

ARTICLE I
NAME

1.1 The name of the Church shall be “Sacred Spiral Pagan Church of Arizona” LLC.

ARTICLE II
LOCATION

2.1 The main location of the Church is Mesa, Arizona.

ARTICLE III
HISTORY

3.1 Sacred Spiral Pagan Church of Arizona was established as an LLC (Limited Liability Company) in the state of Arizona on May 11, 2009.

ARTICLE IV
STATEMENT OF PURPOSE

4.1 The Sacred Spiral Pagan Church of Arizona LCC is a non-profit, volunteer-staffed, ecumenical Pagan Church, designed to foster and celebrate a sense of community and family among Pagans, both locally and in other regions of the country/world. It is an ecumenical Church in that it encompasses all traditions, and is non-exclusive. It welcomes all who revere the Earth Mother and who respect themselves and others, regardless of the tradition with which one is affiliated. Our purpose is to live in a manner which shows love and respect for all. We hold rituals on the agreed Sabbats and Esbats and any other special occasions. We work to unite, in a loose alliance of all Pagan groups; we educate members, students, seekers, and the public, in Pagan beliefs, traditions, values, and ethics; we support local and global charitable causes; we treat other seekers with respect and support; we help provide seekers with materials and tools to aid their spiritual quest; and we learn from each other.

ARTICLE V
GOVERNMENT

5.1 The Church founder will be sworn in as President of the Church. The Church founder will sit in as permanent President of the Church until such time as she retires, dies or steps down from the position. She can not be voted out of her position. She will be leader of the Board of Directors.

5.2 Upon her resignation or death, the Board of Directors will call a special General Meeting to elect a new President within sixty days of her leaving office. The term of the new President, and amount of terms allowed in office, will also be determined at this meeting.

5.3 The government of the Church shall be vested in a Board of Directors. They are the President and elected Officers within the Church. They shall oversee the operation of the Church. The Board will consist of between five to nine members. There will always be an odd number of Board members.

5.4 All Officers, except that of the President, will be elected by the Church Council for a term of two years. Elections will take place on odd-numbered years. Members may serve an unlimited number of terms on the Board.

5.5 At the annual odd-year Church Meeting, Board of Directors shall be elected to office for a term which expires at the next odd-year. Officers shall be sworn in at Imbolg.

5.6 Resignation, Removal of Officer, and Filling Vacancies: The office of a person on the Board of Directors becomes vacant if the Officer resigns or dies. Any Officer may resign at any time by an oral statement made at a monthly meeting, or in writing delivered to the Scribe, which resignation shall take effect after a monthly meeting held to accept the resignation, and immediately after a letter has been sent to the resigning Officer confirming said resignation or at such other time as the Officer may specify.

5.7 The Board of Directors may remove any Officer, and thereby create a vacancy in the Council, if:

- (a) By order of a court they have been found to be of unsound mind.
- (b) They fail to be sworn in within sixty days of being elected.
- (c) They are convicted of a felony crime while in office.

5.8 If an Officer on the Board of Directors resigns or leaves office before his/her term is expired, the President may assign a new Officer, or the remaining Board of Directors, though less than a majority of the whole Council, may by the vote of a majority of their number, fill any vacancy in the Council for the unexpired term. The new Officer will remain in office until the next scheduled election.

5.9 Council of Elders: Initiated Clergy, who have shown extremely high levels of commitment to the Church, are nominated by the President and voted upon by the Board of Directors. A member of the Council of Elders must be a legally ordained minister, should be able to perform all rites of passage and be qualified to be a mentor and teach students a year-and-a-day class.

5.10 The Council of Elders is the final authority on matters of religion or dispute within the Church. The Council of Elders, as a body, shall have all power and authority in matters of religion within.

5.11 The High Priestess is either the Church President or has been appointed by the Church President.

5.12 The High Priestess is leader of the Council of Elders and has the authority to initiate a High Priest from among the Council of Elders.

5.13 Membership Representatives: Representatives may be elected from the general membership to serve on the Church Council. One Representative may be elected for every fifty Church members. Representatives will serve a two-year term and will be elected at an annual Church meeting on an even-numbered year.

