

# Fort Collins Area Interfaith Council

Bylaws  
2018 Revision

## Article 1: Name

The name of this corporation shall be Fort Collins Area Interfaith Council.

## Article II: Purposes and Objectives

The purpose and objective of Fort Collins Area Interfaith Council (Council or IFC) shall be:

*Facilitating interfaith understanding, cooperation and action  
towards the greater good in our community.*

We do this by:

1. Meeting regularly to encourage a spirit of unity and dialogue, to create increased communication and cooperation among faith communities and nonprofit agencies in the immediate Fort Collins area.
2. Cultivating a diverse network of faith communities and nonprofit agencies.
3. Identifying needs not presently being met in the community; to facilitate and/or create ways to meet those needs; to support and augment current efforts to meet needs and to address social issues.
4. Establishing our voice for these purposes in the community.

## Article III: Membership

### Section 1. Representative Membership:

The Council shall consist of representatives from each constituent body, as elected or chosen by that body.

Any organized faith community in the greater Fort Collins area may become a member of the Council by covenant, sending up to two voting representatives.

Human service organizations whose purpose is consistent with the purposes and commitments of the Council may serve as affiliate members. Each affiliate member will have one voting representative.

### Section 2. Independent Membership:

Independent members are those who apply to the Executive Team for membership and may include active IFC participants who are current or former members of member organizations. Other regular attendees may or may not belong to member organizations, but wish eventually to become an Independent Member and participate on the same basis as other members may apply to the Executive Team for Independent Membership. All Independent Members have the full privileges of membership,

assuming continued participation, regular attendance and financial contribution to the organization.

**Section 3. Duties of Members:** Membership in the Council signifies agreement:

1. To participate in deliberations of the Council.
2. To support the Council's legitimacy in bearing an interfaith witness to religious bodies and to the community.
3. To contribute toward the Council's basic operating expenses, as determined by the Executive Team. This fee may be waived by executive action.

**Section 4. Commitments:** A yearly written commitment or covenant will be sought from each faith community/affiliate member to facilitate planning for the year to follow.

#### **Article IV: Elections**

**Section 1. Nominating Team.** The President may appoint a nominating team at least 90 days prior to the annual meeting.

**Section 2. Slate of Officers.** The nominating team may have a slate of nominees available at the meeting prior to the annual meeting. At the same meeting, additional nominations may be made from the floor by a representative member of the Council, with the permission of the nominee, and a second.

**Section 3. Election.** Officers are elected at the Annual Meeting.

**Section 4. Interim Vacancies.** Vacancies occurring during the year shall be filled by majority vote of the remaining Executive Team members until the next Annual Meeting of the members, at which time the vacancy will be filled by majority vote, constituting the beginning of a term. Vacancies among Team Chairs and Vice Chairs shall be filled by vote of the relevant team whenever they occur.

#### **Article V. Executive Team Membership and Duties**

**Section 1: Executive Team Composition.** The Executive Team shall consist of the President, Vice President, Secretary, Treasurer, the Team Chairs, and up to two members at large as named by the Executive Team. Terms will be for 2 years, with half elected/appointed each year. They are to supervise and coordinate the activities and affairs of the Council. They shall function as the "Board of Directors" with the President as the "Director" in accordance with the articles of incorporation filed in the Council archives.

**Section 2: Duties of the Executive Team.**

- a. Secure commitments from member groups.
- b. Review agenda and monthly meeting programs as set forth in Article 7, Section 4.
- c. Oversee financial affairs of the Interfaith Council.
  - i. Prepare annual budget and set membership fees each year.
  - ii. Review and approve distribution of funds.

- iii. Develop fundraising procedures.
- iv. Designate two (2) signers for any disbursement over \$250.
- v. Determine appropriate signatures for bank accounts.
- vi. See that financial records are reviewed annually.
- vii. Develop appropriate financial procedures.
- d. Establish an annual calendar of meeting places, and ensure an annual schedule of programs.
- e. Arrange for minutes to be taken and recorded.
- f. Assign new programs and projects to appropriate teams.
- g. Approve additional teams and positions as needed
- h. Receive inquiries and refer to appropriate team
- i. Invite other persons to attend Executive Team meetings, without vote, in order to share information or perform specific tasks.
- j. Engage in appropriate planning for the future.
- k. As needed, appoint representatives from the Council to other organizations whose mission/work is consistent with that of the Council.

