

**BYLAWS OF
THE CENTER FOR SPIRITUAL ENLIGHTENMENT, NSAC**

**Date Adopted April 22, 2012
Amended July 23, 2017
Amended September 16, 2018
Amended September 19, 2021
Amended September 18, 2022**

**ARTICLE I
Name**

Sec. 1. Name:

The name of the church society is The Center for Spiritual Enlightenment, National Spiritualist Association of Churches (NSAC), by which name it shall be registered under the religious non-profit laws of the Commonwealth of Virginia. The Center for Spiritual Enlightenment (NSAC) shall be referred to as "Society."

Sec. 2. Charter:

This Society shall hold Charter No. **N768** granted by the NSAC.

Sec. 3. Seal:

The official Seal of the Society shall be circular in form, two inches in diameter with a Sunflower design and date of incorporation in the center. The words, "The Center for Spiritual Enlightenment (NSAC)," shall be inscribed around the outer edge. An imprint of the Seal shall appear on the cover of these Bylaws and on all official documentation of the Society.

Sec. 4. Offices:

The principal office shall be in the County of Fairfax, Commonwealth of Virginia. The Society may establish offices and places of business at such other places within and outside the Commonwealth of Virginia as deemed necessary by the Directors.

**ARTICLE II
Purpose**

Sec. 1. Purpose:

The purpose of this Society is to promulgate the Science, Philosophy, and Religion of Spiritualism in accordance with the National Spiritualist Association of Churches, a Hierarchical Religious Society, incorporated under the laws of the District of Columbia by holding services, meetings, and classes.

Sec. 2. Governing Statute:

The Society is subject to the Bylaws of the NSAC, a religious body incorporated under the laws of Washington, D.C., to the extent that they may not be inconsistent with the laws of the United States of America or of the Commonwealth of Virginia.

Sec. 3. Jurisdiction:

These Bylaws shall be the supreme law of this Society and shall govern in all matters whatsoever, all members and subsidiary organizations, when not contrary to the corporation laws of the United States, of the church's state/district jurisdiction, or to the Bylaws of the National Spiritualist Association of Churches.

The Society shall only conduct activities permitted by any organization that is exempt under Section 501(c)3 of the Internal Revenue Code, and as an auxiliary under the NSAC 501(c)3, or by any organization, contributions to which are deductible under Section 170(c)(2) of such code.

Sec. 4. Mission Statement:

The Center for Spiritual Enlightenment (NSAC) is dedicated to the promulgation of Modern Spiritualism as a Science, Philosophy, and Religion. We celebrate diversity, the oneness of humankind, and the universe. As a welcoming and loving community we provide religious services and educational activities to enlighten, inspire, and support each individual in spiritual unfoldment, thereby serving one another and Spirit.

ARTICLE III Membership

Sec. 1: Classes of Membership:

There shall be four (4) classes of Membership.

A. Member: An individual may become a Member of this Society who:

1. Is at least 18 years of age.
2. Is recommended by a Member of the Society.
3. Declares his/her acceptance and belief in the Science, Philosophy, and Religion of Modern Spiritualism.
4. Acknowledges proof of the continuity of life through satisfactory demonstrations of mediumship.
5. Subscribes to the Declaration of Principles.
6. Completes an application as prescribed by the NSAC and affixes his/her signature thereto.
7. Submits and retains Membership by submittal of the required annual Membership dues in a timely manner.
8. Fulfills the educational requirements as set forth by the CSE Pastoral Committee as specified in the CSE policies and procedures.

B. Junior Member:

An individual may become a Junior Member of this Society who:

1. Is at least 13 through 17 years of age.
2. Has written permission of parent(s) or legal guardian.
3. Completes an application as prescribed by the NSAC and affixes his/her signature thereto.
4. Submits the required Junior Membership dues in a timely manner.

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

C. Associate Member:

An individual may become an Associate Member of this Society who:

1. Is at least 18 years of age.
2. Is recommended by a Member of the Society.
3. Declares his/her desire to support this Society.
4. Completes an application for Associate Membership.
5. Submits and retains Membership by submitting the required Associate Membership dues in a timely manner.

An Associate Member shall not have the right to attend Membership Meetings, nor a voice, or a vote.

D. Honorary Member:

Honorary Membership shall be conferred by a majority vote of the Board of Directors or of the Membership of the Society in a duly called meeting.

An Honorary Member shall not have voice, vote, or any other privileges of membership other than the title of Honorary Member.

