

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Number: ADMIN-PR-002

SUBJECT: CLOSING OF CONFERENCES/COUNCILS.

DATE ADOPTED: JUNE 14, 2003

PURPOSE: To set out a procedure/guidelines for members to follow for the closing of a Conference or Council.

PROCEDURE: In the case of any Conference or Council that ceases to operate, all monies and goods collected in the name of The Society of St. Vincent de Paul are to be forwarded to the next higher Council.

A letter signed by the President of the closing Conference or Council indicating the date of closure, and the aggregation or institution certificate, must accompany the submission of records. These will be forwarded to the President of the National Council of Canada. Through the next higher Council.

A cheque for the amount of monies held by the Conference or Council, together the financial records and archives are to be forwarded to the next higher Council.

To conform with Canada Customs and Revenue Agency regulations as appropriate.

ACCOUNTABILITY:

The President of the local Conference/Council to the President of the next higher Council and the National President and Canada Customs and Revenue Agency regulations as appropriate.

LOCAL RESPONSIBILITIES:

To inform the President of the next higher Council President and the National Council President

To have all financial records reviewed, before submitting to the next higher council within 60 days of closing.

A letter of acknowledgement will be sent to Conference or Council President by the National Council President.

REFERENCE: The Rule (2007)Rev

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