

*Summerland Church of Light, NSAC*  
*Bylaws*

*As Adopted – April 21, 2018*



*Summerland Church of Light, NSAC*

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# SCOL Bylaws Adopted April 21, 2018

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## **Bylaws**

### **Summerland Church of Light, NSAC**

#### **Article I**

##### **Name-Charter-Seal**

###### **Section 1. Name.**

The name of this church society is Summerland Church of Light, NSAC, by which name it shall be incorporated under the religious nonprofit laws of the State of New York. In these Bylaws, Summerland Church of Light, NSAC, shall be referred to as Society.

###### **Section 2. Charter.**

This Society shall hold a charter from the National Spiritualist Association of Churches (NSAC).

###### **Section 3. Seal.**

The official seal of this Society shall be circular in form, two inches in diameter with the date of incorporation in the center, with Summerland Church of Light, NSAC, appearing around the outer edge. An imprint of the seal shall appear on the cover of these Bylaws.

#### **Article II**

##### **Object and Governing Statute**

###### **Section 1. Object.**

The object of this Society is to hold services, meetings, and classes for the promulgation of the Science, Philosophy, and Religion of Spiritualism in accordance with the National Spiritualist Association of Churches of the United States of America.

**Section 2. Governing Statute.**

This Society is subject to the Bylaws of the National Spiritualist Association of Churches of the United States of America, a religious body, incorporated under the laws of the District of Columbia to the extent that they may not be inconsistent with the laws of the United States or of this state.

**Article III****Membership****Section 1. Classes of Membership.**

There shall be three (3) classes of membership: Member, Junior Member, and Honorary Member.

**Section 2. Member.**

A person may become a Member of this church Society who:

- a. Is at least eighteen (18) years of age.
- b. Has attended two (2) or more services within three (3) months at Summerland Church of Light.
- c. Is recommended by a member of this Society.
- d. Declares his/her acceptance and belief in the Science, Philosophy, and Religion of Modern Spiritualism.
- e. Acknowledges proof of the continuity of life through satisfactory demonstration.
- f. Completes and signs an application form prescribed by the NSAC.
- g. Submits the required Membership dues.
- h. Attends the prescribed Membership Class prior to induction and acceptance into the Society.



**Section 3. Junior Member.**

A person may become a Junior Member of this church Society who:

- a. Is age thirteen (13) through seventeen (17).
- b. Has the written permission of parent(s) or legal guardian.
- c. Is recommended by a member of this Society.
- d. Completes and signs an application form prescribed by the NSAC.

A Junior Member shall have the right to attend membership meetings with voice but shall not have the right to vote or hold office.

**Section 4. Honorary Member.**

Honorary Membership shall be designated by a majority vote of the Board of Trustees, or of the membership of the Society in a duly called meeting. An honorary member shall not have voice, vote, nor any other privileges of membership other than the title of Honorary Member of Summerland Church of Light, NSAC.

**Section 5. Member in Good Standing.**

Member in Good Standing (Member and Junior) is defined as being a member of the Society for a period of at least three (3) months with any required dues of the Society being current. For the purpose of the NSAC Annual Report, only members in Good Standing will be reported as members in good standing. Junior members are not to be added to the membership list of the Society and do not pay NSAC assessment.

**Section 6. Board Authority.**

The Board of Directors, on an annual basis, shall have the authority to excuse part of a person's annual dues and the member shall pay the annual per capita fee of the National Spiritualist Association of Churches.

**Section 7. Annual Dues.**

The amount of the Annual Society Dues shall be set by a majority vote of the members present in an Annual Membership Meeting. Payment of the annual dues shall be paid by April 15.

**Section 8. Transfer/Withdrawal.**

For transfer or withdrawal of a member to another NSAC church society, a uniform Transfer Form is provided by the NSAC office for use. No other form of transfer or withdrawal shall be recognized. The request for a Transfer/Withdrawal shall be in writing to the Secretary of this Society. Once a request for transfer has been received, the church Secretary shall immediately issue the transfer and record this action in the minutes of the next church board meeting. *(NSAC Bylaws, Article III, Section 9.)*

**Section 9. Delinquent Membership.**

Any member of this Society who shall become delinquent for the nonpayment of dues for three (3) months (July 15) shall be notified in writing by the Secretary of the Society. Persons having been notified as being delinquent shall not be considered as members in good standing in the NSAC Annual Report. When in arrears six (6) months (October 15) the member shall be notified in writing of being dropped from the membership of this Society.

