

**Bylaws of the
Chico Area Interfaith Council**

**Promulgated June, 1995
Revised November, 2007
This version approved June, 2013**

Article I Name

The name of this organization shall be the Chico Area Interfaith Council.

Article II Purpose

The purpose of this Council shall be:

1. To express through fellowship, cooperation, action, and service the essential unity of religious organizations in this community.
2. To provide an interfaith council for cooperation of religious organizations in education and social action, and to study the religious needs of Chico and devise plans for meeting them, and such other services as may achieve more effectively the objectives of promoting the highest spiritual and human values.
3. To provide a forum for understanding and building relationships with other organizations that seek to meet needs within the community.
4. To promote interfaith worship, dialogue and cooperative events.

Article III Organization

The Chico Area Interfaith Council is an unincorporated voluntary association comprised of religious organizations operating in the Chico, California area. It is governed by a Board of Directors comprised of individuals elected or appointed by its full member organizations. Decisions made by the Board of Directors are made on behalf of the Council and represent the positions of those present and voting. They are not binding on member organizations in any way. Member organizations may make their own decisions to affirm or dissent from the decisions of the Council's Board of Directors

Article IV Membership

Section 1. The Council shall have two categories of membership. All members are expected to affirm the purpose of the Council.

Section 2. *Categories of Membership.*

A. Full members.

1. Full membership is open to religious organizations.
2. Religious organizations wishing to become members of the Council shall notify the President of the Council in writing of their wishes. The Executive Committee shall determine if the applicant organization meets the qualifications for membership and admit it as a member or may at its discretion refer the matter to the Board of Directors.
3. The Council has and claims no authority over the religious beliefs and practices of full members.
4. Full members are expected to elect or appoint representatives to the Board of Directors and the Annual Meeting and to make a financial contribution each fiscal year.
5. Representatives of full members shall have both voice and vote at Board of Directors and the Annual Meeting.

B. Associate Members.

1. Associate membership is open to non-religious organizations.
2. Non-religious organizations wishing to become associate members of the Council shall notify the President of the Council in writing of their wishes. The Executive Committee shall determine if the applicant organization meets the qualifications for associate membership and admit it as an associate member or may at its discretion refer the matter to the Board of Directors.

3. For purposes of this Council, non-religious organizations are nonprofit organizations providing services that meet human and community needs in the Chico area.

4. The Council has and claims no authority over the operations of associate members.

5. Associate members may at their discretion elect or appoint representatives to attend Board of Directors meetings and the Annual Meeting and are invited but not required to make a financial contribution each fiscal year.

6. Representatives of associate members shall have voice but not vote at Board of Directors meetings and Annual Meetings.

C. Individual Members Not Permitted

Only organizations may be members of the Council. Individuals may make financial contributions, attend meetings with voice at the discretion of the President, but without vote, and participate in Council activities, but may not be admitted as members.

Section 3. Discontinuation of membership.

Full membership shall be discontinued upon written notice from the member organization requesting membership be discontinued, by dissolution of the member organization, or by failure to make a financial contribution for two consecutive fiscal years.

Associate membership shall be discontinued upon written notice from the member organization requesting membership be discontinued, or by dissolution of the member organization.

A full or associate member organization may be removed from membership by vote of the Board of Directors when there is evident loss of affirmation of the purposes of the Council, provided that the organization is notified of the Board's concern and a good faith effort to resolve the concern is undertaken prior to an action to remove.

Article V Board of Directors

Section 1. Composition.

The Board of Directors shall be composed of up to four (4) representatives of each full member organization.

Section 2. Election or Appointment

Member organizations may elect or appoint representatives in whatever way is appropriate to them.

Section 3. Meetings.

The Board of Directors shall meet regularly, but not less than six times in each fiscal year, at a time and place determined by the Executive Committee and announced to the members. Board of Directors meetings shall be open to non-member individuals and organizations. They shall have voice at the discretion of the President, but not vote.

Section 4. Responsibilities of the Board of Directors.

The Board of Directors shall:

1. conduct the affairs of the Council between Annual Meetings.
2. elect or appoint program or project committees as needed.
3. approve the expenditure of Council funds.
4. appoint a nominating committee of three persons from the Board of Directors from different full member organizations. This committee shall prepare a slate of officers for the election and report this slate to the Board of Directors at a meeting held at least four weeks before the Annual Meeting. No currently serving officer may be appointed to the nominating committee. In seeking nominees, the committee shall strive to assure the officers are broadly representative of the full member organizations.

5. approve Policies and Procedures related to the activities of the Council provided that any proposed Policies and Procedures be distributed to the membership at least four weeks prior to the vote.

