

1       **IFFA By-laws January 5, 2016 – policies and procedures (at end of document)**  
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3

4       **PREAMBLE**

5  
6       *Vision (incomplete at this time)*  
7

8       **Mission**

9       **Fostering friendships across world religions, celebrating diversity, promoting**  
10       **peace.** The Interfaith Fellowship of Augusta brings together people of diverse faiths to  
11       facilitate building respectful relationships among our members, to promote  
12       understanding of diverse religious traditions, to provide mutual support, and to express  
13       our common religious values through community action.  
14

15       **ARTICLE ONE: Name**

16       The name of the organization is the Interfaith Fellowship of Augusta (IFFA).  
17

18       **ARTICLE TWO:**

19       **Membership**

20       The IFFA welcomes new members, and strives to have members of all world religions  
21       active in the Augusta area. [See Policies and Procedures, ***Procedures for admission***  
22       ***of new members.***]  
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25       **ARTICLE THREE: Officers/ Coordinating Committee**  
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27       The officers of the IFFA are President, Vice-President, Recording Secretary,  
28       Membership Secretary, and Financial Secretary. Any member in good standing is  
29       eligible to be elected to office.  
30

31       These five officers are elected for two-year terms by a simple majority of the  
32       membership at the annual meeting, at which a quorum must be present. Together these  
33       officers make up the Coordinating Committee. Officers may be re-elected to the same  
34       office for no more than one successive two-year term.  
35  
36

37       Three officers constitute a quorum for a meeting of the Coordinating Committee.  
38

39       The Coordinating Committee is entrusted to carry out the business of the IFFA on  
40       behalf of the membership, including appointing a nominating committee for elections,  
41       approving expenditures, arranging meeting agenda, initiating programs, and making  
42       contracts for services.  
43

44       The President is responsible for calling meetings and serving as moderator, organizes  
45       the work of the Coordinating Committee, may appoint working groups and name their  
46       conveners, and performs other duties appropriate to a presiding officer.

47  
48 Only the President and her/his designees may speak to the media on behalf of the  
49 IFFA.

50  
51 The Vice-President fulfills the President's duties in his/her absence. The Vice-President  
52 is also responsible for initiation, planning and oversight of programs.

53  
54 The Recording Secretary keeps minutes, handles correspondence and announcements,  
55 and oversees the management of the IFFA social media and Internet presence.

56  
57 The Financial Secretary makes disbursements, collects membership dues, donations  
58 and deposits funds, acknowledges gifts/donations, makes available the financial  
59 balance at regular IFFA meetings, and makes a full financial report at the annual  
60 meeting.

61  
62 The Membership Secretary coordinates invitations and inquiries for membership, and  
63 keeps contact information current for all IFFA members.

64  
65 Officers or members may be removed with or without cause by a 2/3 vote at a general  
66 meeting held with a minimum of two weeks' notice, with the agenda item of replacing an  
67 officer or removing a member stated explicitly in the meeting notice.

68  
69 In the case of a member leaving office before completion of their two-year term, or in  
70 the case that no nominee is in place for an office at the time of the election, the  
71 Coordinating Committee may enlist a candidate to serve in that office, to be approved at  
72 a regular IFFA meeting, until a new election is held at the next annual meeting. Notice  
73 of the nomination should be given in the announcement of the next scheduled meeting.

74  
75 **ARTICLE FOUR: Meetings**

76  
77 The President shall call the annual meeting giving at least four weeks' notice to  
78 members.

79  
80 The notice shall include a call for nominations for any offices.

81  
82 The notice shall include an agenda and a description of business to be conducted.

83  
84 The Financial Secretary shall provide a full financial statement.

85  
86 Thirty percent of membership, including at least two officers, shall constitute a quorum  
87 for the annual meeting or for any official business to be conducted at a regular (usually  
88 monthly) meeting.

89  
90 The President may call meetings of the Coordinating Committee, and these meetings  
91 may coincide with the regular IFFA members meetings.

92

93 The President shall also call a regular meeting when requested by at least five IFFA  
94 members or two members of the Coordinating Committee.

95  
96 Regular meetings of the IFFA membership are for members. A request to bring a guest  
97 to a regular meeting must be addressed in advance to the president.

98  
99 **ARTICLE FIVE:** Finances

100  
101 There are annual dues for individual members. The amount is set by the Coordinating  
102 Committee and approved at the annual meeting.