5.14 Membership Representatives serve a term of two years, are elected on even-numbered years, and are sworn in at Imbolg. Membership Representatives may serve unlimited terms in office.

5.15 Church Council: Made up of the Board of Directors, the Council of Elders, and the Membership Representatives. This body shall handle the ordinary business of the Church. They will vote in all annual Church elections.

5.16 Members of the Church Council must have active membership status.

5.17 Members of the Church Council must abide by the Church By-Laws and follow the Church's Code of Ethics.

ARTICLE VI
AUTHORITY AND DUTIES OF THE BOARD OF DIRECTORS (OFFICERS)

6.1 President: The President shall be the Chief Executive Officer of the Church and shall:

- (a) Preside at all monthly meetings, all quarterly meetings of the Board of Directors, and all annual general membership meetings.
- (b) Be an active member of the Church.
- (c) Have general charge of the business of the Church.
- (d) Execute, with the Purse Warden, in the name of the Church, all deeds, bonds, contracts, and other obligations and instruments authorized by the Board of Directors.
- (e) Keep a copy on file of all Church records, including minutes, membership applications, newsletters, brochures, pamphlets and all documents pertaining to the Church.
- (f) Be the public spokesperson for the Church.

6.2 Vice President: The Vice President shall be elected by the Church Council and shall:

- (a) Assist the President.
- (b) Perform such duties as may be assigned to him/her by the Council of Elders.
- (c) Fill in for the President if he/she is unable to perform his/her duties.
- (d) Replace the President upon resignation or death until a new President can be elected.

6.3 Purse Warden: The Purse Warden shall be elected by the Church Council and shall:

- (a) Be the principal Financial Officer of the Company.
- (b) Perform all other duties incident to the office of the Treasurer and, upon request of the Council, shall make such reports to it as may be required at any time.
- (c) Be the principal Accounting Officer of the Company.
- (d) Keep the financial records of the Church and be responsible for cash receipts and disbursements.
- (e) Have such other powers and perform such other duties as may be from time to time prescribed by the Council of Elders.
- (f) Collect all membership dues.
- (g) Keep a file of all membership applications. (A copy must be given to the President and Scribe to keep in their records.)
- (h) File all required forms and reports to the state and federal governments as required to obtain and maintain the Church's legal status.
- (i) Present a yearly budget statement to all interested members at annual Church meeting.

6.4 Scribe: The Scribe shall be elected by the Church Council and shall:

- (a) Keep the Church Records, attend and record meetings, and perform such other duties as designated by the Council.
- (b) Keep the minutes of the proceedings of the monthly, quarterly and annual meetings of the Church.
- (c) See that all notices are duly given in accordance with the provisions of these By-Laws or as required by law.
- (d) Be custodian of the Company records and of the seal of the Company and affix the seal to all documents when authorized by the Council of Elders.
- (e) Keep a record containing the names and addresses, and class of membership, of all members.
- (f) Keep and maintain the Church's "Book of Shadows".
- (g) In general, perform all duties incident to the office as Scribe and such other duties as from time to time may be assigned to him/her by the Council of Elders.

6.5 Youth Director: The Youth Director shall be elected by the Church Council and shall:

- (a) Act as Youth Minister and head the committee on Youth activities.
- (b) Plan, organize and sponsor all youth activities.
- (c) Keep all documentation and signed parental permission agreements. (A copy must be given to the President and Scribe to keep for their records.)
- (d) Organize and oversee all youth fund raisers.

6.6 Webmaster: The Webmaster shall be elected by the Church Council and shall:

- (a) Be in charge of technology.
- (b) Create and maintain Church website.
- (c) Update website and calendar on a regular basis.
- (d) Set up an intra-net system between members including a contact email address for all of the members of the Church Council.

6.7 Herald: The Herald shall be elected by the Church Council and shall:

- (a) Be in charge of Public Relations.
- (b) Create a monthly Church newsletter to be published each month.
- (c) Report on any important happenings within the Pagan Community.
- (d) Keep the Church focused on any legal aspects.
- (e) Be a pro-active problem solver (in the role of “Devil’s Advocate” if necessary).

6.8 Education Specialist: The Education Specialist shall be elected by the Church Council and shall:

- (a) Be in charge of Church seminary, classes and workshops, and head the committee on Pagan Education.
- (b) Help set up and establish an online Pagan Seminary.
- (c) Set up classes and enlist teachers to facilitate the classes.

