

1 **IFFA By-laws January 5, 2016 – policies and procedures (at end of document)**  
2 Revised February 1, 2019

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.

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15 **ARTICLE ONE: Name**

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

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18 **ARTICLE TWO:**

19  
20 **Membership**

21  
22 The IFFA welcomes new members, and strives to have members of all world religions  
23 active in the Augusta area. [See Policies and Procedures, *Procedures for admission*  
24 *of new members.*]

25  
26 **ARTICLE THREE: Officers/ Executive Committee**

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28 The officers of the IFFA are President, Vice-President, Recording Secretary,  
29 Membership Secretary, and Financial Secretary.

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 Executive Committee. Officers may be re-elected to the same  
34 office for no more than one successive two-year term.

35  
36 Three officers constitute a quorum for a meeting of the Executive Committee.

37  
38 The Executive Committee is entrusted to carry out the business of the IFFA on behalf of  
39 the membership, including appointing a nominating committee for elections, approving  
40 expenditures, arranging meeting agenda, initiating programs, and making contracts for  
41 services.

42  
43 The President is responsible for calling meetings and serving as moderator, organizes  
44 the work of the Executive Committee, may appoint working groups and name their  
45 conveners, and performs other duties appropriate to a presiding officer.

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

49  
50 The Vice-President fulfills the President's duties in his/her absence. The Vice-President  
51 is also responsible for initiation, planning and oversight of programs.

52  
53 The Recording Secretary keeps minutes, handles correspondence and announcements,  
54 and maintains the list of members.

55  
56 The Financial Secretary makes disbursements, collects membership dues, donations  
57 and deposits funds, acknowledges gifts/donations, makes available the financial  
58 balance at regular IFFA meetings, and makes a full financial report at the annual  
59 meeting.

60  
61 The Membership Secretary coordinates invitations and inquiries for membership and  
62 keeps membership applications for IFFA members. Share membership information with  
63 the Recording Secretary and the Financial Secretary.

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 Executive Committee may enlist a candidate to serve in that office, to be approved at a  
72 regular IFFA meeting, until a new election is held at the next annual meeting. Notice of  
73 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 Executive 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 Executive  
102 Committee and approved at the annual meeting.

103  
104 The Executive 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 Executive 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 Executive 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 Executive Committee.

122  
123 Checks for amounts greater than \$250 must be signed by both the Financial Secretary  
124 and another officer.

125  
126 The Financial Secretary should be prepared to state the balance on the account at any  
127 regular IFFA meeting and give a full financial report at the annual meeting.

128  
129 Financial information may be examined by any officer at one week's notice.

130  
131 The Executive Committee shall select two persons, not including the Financial  
132 Secretary, to conduct a review of the accounts at year-end.

133  
134 **ARTICLE SIX:** By-law revisions and repeal

135  
136 These By-laws can be amended or repealed at an annual meeting of the IFFA by a  
137 majority vote of all of the members present, provided that at such a meeting a quorum is  
138 present and that written copies of the proposed changes were provided to each member

139 at least thirty (30) days prior to the meeting at which the changes proposed are to be  
140 acted upon.

141  
142 The Recording Secretary should keep a copy of the original By-laws and a master copy  
143 that shows the amendments and the date of their acceptance in addition to maintaining  
144 the current constituted by-laws.

145  
146 **ATTESTATION OF SECRETARY**

147  
148 I, the undersigned Recording Secretary of the IFFA, hereby attest that these By-laws  
149 and its subsequent amendments were adopted by a majority vote of the membership  
150 present at a meeting held for that purpose on

151  
152 February 1, 2019 (date).

153  
154  
155 Aladien Fadel

156 \_\_\_\_\_  
157 [Aladien Fadel], Secretary

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## **POLICIES AND PROCEDURES FOR THE IFFA**

### ***Procedures for admission of new members***

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

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

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

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

### **Membership in The Leadership Council**

1. The Leadership Council will be selected from faith leaders and community activists who are already IFFA members. To maintain diversity in the Leadership Council the number of its members from the same faith organization will be limited to three in addition to the professional leader.
2. Members may be nominated to the Leadership Council either as a new addition or to replace a member if the position has been vacated. The nomination will be by 2 members of the Leadership Council and voted on by the Executive Committee.
3. Members will receive the minutes of the Leadership Council meetings including any materials distributed at the meeting.
4. Only members of the Leadership Council may qualify for a position on the Executive Committee. However, all Members may vote for the Executive Committee members at the time of elections.
5. The Leadership Council and the Executive Committee will meet monthly. All IFFA members can be invited to this joint meeting. Voting on business matters will be only for The Leadership Council and the Executive Committee members.
6. The Executive Committee or members of the Leadership Council can invite guests to attend the monthly meeting with the approval of the Executive Committee

### ***Dues***

Dues of \$15 per year for each individual member.

### ***Sponsorship of Events***

203 Donations toward our scheduled events are welcome, from individuals, congregations,  
204 or other organizations.

205

### 206 ***Nominating Committee***

207

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

211

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

219

### 220 ***Respect and diversity within the IFFA***

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

226

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

229

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

232

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

235

### 236 ***Meeting Guidelines***

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238 *For Members:*

239

240 One person speaks at a time; no side conversations;

241 Raise hand to be recognized by Moderator;

242 All will share ideas in order;

243 Stay on topic and keep comments brief;

244 Questions may be asked to clarify ideas;

245 Speak and listen with respect for all ideas and opinions;

246 Ideas may be reviewed to look for themes;

247 Feelings may be expressed. They are not to be sloughed off or denied;

248 No one may criticize another;

249 Assume the best in each; give the benefit of the doubt; each has gifts to share;  
250 Discussions are about issues, not personalities;  
251 Establish and honor group decision rules;  
252 Focus on 'us' over 'me'; we might achieve more than we dreamed.

253  
254 *For Moderator:*

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

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

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

266  
267  
268 Interfaith Fellowship of Augusta Bylaws, Policies and Procedures

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270 *Appendix 1: Statement of Agreement and Membership*

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

274  
275 Seeking membership in the IFFA,

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

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

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

286  
287 Signed \_\_\_\_\_

288 Date \_\_\_\_\_

289  
290 Dues submitted \_\_\_\_\_

291  
292  
293

294 CHANGES TO THE BY-LAWS AND POLICIES

295 Approved Policy and Procedure change - June 20, 2017

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

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

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

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

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

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

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

313 Correction in Article Three Line 29-30 – December 11, 2017

314 “Any member in good standing is eligible to be selected to office” was stricken out. Eligible  
315 members are defined in line 188.

316 Changes to line 191 item 5 dated August 23, 2018

317 Added “All IFFA members can be invited to this joint meeting. Voting on business matters will  
318 be only for CC and LC members.”

319