willing to carry out the duties of the position;
 - (c) is not a Registered Sex Offender;
 - (d) does not have an unspent conviction for an indictable offence;
 - (e) does not have any outstanding charges for an indictable offence;
 - (f) will notify the President and Secretary in the event of no longer fulfilling the requirements of any of clauses (c) to (e) above;
 - (g) will resign if any duties and loyalties to another organisation conflict with those to the Church.
- (4) **Suspension/Removal from Membership of Healing Group**
- (a) A person may be removed from membership of the Healing Group by the Committee.
 - (b) The procedure for removal must be in accordance with the natural justice procedures as set out in Rule 31.
 - (c) The appointment of the person concerned may be suspended by the Committee and for the period of suspension the person suspended must not practise healing within, or in the name of, the Church.
 - (d) Any suspension or removal of a Registered Healing Medium under (c) above must be reported to the Chief Administrative Officer of the Union within 21 days of the suspension or removal.
 - (e) The person suspended may appeal to the Chief Administrative Officer of the Union against removal by the Committee on one or more of the following grounds:-
 - (i) that there was a significant failure to follow the proper procedure;
 - (ii) that the findings of fact cannot be supported having regard to the evidence;
 - (iii) that the decision is unreasonable;
 - (iv) that there is new evidence, not available at the time of the decision, which renders such decision unreasonable.**[See Rule 29]**
 - (f) The removal does not take effect until 28 days after the end of the meeting. If the Chief Administrative Officer of the Union receives an appeal in writing against the removal within that period, the appellant will be suspended until the appeal is decided.
- (5) **Qualifications**
- (a) The Healing Group Leader must be a Registered Accredited Healing Medium of one year's standing.
 - (b) All Registered Healing Mediums must be full or associate members of the Church and Registered Accredited or Registered Trainee Healing Mediums.
 - (c) All Receptionists must be full members of the Church.

- (d) No Registered Trainee Healing Mediums may be upgraded to Registered Approved Healing Medium status unless they are a full member of the Church.
- (6) **Training of Registered Healing Mediums**
The training of the Registered Healing Mediums is the responsibility of the Committee through the Healing Group Leader.
- (7) **Healing Records**
The Committee must appoint one or more Receptionists in consultation with the Healing Group Leader. The duties of the Receptionist are to receive and welcome all patients and enter the names of Registered Healing Mediums and patients and their dates of attendance in an Attendance Register. The Registered Healing Mediums must maintain Healing Record Cards for all patients, which must be confidential and kept in a locked and secure place: they must not be disclosed except on the authority of the President or the National Executive Committee.

SUPPLEMENTARY NOTES

1. **Code of Conduct (1)**
Copies of the 'Code of Conduct and Healing and the Law' governing Spiritualist healing in SNU Churches should be held in the Church and can be purchased from the Union's head office.
2. **Registration of Healing Mediums (3)**
Registered Healing Medium cards will be issued by the Union's head office to Registered Accredited Healing Mediums and Registered Trainee Healing Mediums.
3. **Form of Acceptance for Position (3)**
The form of acceptance for position (other than for the Healing Group Leader) must be in the format contained in Appendix 6 to these Rules. The form shall be deemed to be validly signed and returned if:-
- (a) the form with an original signature is delivered to the Secretary;
(b) an electronic copy of the form in (a) above is sent to the Secretary by email.
4. **Suspension from Membership of Healing Group (4c)**
Suspension from membership of the Healing Group is an interim measure intended to protect the interests of the Church and its members pending the outcome of the natural justice procedures.
5. **Training of Registered Healing Mediums (6)**
Upon completion of the training it is the responsibility of the Registered Trainee Healing Medium to contact head office to apply for an upgrade assessment.
6. **Courses in Spiritualist Healing (6)**
Full information on the Union's courses in Spiritualist healing can be obtained from the Union's head office.
7. **Healing Record Cards (7)**
Healing Record Cards specially prepared by the Union for use by SNU Church Healing Groups can be purchased from the Union's head office.

Rule 26. Rights of Representatives of the Union

The following persons have a right to attend and speak at any general meeting of the Church:-

- (i) a member of the National Executive Committee;
(ii) an Officer of the appropriate District Council;
(iii) any other authorised representative of the Union

provided that they carry credentials authenticated by a member of the National Executive Committee, the Chief Administrative Officer of the Union or an Officer of the appropriate District Council.

SUPPLEMENTARY NOTES

1. **Credentials**
Credentials may take the form of an official SNU identity card or a signed letter of authority on SNU-headed notepaper.

Rule 27. Complaints

(1) General

- (a) A complaint must not be dealt with unless it is received by the Secretary not more than one month 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) The complaint must be in writing, include the signature, full name and address of the complainant and be made against one or more members of the Church or the Committee.
- (c) The complaint must include:-

(i) the party or parties against whom complaint is made;
(ii) a statement of all relevant facts.
- (d) Third-party complaints must not be accepted.
- (e) If more than two members of the Committee are parties to the complaint, the Church must, within 21 days of its receipt, send the complaint directly to the Union and notify the complainant in writing accordingly. [See Rule 29]
- (f) (i) If any complaint relates to a Registered Healing Medium carrying out the required duties under the authority of the Church, the Church must, within 21 days of its receipt, send the complaint directly to the Union and notify the complainant in writing accordingly.
(ii) Pending the outcome of the complaints procedures the appointment of the Registered Healing Medium concerned may be suspended by the Committee and for the period of suspension the Registered Healing Medium must not practise healing within, or in the name of, the Church.
(iii) Any suspension or removal of a Registered Healing Medium under (ii) above must be reported to the Chief Administrative Officer of the Union within 21 days of the suspension or removal. [See Rule 29]

(2) Preliminary Procedure

- (a) If a complaint does not fall within 1(e) or 1(f) above, the Committee must within 28 days of receipt of the complaint:-

(i) acknowledge the complaint without undue delay;
(ii) if it thinks fit, request further details;
(iii) send a copy of the complaint and any additional information received to the other party or parties to the complaint [See Rule 29]; and
(iv) appoint two of the Committee to try to obtain an amicable settlement by agreement between the parties.

