

SOCIETY OF SAINT VINCENT DE PAUL
National Council of Canada

Number: ADM 001

SUBJECT: **NEW INCORPORATIONS AND BY-LAWS**

DATE ADOPTED: NOVEMBER 24, 2002

PURPOSE: The purpose of this policy is to ensure that incorporations and By-Laws are consistent with the spirit and letter of The Rule and national policy.

POLICY: **Prior to any application by a Conference, Council or Special Work group (e.g.: Thrift Store) to the appropriate provincial/territorial government for an incorporation or amendments thereto (e.g.: under the Corporations Act or Societies Act), proposed By-Laws shall be reviewed and approved by the Rule and Policy Committee of the National Council of Canada.**

PROCEDURE: If a Vincentian entity is seeking incorporation, a set of By-Laws are usually required. A signed and dated draft copy of the proposed By-Laws shall be forwarded to the National Council, through higher levels Councils for their reviews and recommendations. The National Council Rule & Policy Committee, subject to the support of Councils presidents, will review and provide its comments to the National president.

ACCOUNTABILITY: To the President of the National Council of Canada, via next higher level Councils. All incorporated Vincentian entities should review By-Laws annually.

LOCAL RESPONSIBILITIES:

To obtain a copy of the applicable Provincial Incorporation procedures/forms.

To advise the President at the next higher Council of the desire and need for the incorporation of a SSVP entity.

Any By Law revisions must first be voted by conference membership or members-by-right of the requesting Council before being sent to the next higher Council and National Council for approval.

Three (3) copies of the approved By-Laws are dated and signed by the president and secretary of the local entity and these signed copies are forwarded to the next higher council for their signing and approval. Space must be allotted on the last page for such signing and dating.

To await approval by National Council before proceeding with the application for incorporation.

REFERENCE: The Rule and applicable government laws & statutes.

ADM = ADMINISTRATION*
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