103  
104 The Coordinating Committee may ask for donations, request offerings, and receive  
105 contributions on behalf of the IFFA (for example, at its events or programs).

106  
107 The Coordinating Committee shall approve all fund dispersals.

108  
109 There are no paid staff members or officers.

110  
111 The Financial Secretary shall secure and maintain a tax identification number from the  
112 Georgia Secretary of State.

113  
114 The Financial Secretary may apply for and maintain a checking/savings account with an  
115 FDIC financial institution, using the Coordinating Committee officers as agents to secure  
116 the account as needed by bank policy and/or by law and as check signers on the  
117 account.

118  
119 The Financial Secretary is responsible for depositing any funds received by the IFFA.

120  
121 The Financial Secretary may disperse funds as authorized by the Coordinating  
122 Committee.

123  
124 Checks for amounts greater than \$250 must be signed by both the Financial Secretary  
125 and another officer.

126  
127 The Financial Secretary should be prepared to state the balance on the account at any  
128 regular IFFA meeting and give a full financial report at the annual meeting.

129  
130 Financial information may be examined by any officer at one week's notice.

131  
132 The Coordinating Committee shall select two persons, not including the Financial  
133 Secretary, to conduct a review of the accounts at year-end.

134  
135 **ARTICLE SIX:** By-law revisions and repeal

136  
137 These By-laws can be amended or repealed at an annual meeting of the IFFA by a  
138 majority vote of all of the members present, provided that at such a meeting a quorum is

139 present and that written copies of the proposed changes were provided to each member  
140 at least thirty (30) days prior to the meeting at which the changes proposed are to be  
141 acted upon.

142  
143 The Recording Secretary should keep a copy of the original By-laws and a master copy  
144 that shows the amendments and the date of their acceptance in addition to maintaining  
145 the current constituted by-laws.

146  
147 **ATTESTATION OF SECRETARY**

148  
149 I, the undersigned Recording Secretary of the IFFA, hereby attest that these By-laws  
150 were adopted by a majority vote of the membership present at a meeting held for that  
151 purpose on  
152 \_\_\_\_\_ (date).

153  
154  
155  
156 \_\_\_\_\_  
157 [name], Secretary

158

159  
160 **POLICIES AND PROCEDURES FOR THE IFFA**

161  
162 ***Procedures for admission of new members***

163  
164 The Interfaith Fellowship of Augusta welcomes new members. Eligible candidates for  
165 membership shall be:

- 166  
167 1) Clergy and leaders of religious bodies;  
168  
169 2) Or others in religious or spiritual fellowships who seek peace and unity with, within,  
170 and among religions (as per Appendix 1).

171  
172 All requests for membership shall be conveyed to the Membership Secretary.

173  
174 Upon signing an Agreement of Membership [see Appendix 1], and upon payment of  
175 dues, members are received by a simple majority affirmative vote of the Coordinating  
176 Committee. The Coordinating Committee may suspend membership of any individual by  
177 a 2/3 vote pending removal as defined in Article 4 of the Bylaws.

178  
179 **Membership in The Leadership Council**

- 180 1. The Leadership Council will be selected from faith leaders and community activists who are  
181 already IFFA members. To maintain diversity in the Leadership Council the number of its  
182 members from the same faith organization will be limited to three in addition to the  
183 professional leader.  
184 2. Members may be nominated to the Leadership Council either as a new addition or to replace  
185 a member if the position has been vacated. The nomination will be by 2 members of the  
186 Leadership Council and voted on by the Coordinating Committee.  
187 3. Members will receive the minutes of the Leadership Council meetings including any  
188 materials distributed at the meeting.  
189 4. Only members of the Leadership Council may qualify for a position on the Coordinating  
190 Committee. However, all Members may vote for the Coordinating Committee members at  
191 the time of elections.  
192 5. The Leadership Council and the Coordinating Committee meet together monthly.  
193 6. The Coordinating Committee or members of the Leadership Council can invite guests to  
194 attend the monthly meeting with the approval of the Coordinating Committee

195  
196 ***Dues***

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198 Dues of \$30 per year for each individual member.