If either party to the complaint is a member of the Committee that person must not take part in the selection procedure or be one of the two selected under (iv) above.

(The above preliminary procedure does not apply to a complaint involving the removal of a person from Church or Committee membership or where the complaint involves more than two members of the Committee, for which separate procedures are laid down in these Rules.) [See Rules 5(3) and (4), 16 or 27(1)(e)]

- (b) If the Committee fails to complete the procedure under (a) above within 28 days of receipt of the complaint, any party to the complaint may refer the matter to the Chief Administrative Officer of the Union.

(3) Subsequent Procedure

- (a) If the parties do not reach an amicable settlement by agreement within 21 days of the appointment under (2) above, then the Committee must:-

(i) make a request in writing or by email for the other party or parties' observations in writing on the complaint;
(ii) send a copy of their observations to the complainant; and
(iii) within a further six weeks:-

either (1) make a summary decision on the matter and notify it in writing to the

- or (2) parties within five days afterwards;
convene a hearing or hearings with the parties and any witnesses and
notify the decision in writing to the parties within five days afterwards.
[See Rule 29]

The Committee must give the parties at least 21 days' notice of the hearing. At the hearing the Committee must hear and consider any written and verbal testimony by and against the person concerned and by any witnesses for either side. The Committee must enclose with any decision a statement of the parties' rights of appeal in the form set out in (4) below. [See Rule 29]

- (b) If the Committee fails to complete the procedure under (a) above within nine weeks of the appointment under (2)(a) above, any party to the complaint may refer the matter to the Chief Administrative Officer of the Union.

(4) Appeal to Union

Any party to a complaint who is the subject of a decision by the Committee may, within 28 days after being notified in writing of the decision, refer the matter to the Chief Administrative Officer of the Union. [See Rule 29]

The decision of the Committee does not take effect until 28 days after the parties to the complaint have been notified of it in writing. If the Chief Administrative Officer of the Union receives a written request from any party for the matter to be dealt with by the Union the decision of the Committee will be suspended until the complaint is decided.

SUPPLEMENTARY NOTES

- 1. Complainant (1a)
A complaint may be accepted from any person, whether a member of the Church or not.
- 2. Third-Party Complaints (1d)
A third-party complaint is one made by a complainant on behalf of a person or body other than himself.
- 3. Suspension of Registered Healing Medium (1f)
Suspension of a Registered Healing Medium is an interim measure intended to protect the interests of the Church and its members pending the outcome of the natural justice procedures.

Rule 28. Affiliation with the Union

- (1) **General**
- (a) The Church and its members are bound by the Union's Articles of Association and Bye-laws in the same manner as if they were members of the Union.
 - (b) The Church must not be in affiliation or association with, or in membership of, any other religious organisation. **[See Rule 34(h)]**
- (2) **Misconduct of Affairs**
- Any Church which in the opinion of the National Executive Committee:-
- (a) fails to conduct its affairs in accordance with the terms of affiliation currently laid down in the Union's Articles of Association, Bye-laws and Rules for Churches; or
 - (b) no longer adheres to the SNU Seven Principles; or
 - (c) is no longer an effective organisation; or
 - (d) has acted in a manner which constitutes serious misconduct harmful or potentially harmful to the Union or any part of the Union; or
 - (e) promotes principles or practices antagonistic to the Union

will become the subject of investigation by the Union. The Union or the appropriate District Council acting on its behalf may close or suspend any or all of the Church's activities for a temporary period while an investigation is being held. During the period of investigation the Union or its agent may secure the Church premises and/or take over the running of the Church. The National Executive Committee will decide upon the action to be taken in the light of the investigation report and recommendations.

SUPPLEMENTARY NOTES

1. **Memorandum and Articles of Association and Bye-laws (1a)**
- Copies of the Union's Memorandum and Articles of Association and Bye-laws can be purchased from the Union's head office or downloaded from the Union's website at www.snu.org.uk

Rule 29. Notice to Members

- (1) **Form of Notice**
- Except where these Rules state otherwise, any notice to be given by or to the Church must be:
- (a) in writing; or
 - (b) by email.
- (2) **Delivery of Notice**
- Any notice to be given by the Church must be delivered to every Church member:-
- (a) personally; or
 - (b) by sending it by post in a prepaid envelope to the member's last-known address; or
 - (c) by leaving it at the last-known address of the member; or
 - (d) by sending an email to the member's last-known email address.
- (3) **Accidental Failure of Notice**
- A general meeting or motion will not be invalidated merely because of the accidental failure to give notice to a particular member or members.
- (4) **Effective Notice**
- A notice will take effect when it is handed to the recipient or deposited at the person's last-known address or 48 hours after the envelope containing it is posted or after the email is sent.
- (5) **Notice to Union**
- (a) Any notice needed to be given to the Union must be sent through the post in a prepaid letter to its registered office or deposited at the registered office, obtaining a receipt for it from a member of the Union's head office staff, or by giving it using email to an address for the time being notified by the Union.
 - (b) Any notice needed to be given to the Chief Administrative Officer of the Union must be addressed to the Chief Administrative Officer and sent through the post in a prepaid letter to the Union's registered office or deposited at the registered office, obtaining a receipt for it from a member of the Union's head office staff, or by giving it using email to an address for the time being notified by the Union.

Rule 30. Dissolution of the Church

(1) Grounds for Dissolution

Irrespective of any other provision in these Rules the Trustees or (if no Trustees have been appointed) the Union may declare the Church to have been dissolved

- (a) if a three-quarters majority motion with notice dissolving the Church has been passed at a general meeting; or
- (b) if the number of members of the Church currently entitled to vote upon a three-quarters majority motion with notice has fallen to twelve or less; or
- (c) if the Church has ceased to conduct regular public SNU Spiritualist teaching or services of worship for a period of six months; **[See Schedule 2, para. 2]** or
- (d) for conduct which in the opinion of the National Executive Committee constitutes serious misconduct harmful or potentially harmful to SNU Spiritualism or to the Union; or
- (e) 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

If the Church is dissolved, the Trustees (or, if no Trustee has been appointed, the Union) may take possession of any part of the Church property not already vested in them and sell, mortgage, lease or otherwise dispose of the Church 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 Church's outstanding debts:-

- (a) The Trustees or the Union (whichever applies) may use the property or monies or any part of them for the endowment or other capital benefit of any new or existing Spiritualist Church or Society affiliated to the Union in the same district, say within three miles of the last regular meeting-place of the Church, and established for objects similar to those of the Church.
- (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 Trustees or the Union (whichever applies) 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 Church was declared dissolved, the National Executive Committee considers that there is no reasonable prospect of reviving the Church the National Executive Committee may, at its discretion, devote the property or monies to any charitable purpose which in its opinion will tend towards the advancement of SNU Spiritualism.