The title of Honorary Member of the Society, when granted, shall be by issuance of an Honorary Member Certificate and Card.

Sec. 2. Membership in Good Standing:

A Member, Associate Member or a Junior Member in Good Standing are defined as being a Member, an Associate Member, or Junior Member of this Society for a period of at least three 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. Associate Members and Junior Members are not to be added to the Membership list of the Society, and the Society does not pay NSAC Assessments.

Sec. 3. Annual Membership Dues:

The amount and categories of the annual Society dues shall be set by a majority vote of the Members present at a Membership Meeting.

Sec. 4. Transfer/Withdrawal:

For transfer or withdrawal of a Member to another NSAC church Society, a uniform Transfer Form is provided by the NSAC Office. No other form of transfer or withdrawal shall be recognized. The request for Transfer/Withdrawal shall be in writing to the Secretary of this Society.

Once a request for transfer/withdrawal of a Member in Good Standing has been received, the Society Secretary shall immediately issue the transfer/withdrawal, and record this action in the minutes of the next Board meeting of the Society.

Sec. 5. Delinquent Membership:

Non-payment of dues for a period of three (3) consecutive months shall be deemed delinquent Membership. The Membership Committee shall inform the Board of Directors in writing prior to notifying the Member of the delinquency. The delinquency letter shall contain, at a minimum, the delinquent Member's name, contact information, and date of payment required to return the Membership to Good Standing.

If a Member is in arrears for six (6) consecutive months, the delinquent Member shall be notified in writing that he/she shall be dropped from the Membership rolls of this Society.

Sec. 6. Reinstatement of Membership:

Any Member who has become delinquent may be reinstated upon the payment of all past required dues, and by approval of the Board of Directors, or by the Membership in a duly called meeting.

ARTICLE IV
Board of Directors

Sec. 1. Composition:

The Board of Directors of this Society shall be a President, VicePresident, Treasurer, and Secretary who together with one (1) Director shall be elected as hereafter provided and shall constitute a Board of five (5) Directors.

Sec. 2. Eligibility:

To be eligible for nomination and election to the Board of Directors, a Member in Good Standing must have been a Member for at least six (6) months.

Sec 3.a. Election of the Board of Directors:

At the Annual Membership Meeting, Members of the Society in Good Standing shall select five (5) Directors from among themselves to serve on the Board of Directors.

Nominations can be made from the floor or in advance. An uncontested slate may be elected by affirmation rather than by ballot. Use of Robert's Rules of Order is optional. Each Member shall vote in person. Proxy votes shall not be permitted.

Sec. 3.b. Election of Officers:

The newly elected Directors will determine the Officers of the Board of Directors.

Sec. 4. Term of Office:

The Board of Directors of this Society shall hold office for a term of one year from the date of election.

Sec. 5. Transfer of Records:

All records and properties of this Society in the possession of the Officers and Directors that have not been re-elected shall be delivered to their successor at the first meeting of the new Board of Directors or not later than 10 days after the first meeting.

Section 6. Duties:

The Board of Directors of this Society shall fulfill all of the requirements of their position description and shall:

- A. Establish rules for the guidance of the Board and for the individual guidance of all Officers and Directors.
- B. 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.
- C. Have the authority to consider and decide all questions affecting the business of the Society in the interim between Membership meetings.
- D. Appoint other Standing or Special committees as necessary when not appointed by the President or established by the members in a membership meeting.
- E. Fill all vacancies of the Board of Directors until the next Membership meeting.
- F. Ensure that the actions taken are consistent with the Bylaws of the Society and those of the NSAC and of the Commonwealth of Virginia.
- G. Be subject to the NSAC Code of Ethics.

Sec. 7. Meetings:

A. Quarterly Meetings:

The Board of Directors shall meet quarterly on a date established at the previous Board meeting. Members of the Society shall be notified each quarter of the date of the Board meeting. All meetings shall be open.

B. Special Board Meetings:

A Special Board Meeting may be called at the request of two (2) members of the Board of Directors, or at the discretion of the President.

C. Electronic Means:

The CSE Board of Directors may conduct business via electronic means for matters such as voting, providing information to members such as notice of annual meetings, and other such matters as deemed necessary. The results of any such Board of Director's electronic decisions shall be recorded in the minutes of the next regular Board meeting.

Sec. 8. Quorum:

Three (3) Members of the Board of Directors shall constitute a quorum.