Section 5. Quorum.

At least one officer and a representative from at least one-fourth of full member organizations shall constitute a quorum for the Board of Directors.

Section 6. Voting.

Decisions of the Board of Directors are made by a majority vote of all directors present at a meeting. Any full member may call for a roll call vote, in which each full member organization has one vote. In the event the representatives from an organization cannot agree on a single position, the one vote may be divided into fractions.

Article VI Officers and Executive Committee

Section 1. Officers and Elections.

The officers shall be president, vice president, secretary, and treasurer who shall be elected at the Annual Meeting for a two-year term. Terms commence on July 1 and conclude on June 30 of the second year.

Section 2. Eligibility.

Only persons representing full members can serve as officers.

Section 3. Staggering of Officer Elections.

Commencing with the first election after approval of these bylaws, the offices of president and vice-president shall be for two years; the offices of secretary and treasurer shall be for one year initially and subsequently for two years.

In order to implement this provision, in the first election after the adoption of these bylaws, all four officer positions shall appear on the ballot, with the president and vice-president being elected for a full two-year term and

the secretary and treasurer being elected for a transitional one-year term. In the second election after the adoption of these bylaws, only the secretary and treasurer shall appear on the ballot for election to a full two-year term.

Section 4. Officer Vacancies.

In the event of a vacancy in one of the officer positions, the Board of Directors shall elect an individual to fulfill the remainder of the term.

Section 5. Limitations on Terms of Office.

Officers shall be limited to two consecutive two-year terms, but there shall be no limit on the total terms an individual may serve as an officer. A period of one term shall transpire before an individual is eligible to serve again in an office he or she previously held.

Section 6. Officers as Executive Committee.

The officers shall constitute the Executive Committee, and shall transact business as authorized under the bylaws or instructed by the Board of Directors.

Section 7. Responsibilities of the Executive Committee

The Executive Committee shall:

1. prepare agendas for Board of Directors meetings;
2. prepare an administrative budget for approval by the Board of Directors;
3. appoint individuals to carry out specific tasks on behalf of the Council;
4. receive and approve requests for membership;
5. maintain the membership and Board of Directors rosters;
6. receive and review requests for financial support prior to submission to the Board of Directors for consideration;
7. provide for adequate communication of Council matters to members;
8. act in a timely manner on behalf of the Council between Board of Directors meetings when urgent Council or community circumstances warrant.

The Board of Directors may from time to time assign other responsibilities or tasks to the Executive Committee.

Article VII Annual Meeting

Section 1. Time, Place, and Notice

1. The Annual Meeting of the Council shall be held in the Spring of each year as determined by the Board of Directors.
2. The place of the Annual Meeting shall be determined by the Executive Committee.
3. Notice of the Annual Meeting shall be given to all member organizations at least four weeks prior to the meeting.
4. The Annual Meeting shall be open to non-member individuals and organizations. They shall have voice at the discretion of the President, but not vote.

Section 2. Business

The business of the Annual Meeting shall include:

1. Election of officers.
2. Installation of officers.
3. Reception of reports of the year's work.
4. Any other pertinent business.

Section 3. Quorum.

At least two officers and a representative from at least one-fourth of full member organizations shall constitute a quorum for the Annual Meeting.

Article VIII Financial Support

Section 1. Member Contributions.

The Board of Directors shall collect contributions from each member organization. Minimum recommended financial contributions shall be set by the Board of Directors upon recommendation of the Executive Committee based on the financial needs of the Council. Written notice of minimum recommended financial contributions shall be sent to both full

and associate members at least once prior to the beginning of each fiscal year.

Section 2. Funds may also be secured from other sources as determined by the Board of Directors.

Article IX Fiscal Year and Financial Practices

Section 1. The fiscal year shall be from July 1 – June 30.

Section 2. Administrative Budget.

The Executive Committee shall prepare an administrative budget for consideration by the Board of Directors at the first meeting of each fiscal year. If approved, the Executive Committee may expend this administrative budget without further consideration by the Board of Directors.

Section 3. Non-Administrative Expenditures.

For expenditures of funds outside the administrative budget, a two-part review process shall be used. This process shall be stated in Policies and Procedures. The intent of using a two-part review process is not to delay a decision inordinately, but, rather, to provide that the Council has sufficient information about the expenditure to make an informed decision.

Article X Amendments

These bylaws may be amended at the Annual Meeting or at a special meeting by a two-thirds vote of those present and voting, provided written notice of the proposed amendment has been sent to member organizations at least four weeks prior to the stated meeting.