

DUXBURY INTERFAITH COUNCIL BYLAWS

Approved on May 4, 2024

ARTICLE I – NAME

This organization shall be known as “The Duxbury Interfaith Council,” hereinafter called “DIC”.

ARTICLE II - MISSION

The Mission of the DIC is:

1. To be a visible example of cooperation and respect between faiths by nourishing the spirit of understanding and cooperation among all people and diverse faith communities.
2. To provide opportunities for all people of Duxbury to join in interfaith programs of worship, charity and education.
3. To promote and exemplify the values of kindness, compassion, and respect for the humanity of all.

ARTICLE III – MEMBERSHIP

1. Full Membership

- A. Membership in the DIC is limited to Duxbury faith communities.
- B. Applicants for membership shall submit a written request by the official authority of their faith community or organization to the DIC.
- C. Each Full Membership faith community may have up to five (5) representatives.
- D. Admission to membership is by two-thirds vote of the DIC Members represented at a meeting

2. “Ex- Officio” (voice, no Vote) Membership

Other Duxbury Social Service, spiritual and civic organizations that support the mission of the DIC are eligible for Ex- Officio Membership.

- A. Applicants for Ex- Officio Membership shall submit a written request by the official authority of their organization to the DIC.
- B. Admission of Ex- Officio Membership is granted by two-thirds vote of the DIC Members represented at a board meeting.
- C. Ex- Officio Membership may be dissolved by a three-quarters vote by the members of the DIC at any time.
- D. Each Ex Officio member may have up to three (3) duly designated representatives.

ARTICLE IV - THE GOVERNING BOARD

1. The Governing Board shall determine the policies and direct the affairs of the DIC.
 - A. The Governing Board shall consist of
 - i. Active clergy of each Member church
 - ii. Outreach Coordinator
 - iii. Outreach Secretary.
 - B. Each Member Church shall have one vote on issues that come before the DIC.

ARTICLE V - OFFICERS

1. The officers shall be President, Vice President, Secretary, Treasurer and Assistant Treasurer.
 - A. Only Clergy and lay members of the DIC faith communities may serve as Officers.
 - B. The President and Vice President shall serve a two (2) year term
 - C. Upon completion of the President's term, the current Vice President shall serve as President.
 - D. The offices of the President and Vice President at any given time shall be occupied by one layperson and one member of the clergy.
 - E. The officers shall be elected by the DIC from its own membership at the Annual Meeting in January and take office immediately.
 - F. The Treasurer, and Assistant Treasurer shall serve a three (3) year term and shall be eligible for three (3) consecutive terms at which time they may not be elected or appointed to the same office until after an interval of one (1) year.
 - G. The Secretary shall be eligible for an unlimited number of consecutive one-year terms.
 - H. A vacancy occurring in any office shall be filled by the DIC Board.
 - I. The Treasurer shall be responsible for all disbursement of DIC funds and shall report receipts and disbursements to each regular meeting of the DIC.
2. The DIC may choose to reimburse any member for out-of-pocket expenses. Officers shall not receive compensation for services from the DIC.
3. The Treasurer shall annually secure from a qualified independent individual a financial statement which shall be included in the reports presented in the February meeting.
4. The Assistant Treasurer shall be responsible for all receipts and deposit of Council funds, keep a record of receipts and donors, and shall report receipts and deposits to the Treasurer in a timely manner.

ARTICLE VI - EXECUTIVE COMMITTEE

1. The President, Vice President, Secretary, Treasurer, Assistant Treasurer and the Outreach Coordinator shall constitute the Executive Committee.
2. The Executive Committee shall carry out such duties as shall be designated to it by the Governing Board.
3. The Executive Committee may act on behalf of the DIC between meetings on matters of urgency and shall report any such action to the DIC at its next meeting.
4. The Executive Committee shall prepare and send out to the DIC no later than December 15th of each year, a proposed budget for the next calendar year.

ARTICLE VII OUTREACH

1. An Outreach Coordinator shall be responsible for the adherence to the Outreach policies and procedures.
2. An Outreach Secretary will be responsible for recording the transactions of the Outreach assistance
3. Individual assistance over the sum of \$1000 requires approval by the Executive Board.
4. The DIC shall develop Policies and Procedures that guide the financial support given to Duxbury residents in its charitable endeavors including a policy for eligibility for Duxbury

residents for Outreach assistance.

ARTICLE VIII – MEETINGS

1. The DIC shall meet at least quarterly. Special meetings may be called by the President and/or by request of three Members of the DIC.
2. The Annual meeting of the DIC shall be held in January.
 - A. The agenda shall include the election of officers, requests for admission or omission of faith communities and or Ex-Officio members, and adoption of the budget.
3. Written notices of meetings of the DIC shall be given at least 48 hours in advance. The minutes of the last meeting shall be included with the notice.
4. DIC members representing one-half of the DIC shall constitute a quorum.
5. All meetings of the Board shall be open to the public.

ARTICLE IX - AMENDMENTS

These by-laws may be amended by two-thirds vote of Members represented at a DIC meeting at which two-thirds of the Members of the DIC are represented, when notice of the proposed amendment has been given with the call to the meeting. These by-laws shall be completely reviewed every five years.

ARTICLE X - DISSOLUTION

Upon the dissolution of the DIC, assets shall be distributed for one or more exempt purposes with the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for public purposes.