Sec. 9. Removal from Office:

The Board may remove any Member of the Board for either of the following circumstances:

- A. If a Board Member is absent from a Board of Directors' meeting, the President will contact the Board Member to find out if there are extenuating circumstances such as illness. The Board may elect to excuse such absence, but if this is not the case, and the Board Member is unable to fulfill his/her duties, a hearing will be held. The Board may, by a majority vote, declare the position vacant and appoint a new Board Member.
- B. If the Board of Directors determines the actions of a Board Member are contrary to the purposes of the Society as defined in Article II, Section 1, the Board Member will be contacted by the President. If the Board Member does not voluntarily resign, a hearing will be held. The Board may, by a majority vote, remove the Member from the Board and appoint a new Board Member.

Sec. 10. Vacancies:

The Board of Directors may fill the unexpired portion of the term of a vacated position.

ARTICLE V
Duties of Officers

The Board of Directors of the Society shall be a President, Vice-President, Treasurer, and Secretary, who, together with one (1) Director, shall constitute a Board of five (5) Directors.

Sec. 1. President:

The President shall:

- A. Preside at all meetings of the Society including all meetings of the Board of Directors.
- B. Have general supervision over all Members of the Board of Directors, as well as the business affairs of the Society.
- C. Countersign any and all legal instruments as required and/or approved by the Board of Directors.
- D. Submit a report to each Annual Meeting of the Society to cover the activities of his/her office, review the condition of the status of the Society, and make recommendations for its advancement.

Sec. 2. Vice-President:

The Vice President shall:

- A. Perform all duties in the absence of the President.
- B. Perform other duties as the Board of Directors may require.

Sec. 3. Secretary:

The Secretary shall:

- A. Be custodian of Charter No. **N768** and of the Seal of the Society.
- B. Prepare minutes of all Board meetings and distribute to the Board Members for approval at the next Board of Directors' Meeting.
- C. Prepare minutes of all Membership meetings for approval of the Members at the next Annual Membership meeting.
- D. Receive and respond to all correspondence of the Society.
- E. Prepare and retain on file all records and accounts of the Society at a secured, centralized location.
- F. Obtain an accurate Membership list and each Member's status.
- G. Perform such other duties as required by the Board of Directors.

Sec. 4.a. Treasurer:

The Treasurer shall:

- A. Maintain custody of all funds, securities, evidences of indebtedness, and other financial records of the Society.
- B. Receive all monies on behalf of the Society.
- C. Deposit the same in such Bank or Trust Company as shall be designated by the Board of Directors of the Society.
- D. Pay all invoices and bills against the Society upon authorization by the Board of Directors of the Society.
- E. Enter regularly into the books of the Society full and accurate accounts of all monies received and paid.
- F. Furnish a statement of all accounts whenever requested by the President or three (3) Members of the Board of Directors.
- G. Make a full and written Annual Report at the Annual Membership Meeting setting forth the conditions of the Society's funds, the nature and extent of all investments, all income, and disbursements.
- H. Perform all other duties incident to the office of Treasurer.

Sec. 4.b. Report of Auxiliary:

- A. The Society shall complete an Annual Auxiliary Report to the Secretary of the NSAC on the prescribed forms provided by the NSAC Board, postmarked no later than August 31st of each year prior to the NSAC Annual Convention. The out-going Treasurer will work with the incoming Treasurer to complete the Annual Report.
- B. The report forms shall be completed properly, providing data as requested by the NSAC Board.
- C. A current copy of the Auxiliary's Constitution and Bylaws shall accompany this Annual Auxiliary Report if changes have been made during the preceding year.
- D. The Society's Annual Auxiliary Report will include the NSAC Convention Delegate Credential Form with the list of Delegates and Alternates. The Annual Auxiliary Report shall be filed, with payment of appropriate fees, by August 31st in order to have delegates seated at the next NSAC Annual Convention.

ARTICLE VI

Membership Meetings

Sec. 1. Annual Membership Meetings:

The Annual Membership Meeting shall be held at the designated location of the Society on a date established by the Board of Directors. All Members in Good Standing shall be notified of the date of the Annual Membership Meeting a minimum of ten (10) days prior by written notice.

Sec. 2. Other Membership Meetings:

Other Membership Meetings may be called by the President and at least three (3) other Board Members, or by written request of five (5) Members in Good Standing. The Membership shall be notified by written notice a minimum of ten (10) days prior to the meeting expressing the date and time, place, and purpose of the meeting.