Rule 31. Natural Justice Procedures

The following procedures must be carried out for the removal of a person from Associate, Full or Honorary membership of the Church, from the Committee or the Healing Group or from the position of a non-professional independent examiner.

(1) Notice before the Meeting

- (a) Subject to (b) below, the Committee must give the person(s) concerned at least 21 days' notice of any general or Committee meeting called for the purpose of voting on a motion for the person's removal from membership or position. **[See Rule 29]**
- (b) In the case of motions which, if passed, might render the Committee inquorate the Committee must give the Chief Administrative Officer of the Union and the person(s) concerned at least 21 days' notice of the Committee meeting or general meeting to be called for the purpose of voting on the motions. The Union must appoint an agent to chair such meeting.
- (c) The notice must contain the following:-
 - (i) the date, time and place of the meeting at which the motion is to be voted on;
 - (ii) the wording of the motion;
 - (iii) the grounds for removal;
 - (iv) the reasons and supporting evidence; and
 - (v) a statement of the person's right:-
 - (1) to send written testimony before the meeting;
 - (2) to give written and verbal testimony at the meeting;
 - (3) to have witnesses give testimony on the person's behalf at the meeting; and
 - (4) to have a lay advisor ("a McKenzie friend") or a professional advisor present at any hearing but such advisor shall not be permitted to conduct any examination or cross-examination or answer questions.

(2) Procedure during the Meeting

- (a) The meeting at which the motion is to be voted on must:-
 - (i) hear and consider any written and verbal testimony by and against the person concerned and by any witnesses for either side; and
 - (ii) debate and vote on the motion.

The person(s) concerned may not vote on the motion and do not count towards the number present at the meeting.
- (b) In the case of a Committee meeting, the motion will be passed only if it is carried by a three-quarters majority of the Committee members present at the meeting. In the case of a general meeting, the motion will be passed only if it is carried by a three-quarters majority of the votes cast.

(3) Procedure after the Meeting

Within seven days after the meeting at which the motion was voted on the Committee, or in default thereof the Chief Administrative Officer of the Union, must:-

- (i) notify the person(s) concerned in writing whether the motion was passed or lost; and
- (ii) if the motion was passed, advise the person(s) concerned of their right of appeal to the Union on the grounds as set out in the appropriate Rule.

[See Rule 29]

Rule 32. Standing Orders for General Meetings

(1) General

- (a) No general meeting may commence unless a quorum of twenty or one-third of the full membership is present at the start of the meeting. If a quorum is not present within thirty minutes from the time appointed for the meeting the meeting must be reconvened at a later date. If a quorum is not present at the time appointed for the meeting on that later date, then the members present will be a quorum, unless the meeting was convened by request, in which case the meeting will not take place.
- (b) The Church must give at least 21 days' notice for an adjourned general meeting. **[See Rule 29]**
- (c) The business of general meetings must be conducted in accordance with the Rules for Churches. The Chairperson must give a ruling on any points of interpretation and cases not provided for.
- (d) The business to be dealt with at general meetings and the order of business must 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 (AGM only).
 - 10. Elections (AGM only).
 - 11. Appointment or election of independent examiner(s) (AGM only).
 - 12. Motions of which notice has been given.
 - 13. Other motions, if allowed.
 - 14. General Committee business.
 - 15. Any other business.
 - 16. Close of meeting.

Elections and appointments may be taken at the same time as other items on the agenda if the Chairperson so rules.

- (e) All printed minutes, reports and accounts are deemed to have been read.
- (f) Except for any official recording made by or on behalf of the Church, no audio or video recording of the meeting will be allowed unless a motion to allow it is carried by a three-quarters majority of the votes cast.
- (g) A motion to suspend any or all of these Standing Orders must not be accepted.
- (h) A member who is not fully paid-up is not entitled to speak at a general meeting.

(2) The Chair

- (a) Unless otherwise directed by the National Executive Committee, the Chair must be taken by one of the following persons in order of listing:-
 - (i) the President;
 - (ii) a Vice-President (in order of seniority);
 - (iii) the Treasurer;
 - (iv) a Committee member chosen by the Committee;
 - (v) a full member elected by the meeting;
 - (vi) a member of the District Council Executive Committee;
 - (vii) a warden.
- (b) The Chairperson must designate, in order of preference under (a) above, an Acting Chairperson for any part of a meeting during a temporary absence from the Chair.
- (c) The Chairperson must step down from the Chair if taking an active part in any business.

(3) Rules of Debate

- (a) Members who want to speak must stand up and wait for the Chairperson's permission to speak. They must then give their name and state their business. If two or more members stand up at the same time, the Chairperson must decide the order of speaker.
- (b) Members who want to move next business must stand up and say, "Mr Chairperson, I move next business." If the motion is seconded, it must be put to the vote immediately. If the motion

is passed, no further action must be taken on the business in hand, unless that business is a motion or an amendment to a motion, in which case 'next business' means the taking of the vote on that motion or amendment.

