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**Doukhobor Society of Saskatoon**

**By-Laws  
and  
Rules and Regulations**

**2014**

Approved at the Annual General Meeting of the  
Doukhobor Society of Saskatoon  
December 13, 2014, Saskatoon, Saskatchewan

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# **Doukhobor Society of Saskatoon**

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## **By-Laws**

The Doukhobor Society of Saskatoon (DSS) was incorporated in January 1995 under *The Benevolent Societies Act* of Saskatchewan (which was replaced in 1995 by *The Non-Profit Corporations Act*).

### **Article I**

#### **PURPOSE and OBJECTIVES**

The purpose and objectives of the Doukhobor Society of Saskatoon, as stated in its *Declaration of Incorporation* (January 19, 1955), are to:

- a) Unite into Christian fellowship all persons who desire and are entitled to become members of the Doukhobor Society of Saskatoon;
- b) Promote and encourage the teaching, practice, worship and observance of the Doukhobor faith according to its Christian belief and tradition;
- c) Acquire, maintain and operate a Home of Prayer for the benefit of its members and to furnish, stock and equip same with furnishings, equipment, library and other requirements as the Society may consider desirable;
- d) Levy upon its members, fees or assessments from time to time, as may be required for the support of the Society and the carrying out of its objects; and
- e) Exercise such powers as may be necessary to accomplish the aforesaid aims.

### **Article II**

#### **MEMBERSHIP**

1. Members of the Society shall support its Purpose and Objectives, as defined in the 1955 Declaration of Incorporation (see Article I above), and adhere to its By-laws, which may be amended from time to time according to procedures described herein.
2. Members shall pay an annual membership fee determined by the Board of Trustees and reviewed for approval by the general membership at each annual meeting.
3. Membership may be an individual membership or a family membership, which shall include all children before the age of twenty-one years living in the same family household.
4. A paid-up membership shall confer voting powers on members age 19 years or older .

5. There shall be no refund of membership fees after thirty days of the receipt thereof. If a refund is requested within the thirty days, a *bona fide* reason must be given and the refund approved by the Board of Trustees at its next regular meeting.
6. Any member may withdraw from the Society by giving written notice to the Board of Trustees.
7. Effective 1999, paid-up members reaching the age of 80 years will receive an honorary life membership and be exempt from any future membership levy.

### **Article III**

#### **GENERAL MEETINGS**

1. The Society's year shall be from November 1 to October 31 the following year. Annual meetings will be held within sixty (60) days of year end and the notice of such meeting will specify the date, time and place of the meeting as designated by the Board of Trustees.
2. Special meetings of the Society shall be called on seven days' notice by the Chairperson on the written request of ten adult members or on a decision made by a majority of the Board of Trustees at a regular board meeting. The notice of such a special meeting shall specify the time and place of the meeting and the business to be brought before such a meeting. No business shall be transacted except such as is specified in the notice.
3. At every meeting, unless a poll is demanded, every resolution shall be decided by show of hands and, in the case of a tie vote, the Chairperson may cast a deciding vote.
4. At any or all meetings of the Society, ten members or 10% of the members, whichever is the lesser, shall constitute a quorum, provided that in no case shall the number of members which shall constitute a quorum be less than the number of trustees plus one, except where all members are trustees, when a majority shall constitute a quorum.
5. A special resolution means a resolution passed by a least three-quarters of the votes cast at a general meeting of the Society, of which not less than fourteen days' notice specifying the intention to propose the resolution has been given.

### **Article IV**

#### **OFFICERS**

1. The officers of the Society shall be as follows: Chairperson, Vice-Chairperson, Secretary and Treasurer. At the first Trustee meeting following the Annual Meeting, the officers shall be chosen from the elected Trustees and shall serve a one-year term, renewable. The officers together with the other elected Trustees shall constitute a Board of Trustees and each Trustee shall have one vote.
2. Nominees for the office of Chairperson must have served as a Trustee for at least one year. The Chairperson or, in his/her absence, the Vice-Chairperson shall preside as Chairperson at

every meeting of the Society or Board of Trustees. The Chairperson shall be *ex officio* a member of all committees appointed by the Board of Trustees.

