

CONSTITUTION OF THE SACRED SECULAR SANCTUARY

ARTICLES

Article 1. NAME

The name of the organization shall be the “Sacred Secular Sanctuary” (hereinafter referred to as the Sanctuary). The Sanctuary is incorporated as a non-profit organization under the Corporations Act in the province of Ontario.

Article 2. AIMS

The Sanctuary is organized for spiritual, educational, social, conservational and scientific purposes. Specifically, the Sanctuary's aims consist of the following:

- 2.1 To offer regular meetings for spiritual exploration, incorporating humanist and environmental ethics and the principles and practices of sacred secularism as presented in the belief statement known as the Active Credo, appended to the by-laws.
 - 2.2. To provide programs and activities, and to hold gatherings such as conferences, exhibitions, seminars, workshops, celebrations and rituals to engage the mind, and bring like-minded people together.
 - 2.3. To perform ceremonial functions as provided by law, including but not limited to funerals and the solemnization of marriages.
 - 2.4. To promote the development of secular ideas and practices in ceremony, philosophy, ethics, environment, education, the arts, therapy, and other fields.
 - 2.5. To foster moral and ethical attitudes, with the understanding that the privileges and obligations of our lives are our responsibility.
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Article 3. BOARD OF DIRECTORS

3.1 General Powers and Duties of the Board

The administration of the affairs and funds of the Sanctuary shall vest in a Board of Directors. The Board shall determine all matters of policy and broad strategy in the development of the Sacred Secular Sanctuary. Among other things, the Board appoints Directors and Steering Committee Officers; approves the Budget; votes on expense items above the discretionary limit in force at the time; decides on membership levels, dues and benefits; oversees and decides changes in the belief statement; approves what will be posted on the Sanctuary website and Facebook page; and can direct the Executive Committee to act on Board decisions.

3.2 Number of Directors

The Board shall consist of not less than three nor more than seven Directors. The number of Directors may be changed from time to time by amendment to the Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Director.

3.3 Elections of Directors

3.3.a Initial Board

The initial Board of Directors shall consist of those named in the articles of incorporation.

3.3.b Successor Directors

When necessary, successor Directors shall be elected from the Membership by a vote of the Directors. A majority of sitting Directors is required to appoint a new Director.

3.4 Qualifications of Directors

Directors must agree to sign the Credo in force at the time of their joining the Board, and agree to adhere to its principles when engaged with Sanctuary affairs.

3.5 Donations and Bequests

The Board may authorize the acceptance of donations and bequests to benefit the purposes and aims of the Sanctuary.

Article 4. The STEERING COMMITTEE

4.1 General Powers and Duties of the Steering Committee

The Steering Committee (SC) will consist of Officers of the Sanctuary (President, Treasurer, and Secretary) and Chairs of Committees. The SC shall conduct the day to day business of the Sacred Secular Sanctuary according to the policies decided by the Board of Directors. The SC shall have the power to create standing or ad hoc committees as the needs of the Sanctuary may require.

4.2 Term of Office

**President, Secretary and Treasurer are elected for three (3) years.
Committee Chairs are elected for two (2) years.
Officers and Committee Chairs may stand for re-election.**

4.3 Elections

4.3.a Initial Steering Committee

Steering Committee Officers will be directly elected by Directors from among the Members.

4.3.b Successor Officers

Steering Committee Officers will be nominated by the Members from among the Membership, and approved by the Board. Approved candidates will stand for election. In the election, each Member will have as many votes as there are offices to be filled, and can cast only one vote for each office. Candidates for office must gain more than 50% of the votes cast for that office. If no candidate achieves this, there shall be a run-off election between the leading two candidates.

4.3.c Committee Chairs

Chairs of Committee will be chosen from and by the members of their respective committees.

Elections will be held as needed at the Annual General Meeting.

4.4 Qualifications

Officers and Committee Chairs must be fully paid up members of at least one year's standing in the Sacred Secular Sanctuary. Exceptions to this requirement may be agreed by the Board in specific cases. Officers and Committee Chairs must agree to sign the Active Credo, and agree to adhere to its principles when engaged with Sanctuary affairs.