- (c) Unless the Chairperson allows it, no members other than the mover of the motion must 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 must not bring in any new points.
- (d) The mover of a motion or amendment is allowed five minutes to introduce the motion or amendment and three minutes to reply at the end of the debate: other speakers are allowed three minutes. The Chairperson may extend these times.
- (e) When replying at the end of the debate, the mover of the motion or amendment must not bring in any new points. If the mover does so, the Chairperson must give another member or members a chance to respond to these.
- (f) Members who want to move that the vote be taken on any motion or amendment must stand up and say, "Mr Chairperson, I move that the vote be taken." If the motion is seconded, it will be put to the vote immediately, provided at least two persons other than the proposer and seconder have spoken on each side of the motion or amendment or have had the chance to do so. No person who has spoken on the motion or amendment may move that the vote be taken. If the motion that the vote be taken is passed, the mover has the right of reply.
- (g) If a motion or amendment on the circulated agenda is not moved by the person who gave notice of it, it may be moved by any member present. If a motion or amendment from the floor is withdrawn by the proposer, it may be moved by any member present.
- (h) A point of order may be raised on procedure, relevance or offensive language. Members who want to raise a point of order must stand up, say "Mr Chairperson, on a point of order" and await the Chairperson's permission to speak: they must then state their point briefly. No discussion must be permitted and the Chairperson must give a ruling immediately.
- (i) Members may object by motion to any ruling by the Chairperson except a ruling to disallow a motion on the grounds of lack of notice. The motion must be in the form "That the Chairperson's ruling be not accepted" and must not be dealt with unless at least five fully paid-up members stand up to support it. No discussion must be permitted, but before putting the motion the Chairperson may explain the reasons for the ruling, including any authorities upon which it is based. Unless the motion is carried by a three-quarters majority of the votes cast the ruling will stand.

(4) Motions

- (a) A member who is not fully paid-up is not entitled to propose or second a motion.
- (b) Every motion and amendment must be submitted in writing and signed and dated by the mover and seconder and must be read out by the Chairperson immediately after it is moved and again before it is put to the vote. (This does not apply to any motion or amendment which is exactly as printed in the agenda or is a formal or routine motion.)
- (c) The Chairperson must disallow a motion or an amendment which has not been included in the circulated agenda if it is considered that the subject-matter is such that no vote ought to be taken on it until notice has been given to all members. The Chairperson must not use this reason to disallow the following:-
 - (i) a motion to allow a recording of the meeting;
 - (ii) a motion to move next business;
 - (iii) a motion that the vote be taken on any motion or amendment;
 - (iv) a motion to object to the Chairperson's ruling (this does not apply to a Chairperson's ruling to disallow a motion or amendment on the grounds of lack of notice);
 - (v) a motion to disallow a motion or amendment on the grounds of notice.
- (d) If the Chairperson has not disallowed a motion or an amendment on the grounds of lack of notice, then members may object by motion to the taking of a vote on it until notice has been given to all members. The motion must in the form "That the motion (or amendment) not be voted upon until notice has been given to all members" and must not be dealt with unless at least five fully paid-up members stand up to support it. No discussion must be permitted. To be effective the motion must be carried by a three-quarters majority of the votes cast.
- (e) The Chairperson must disallow a motion or amendment which is considered to be objectionable or frivolous.
- (f) If a motion has been defeated no motion to the same effect may be proposed at the same meeting.
- (g) The Chairperson's declaration that a motion or amendment has been lost or carried is final unless it is challenged before the meeting proceeds to the next business.

- (5)

Amendments

(a)

A member who is not fully paid-up is not entitled to propose or second an amendment.

(b)

An amendment must not be moved to a motion needing a three-quarters majority.

(c)

The Chairperson must disallow an amendment to a motion needing a simple majority which goes further than the original motion or the existing rule or practice.

(d)

An amendment to a motion needing a simple majority requires only a simple majority of the votes cast.

(e)

A motion or amendment may be amended by

(i)

omitting words;

(ii)

adding or inserting words;

(iii)

striking out some words and substituting others;

(iv)

striking out all the words after the first ('That') and substituting others dealing with the same subject.

(f)

An amendment must be relevant to the motion or amendment and not contradict it.

(g)

An amendment may be reconsidered by a motion in the meeting.

(h)

If any amendments have been lost the original motion or amendment must be put.

(i)

If any amendments have been carried, the original motion or amendment must be put in its duly amended form.

(j)

The Chairperson may make any formal corrections made necessary by amendments.
- (6)

Voting

(a)

Each fully paid-up Full Member present at a general meeting is entitled to one vote. Proxy votes must not be allowed. If the votes for and against a motion or amendment are equal the Chairperson may give a casting vote in addition to any vote the Chairperson may have as a member.

(b)

All motions needing a three-quarters majority and all elections for the Committee must be decided by ballot.

(c)

All other matters must be decided on a show of hands by simple majority unless the Chairperson or any five fully paid-up full members present call for a ballot.

SUPPLEMENTARY NOTES

1.

Number of Full Members Present (1a)

Where one-third of the full membership is not a whole number, the required number of full members present is the next higher number, e.g. if the number of full members is 40, the required number of full members present would be 14.

Rule 33. Amendments and Additions to these Rules

- (1)

Amendments and Additions by the Union

Any amendment or addition made by the National Executive Committee to the Rules for Churches is deemed to be incorporated in these Rules as soon as the changes have been notified to the Secretary of the Church.
- (2)

Modification of Rules by the Union

The National Executive Committee has power to modify the whole or any part of the Rules for Churches in their application to any Church.
- (3)

Other Amendments and Additions

A Church may propose an amendment or addition to the Rules for Churches for consideration by the National Executive Committee.
- (4)

Validity of Amendments

No amendment or addition is valid if it would put at risk the status of the Church as a religious charity or render the objects of the Church not wholly charitable.