3. The Secretary shall keep a record of all the proceedings at all meetings of the Board of Trustees and the Society and conduct the correspondence of the Society. Minutes shall be kept in books or binders proved for such purposes. All resolutions and proceedings at all meetings of the Society and the Board of Trustees and minutes of any such meeting shall be signed by the Chairperson and Secretary.
4. The Treasurer shall receive all funds and shall deposit the said funds to the credit of the Society in such Bank or Credit Union as may be determined by the Board of Trustees and shall make disbursements on behalf of the Society, paying the same out by cheque only after such payment has been approved by the Board of Trustees. Cheques shall be signed by any two of the following officers: Chairperson, Vice-Chairperson, Secretary or Treasurer. If electronic methods are used for financial transactions, two signing officers shall be required to authorize such transactions. The Treasurer shall execute a bond in favour of the Society in the amount to be fixed by the Board of Trustees.

## **Article V**

### **TRUSTEES**

1. There shall be six Trustees, who will be elected by the general membership at an annual meeting to serve a three-year term. Trustees shall be paid-up members of the Society.
2. A Trustee who has served two consecutive three-year terms shall not be eligible for re-election for a period of one year.
3. An officer or Trustee may at any time give notice in writing to the Chairperson or Secretary of the Society of intention to resign and at the expiration of thirty days from the giving of such notice the office shall be vacated.
4. The position of any member of the Board of Trustees missing three consecutive meeting without reasons satisfactory to the attending Trustees may be declared vacant by the Board.
5. The Trustees may make appointments to fill any vacancy on the Board that may occur between annual meetings.
6. Each Trustee shall receive a modest honorarium for his/her role as a Trustee, at a rate set and reviewed annually by the general membership at the Society's Annual Meeting.
7. Trustees and other members may receive remuneration for services necessary to carry out special projects as recommended by the Board for approval at an Annual Meeting or a Special Meeting.
8. No Trustee shall have the right to spend any of the Society's funds without the consent of the Trustees or the annual meeting. The Trustees shall supervise the use of the funds of the Society.

9. The Trustees may at any time raise, borrow or otherwise obtain or secure any sum or sums of money for the purposes of the Society, subject to the provisions of *The Non-Profit Corporations Act*, and may designate officers to execute any mortgage, bill of sale, promissory note, bill of exchange or other negotiable instrument or security, whether on real or personal property of the Society, and to sign, seal and deliver the same.
10. The Trustees shall have custody and control of the property and assets of the Society.
11. A meeting of the Trustees may be convened any time upon twenty-four hours' notice by the Chairperson or Secretary at the request of any two members of the Board of Trustees.
12. The quorum at a Trustee meeting shall be a majority of the Trustees.
13. Every question at a meeting of the Trustees shall be determined by the majority votes of the Trustees present.

**Article VI**  
**ACCOUNTS**

1. The Trustees shall cause full and true accounts to be kept of all financial transactions.
2. The books and accounts of the Society shall be audited at the termination of each fiscal year by an auditor appointed at the Annual Meeting or by the Board of Trustees.
3. The fiscal year of the Society shall close on the thirty-first day of October each year.

**Article VII**  
**NOTICE OF MEETINGS**

1. Notice of all meetings of the Society shall be well and sufficiently given; if written notice is mailed, it will be sent postage prepaid to each member's last recorded address.

**Article VIII**  
**AMENDMENT OF BY-LAWS**

1. These By-laws may be amended only in the manner provided in *The Non-Profit Corporations Act (S.S.1995)*.

**Article IX**  
**RULES OF PROCEDURE**

1. The rules of procedure as set out in "Robert's Rules of Order" shall be followed at all meetings of the Society, except where the provisions of same are inconsistent with the By-laws of the Society.

**Article X**

**AUTHORIZED USE OF SEAL**

1. The seal of the Society shall be in the custody of the Secretary or such other person as may be designated by the Trustees, and all paper or documents required to be sealed on behalf of the Society shall be sealed in the presence of the Chairperson and Secretary or such other persons as may be designated by resolution of the Trustees.

**Article XI**

**WINDING UP**

1. Subject to provisions of *The Non-Profit Corporations Act*, on dissolution of the Society, its property and assets shall, after the payment of all liabilities, be donated to such charitable, benevolent or educational purposes as may be decided by the members of the Society in a general meeting.

# **RULES AND REGULATIONS**

## **ADMINISTRATION**

1. Besides accommodating prayer, funeral, memorial and marriage services, the Prayer Home may be used for: holding society business meetings; showing religious, cultural and educational slides and films; gatherings, such as birthdays, anniversaries, showers, singsongs and religious, musical entertainment; holding banquets, dinners, suppers, luncheons, teas, auctions, symposiums, seminars, or cultural events; and Sunday School.