4.5 Suspension

Officers and Committee Chairs may be suspended for non-payment of dues, for neglect of duties or malfeasance in relation to their duties, for bringing the Sacred Secular Sanctuary into disrepute, or if their behaviour disagrees with the basic tenets of the Active Credo. Cases of neglect, malfeasance or non-performance of duties or bringing the Sanctuary into disrepute will be handled according to the steps outlined in Policy A. 9: Conflict Resolution.

4.6 Filling of Vacancies

When an Officer resigns or is suspended, the vacancy will be filled by a Member approved by the Board, until the Annual General Meeting, when an election for that office will be held.

Article 5. MEMBERSHIP

5.1 Qualifications for Membership

Members of the Sanctuary shall consist of persons who may legally sign a contract and who have paid dues to become members of the Sanctuary, or who have been accepted as members with a waiver of dues, and have accepted in writing the Active Credo (appended to these by-laws), and agree to adhere to its principles when engaged with Sanctuary affairs. Waivers of the membership requirements are at the discretion of the Board.

5.2 Membership Benefits

Members may:

5.2.1 Serve on Committees

5.2.2 Pay reduced attendance fees for Sanctuary events that are open to the public,

5.2.3 Attend Sanctuary gatherings and regular meetings,

5.2.4 Be elected to serve as Executive Officers or Committee chairs,

5.2.5 Vote on issues presented to the Membership,

5.2.6 Present seminars or workshops, subject to approval by the Steering Committee,

5.2.7 Be elected to serve as Board members,

5.2.8 Be trained to serve as ministers or ritual leaders,

5.2.9 Mentor new Members at the new Member's first meeting.

5.3 Membership Dues and Duties

The Board will establish a scale of membership dues. The Board may specify membership benefits to be enjoyed by members, provided that all such benefits shall be intangible spiritual benefits or benefits of such nature that they do not constitute a non-deductible quid pro quo for the donor/member.

5.3.1 Each Member is required to maintain dues on a current basis. Each Member shall supply the Member Services Committee with all the information required for the Member Roster.

5.3.2 All Members are required to abide by the Constitution and By-laws of the Sanctuary and adhere to the Active Credo and abide by its principles when involved with Sanctuary activities.

5.4 Termination or suspension of Membership

A member may resign at any time. Membership privileges will lapse in the case of failure to pay annual membership dues within three months of the due date.

A membership may be terminated or suspended for conduct clearly inimical to the purposes of the Sacred Secular Sanctuary, or for conduct clearly tending to bring the Sanctuary or the World Pantheist Movement into public disrepute. The Board shall establish a procedure to be followed in the event of termination or suspension of membership, which shall provide the member with notice of the proceedings against him or her, and an opportunity to be heard. See Policy A. 9: Conflict Resolution.

Article 6. COMPENSATION

6.1 Directors shall generally serve without compensation, but may be reimbursed for expenses reasonably incurred and authorized by the Board to further the purposes of the Sanctuary.

6.2 Sanctuary Officers (President, Secretary and Treasurer) shall receive a nominal monthly payment as decided by the Board, but this payment may be waived. Officers may be reimbursed for expenses reasonably incurred and authorized by the Board to further the purposes of the Sanctuary.

6.3 Committee Chairs shall generally serve without compensation, but may be reimbursed for expenses reasonably incurred and authorized by the Board to further the purposes of the Sanctuary.

6.4 Speakers, Workshop Leaders, Seminar Facilitators and others who perform specific event-related tasks may be paid as outlined in Policy C.4: Event Services/Speaker Policy.

6.5 Services necessary for the running of the Sanctuary, such as Web Design and Maintenance, Accounting, Graphic Design and other specialized services, may be paid when invoices are received from the companies performing the services. If the companies are connected with a Director or an Officer, or any other Member, the rates must be shown

to be competitive or, preferably, discounted. Details are provided in Policy A 6: Conflict of Interest.

6.6 When an Officer attends a public meeting or event in the official capacity of a Representative of the Sacred Secular Sanctuary, at the request of the Sanctuary, that Officer may be remunerated for his/her time at the current minimum wage rate, upon submission in writing of a document outlining the attendance, to a maximum of ten (10) hours per day. If the attendance is regular, a document outlining the ongoing nature of the service will suffice.

BY-LAWS

Section 1 - OFFICE

The Sanctuary's principal office will be located at its principal place of business. This location may be changed by a majority vote of the Board of Directors (hereinafter referred to as the Board).