Rule 34. Interpretation

In these Rules the following terms have the following meanings:-

- (a) “the Union” means the Spiritualists’ National Union;
- (b) “the National Executive Committee” means the National Executive Committee of the Union;
- (c) “District Council” means the District Council of the Union to which the Church is allocated;
- (d) “SNU Spiritualism” means the religion and religious philosophy of Spiritualism, which recognises 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.
- (e) “Church” means a Spiritualist church or society in affiliation with the Union as a Church;
- (f) “affiliated body” means a Spiritualist church or society in affiliation with the Union as a Church, Mission Church or Kindred Body;
- (g) “incompatible religious body” means any religious organisation which:-
 - (i) 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
 - (ii) introduces, includes, utilises or otherwise promulgates any symbols, trappings or practices of any other religion or religious denomination; or
 - (iii) permits a body which falls within (i) or (ii) above to be accepted into affiliation with, or membership of, such organisation.
- (h) “religious organisation” means a church or society established for the promotion of religion, any of whose activities are open to the public;
- (i) “member” in relation to an incompatible religious body includes a person who regularly attends its services for the purpose of pursuing its beliefs;
- (j) “Church Representative” means an accredited representative of a Church;
- (k) “Individual Member” means an individual Spiritualist accepted into membership of the Union;
- (l) “Affiliate Member” means a full member of a Church who has been registered as an Affiliate Member of the Union;
- (m) “Spiritualist healing” means a form of healing by the use of forces and energies from God channelled through the spirit world and a Spiritualist Healing Medium by the laying on of hands on the body or prayer or the direction of thought from a distance;
- (n) “Registered Accredited Healing Medium” means a Spiritualist Healing Medium who is currently entered on the Union’s Register of Accredited Healing Mediums;
- (o) “Registered Trainee Healing Medium” means a Spiritualist Healing Medium who is currently entered on the Union’s Register of Trainee Healing Mediums;
- (p) "Registered Sex Offender" means a person whose name is entered on the Sex Offenders Register.
- (q) “complaint” means an allegation by a person or body of being personally or individually wronged by another person or body;
- (r) “Sole Trust” means a trust of which the Union is sole trustee;
- (s) “Joint Trust” means a trust of which the Union is a trustee jointly with one or more individuals or corporations;
- (t) “Appointing Trust” means a trust for which the Union has the right or duty to appoint all or any of the trustees or 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;
- (u) “Local Trust” means a trust in which individual trustees are appointed to act independently of the Union;
- (v) “property” means land, buildings and all other tangible and intangible assets, including chattels, money and debts owed;
- (w) "indemnity" in relation to the Union means a protection whereby the Church and its members and each of them for the time being and from time to time shall indemnify the Union and keep the Union

- fully and effectively indemnified against all costs, claims, liabilities, expenses, actions and demands brought by any third party, statutory or government body against the Union in the Union's capacity as a trustee of any property or money of the Church (pursuant to Rule 20, whether such a trust is expressed by deed, expressed by the Rules for Churches or implied by the conduct of the parties) arising out of any act or omission of the Church or its members or any of them for the time being either in tort, contract, in breach of the criminal law or in breach of any statutory obligation or otherwise.
- (x) "indemnity" in relation to the Church Committee means a protection whereby the members of the Church shall indemnify the Committee against all costs, claims, demands and liabilities incurred by the Committee or its Officers or Ordinary Members in the management of the Church affairs as authorised by members in general meeting and by the Rules for Churches.
 - (y) "written" and "in writing" do not include communication by email.

SUPPLEMENTARY NOTES

- 1. Membership of Incompatible Religious Body (g)**
The definition of ‘member’ of an incompatible religious body reflects the spiritual intent, not the mere fact, of attendance at its services, which may be enforced and not with the intent of pursuing its beliefs.

SCHEDULE 1

The Seven Principles

The Seven Principles were adapted and adopted by the Spiritualists' National Union and incorporated into its Memorandum of Association when it became registered as a company in 1901. Spiritualists are not tied to any creed or dogma. Within the Spiritualists' National Union the members accept the Seven Principles as their guidelines for a way of life. These Principles are the accepted and recognised definition of the religious philosophy of SNU Spiritualism.

The Fatherhood of God

By a study of nature, that is, by trying to understand the laws of cause and effect, which govern all that is happening around us, we recognise that there is a creative force in the universe. This force, or energy, not only created the whole universe but life itself in its many forms and is continuing to create today, creating, not from nothing, but of itself, and the effects of this eternal creation can be seen around us today, even in the farthest reaches of outer space, as has been shown in its astounding grandeur by the remarkable photographs taken through the medium of the Hubble telescope.

This leads us to acknowledge that God, the Creative Force, manifests directly or indirectly in all things. We know this power as God and, as we are a part of the life created by God, we acknowledge God as our Father.

The Brotherhood of Man

Because we all come from the same universal Life source we are, in effect, one large family. This means that all mankind is part of a brotherhood. A brotherhood is a community for mutual support and comfort; we are all members of the same divine family. We have to understand the needs of other individuals in order to assist them as part of our service to each other. As we learn to give, so must we also learn to receive, thereby achieving the necessary balance for our lives.

The Communion of Spirits and the Ministry of Angels

Many Spiritualists consider this as the key Principle. All religions believe in life after death but only Spiritualism shows it is true by demonstrating that communication with departed spirits can, and does, take place. Spiritualist churches provide many of the venues where communication, through mediumship, is possible and many loved relatives and friends take advantage of this opportunity to continue to show an interest in our welfare and us. There are spirit people who are dedicated to the welfare and service of mankind, like Silver Birch, channelled through the mediumship of Maurice Barbanell, who brought inspiration and teachings, whilst others work in the healing ministry.

The Continuous Existence of the Human Soul

Matter and energy cannot be created or destroyed. This is an old scientific axiom which research continues to confirm. If we accept this, and there is no reason why we should not, we need to know what happens when the present form of energy reaches the end of its viability. The answer is, simply, that it changes its manifestation. Spirit is energy and is therefore indestructible. On the death of the physical body the spirit continues as an integral part of a world which interpenetrates our world in different dimensions: this other world is referred to as the spirit world. In spirit life we have a spirit body that is a replica of our earthly body but it is a much finer form. We are the same individuals in every way, with the same personalities and characteristics, and we change only by progression, or otherwise, as a result of our own efforts.

Personal Responsibility

This Principle is the one which places responsibility for wrongful thoughts and deeds where it belongs, with the individual. It is the acceptance of responsibility for every aspect of our lives, and the use to which we put our lives depends entirely upon ourselves. It is not possible for any other person or outside influence to interfere with our spiritual development, unless we are willing to allow this. As we are given freedom of choice (freewill), so also are we given the ability to recognise what is right and wrong for our own spirituality. We are personally responsible for all our words, deeds and thoughts.

Compensation and Retribution Hereafter for all the Good and Evil Deeds done on Earth

As with all other Principles, natural laws apply; this one echoes the Law of Cause and Effect ('what goes around, comes around'). One cannot be cruel and vindictive towards others and expect love and popularity in return. It should be understood that the compensatory or retributive effects of this law operate now, on earth: they do not wait until we begin to live our lives in the spirit world. With this understanding we can try to put right wrongs that we know we have done before we pass from this life.