Meat, fish, alcoholic beverages and smoking shall be strictly excluded at any and all of these functions.

Proceeds from any and all of the previously mentioned functions are to be used exclusively for the benefit of the Society and/or charity.

2. At the discretion of the Trustees, the Society will gratefully accept and appropriately acknowledge gifts and donations that align with and advance the Society's purpose and objectives.
3. The Board of Trustees, at its own discretion, is authorized to spend up **to \$5,000.00** in any fiscal year for the needs of the Society, excluding maintenance.
4. A register shall be kept of all persons possessing keys to the Prayer Home.
5. To avoid time conflicts for activities in the Prayer Home, a schedule shall be prepared to accommodate all interested parties. In the case of duplicate reservations for the Prayer Home, the first reservation shall normally have preference, although funerals shall have the highest priority.
6. The Board of Trustees will hire a caretaker as required to look after the Prayer Home, preference for this role will be given to a member of the Society.

## **MEMBERSHIP FEES AND LEVIES**

1. The Treasurer shall keep proper records of the number of registered members in the Society, together with a detailed journal of debits and credits for each member. These records shall be open to individual members for checking his/her own account with the Society.
2. Membership cards, bearing the member(s)' name(s), shall be issued to all fully paid up members.
3. The final membership record shall be approved by the Trustees of the Society as to the correctness of the entry into the membership ledger, including the accuracy of the sum of money paid by individual members.

4. The Board of Trustees shall have authority to appoint a Membership Committee which shall consist of three persons, selected from the Trustees and/or Elders. This committee shall meet with prospective members to: acquaint them with the charter, by-laws, rules and regulations of the Society; inform them of the rights and obligations of members of the Society; and officially welcome them into the Society.
5. In the case of a member's funeral, there will be no fees assessed if the building and equipment are left reasonably clean and in good order; otherwise, a fee may be charged per set rates as determined by the Trustees. In the case of a non-member's funeral, a fee shall be assessed for the service and/or for janitorial and other services, at rates set by the Trustees.
6. Members are encouraged to participate in Society activities, including: Sunday Prayer Services; choir practices; events and activities for charity; visitors of special guests; fund-raising activities of the Society; bread-baking at the Exhibition; Society business meetings; funeral services; and other activities the Society may undertake.

#### **ELDERS, FUNERAL and MEMORIAL SERVICES and PRAYER SERVICES**

1. The role of elders is to: lead regular and special services, at the Prayer Home or in other locations, as required; offer advice and guidance regarding Doukhobor beliefs and traditions; and be another source of wisdom for matters related to the well-being and future of the Society.
2. There shall be at least four Elders, who will take turns in leading prayer services and other services, such as funerals.
3. The Elders are to be selected at the annual meeting for a term of one year. If the required number of Elders is not selected at the Annual Meeting or if vacancies occur during the year, the Board of Trustees may appoint additional Elders to ensure an adequate number for the needs of the Society.
4. Elders may be contacted by the Trustees from time to time for their advice and guidance. At least once a year, the Elders will meet with the Board of Trustees as a group to discuss areas of concern or directions for the Society.
5. On Sundays and other occasions, group singing and speeches shall be allowed, once the prayer service is over.
6. Sunday Prayer Services shall commence at 11:00 a.m.
7. Members other than Elders will be allowed to conduct traditional funeral services when chosen by the family of the deceased.

8. For funerals, the family of the deceased must contact one of the Elders or Trustees regarding their choice of Elder, availability of the choir, and arrangements for use of the Prayer Home for the service and meal.

### **BREAD BAKING**

1. The Board of Trustees of the Doukhobor Society of Saskatoon shall be in charge of the Bread Baking Project. The Board may appoint, for a term of one year, a baking committee consisting of three Trustees. One of these Trustees shall act as a chairperson of the committee and shall be in charge of the Bread Baking Project for the year.
2. All Bread Baking Project business shall be carried on with cheques and receipts.
3. Members and non-members shall be allowed to work at the Bread Baking Project, although members shall receive preference.
4. Members and non-members who are fourteen years old and over shall be allowed to work the Bread Baking Project.
5. A complete list of rules and regulations concerning bread baking shall be posed at the Bread Booth. All bread-baking workers will adhere to these rules and regulations.

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