Section 2 - POWERS AND DUTIES OF STEERING COMMITTEE OFFICERS

PRESIDENT

- 1. Ensure that monthly meetings take place.**
- 2. Preside over meetings of the Steering Committee, or arrange a proxy if necessary; coordinate the agenda.**
- 3. Make reports to the Board, Steering Committee, and Members.**
- 4. In general, exercise the duties and functions incident to the office of President, including general oversight over all the business of the Sanctuary, and such other duties as may be assigned to him or her by the Board.**

During absences of the President lasting for two weeks or longer, another Steering Committee Officer shall take over any constitutional functions of the President that need to be exercised during that period, in consultation with the other Steering Committee Officers.

SECRETARY

- 1. Prepare and maintain minutes of Steering Committee and Members' meetings and other records and information required by law to be kept by the Sanctuary;**
- 2. Keep copies of meeting minutes in a Minute Book or other storage deemed acceptable by the Board, as defined in Policy A.4: Records Management;**
- 3. Respond to requests for information concerning the records of the Sanctuary from members, government agencies, and the general public;**
- 4. See that notices are duly given as required by these Bylaws or by law;**
- 5. Keep a copy of records concerning each current or former member and his or her status as a member of the Sanctuary;**
- 6. Assist in filing such reports as are required by law; and**
- 7. In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or the Board.**

TREASURER

- 1. Supervise funds and securities of the Sanctuary and supervise the receipt of monies due and deposit same to the credit of the Sanctuary.**
- 2. Supervise and maintain a faithful account of all expenditures and receipts in a record belonging to the Sanctuary.**
- 3. Pay, out of the Sanctuary's funds, all such bills as are appropriately approved and obtain and preserve receipts and vouchers thereof, as outlined in Policy B.1: Financial Policy.**
- 4. Prepare and present regular, up-to-date and accurate financial statements.**
- 5. Submit to the membership yearly financial statements of the affairs of the Sanctuary or more frequently if requested by the Steering Committee or the Board.**
- 6. As appropriate by law, to allow any Sanctuary Member in good standing to examine any book or document of the Sanctuary at its place of business during business hours.**

Section 3 – COMMITTEES

There shall be standing committees for Member Services, Special Events, Programming and Marketing. The Board or the Steering Committee shall have the power to establish such other standing or ad hoc committees or other subcommittees as they shall, from time to time, deem necessary or advisable.

Section 4 – POWERS AND DUTIES OF COMMITTEES

MEMBER SERVICES COMMITTEE

The Member Services Committee shall process Member applications as follows:

- 1. Collect the dues and forward same to the Treasurer**
- 2. Have the prospective Member read the Active Credo, initial each of the Principles, and sign an agreement indicating acceptance of same and intention to adhere to the principles when engaged in Sanctuary activities, and forward same to the Secretary.**
- 3. Present the Member with a Welcome Package containing pertinent orientation information and including information about the World Pantheist Movement,**
- 4. Introduce the new Member to the Membership at the next regular meeting and assign a Member to accompany new Member for the duration of his/her first meeting,**
- 5. Prepare and maintain an accurate, up-to-date Membership Roster. It is the obligation of each member to supply the Member Services Committee with any change or update of the Member’s information. The updated Member roster shall be submitted to the Secretary for filing at each regular meeting.**

The Member Services Committee shall resolve “first level” conflicts as described in Policy A.9: Conflict Resolution.

The Member Services Committee shall participate in future planning and be responsible for proposing the Committee’s budget to the Treasurer for inclusion in the master budget.

The Member Service Committee shall prepare an overview report of the year’s activities for presentation at the Annual General Meeting.

PROGRAMMING COMMITTEE

The Programming Committee shall organize regular meetings as follows:

- 1. Secure and set up a venue for the meeting, including seating, audio-visual equipment, refreshments, or any other materials required for the running of the meeting.**
- 2. Prepare a ritual suitable and pertinent to the time of year and recent significant events.**
- 3. Prepare the Agenda for the Business portion of the meeting, including a report from each of the Committee Chairs, the Secretary and the Treasurer,**

4. Co-ordinate with the President at least 3 days prior to the meeting, submitting the agenda for approval.
5. Ensure clean-up of the venue, and return of materials and equipment as required.