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200 ***Sponsorship of Events***

201 Donations toward our scheduled events are welcome, from individuals, congregations,  
202 or other organizations.

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***Nominating Committee***

The Nominating Committee shall be appointed by the Coordinating Committee. It shall consist of three members, one of which shall be a member of the Coordinating Committee (representation to be decided among the Coordinating Committee members).

The Nominating Committee has responsibility for ensuring that candidates for office represent diversity among faith traditions. Only members of the Leadership Council are eligible for nomination. Members are encouraged to submit names for office to the Committee. The slate of candidates shall be known in advance; additional nominees may be accepted by a petition with three (3) signatures from members in good standing and delivered to the Nominating Committee one (1) week before the election, which will occur in the first quarter of the year. All nominees must give consent to serve.

***Respect and diversity within the IFFA***

Members are expected to be able to articulate the teachings and beliefs of their own faith traditions and to listen respectfully to those of others, to be ambassadors in the larger community advocating respect for diverse religious traditions and for interfaith dialogue, and to be able to speak to the mission and vision statements of the IFFA.

The IFFA is a fellowship that coheres through respectful discussion and dialog, the sharing of values and the building of community.

A core value is to embrace religious diversity in the IFFA and in society, with a mission to foster harmony and respect through its purpose and values.

The IFFA values diversity of viewpoints among members and serves as a safe space for the respectful sharing of ideas, beliefs and opinions.

***Meeting Guidelines***

*For Members:*

- One person speaks at a time; no side conversations;
- Raise hand to be recognized by Moderator;
- All will share ideas in order;
- Stay on topic and keep comments brief;
- Questions may be asked to clarify ideas;
- Speak and listen with respect for all ideas and opinions;
- Ideas may be reviewed to look for themes;
- Feelings may be expressed. They are not to be sloughed off or denied;
- No one may criticize another;
- Assume the best in each; give the benefit of the doubt; each has gifts to share;

249 Discussions are about issues, not personalities;  
250 Establish and honor group decision rules;  
251 Focus on 'us' over 'me'; we might achieve more than we dreamed.

252  
253 *For Moderator:*

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255 Share meeting ground rules with participants;  
256 Act as the neutral person, refrain from giving a personal opinion;  
257 Maintain a positive group atmosphere;  
258 Allow thinking time.

259  
260 ***Changes to these Policies and Procedures***

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262 The Policies and Procedures of the IFFA may be changed with two weeks prior notice,  
263 at a meeting of the IFFA at which a quorum is present, by majority of those members  
264 voting.

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266  
267 Interfaith Fellowship of Augusta Bylaws, Policies and Procedures

268  
269 *Appendix 1: Statement of Agreement and Membership*

270  
271 The IFFA is a nonpartisan interfaith organization created to build bridges among, and  
272 respect for, diverse faith traditions in the Augusta area.

273  
274 Seeking membership in the IFFA,

275  
276 I agree to support it in educating the community about other faiths, and specifically  
277 about how the positive role of religion can heal rather than divide people.

278  
279 I agree to better the community by expressing IFFA values through action:

280  
281 Our values include respect (we facilitate respectful communication among diverse faith  
282 communities), understanding (we promote further education about and knowledge of  
283 diverse faith traditions), and compassion (we support each other in times of  
284 discrimination).

285  
286 Signed \_\_\_\_\_

287 Date \_\_\_\_\_

288  
289 Dues submitted \_\_\_\_\_

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293 Approved Policy and Procedure change - June 20, 2017

294 Any individual who believes in the mission of IFFA and signs the Membership Agreement can  
295 become a member.

296 The Leadership Council will be selected from faith leaders and community activists who are  
297 already IFFA members. To maintain diversity in the Leadership Council the number of its  
298 members from the same faith organization will be limited to three in addition to the professional  
299 leader.

300 Members may be nominated to the Leadership Council either as a new addition or to replace a  
301 member if the position has been vacated. The nomination will be by 2 members of the  
302 Leadership Council and voted on by the Coordinating Committee.

303 Members will receive the minutes of the Leadership Council meetings including any materials  
304 distributed at the meeting.

305 Only members of the Leadership Council may qualify for a position on the Coordinating  
306 Committee. However, all Members may vote for the Coordinating Committee members at the  
307 time of elections.

308 The Leadership Council and the Coordinating Committee meet together monthly.

309 The Coordinating Committee or members of the Leadership Council can invite guests to attend  
310 the monthly meeting with the approval of the Coordinating Committee.