6.9 Events Coordinator: The Events Coordinator shall be elected by the Church Council and shall:

- (a) Be in charge of raising money.
- (b) Organize and oversee all Church events.
- (c) Be in charge of announcements and crowd control.
- (d) Head a committee on fund raising.
- (e) Oversee all activities and events to raise revenue for the Church.

ARTICLE VII **MEMBERSHIP**

7.1 Membership shall be offered by application to all individuals. No person shall be denied access to membership on the basis of gender, race, ethnic background, sexual orientation, physical handicap or age provided they are 18 years of age or older, or have one or more parent as a member in the Church.

7.2 Family membership shall be offered by application to all families. No family shall be denied access to membership on the basis of gender, race, ethnic background, sexual orientation, physical handicap or life style preference. Family is defined as all adults and their legal children that make up a family unit.

7.3 Youth Memberships: Children under the age of 18 may join the Church as Youth Members upon filing a Youth Membership Application which includes a notarized signature of parent or legal guardian granting permission and approval. Parents will need to be interviewed by at least three Officers of the Church prior to signing permission forms.

7.4 Members will abide by the Church's Code of Ethics.

7.5 Active Membership: Members whose annual dues are current shall be referred to as Active Members, with full voting privileges, subscription to the membership newsletter, Yahoo group, notices of Church festivals, events and membership discounts at paid functions. Those whose dues are in arrears shall be regarded as inactive members and their voting privileges, subscription to the membership newsletter, Yahoo group, notices of festivals, events and membership discounts at paid functions shall be suspended until such time as they renew their memberships with a payment of the annual dues.

7.6 Degrees of participation and membership: Participants in the programs sponsored by this Church may include the following:

(a) Guests: Interested parties who may attend all open, public activities.

(b) Congregants: Persons who consider themselves Pagan and participate in and support the open activities of the congregation.

ARTICLE VIII **MEETINGS**

8.1 Monthly Meetings: On an as-needed basis. Open to all members.

8.2 Board of Director Meetings: Quarterly, on an as-needed basis. Church Council may attend, but only Board of Directors will be allowed to vote.

8.3 Annual General Membership Meetings: Last Thursday in January. Members will receive a copy of yearly financial statement. Annual membership fee is due. General Elections will take place at this time. Representatives are voted on even-numbered years. Board of Directors are voted on odd-numbered years.

8.4 Sabbat Public Rituals: Performed at each of the eight Sabbats. Date determined and posted on yearly calendar.

8.5 Esbat (Full Moon) Public Rituals: Friday closest to the Full Moon.

8.6 Classes: Date determined and posted on calendar.

8.7 Other: Community Service Projects, Discussion Groups, Healing Circles, Fundraisers and Meetups. Date determined and posted on calendar.

ARTICLE IX **VOTING**

9.1 Finances, By-Laws, and Regulations voted by a majority of the Officers (Board of Directors.)

9.2. All matters of Religion voted by a majority of the Council of Elders. President reserves the right to veto on all matters concerning Religion.

9.3 Elections voted by a majority of the Church Council.

9.4 Budget and calendar for the following year voted on at annual Church meeting by a majority of all members present.

9.5 Veto. The proceedings of the Board of Directors shall be final and conclusive, unless overruled by majority vote of the active membership, acting as a Board of Appeal.

9.6 Conflict of interest. No member of the Board shall vote on a matter from which they would derive direct financial gain or loss.

ARTICLE X **CHARTERS**

10.1 Other auxiliary, subsidiary or sister churches may be chartered by Sacred Spiral Pagan Church of Arizona, LLC upon approval by the Council of Elders if such church meets the following requirements:

- (a) Submission of a petition to the Council of Elders signed by two Active members of the Church Council of Sacred Spiral Pagan Church of Arizona, LLC.
- (b) Written agreement that the church will abide by the By-Laws of Sacred Spiral Pagan Church of Arizona, LLC.
- (c) Written agreement that the petitioning church will abide by the resolutions passed by the Council of Elders Sacred Spiral Pagan Church of Arizona, LLC.
- (d) Written statement that the church agrees that all disputes between churches chartered by Sacred Spiral Pagan Church of Arizona, LLC shall be decided in open meeting by the Council of Elders.