Sec. 3. Order of Business:

The following shall be the normal order of business of the Board of Directors and the Membership Meetings, unless modifications to the order of business are approved by the Board of Directors for Special meetings:

- A. Call to Order.
- B. Invocation.
- C. President's Report.
- D. Secretary's reading of Minutes of the last Membership Meeting.
- E. Treasurer's Report.
- F. Ministerial Report.
- G. Committee Reports.
- H. Unfinished Business.
- I. New Business.
- J. Election of Board of Directors and Officers (Annual Membership Meeting only).
- K. Election of Pastor/Assistant Pastor or Pastoral Committee (Annual Membership Meeting only).
- L. The Good of the Order.
- M. Adjournment.

Sec. 4. Quorum:

Twenty-five percent (25%) of the Members in Good Standing of the society shall constitute a quorum for any Membership Meeting.

ARTICLE VII Committees

Sec. 1. Committees:

The Board of Directors shall appoint committees as needed to carry out the work of the Society. Such committees may include, but not be limited to:

- A. Auditing - To conduct auditing of the books and accounts of the Society and report its findings to the Membership at each Annual Membership Meeting.
- B. Building - To oversee the building, cleaning, maintenance, and grounds of the church and any staff hired to assist with the maintenance of the building.
- C. Membership - To maintain an accurate list of Members and Member status.
- D. Fundraising - To suggest fundraising ideas and implementation of those ideas when approved by the Board of Directors.
- E. Literature/Library - To catalog and maintain the Society's library, and oversee the loaning of books.
- F. Public Relations - To establish public relations and promotional activities for the society as approved by the Board of Directors.
- G. Social Activities - To organize and supervise the social activities of the Society as approved by the Board of Directors.
- H. Bylaws - To collect, review, and recommend bylaw update requests received from members in good standing prior to the Annual Membership meeting.

Sec. 2. Committee Chairs:

The Board of Directors shall appoint committees to carry out the work of the Society, as needed. Members of the Board of Directors shall oversee the Standing Committees.

Sec. 3. Committee Reports:

All Committees shall submit a:

- A. Verbal or written report to the President monthly.
- B. Written report to the Membership at the Membership Annual Meeting.

ARTICLE VIII
Pastor, Assistant Pastor, Pastoral Committee, & Platform Workers

Sec. 1. Eligibility for Position as Pastor and Assistant Pastor:

A person who has obtained certification as an NSAC Ordained Minister may be appointed by the Membership to the position of Pastor or Assistant Pastor of this Society.

Sec. 2. Pastoral Committee:

In the absence of a Pastor/Assistant Pastor, a Pastoral Committee may be appointed/approved by a vote of the Society's Membership to fulfill the duties of pastor. The Pastoral Committee shall consist of three Members of the Society. In order to be eligible for the Pastoral Committee a Member must hold NSAC credentials or be a Morris Pratt Institute student or any Member voted on by credentialed worker-Members. The Board of Directors may screen applicants for the Pastoral Committee and may recommend persons for the Committee, but the final decisions on Committee member nominations and election shall be made by the Members in a regular or special Membership Meeting.

Sec. 3. Term of Service:

The Pastor/Assistant Pastor or Pastoral Committee shall serve for a period of 2 years.

Sec. 4. Duties:

The duties of the Pastor and/or Assistant Pastor shall be to:

- A. Conduct the religious services of the Society with the assistance of the other certified and recommended student workers and Members in Good Standing.
- B. Select and schedule the rostrum workers.
- C. Act as a Spiritual advisor to the Members of the congregation.
- D. Recommend to the Board of Directors the teachings, seminars/workshops and classes to be offered under the auspices of this Society.
- E. Perform all normal functions of a clergy, but not limited to officiating at weddings, consecrations (naming services), funerals, and memorials.
- F. Make recommendations to the Board of Directors of persons qualified for certification application and certificate renewals.

Sec. 5. Removal:

- A. The removal of the Pastor or Assistant Pastor or a Pastoral Committee member shall be by a two-thirds (2/3) vote of the Membership in Good Standing of this Society present and voting in a duly called Membership meeting.
- B. The Pastoral Committee may remove any Member of the Pastoral Committee for either of the following circumstances:
 - 1. If a Pastoral Committee Member is absent from three (3) Pastoral Committee meetings, the Pastoral Committee Chair will contact the Pastoral Committee Member to find out if there are extenuating circumstances such as illness. The Pastoral Committee may elect to excuse such absence, but if this is not the case, and the Pastoral Committee Member is unable to fulfill his/her duties, a hearing will be held. The Pastoral Committee may, by a majority vote, declare the position vacant and appoint a new Pastoral Committee Member.
 - 2. If the Pastoral Committee determines the actions of a Pastoral Committee Member are contrary to the purpose of the Society as defined in Article II, Section 1 and/or Article VIII, Section 4, the Pastoral Committee Member will be contacted by the Pastoral Committee Chair. If the Pastoral Committee Member does not voluntarily resign, a hearing will be held. The Pastoral Committee may, by a majority vote, remove the Member from the Pastoral Committee and appoint a new Pastoral Committee Member.
 - 3. This amendment shall go into effect immediately upon approval and can be applied to the Pastoral Committee members who are serving at that time.