**Section 10. Reinstatement of Membership.**

Any member who has become delinquent may be reinstated upon approval of the Board of Trustees or the membership in a duly called meeting.

## Article IV

### Board of Trustees

#### Section 1. Composition.

The Board of Trustees of this Society shall be a President, Vice President, Secretary, Treasurer, and Recording Secretary, who, together with two (2) Trustees, shall be elected as hereafter provided, and shall constitute a board of seven (7) Trustees.

#### Section 2. Election Groups.

Officers shall be elected, along with two (2) Trustees, by a plurality vote taken by ballot or unanimous voice vote at the Annual Meeting of the membership in two groups as follows:

- a. During odd years: President, Recording Secretary, and one (1) Trustee for a term of two (2) years.
- b. During even years: Vice President, Secretary, Treasurer, and one (1) Trustee for a term of two (2) years. The term shall begin on adjournment of the Annual Meeting at which they are elected.
- c. An officer cannot hold a Board position for more than 2 consecutive terms, unless that position would be vacant in his or her absence.

#### Section 3. Board Eligibility.

To be eligible for election to the Board of Trustees, a Member in good standing must have been a member for at least one (1) year.

#### Section 4. Transfer of Records.

The final duty of all outgoing officers and trustees of this Society shall be to deliver all records and other properties of the Society that are in their possession to their newly elected successor at the close of the Annual Meeting.

**Section 5. Board Attendance.**

Absence of a Trustee from three (3) scheduled monthly meetings of the Board of Trustees within a one-year period, the Board, at their discretion, by a two-thirds (2/3) vote, may declare the position vacant and appoint a person or a Trustee to fill the position until the next Annual Meeting. If there are extenuating circumstances such as illness, the Board may elect to excuse such absence.

**Section 6. Vacancies.**

Vacancies, for whatever reason, shall be filled by the Board of Trustees until the next Annual Membership Meeting at which a special election for the remainder of the unexpired term shall be held.

**Section 7. Duties.**

The Board of Trustees shall:

- a. Have the general management and control of the business affairs and activities of the Society, not otherwise provided for by the Bylaws or by vote of the membership.
- b. Have the authority in the interim between membership meetings to consider and decide all questions affecting the Business of the Society.
- c. Appoint standing or special committees as needed when not appointed by the President or established by the membership in a meeting.
- d. Establish rules for its guidance and for the guidance of all appointive officers.
- e. Fill all vacancies in the Board of Trustees until the next Annual Meeting.
- f. Take no action contrary to, or inconsistent with the Bylaws of this Society, the National Spiritualist Association of Churches, or the State of New York.

**Section 8. Board Meetings.**

The Board of Trustees shall meet monthly on the fourth Saturday of the month unless:

- a. Another day in the month is set by a majority vote of the Board of Trustees.
- b. It is the month of the Annual Meeting.
- c. The Board of Trustees, Executive Committee, Standing Committees, and Special Committees are authorized to meet, conduct business, and vote by telephone conferences or through other electronic media so long as all members may hear each other and express an opinion during the meeting.

**Section 9. Quorum.**

Four (4) members of the Board of Trustees shall constitute a quorum.

**Article V****Officers****Officers.**

Officers of this Society shall be a President, a Vice President, a Secretary, a Treasurer, and a Recording Secretary.

**Section 1. President.**

The President shall:

- a. Preside at all meetings of the Society and meetings of the Board of Trustees.
- b. Have general supervision over the Officers, Trustees, and the business affairs of the Society.
- c. Countersign any and all legal instruments as required and/or approved by the Board of Trustees.
- d. Countersign all authorizations for payment of bills against the Society, after the authorizations have been endorsed by the Secretary.
- e. Submit a written report to each Annual Meeting of the Society to cover the activities of his or her office, review the condition of the status of the Society, and make recommendations for its advancements.

**Section 2. Vice President.**

The Vice President shall.

- a. Perform all duties of the President in the absence of the President, through death, removal, or disability of the President
- b. Perform such further duties as the Board of Trustees may require.
- c. Oversees all committees of the Society to see that they are functioning properly and meeting their goals and objectives.

