

DUXBURY INTERFAITH COUNCIL

Bylaws

As Amended January 2016

ARTICLE I – NAME

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

ARTICLE II - MISSION

The Mission of the Council is:

1. To nourish the spirit of understanding and cooperation among the diverse religious institutions and people of faith in the Duxbury community and to be a visible example of tolerance and respect between faiths.
2. To provide opportunities for all people of Duxbury to join in interfaith programs: worship, charity and education.
3. To lift up by word and deed the values of kindness, compassion, and respect for the common humanity of all.

ARTICLE III - MEMBERSHIP

Membership in The Council is limited to Duxbury congregations and conference centers representing the diverse religious institutions and Duxbury Diversity Committee. Admission to membership is by two-thirds vote of Members represented at a board meeting. Each Member shall have one vote on any issues that come before the Council. Other Duxbury religious or spiritual organizations that support the mission of the Council are eligible for non-voting Associate Membership. An associate Member may be appointed, upon its request, by two-thirds vote of Members represented at a meeting of the Board after notification with the call to the meeting. The appointment shall be until the end of the calendar year. An Associate Member may be re-appointed, upon its request, for an unlimited number of one year terms or may be voted into full Membership, upon its request, after serving as an Associate Member for one year. All new Members shall begin as Associate Members.

ARTICLE IV - THE GOVERNING BOARD

1. The Governing Board, hereinafter called "The Board" shall determine the policies and direct the affairs of the Council.
 - a. The active clergy of each Member , conference center, and Duxbury Diversity Committee.
 - b. Up to four duly designated lay representatives of each Member and up to two duly designated youth representatives (high school students).
 - c. The Outreach Coordinator and Outreach Secretary.
2. Each Member shall notify the secretary in writing of the lay representatives and of the clergy that will be its representative board designees.
3. Any unbudgeted appropriations or expenditures over the sum of \$500 must be approved by the Board after notice of the proposed expenditure has been given in the call to the meeting.

ARTICLE V - OFFICERS

1. The officers shall be President, Vice President, Secretary, Treasurer and Assistant Treasurer. The offices of the President and Vice President at any given time shall be occupied by one layperson and one member of the clergy.
2. The officers shall be elected by the Board from its own membership at the Annual Meeting in January and take office immediately. The President, Vice President, Treasurer, and Assistant Treasurer shall be eligible to serve a maximum of two consecutive one year terms and at the end of a second term may not be elected or appointed to the same office until after an interval of one year. The secretary shall be eligible for an unlimited number of consecutive one-year terms. A vacancy occurring in any office shall be filled by the Board.
3. The Board may choose to reimburse any board member for his/her out of pocket expenses. Officers shall not receive compensation for services from the Council.
4. The Treasurer shall be responsible for all disbursement of Council funds, and shall report on receipts and disbursements to each regular meeting of the Board. 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.
5. The Assistant Treasurer shall be responsible for all receipts and deposit of Council funds, and shall report receipts and deposits to the Treasurer in a timely manner.

ARTICLE VI - EXECUTIVE COMMITTEE

The President, Vice President, Secretary, Treasurer, Assistant Treasurer, The Chair of the Duxbury Diversity Committee and the Outreach Coordinator shall constitute the Executive Committee. The Executive Committee shall carry out such duties as shall be designated to it by the Board. The Executive Committee may act on behalf of the Board between Board meetings on matters of urgency, and shall report any such action to the Board at its next meeting. The Executive Committee shall prepare and send out to the Board no later than December 15, a budget for the next calendar year. The Executive Committee shall appoint a three person nominating committee to nominate officers for election at the Annual Meeting.

ARTICLE VII - MEETINGS

1. The Board shall meet at least quarterly. Special meetings may be called by the President, and shall be called on request of three Members of the Council.
2. The annual meeting shall be held in January. The agenda shall include the election of officers, consideration of reappointment of Associate Members, consideration for Associate Members to become full Members and adoption of the budget.
3. Written notices of meetings of the Board shall be given at least one week in advance. The minutes of the last meeting shall be included with the notice.
4. Board Members representing one-half of the Members of the Council shall constitute a quorum of the Board.
5. Meetings of the Board shall be conducted in accordance with Robert's Rule of Order.
6. All meetings of the Board shall be open to the public.

ARTICLE VIII - AMENDMENTS

These by-laws may be amended by two-thirds vote of Members represented at a Board meeting at which two-thirds of the Members of the Council 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 IX - DISSOLUTION

Upon the dissolution of the Duxbury Interfaith Council, 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 a public purposes.

