

NOTES FOR GROUPS – SOME GUIDELINES

It is not intended that these notes form a body of regulations, rather they consist of a few suggestions that a Group may wish to consider to facilitate its functioning.

1. Formation of a Group

A group may be formed where there are two or more adult believers in a community.

Until such time as a Local Spiritual Assembly shall be established in an area when there are nine or more adult believers, the affairs of a community can be administered by a committee of two or more persons made up of the registered adults and youth in the community. The number of members of the committee can be decided locally.

Where there are a greater number of eligible believers than members of the Committee, the Committee should be elected by secret ballot and by plurality vote. A meeting should be called for this purpose and the community should accept votes transmitted to it before the election by members of the local community who for any reason are unable to be present in person at the time and in the place fixed for the election.

2. Election of Officers

The committee may find it helpful to elect officers by majority vote amongst its members if it is felt helpful to carry out the duties of a chairman, a secretary and a treasurer. Certainly a secretary should be elected, or at least a contact person agreed upon so that there is a point of contact for communication with the Group.

Once formed, the Secretary or contact person should submit a Bahá'í Group Form (Form 3) to the National Spiritual Assembly. This will ensure that the Group is registered and that correspondence is sent to the email or postal address provided.

3. Relationship with the National Spiritual Assembly

The community and the committee shall at all times be subject to the guidance and jurisdiction of the National Spiritual Assembly.

4. Finances

All money payable to the Community shall be received by the Treasurer and deposited in a bank account in the name of the community. All sums withdrawn from the account, whether in cash or by cheque and depending upon the amount of each such withdrawal should require the signatures of two persons.

It is suggested that the financial year of the Community commences on the 1st day of April in each year and terminates on the 31st day of March in the following year.

The financial transactions of the Community should be recorded in legible form and proper account should be kept of the sums of money received and expended, and the matters in respect of which such receipts and expenditure take place, and of the assets and liabilities of the Community.

If upon the dissolution of the Community there remains any property whatsoever, these should be given or transferred to the National Spiritual Assembly, or such charitable Bahá'í Assembly or Assemblies as shall be determined by the National Spiritual Assembly.