**Section 3. Secretary.**

The Secretary shall:

- a. Receive and send all correspondence of the Society.
- b. Prepare and keep on file all records and accounts of the Society, including an accurate list of members and their status.
- c. Be responsible for evidence of the receipt of monies.
- d. Sign and affix the seal upon any and all legal documents as required, or by direction of the Board of Trustees.
- e. Be the custodian of the charter and the seal.
- f. If required, give bond for the faithful performance of duties in such amount, conditions and sureties as the Board of Trustees may direct.
- g. Perform such further duties as said Board of Trustees may require.
- h. Submit a written report to each Annual Meeting of the Society to cover the activities of his/her office.
- i. Prepare and submit to the NSAC, by August 31, the Annual Report.
- j. Annually, forward an official latest edition of the Society Bylaws, to each member in good standing of this Society, within thirty (30) days after the Annual Meeting.

**Section 4. Treasurer.**

The Treasurer shall:

- a. Be responsible for receipt of monies, or evidence of such monies and depositing; keep an accurate account of all monies received.
- b. Pay bills against the Society only upon an authorization, duly signed by the Secretary and countersigned by the President.
- c. Furnish a statement of all accounts whenever requested by the President, or three members of the Board.
- d. Make a full written report to each Annual Meeting, setting forth the conditions of the Society's funds, the nature and extent of the investments, income, and disbursements.
- e. If required, give bond for the faithful performance of duties in such amount, conditions and sureties as the Board of Trustees may direct.
- f. Shall submit, by August 20, a written report to the Society Secretary for inclusion in the NSAC Annual Report.
- g. Notify the Membership Committee Chairperson of payment of dues by any member.

**Section 5. Recording Secretary.**

The Recording Secretary shall:

- a. Prepare and keep on file all notes and minutes of the official meetings of the Board of Trustees and the Society.
- b. Perform such further duties as the Board of Trustees may require.

## Article VI

### Membership Meetings

#### **Section 1. Annual Membership Meeting.**

Annual meetings of the membership shall be held at the designated location of the Society on any Saturday of the month of April, immediately after the Saturday service.

#### **Section 2. Special Meetings.**

With at least ten (10) days written notice given to the membership, stating the time, place and purpose of the meeting, Special Membership Meetings may be called by the President and at least three other Trustees, or upon written request of five (5) members in good standing.

#### **Section 3. Order of Business.**

At all meetings of the Board of Trustees and membership the following shall be the order of business.

1. Call to Order
2. Invocation
3. Roll Call
4. Reading of Minutes
5. Treasurer's Report
6. Communications and Bills
7. Reports of Officers, Pastor, Certified Workers
8. Reports of Committees
9. Unfinished Business
10. New Business
  - a. Election of Trustees and Officers
11. Remarks for the Good of the Society
12. Adjournment.



**Section 4. Quorum.**

A quorum of thirty percent (30%) of the members of this Society, including the Board of Trustees, residing within a one hundred (100) mile radius shall constitute a quorum for a Membership Meeting.

**Article VII****Committees****Section 1.**

The President of the Society, within ten (10) days after induction into office, shall appoint with the approval of the Board of Trustees the following committees:

**a. Auditing.**

- i. At the December Monthly Board Meeting, the Board may request and arrange for an independent audit of the Society's finances, to include but not be limited to Savings Accounts, Checking Accounts, and Investment Accounts.
- ii. With consensus of the Board, this audit may be conducted by member of the Society with a background in Accounting or may be contracted out to an independent audit firm.
- iii. The annual audit shall be available to the Board at its February Board Meeting for review and approval.
- iv. The Annual Audit report shall be presented to the Society Membership at the Annual Membership Meeting.

- b. **Social.** The function of the Social Committee shall be to organize and supervise the social activities of the Society with the approval of the Board of Trustees.
- c. **Literature--Library.** The chairperson of the committee shall be known as the Society Librarian. The duties of the committee shall be catalog and maintain the church Library, to loan books to authorized persons, and such other duties as may be directed by the Board of Trustees.
- d. **Sunshine--Get Well.** It shall be the duty and function of the Sunshine Committees to visit Society members in need of healing, and to carry out other projects of communication with members and friends of the Society.
- e. **Public Relations and Advertising.** It shall be the duty and function of the Public Relations and Advertising Committee to (1) produce public relations projects and other promotional items for this Society and (2) produce advertising for print and electronic media (including social media), and other media that adhere to the standards of the Society.
- f. **Investigation.** The duty and function of the Investigation Committee shall be to investigate the written complaints submitted to the Board of Directors, in accordance with the NSAC Disciplinary Procedure.
- g. **Recording Secretary.** The function of this committee is to record and amend the minutes of the monthly Board Meetings, the Annual Membership Meeting and any other meetings of the Society. This committee would be under the purview of the Society Secretary.
- h. **Other committees** as circumstances may deem necessary.