The Programming Committee shall resolve “first level” conflicts as described in Policy A.9: Conflict Resolution.

The Programming Committee shall participate in future planning and be responsible for proposing the Committee’s budget to the Treasurer for inclusion in the master budget.

The Programming Committee shall prepare an overview report of the year’s activities for presentation at the Annual General Meeting.

SPECIAL EVENTS COMMITTEE

The Special Events Committee shall organize social, educational and recreational events. It will also encourage Members to present workshops, seminars or other event content.

For each Event, the Special Events Committee shall:

1. Canvass Membership to determine attendance,
2. Secure and set up a venue for the Event, including seating, audio-visual equipment, refreshments, or any other materials required for the running of the Event.
3. Inform the Marketing Committee of the details of the Event, allowing reasonable time for the promotion of the Event.
4. Ensure clean-up of the venue, and return of materials and equipment as required.
5. Prepare a follow-up description and accounting of the event to be presented at the next regular meeting.

The Special Events Committee shall resolve “first level” conflicts as described in Policy A.9: Conflict Resolution.

The Special Events Committee shall participate in future planning and be responsible for proposing the Committee’s budget to the Treasurer for inclusion in the master budget.

The Special Events Committee shall prepare an overview report of the year’s activities for presentation at the Annual General Meeting.

MARKETING COMMITTEE

The Marketing Committee shall be responsible for promotion of the Sacred Secular Sanctuary and its activities within the community, as follows:

1. **Provide information to the Web Master for inclusion in the web site,**
2. **Interact with Social Media,**
3. **Research and develop an appropriate line of promotional products and distribution methods of same.**
4. **Design, in co-operation with other Committees, promotional materials such as name tags, business cards, member application forms, flyers and other such materials as required.**

The Marketing Committee shall resolve “first level” conflicts as described in Policy A.9: Conflict Resolution.

The Marketing Committee shall participate in future planning and be responsible for proposing the Committee’s budget to the Treasurer for inclusion in the master budget.

The Marketing Committee shall prepare an overview report of the year’s activities for presentation at the Annual General Meeting.

APPENDIX TO THE BY-LAWS

ACTIVE CREDO OF THE SACRED SECULAR SANCTUARY

- 1. We revere and celebrate the Universe as the totality of being; past, present and future. It is self-organizing, ever-evolving and inexhaustibly diverse. Its overwhelming power, beauty and fundamental mystery compel the deepest human reverence and wonder.**
- 2. All matter, energy, and life are an interconnected unity of which we are an inseparable part. We rejoice in our existence and seek to participate ever more deeply in this unity through knowledge, celebration, meditation, empathy, love, ethical action and art.**
- 3. We are an integral part of Nature, which we should cherish, revere and preserve in all its magnificent beauty and diversity. We should strive to live in harmony with Nature locally and globally. We acknowledge the inherent value of all life, human and non-human, and strive to treat all living beings with compassion and respect.**
- 4. All humans are equal centers of awareness of the Universe and Nature, and all deserve a life of equal dignity and mutual respect. To this end, we support and work towards freedom, democracy, justice and non-discrimination, and a world community based on peace, sustainable ways of life, full respect for human rights and an end to poverty.**
- 5. There is a single kind of substance, energy/matter, which is vibrant and infinitely creative in all its forms. Body and mind are indivisibly united.**
- 6. We see death as the return to Nature of our elements and the end of our existence as individuals. The forms of "afterlife" available to humans are natural ones, in the natural world. Our actions, our ideas and memories of us live on, according to what we do in our lives. Our genes live on in our families and our elements are endlessly recycled in Nature.**
- 7. We honour reality, and keep our minds open to the evidence of the senses and of science's unending quest for deeper understanding. These are our best means of coming to know the Universe, and on them we base our aesthetic and spiritual feelings about reality.**
- 8. Every individual has direct access, through perception, emotion and meditation, to ultimate reality, which is the Universe and Nature. There is no need for mediation by priests, gurus or revealed scriptures.**
- 9. We uphold the separation of religion and state, and the universal human right of freedom of and from religion. We recognize the freedom of all persons to express and celebrate their beliefs, as individuals or in groups, in any non-harmful ritual, symbol or vocabulary that is meaningful to them.**