### **Section 3. Officers.**

Officers shall consist of the President, Vice President, Secretary, Treasurer, Members at large, and Team Chairs as elected by their respective teams.

## **Article VI: Organization of Council**

**Section 1. Duties of Officers:** In addition to attendance at regular Executive Team meetings, their duties shall be:

- a) President:
  - i. Preside at Interfaith meetings.
  - ii. Prepare agendas for Interfaith Council meetings.
  - iii. Prepare Executive Team reports.
  - iv. Represent the Council.
- b) Vice President:
  - i) Preside at the Council and Executive Team meetings in absence of the President.
  - ii) Represent Interfaith in absence of the President.
- c) Secretary:
  - i. Keep records and take minutes at all the Council meetings.
  - ii. Dispense records and minutes appropriately.
- d) Treasurer:
  - i. Keep accurate record of income and expenses.
  - ii. Provide a financial report at business meetings.
  - iii. Prepare an Annual report for review.
  - iv. Assist in the preparation of a proposed annual budget.
  - v. Complete appropriate reports and tax forms.

**Section 2. Standing Teams:** The chair of each standing team will serve on the Executive Team and are charged with: forming and leading a team to fulfill the goals set by the Executive Team. Each team will have one vote on the Executive Team. A team will

secure permission from the Executive Team before taking action on behalf of the Council. The team shall have a written report to share at the Council annual meeting.

## **Article VII: Policies and Procedures of Interfaith Council.**

### **Section 1. Prologue**

Among the functions of the Fort Collins Area Interfaith Council is to identify needs not presently being met in the community and to facilitate and/or create ways to address these needs, responding from the conscience of faith and an intent to serve.

### **Section 2. Mode of Response to Social Concerns/Issues:**

a) As new needs arise for consideration or requests for a public pronouncement on some current issues are brought to Interfaith Council by any representative, the Executive Team shall consider and examine the need/issue. The Executive Team may present its findings to the membership to determine if there is a clear consensus, based on the representatives' knowledge of positions held by their local congregations/denominations or by their service agencies, to proceed. Without membership vote of  $\frac{2}{3}$  of members voting, the issue cannot be proceeded upon.

b) Assuming consensus, appropriate action will be determined by the Executive Team.

c) At all times, and especially in times of hate against faith groups, members of the Executive Committee are empowered to speak in the name of peace, interfaith cooperation, and to name that we are better together.

## **Article VIII: Meetings of Interfaith Council**

**Section 1. Annual Meeting :** The date, time and place of the Annual Meeting will be set by the Executive Team for the purpose of electing members to the Executive Team and receiving annual reports from teams and programs.

**Section 2. Regular Meetings:** Regular meetings of the Interfaith Council will be held monthly, except as determined otherwise by the Executive Team. The schedule of date, times, and places will be approved by the Executive Team. They shall be published as far in advance as possible. Best efforts will be made to rotate among member groups or special sites as approved by the Executive Team.

**Section 3. Special Meetings:** Special meetings of the whole council or Executive Team can be called by the President/Vice-President.

**Section 5. Executive Team Meetings:** The Executive Team shall meet regularly to review agenda items, reports, to approve action items from teams and to make recommendations on action items to the full membership of Interfaith Council. A representative of the Standing Teams may attend Executive Team Meetings in the absence of the Chair.

**Section 6. Announcement of Meetings and Minutes:** Announcement of meetings will be reported regularly via email, under the supervision of the Executive Team. Officially

recorded minutes shall be kept by the Secretary and made available to the membership. Program information should be available in advance for publication on the website calendar and for advance publicity within the constituent member groups and to the public. Handout literature/materials will be pre-screened by a member of the Executive Team.

**Section 6. Quorum:** A quorum shall consist of those designated Representatives present at any officially called meeting.

#### **Article IX: Parliamentary Authority**

Robert's Rules of Order Newly Revised (current edition) shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

#### **Article X: Amendments**

These Bylaws may be amended by Representatives gathered in a regular or specially called business meeting provided that proposed amendments have been distributed through the Interfaith newsletter/bulletin or by special mailing one month prior to the voting.

These Bylaws were approved on \*\*\* and they supersede all preceding ones.