**Section 2.**

Whenever possible, members of the Board of Trustees shall serve as the chair of a standing committee.

**Section 3.**

All committees, thirty (10) days prior to the Annual Meeting, shall file with the Board of Trustees a written report on their activities for the past year [no more than three hundred (300) words].

**Section 4.**

All committees shall conform to the guides set forth in the Board's "Rules of Guidance."

**Section 5.**

Any member of the Society may present suggestions for the formation of a new committee to the Board at any time. The Board shall at the next scheduled monthly Board Meeting, decide by majority vote to approve or deny the suggested committee. It is recommended that the member submitting the suggestion be present at the meeting.

**Section 6.**

A current list of Committees, Chairpersons, and members shall be maintained by the Secretary. A current list should be displayed at each church service.

## Article VIII

### Pastor or Pastoral Committee

#### Section 1. Eligibility of the Pastor, and Co-Pastor.

A person who had obtained certification as a NSAC Ordained Minister shall be elected by the membership to the position of Pastor, or Co-Pastor of this Society.

#### Section 2. Duties of the Pastor or Pastoral Committee.

The duties of the Pastor and Co-Pastor or Pastoral Committee shall be:

- a. To conduct the religious services of the Society, with the assistance of the other certified and recommended student workers and members in good standing.
- b. To select and schedule the platform workers.
- c. To act as spiritual advisor to the members of the congregation when called upon to do so.
- d. To recommend to the Board of Trustees the teachings, seminars, classes to be offered under the auspices of this Society.
- e. To officiate at weddings, namings, funerals and all other functions normally performed by the ministry when called upon to do so.
- f. Make recommendations to the Board of Trustees of persons qualified for certification application and certificate renewals.

#### Section 3. Removal of the Pastor, Co-Pastor, Pastoral Committee, or Pastoral Committee member.

The removal of the pastor, co-pastor, Pastoral Committee, or Pastoral Committee member shall be by a two-thirds (2/3) vote of the membership of this Society in a duly called membership meeting.

## Article IX

### Platform Workers

#### Section 1. Eligibility of Platform Workers.

Only persons meeting **one** of the following requirements shall serve the public platform of this Society:

- a. Holding certification under the National Spiritualist Association of Churches or its state associations.
- b. Students of this Society working towards certification and recommended by the Pastor or Co-Pastor.
- c. Members in good standing of this Society upon recommendation of the Pastor or Co-Pastor.
- d. Guest workers as approved by the Pastor or Co-Pastor.

#### Section 2. Platform Code of Conduct.

Political or controversial subjects shall not be discussed from the platform during any religious services of the Society.

## Article X

### Complaints

#### Section 1. Complaints.

Any member having cause for complaint against any officer, or member of this Society, may file with the Secretary a written complaint and the Secretary shall send a copy of the complaint to the person(s) names. The Board of Trustees, may, at its discretion, put the written complaint before an Investigation Committee, whose duty it shall be to inquire into the facts and report back to the Board of Trustees within thirty (30) days with a recommendation to dismiss the complaint or file charges according to the NSAC Disciplinary Procedure.

## **Article XI**

### **Parliamentary Authority**

The current edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority and govern this Society in all matters not provided for by its Bylaws.

## **Article XII**

### **Amendments**

#### **Section 1. Amendment of Bylaws.**

These Bylaws may be amended by a two-thirds (2/3) vote at any Annual Membership Meeting, or special membership meeting, a quorum being present, on a proposal submitted by any member in good standing of this Society, the Board of Trustees, a committee on revision, or amendment appointed by the Board of Trustees, or by the membership at an Annual Meeting.

#### **Section 2. Filing and Notice of Amendment.**

The proposed amendment shall be filed with the Secretary of the Society at least thirty (30) days prior to the time of holding the Annual Membership Meeting or special meeting. The Secretary shall within ten (10) days transmit a copy of such proposed bylaw amendment to all members in good standing of the Society.