

Religious Societies' Land Act

Sample Resolution

To change your religious society's name, constitution, or by-laws, your society must pass a resolution. When your resolution is passed, it must then be filed with Service Alberta, Registries. This fact sheet shows you what is required in a resolution and explains how your resolution should be filed.

1. Name of organization and date of meeting.

Identify the name of your organization and the date you met to discuss the changes to your society.

2. Changes made.

Clearly explain the changes made to your society's name, constitution, or by-laws.

3. Witnesses' signatures and date signed.

Ensure that the resolution is signed by the president or chairperson as well as the secretary or clerk.

1. We hereby certify that the following resolution was passed at a meeting of the members of

_____ *(Name of religious society)*
on _____ *(month/day/year)*

2. The religious society's name was changed to
or

The constitution was changed as follows:

EXAMPLE: The attached constitution has been added to the congregation's file.

EXAMPLE: Item 2 of the constitution is changed to read:

EXAMPLE: Item 5 of the constitution is deleted and replaced with the following: _____

or

The by-laws were changed as follows:

EXAMPLE: The attached bylaws have been added to the congregation's file.

EXAMPLE: By-law 2 is changed to read:

EXAMPLE: By-law 5 is deleted and replaced with the following: _____

Date: _____ *(write today's date)*

Signature and Printed Name of President or Chairperson
(original ink signature)

Signature and Printed Name of Secretary or Clerk
(original ink signature)

Filing Your Resolution

To change your society's name, constitution, or by-laws, your religious society must send the information outlined below to Service Alberta, Registries. There is no fee to file these changes.

Changing your religious society's name?

Send the following to Service Alberta, Registries.

- Two (2) copies of the resolution that changes your religious society's name.
- One (1) copy of a current Alberta Name Search Report showing the proposed name of the society. This is a six-page report that lists names that are the same as or similar to the one you have chosen. This report will help determine if your proposed name meets the requirements of the *Religious Societies' Land Act*.

The Alberta Name Search Report can be purchased from one of the province's search houses. A list of Alberta search houses can be accessed on the NUANS website www.nuans.com or in the Yellow Pages under "Searchers of Records".

Changing your religious society's constitution or by-laws?

Send the following to Service Alberta, Registries.

- Two (2) copies of the resolution changing your religious society's constitution or by-laws.

Where to send your information?

To file, mail or hand-deliver the above information to:

Walk-in Service:

Service Alberta, Registries
Corporate Registry
John E. Brownlee Building
10365 – 97 Street
Edmonton AB T5J 3W7

Mailing Address:

Service Alberta, Registries
Corporate Registry
P.O. Box 1007 Stn. Main
Edmonton AB T5J 4W6

For information call:

Edmonton: (780) 427-2311

To be connected toll-free outside Edmonton call 310-0000.