Eternal Progress Open to every Human Soul

In most humans there exists the desire for progress and to every human soul belongs the power to advance in wisdom and love. All who desire to tread the path that leads to spiritual wisdom and understanding are able to do so. The rate of progress is directly proportional to the desire for mental and spiritual understanding. It is the realisation that our soul is a part of eternity and the road to progress is open any time we choose to walk it that can help us come to terms with the challenges of this world.

SCHEDULE 2

Church Activities

Churches must adhere to the requirements set out below in order to ensure that the good name of Spiritualism and the Spiritualists' National Union is maintained.

1. Exponents

No person shall be permitted to serve the Church as an exponent of Spiritualism (i.e. as a speaker or medium) who:-

- (i) is known to be a Registered Sex Offender;
- (ii) is known to have an unspent conviction for an indictable offence;
- (ii) is known to have any outstanding charges for an indictable offence;
- (iv) is wearing clerical dress.

2. Mandatory Activity

The primary activity of a Church must be the holding of religious services for public worship. Churches with the sole use of their premises shall hold a public service of worship at least once a week, while others shall hold one as often as feasible and not less than once a month.

A service of worship shall contain as a minimum an element of prayer (either silent personal prayer or spoken prayer) and an address based on the philosophy of the Seven Principles. The service may include a demonstration of mediumship based on evidential communication and an element of inspirational or devotional music.

The services must **not** include any of the items in 3(2), 4 and 5 below.

3. Permissible Activities Open to the Public

(1) The following are part of Spiritualist activities and are open to the public:-

- (a) Demonstrations of Mental Communication Mediumship, including Trance Mediumship.
- (b) Spiritualist Healing Services (excluding Trance Healing), Healing Clinics (which may include Trance Healing) and Demonstrations of Healing (which may include Trance Healing).
- (c) Demonstrations of Spirit Art.
- (d) Lectures, Discussion Groups, Forums, Philosophy Groups and Question-and-Answer Sessions on Spiritualist matters.
- (e) Circles (Open and Awareness).
- (f) Workshops, Teach-ins and Seminars on Spiritualist matters.
- (g) Private sittings for the purpose of providing evidence of survival.

The above activities must **not** include any of the items in 3(2), 4 and 5 below.

(2) Non-promotional lectures on non-Spiritualist subjects other than complementary therapies are permissible only on an occasional basis.

4. Activities Open Only to Invited Persons

The following activities are open only to invited persons:-

- (a) Developing Circles.
- (b) Workshops, Teach-ins and Seminars on mediumistic and psychic activities.

5. Activities Open Only to Invited Members of the Church

Demonstrations of Physical Mediumship are open only to invited members of the Church.

6. Trance Mediumship

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 3 to these Rules.

7. General

- (1) The use of any device (including the use of flowers previously touched by the recipient) during the course of a demonstration of mediumship in the Church (other than the use of artists' materials during a demonstration of Spirit Art) shall not be allowed: the use of such objects 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 (other than artists' materials).

SCHEDULE 3

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 if they wish to do so.

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 they 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 their 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;
 - 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. Churches should, ideally, obtain a recommendation from a respected source as to a suitable spirit-controlled medium.

Public Demonstrations and Address in a Divine Service

Churches must observe the following points:

- Demonstrations of spirit-controlled mediumship must be by prior arrangement with the Church'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

Churches must observe the following point:

- Private sittings utilising spirit-controlled mediumship must be by prior arrangement with the Church's consent.

Trance Healing

Trance healing is recognised as an integral part of Spiritualist healing and it is recognised by the Union 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

Churches must observe the following points:

- Demonstrations of trance healing must be by prior arrangement with the Church'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.

Trance Healing Private Sittings

Churches must observe the following points:

- Trance healing private sittings must be by prior arrangement with the Church's consent. The person conducting the sitting must be an SNU Accredited Healing Medium.
- A third party must be present at all times to act as a witness.

SCHEDULE 4

SNU Policies and Policy Statements

The following policies are available from the Union's head office and on the Union's website at www.snu.org.uk:-

Antibribery policy
Church Counselling and Confidential Talks policy
Church Fraud policy
Conflict of Interest policy
Disability policy
Disability Discrimination policy
Disruptive Behaviour policy
Document Retention policy
Environmental policy
Equality & Diversity policy
Exponents Dress policy
GDPR policy
Health & Safety policy
Lone Working policy
Media Contact policy
Safeguarding policy
Social Media policy
Whistleblowing policy

The Safeguarding, Equal Opportunities and Anti-Bullying policy statements are given below.

Safeguarding Policy Statement

The Union recognises the need to provide a safe and caring environment for children, young people and vulnerable adults. We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the United Nations Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to "all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status."

We also concur with the Convention on the Rights of the Child, which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has care of the child." The Union has therefore adopted the procedures set out in its new Safeguarding policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in Safeguarding.

A copy of the full Safeguarding policy and procedures is available from the Spiritualists' National Union, Redwoods, Stansted Hall, Stansted Mountfitchet, Essex CM24 8UD. A copy of our Safeguarding policy has been lodged with the Churches' Child Protection Advisory Service and the Local Government Agency with Safeguarding responsibility.

Equal Opportunities Policy Statement

This SNU Church is committed to eliminating discrimination and encouraging diversity amongst all who enter this church.

Our aim is that we will be truly representative of all sections of society; to that end the purpose of this policy statement is to provide equality and fairness for all who enter our premises.

This SNU Church opposes all forms of unlawful and unfair discrimination and we will do all within our power to ensure that members and visitors will be treated fairly and with respect. We aim not to discriminate on ground of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age; no form of intimidation, bullying or harassment will be tolerated.

Any complaints will be actively investigated by the Church Committee and will result in the appropriate action being taken if they are found to be proven.

Anti-Bullying Policy Statement

This SNU Church is committed to eliminating bullying or intimidating behaviour.