ARTICLE XI **FINANCIAL ASSESSMENTS**

11.1 The Church shall have the power to assess its membership for support of the Church by the following methods: donations, tithes, pledges, fees for services rendered by the Church, the sale of books and newsletters, fund raising projects, the issuance of bonds, borrowing, or other methods approved by the President and/or the majority vote of the Board of Directors.

11.2 All donations made to the Church by any member or non-member will immediately become the property of the Church. The Church may accept absolutely or in trust for any of the purposes herein set out, any gift, grant, or devise of any real or personal property and carry on all other such activities not limited by section 501(c)(3) of the Internal Revenue Code of the United States of America, or the corresponding provisions of any subsequent law. Donations may be used for the purchase of Land, the payment of expenses, salaries or for investments.

11.3 The Church shall have the power to pay salaries to its Officers, but no salaries shall be paid to the Council of Elders. Reimbursements for expenses incurred by an Active member in carrying out the duties of the Church or making purchases for the Church may be paid.

ARTICLE XII **AMENDMENTS TO BY-LAWS**

12.1 These By-Laws may be amended or added to, or new By-Laws may be adopted by the Board of Directors by a meeting held for such purpose, by the affirmative vote of the Board of Directors empowered to exercise a majority of the voting power on such proposal.

ARTICLE XIII

INDEMNIFICATIONS

13.1 The Church shall indemnify, to the full extent permitted or authorized by the state of Arizona, any person made or threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that they are or were an Elder, Officer or employee of the Church, or is or was serving at the request of the Church as an Elder, Trustee, Officer or employee of another company, corporation, partnership, joint venture, trust or other enterprise, any Officer, Elder or member of the Church Council who is threatened by legal actions by reason of the fact that they were serving or representing the Church in a legal manner.

13.2 In the case of a merger into this Church of a constituent church or organization which, if its separate existence had continued, would have been required to indemnify Elders, Officers or employees in specified situations prior to the merger, any person who served as an Elder, Officer or employee of the constituent church, or served at the request of the constituent church as an Elder, Trustee, Officer or employee of another church, partnership, joint venture, trust or other enterprise, shall be entitled to indemnification by this Church (as the surviving Church) for acts, omissions or other events or occurrences prior to the merger to the same extent they would have been entitled to indemnification by the constituent church if its separate existence had continued.

13.3 No person shall be indemnified by the Church if he/she knowingly commits an act that is illegal in the state of Arizona.

ARTICLE XIV **MINISTERS**

14.1 Upon application and payment of fees, the Church may ordain a member over the age of 18 as a Minister and issue a Minister's Certificate. Licensed Ministers shall be authorized to perform such legal sacraments as weddings, funerals, and baptisms.

14.2 Ordination as a Minister does not confer "Elder" or "High Priest/ess" status.

14.3 A Minister may form his/her ministry as a Subordinate Organization subject to the provisions of Article X.

ARTICLE XV **SUBORDINATE ORGANIZATIONS**

15.1 The Church, acting through the Board of Directors or its delegated authority, may organize, charter, establish, and operate such Subordinate Organizations as may be found necessary or expedient adequately to carry out the purposes of the Company. Chartered Subordinate Organizations shall be included under the Church's Group Exemption.

15.2 Subsidiaries should begin as projects or provisional Subordinate Organizations and be considered for full Subordinate Organization status only after they have been active for a year and a day.

15.3 Subordinate Organizations shall not have the power to incur debt in the name of Sacred Spiral Pagan Church of Arizona, LLC.

15.4 Reports: Each Subordinate Organization shall submit quarterly reports of its activities and financial status to the Scribe and the Purse Warden at least two weeks prior to each meeting of the Board of Directors. Provisional Subordinate Organizations should send a quarterly report to the central office.

15.5 Chartering and serving as Directors of Subordinate Organizations is open only to Active Members of the Church.

15.6 The governance of Subordinate Organizations shall be by Stewards, Directors or Councils. Should the Subordinate Organization be authorized to open a bank- or checking- account, there shall be three approved signatories on the account.