

# Akron Area Interfaith Council Bylaws

Approved April 2017

## I. Mission

The mission of the Akron Area Interfaith Council (AAIC) shall be to coordinate and enable effective interfaith responses to the social, moral, ethical, and cultural issues of the Akron community, and to promote freedom of religion, equality, and understanding.

## II. Membership

Section 1. The governing authority of AAIC shall be the Interfaith Council. Any person or faith community that desires to become a member of AAIC may pay annual membership dues and be a voting member of the Council.

Section 2. In the event of a member's unavailability, he/she is responsible for seeking a contact person from his/her faith community and informing the AAIC of the appointee.

Section 3. Any member that is not represented on AAIC for one year, and has not been accountable through attendance and dues, shall be considered withdrawn.

Section 4. Term of Membership. Each faith community and organization shall be responsible to set the terms of its members on the AAIC.

Section 5. Removal of an AAIC member requires a majority vote of the Council.

## III. Meetings

Section 1. The Interfaith Council shall meet six times per year, bi-monthly, including February, April, June, August, October and December. A quorum shall be 50% of the Council membership plus one. Special meetings may be called by the President and/or Executive Committee.

Section 2. One Annual Event will be held for the membership and guests of AAIC.

Section 3. All AAIC meetings shall be guided by Robert's Rules of Order.

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## IV. Officers

Section 1. The officers of AAIC are President, Vice President, Secretary, and Treasurer. Provision may be made for the appointment of a co-secretary and co-treasurer. All officers are voted to serve a one year term. The President and Vice President may serve no more than two consecutive terms in the same office.

### A. The President shall

1. preside at meetings of the Council and prepare the agenda;
2. be the AAIC spokesperson;
3. be a signatory on AAIC bank accounts;
4. appoint an annual nominating committee of a minimum of three members;
5. participate in Finance Committee meetings.

### B. The Vice President shall

1. preside at meetings of the Council in the absence of the President;
2. represent the AAIC as delegated by the President;
3. participate in Finance Committee meetings;
4. assume the office of President if the President is unable to perform duties associated with the AAIC presidency.

### C. The Secretary (or Co-Secretary) shall

1. keep a record of all Council meetings of the AAIC;
2. be responsible for necessary correspondence;
3. prepare copies of the minutes of each meeting of the Council for its approval at the next meeting;
4. oversee membership list and maintain AAIC Directory.

### D. The Treasurer (or Co-Treasurer) shall

1. oversee the funds and prepare reports that are necessary to the operation and work of the AAIC;
2. be responsible for receiving and overseeing funds for all programs planned by standing committees;
3. oversee and conduct Finance Committee meetings and duties.

Section 2. The Executive Committee shall be all the presently elected officers of the AAIC. The Executive Committee will approve all public use of the AAIC name and affiliation (statements, policies, representation, etc.).

Section 3. Nominations shall be presented at the April meeting, elections shall take place at the June meeting. Newly elected AAIC officers will assume responsibilities following the June meeting.

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## V. Committees

Section 1. The Interfaith Council establishes all standing committees and approves their moderators. Members select the committee they will serve on, attend committee meetings, and support committee responsibilities.

AAIC Committees are:

Education  
Finance  
Public Relations  
Social Justice and Peace  
Spiritual Life

Committees shall meet in January, March, May, July, September and November as needed, or whenever needed.

All AAIC members are asked to serve on committees of their choice.

With approval of the committee chair, members can invite a non-AAIC member to serve on a committee as needed.

### A. The Committee Chair shall

1. Be appointed by committee members;
2. Conduct committee meetings and oversee committee activities;
3. Present a brief report of committee work/activities at bi-monthly AAIC meetings;
4. Prepare and submit an annual committee budget to AAIC President and Treasurer before January 1.

### B. The Education Committee shall plan and conduct

1. Fall forum;
2. Spring Event and Awards Ceremony;
3. Educational outreach into the community.

### C. The Finance Committee shall

1. Consist of five members — three AAIC officers, one of which is the Treasurer; and two volunteers or council appointees;
2. Meet at least 1 times per year;
3. Review budgetary needs of the AAIC throughout the year;
4. Prepare and submit to the AAIC a proposed budget for the upcoming year;
5. When necessary, propose changes in membership dues w/dates of collection;

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6. Oversee an audit as requested by the council.
7. Clarify and account for AAIC monies received/dispersed from AAIC activities, grant awards, etc.

## D. The Public Relations Committee shall

1. Create standards of branding and consistent messaging through media;
2. Develop resources for public interface, such a brochures, articles, new member packets, photography, website, Power Point, Facebook and news releases for and regarding AAIC events and functions;
3. Implement public relations-related grants.

## E. The Social Justice and Peace Committee shall plan and conduct

1. Annual Hunger Walk;
2. Community food-based activity such as Summer Food Program.

## F. The Spiritual Life Committee shall

1. Participate in religious programs in the area;
2. Visit places of worship;
3. Organize small group discussions on different faiths;
4. Respond when able to crisis situations involving faith (candlelight vigils, etc.).

## VI. Sustaining Memberships

Section 1. All Interfaith Council members are to be members of AAIC for \$30 per year (January through December). Funds shall be used for the operation and work of AAIC at the discretion of the Council.

Section 2. Individuals, faith communities, and organizations who embrace the mission of AAIC may become sponsors. Donors will be recognized at the Annual Meeting/Event.

Section 3. The AAIC Fiscal year is January to December consistent with the AAIC 501(c)(3) tax exempt status.

Section 4. AAIC membership dues of \$30 are payable by the first general AAIC meeting in February for the new fiscal year of January through December.

Section 5. Failure to pay membership dues by the first general meeting of the new fiscal year relinquishes an individual's Council voting rights until dues have been paid in full for that fiscal year.

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## VII. Amendments

These bylaws may be amended by a majority vote of the Interfaith Council. Written notice of the proposed amendment or amendments shall be submitted to the members of the Council at least 30 days in advance of the first meeting to consider the matter. The decision will be voted on at a subsequent meeting.

## VIII. Dissolution

In the event of dissolution of AAIC, after all invoices and expenses are paid, all remaining funds will be donated to a non-profit organization by vote of the Council.