- We provide a place where every member can feel secure.
- We provide a place where it is known that bullying is not acceptable behaviour.
- We provide a place where insulting language is not tolerated.
- We provide a place where no one suffers abuse of any nature.
- We provide a place where no one is victimised.
- We provide a place where each member is supported and listened to.
- We provide a place where it is each member's responsibility to ensure that all are treated equally.
- We provide a place where solutions to problems are the concern of all.

SCHEDULE 5

Timetable for Church Annual General Meetings

TIME BEFORE AGM	ACTION OR DEADLINE	CHURCH RULE
At least 6 weeks before AGM	Give notice of AGM (date, time, place). Note: This is a good time to notify the Church's warden of the meeting.	6(2)
At least 5 weeks before AGM	Deadline for receipt of motions with notice from members.	8(1)(a) 8(2)(a)
At least 28 days before AGM	Issue nomination forms to members or make them available in Church. Place secure nomination box in Church.	12(1)
At least 21 days before AGM	Issue notice of agenda to members OR place on notice-board and announce at all intervening meetings that it is on notice-board. Make copies available on request.	6(3)
14 days before AGM	Nominations close.	12(3)
At least 12 days before AGM	Open nomination box, check and count nominations and display list of valid nominees on notice-board.	12(4) 12(5)
At least 11 days before AGM	Inform valid nominees of their nomination and send or give each a consent form.	12(6)
4 days before AGM	Deadline for receipt by Secretary of candidates' consent to stand for election.	12(6)
3 days before AGM	Display on notice-board list of consenting nominees for each position.	12(7)
Not later than 21 days after AGM	Send Annual Return, independently examined accounts, affiliation and other fees, and successful three-quarters majority motions with notice to SNU.	15(6)(g) 8(1)(c)

SCHEDULE 6

Hiring Out of Church Premises or Rooms

A Church may hire out any part of its premises, whether a separate building in its grounds or rooms, flats or offices in its building, provided that it adheres to the requirements set out below.

- a. A Church may hire out any part of its premises, whether a separate building in its grounds or rooms, flats or offices in its building, provided that these are not designated for religious use.
- b. Any part of a Church building which is designated for religious use (the 'Church hall') may normally only be used for church purposes, which means use for any purpose for the advancement of its religion, including use by organisations connected with the church. 'Church hall' includes the main Church hall in which worship and other religious activities take place, together with any rooms used for ancillary purposes. 'Church purposes' covers use of the premises for services of worship, other religious meetings, Lyceum activities, educational or developmental classes, activities associated with religious services such as namings, weddings and funerals, meetings of members and the Committee, meetings of Church clubs and societies, etc.
- c. The occasional casual use of a Church hall for other purposes will present no difficulty but if any intended use is regular and longer-term, then the following applies.
 - i. A Church hall may not be used for a **non-charitable** purpose, e.g. for commercial gain or the private gain of any individual. In addition, if there is a covenant restricting the use of the premises, e.g. against sale of alcoholic liquor, etc., then it cannot be used for such a purpose.
 - ii. A Church hall may only be used for a non-church **charitable** purpose if the Church's trust deed permits it and the Union sanctions such use of the premises.
 - iii. The terms of any letting or hiring must not impinge upon the Church's time and ability to put on its own religious services and ancillary activities: for example, it would be entirely unacceptable for a Church building to have, say, only one day's use as a Church and most of the other days for a non-Church purpose.
- d. A Church may not hire out any part of its premises, whether a separate building in its grounds or rooms, flats or offices in its building, to any religious body whose objects are contradictory of, or inimical to, the Church's objects.
- e. With regard to rates, a casual letting on an occasional basis would not be sufficient to warrant any change in the Church's exemption from rateability but if any letting were to be sufficiently regular and substantial in revenue that it formed a significant proportion of the Church's annual income, then the local authority would have to be informed of this so that it could decide whether this affected the Church's exemption either partially or wholly. (This refers to lettings of the Church hall itself, not non-Church leased rooms or flats, for which Council tax is separately payable, either by the Church as landlord or by the tenant as part of the letting agreement.)

SCHEDULE 7

Minimum Schedule of Insurance

A Church in Sole Trust 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

APPENDIX 1

CHURCH ASSOCIATE MEMBERSHIP APPLICATION FORM

(see Church Rule 4(4))

An Invitation

Your attendance at our Church suggests that you are interested in Spiritualism. The basis of our membership is acceptance of the Seven Principles of SNU Spiritualism, which are:-

- The Fatherhood of God.
- The Brotherhood of Man.
- The Communion of Spirits and the Ministry of Angels.
- The Continuous Existence of the Human Soul.
- Personal Responsibility.
- Compensation and Retribution Hereafter for all the Good and Evil Deeds done on Earth.
- Eternal Progress open to every Human Soul.

We cordially invite you to take the first step towards full membership of our Church by becoming an Associate Member. Membership is not open to anyone who is a member of a religious body which holds beliefs or includes practices incompatible with the Seven Principles. The annual subscription for a Church Associate Member is £.....

If you are agreeable, please sign the form below and hand it to a member of the Committee, who will give you any information you may require.

I should like to become an Associate Member of the Church. If accepted, I will conform to the Rules for Churches of the Spiritualists' National Union. I declare that:-

- (i) I accept the religion of Spiritualism on the basis of the SNU's Seven Principles;
- (ii) I am not a member of, and do not help to run, or hold any appointment, award or accreditation of, an incompatible religious body (*see Church Rule 34(q)*);
- (iii) I am not a Registered Sex Offender;
- (iv) I do not have an unspent conviction for an indictable offence;
- (v) I do not have any outstanding charges against me for an indictable offence;
- (vi) I will notify the President and Secretary of the Church if I become a Registered Sex Offender or am charged with an indictable offence.

Signed

Name (please print)

Address

.....

Postcode Telephone

Email Date

For Church use only

Dealt with by Committee

Invited into full membership

Members Roll signed

APPENDIX 2

FORM OF ACCEPTANCE FOR CHURCH POSITION
(see Church Rule 9(3))

DECLARATION

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

.....