Sec. 6. Eligibility of Platform Workers:

- A. Only persons meeting the following requirements shall serve the public rostrum of the Society: Persons holding the proper credentials as an Ordained Minister, National Spiritualist Teacher, Licentiate Minister, Certified Medium, and/or Commissioned Healer under the NSAC Bylaws.
- B. Students of the Society working towards credentials and recommended by the Pastor and/or Assistant Pastor or Pastoral Committee, or students of other NSAC chartered church societies upon recommendation of their Pastor and/or Board of Directors.
- C. Members in Good Standing of the Society upon recommendation of the Pastor and/or Assistant Pastor or Pastoral Committee.
- D. Guest workers as approved by the Pastor and/or Assistant Pastor or Pastoral Committee.

ARTICLE IX

Disciplinary Procedures

Sec. 1. Complaints:

Any Member having cause for complaint against any Officer, Minister or Member of the Society may file with the Secretary a written complaint describing the complaint. The Secretary shall send a copy of the complaint to the person(s) named.

The Board of Directors, 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 Directors within thirty (30) days with a recommendation to dismiss the complaint or file charges according to the NSAC Disciplinary Procedure.

ARTICLE X

Parliamentary Authority

The Society is encouraged to follow the principles of Robert's Rules when circumstances may warrant in all matters not provided for in its Bylaws but failure to do so will not invalidate any corporate action. The President may determine any question concerning parliamentary procedure at meetings by reference to the most current edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE XI

Amendments

Sec. 1. Amendment of Bylaws:

- A. Proposed amendments/changes to the Bylaws may be submitted by any Member in Good Standing or by the Board of Directors.
- B. The Bylaws may be amended by a two-third (2/3) vote at any Membership Meeting, with a quorum being present.

Sec. 2. Filing and Notification of Proposed Amendments:

- A. Any proposed amendment shall be filed with the Bylaws Committee Chairperson of this Society at least forty-five (45) days prior to the time of holding the Membership Meeting. The Bylaws Committee Chairperson shall submit the committee's recommendations on all proposals to the Secretary by no later than thirty (30) days prior to Membership Meeting.
- B. The Secretary shall by no later than ten (10) days prior to Membership Meeting transmit the group of proposed bylaw updates received from the Bylaws Committee Chairperson of such proposed bylaw amendments to all Members in Good Standing of the Society.

ARTICLE XII
Annual Auxiliary Report

Sec. 1. Annual Auxiliary Report:

- A. The Society shall submit an Annual Auxiliary Report to the Secretary of the NSAC on the prescribed forms.
- B. The Annual Auxiliary Report shall be postmarked no later than August 31st of each year.

ARTICLE XIII
Dissolution

Sec. 1. Inactivity:

If this church society should become inactive for any cause, and cease holding services or meetings, its board of directors shall appoint one of its officers or one of its members in good standing to be the custodian and to have possession of its charter, records, and assets for such period of time up to three years for re-establishment and resumption of its services and activities. Within thirty days after appointment, said custodian shall make a full written report to the Secretary of the NSAC. This report shall describe or name: all assets of the church, current membership list with names of board members, certified or commissioned workers, and ordained ministers; and a plan for reorganization.

Sec. 2. Defunct:

Whenever this church society shall disperse or otherwise become defunct, its board of trustees through its secretary, or its custodian, shall surrender its charter and records and all of its assets to the Secretary of the NSAC to be held in trust for at least 3 years.

Sec. 3. Dissolution:

Upon dissolution of the organization, the assets of the corporation shall be distributed in accordance with Article VIII, Section 7 of the NSAC Bylaws, the parent body of this organization. If the NSAC is unable or unwilling to manage and/or distribute the assets of this corporation upon it becoming defunct or dissolving, distribution shall be in accordance with the laws of the state for defunct or dissolved nonprofit corporations.