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

- (i) I am qualified for the position in accordance with Church Rule 11;
- (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 and the Church as contained in Church Rule 15(1) and (2);
- (v) I am not a Registered Sex Offender;
- (vi) I do not have an unspent conviction for an indictable offence;
- (vii) I do not have any outstanding charges against me for an indictable offence;
- (viii) 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;
- (ix) I have not previously been removed as a trustee by the Charity Commission or the High Court;
- (x) I am not disqualified from being a trustee by an order of the Charity Commission under the Charities Act 2011;
- (xi) I will notify the President and Secretary if I no longer fulfil the requirements of any of clauses (iii) to (x) above.
- (xii) I will resign if my duties and loyalties to another organisation conflict with my duties and loyalties to the Church.

Date Signed

Name.....

Please complete and return this form to reach the Church Secretary
not later than 4 days before the Annual General Meeting

APPENDIX 3

FORM OF ACCEPTANCE FOR TEMPORARY CHURCH POST
(see Church Rule 9(6))

DECLARATION

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

.....

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

- (i) I am willing to carry out the duties of the position;
- (ii) I am not a Registered Sex Offender;
- (iii) I do not have an unspent conviction for an indictable offence;
- (iv) I do not have any outstanding charges against me for an indictable offence;
- (v) I will notify the President and Secretary in the event of no longer fulfilling the requirements of any of clauses (ii) to (iv) above.

Date Signed

Name.....

Please complete and return this form to reach the Church
Secretary not later than

APPENDIX 4

MODEL SNU CHURCH NOMINATION FORM
(see Church Rule 12(1))

_____ SPIRITUALIST CHURCH

NOMINATION FORM 20__ AGM

To be returned by _____ 20__

Nominations are invited for the following Committee positions

President	_____ (Present holder: _____)
Vice-President	_____ (Present holder: _____)
Vice-President	_____ (Present holder: _____)
Treasurer	_____ (Present holder: _____)
Secretary	_____ (Present holder: _____)
Ordinary Member (1)	_____
Ordinary Member (2)	_____
Ordinary Member (3)	_____
Ordinary Member (4)	_____ (Present Ordinary Members: _____ _____ _____ _____)
Church Representative	_____ (Present holder: _____)
SNU Trust Representative	_____ (Present holder: _____)

DO NOT SIGN THIS FORM

This nomination form, unsigned, must be sealed inside the small envelope, which must then be enclosed inside the larger envelope. On the outside of the larger envelope put your name in block letters, your signature and the date.

Then return the envelope to the Secretary in person or by post or place it in the box provided within the Church. The nomination form must be returned by the closing date of _____

APPENDIX 5

CHURCH REPRESENTATIVE PROXY FORMS
(see Church Rule 18(2))

CHURCH REPRESENTATIVE PROXY FORM
FOR DISTRICT COUNCIL GENERAL MEETINGS

I, _____, being a Church accredited representative of _____ Church, and being registered as such at the head office of the Union, hereby appoint _____, a full member of that Church, as my proxy to attend and use my credential card at the meeting of the _____ District Council to be held at _____ on the _____ 20.... and at every adjournment thereof.

Signed _____ (Church Representative)
Dated _____

CHURCH REPRESENTATIVE PROXY FORM
FOR GENERAL MEETINGS OF THE UNION

I, _____, being a Church accredited representative of _____ Church, and being registered as such at the head office of the Union, hereby appoint _____, a full member of that Church, as my proxy to attend and use my credential card at the general meeting of the Union to be held at _____ on the _____ 20.... and at every adjournment thereof.

Signed _____ (Church Representative)
Dated _____

APPENDIX 6

FORM OF ACCEPTANCE OF APPOINTMENT AS MEMBER OF HEALING GROUP (OTHER THAN HEALING GROUP LEADER) (see Church Rule 25(3))

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 Church Rule 25(5);
- (ii) I am willing to carry out the duties of the position;
- (iii) I am not a Registered Sex Offender;
- (iv) I do not have an unspent conviction for an indictable offence;
- (v) I do not have any outstanding charges against me for an indictable offence;
- (vi) I will notify the President and Secretary if I no longer fulfil the requirements of any of clauses (iii) to (v) above.
- (vii) I will resign if my duties and loyalties to another organisation conflict with my duties and loyalties to the Church.

Date Signed

Name.....

**Please complete and return this form to reach the Church
Secretary not later than**

Publications Available For Churches

Church Account Book

Helping you manage the financial side of running an SNU Church.

Treasurer's Manual

Managing finance is a vital part of operating any Church. The responsibility for this rests with each one of the Committee members on behalf of the membership, but the Treasurer is naturally responsible for the day-to-day finances of the Church.

Guidelines for Progressive Churches

Guidelines for Progressive Churches is a reference book with information and details which will help in the smooth running of the Church.

Church Toolkit

The ToolKit for Churches is a new, proactive approach, intended to help Church Committees. It provides basic and essential information to facilitate the successful functioning of a Church. It is hoped it will provide a 'one stop' source of information for Church Committees.

How to raise funds and promote your Church or Centre

This booklet is designed to help Spiritualist organisations to raise funds and promote their Church or Centre. In a world that is constantly changing it is important that we keep up with the changing trends, especially technology, so that we attract the interest of the younger generations.

A Guide to Chairing a Church Service

Many newcomers are introduced to Spiritualism via the Church Service. Most come with preconceived ideas, fostered by the media. Often the newcomer is more than a little apprehensive. A well-presented service - properly chaired - can remedy this.

How to take minutes

For all SNU Churches keeping a record of meetings is a necessary and vital part of being effective. Minutes provide an accurate written record of actions and decisions taken at a meeting for future reference.

Trustee Handbook

The SNU has enjoyed charity status for some years. Now our affiliated Churches with incomes of over £5,000 need to register with the Charity Commission as separate charities. The Charity Commission is the regulator of the charity sector.

Now available to purchase from the SNU online shop via: www.snu.org.uk

SNU Church Relations Coordinator

The SNU has a dedicated member of staff to help SNU Churches. Our Church Relations Coordinator can help support you and your volunteers in the day to day running of your Church, and provide advice, guidance, and necessary training.

If you would like to contact the Church Relations Coordinator please visit our 'Churches' page, located on www.snu.org.uk or simply type 'Church Relations Coordinator' into the search function on our website to locate the page. If you have any issues please email snu@snu.org.uk and we will be able to point you in the right direction.



Find us and follow us!

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