

**By-Laws**  
**Interfaith Mission Service, Inc**  
**Huntsville, Alabama**  
**Revised November 16, 2015**

**Article One — Identification and Purpose**

1. The name of the organization is the Interfaith Mission Service, Inc. It is an interfaith cooperative whose members seek to grow and maximize their capacity to meet human needs, promote religious, racial and cultural harmony, and participate in the public square to improve our community.
2. The cooperative will implement this purpose by:
  - A. Developing the capability to assess and grow the outreach capacity of the member congregations.
  - B. Developing and maintaining an understanding of the needs of the community.
  - C. Initiating ministries where gaps in services exist, always working cooperatively with existing community organizations when possible.

**Article Two — Membership**

1. Membership of the Interfaith Mission Service shall be in the following categories:
  - A. Leadership Council Members – Organized religious congregations providing funding in an unrestricted manner in accordance with current dues guidelines will be designated as Council Members and will be entitled to seats on the Interfaith Mission Service Leadership Council as provided for in the current dues guidelines.
  - B. Advisory Members – Organized religious congregations providing funding to specific Interfaith Mission Service programs with restrictions will be designated as Advisory Members. Advisory Members are allowed one advisory seat on the Leadership Council (without vote).
  - C. Student/Youth Members – Students and young persons may join Interfaith Mission Service by paying dues in accordance with the current dues guidelines. Student/Youth members will collectively elect one member to the Leadership Council.
  - D. Individual and Family Members – Individuals and families may join Interfaith Mission Service by paying dues in accordance with the current dues guidelines. Individual members will collectively elect one member to the Leadership Council.

**Article Three — Oversight**

***The Leadership Council***

1. The Leadership Council will be composed of members as provided for in Article Two of these By-Laws. Representatives appointed by Council Membership organizations will be appointed in writing to the Council and confirmed by the Council. These members shall have terms of two years, and they may serve up to three consecutive terms or a total of six consecutive years.

2. Each member of the Council will have one vote with a majority required for the approval of any issue or motion. Meetings of the Council will be open to all member organizations unless the Good Name or Character of any person or organization is being discussed.
3. Duties of the Council are:
  - A. To elect a Council Chairperson who will preside over meetings and provide appropriate leadership for the accomplishment of the Council's duties.
  - B. To elect a Council Vice Chairperson who will assist the Chairperson in execution of their duties and will preside in the absence of the Chairperson.
  - C. To elect a Secretary who will be responsible for ensuring that proper minutes of meetings are taken, preserved, and published to the members as soon as practical. The Secretary is also responsible for proper notice of meetings and execution of legal documents, as may be required.
  - D. To elect a Treasurer who will have charge of all funds and accounting of Interfaith Mission Service and will establish policies and procedures to ensure proper accounting of those funds and monies, safeguard funds and accounts, and ensure organizational compliance with appropriate laws and regulations to maintain 501(c)(3) non-profit corporation status.
  - E. To select and employ staff should such be needed and agreed upon by the Cooperative.
  - F. The Leadership Council shall organize **Standing Committees** to carry out these functions:
    1. The **Governance** function is to develop, maintain, and publish governance policies in an Operations Plan, provide training for all in leadership roles, and prepare nominations for Leadership Council officers.
    2. The **Strategic Planning** function is to provide a Five-year Strategic Plan for accomplishing the mission and goals of the Interfaith Mission Service.
    3. The **Membership Service** function is to develop new members of the cooperative and provide services to members, including planning the Annual Celebration and Awards Dinner and publishing a catalog of services to members.
    4. The **Resource Development** function is to develop and implement plans for on-going financial support for the organization and its programs.
    5. The **Support Services** function is to do annual planning, tracking and reporting; MIS design and implementation; publications; and marketing/publicity.
    6. The **Ministry Development** function is to develop an Annual Plan for programs that reflect IMS's mission and goals in each year, guided by the Five-year Strategic Plan.
  - G. An Executive Committee will be formed to carry out the operations of the cooperative between scheduled meetings.
    1. The Executive Committee comprises the four officers (Chair, Vice Chair, Secretary, and Treasurer) and the Chairs of the Standing Committees.
    2. The Executive Committee will select Chairs for the Standing Committees.
    3. A quorum at Executive Committee meetings is a simple majority.
    4. Frequency of meetings – at least 4 times per year between Leadership Council meetings, and more as required.

#### **Article Four — Attendance and Procedure**

1. Persons participating as members of the Leadership Council who miss three consecutive meetings or miss more than 50% of the meetings without a substantial reason in any one year

will be notified by the Secretary. This notification will be copied to the congregation with a request for a replacement member.

2. The Leadership Council will meet at least four times each year with proper notice being given to each member prior to the meeting.
3. Quorum for meetings of the Council is 20% of its members.
4. Meeting attendance and voting by electronic means are acceptable for all meetings and business except a vote to amend these By-Laws.

#### **Article Five — Amendment of By-Laws**

1. Proper amendment of Interfaith Service By-Laws must be approved by a simple majority vote at any meeting of the Council after written notice has been given to each member of the proposed amendment 15 days in advance of the meeting. Notice must be given by US mail or confirmed receipt email and must include the changes of the By-Laws proposed.

#### **Article Six — Conflict of Interest**

1. Interfaith Mission Service will not do business with any business owned or controlled by a member of the Leadership Council unless the purchase or contract is negotiated on a bid basis with at least three firms having been solicited to validate a reasonable price.
2. The Leadership Council will take whatever steps are necessary to insure that no part of the net income of the organization or its operations will inure to the benefit of a member of the Leadership Council or staff.

#### **Article Seven — Dissolution**

1. Upon the dissolution of the organization, the Leadership Council will ensure that liabilities are paid or provided for from the assets of the organization and any remaining assets will transfer to such organization or organizations operated exclusively for charitable, educational or religious purposes qualified as a 501(c)(3) non-profit organization under the code of the Internal Revenue Service (or any successor provision of any future IRS code).

I certify that, as required by the By-Laws in effect since 2009, these amended By Laws were approved by the Board of Directors of the Interfaith Mission Service, Inc., by proper vote on date: \_\_\_ Nov 16 \_\_\_ 2015 at Huntsville, Alabama.

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Chuck Vedane, Council Chairman

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Attest: Jeannie Robison, Council Secretary

[Not part of the By-laws but essential to operations.]

The cooperative will assess annual dues from its members in accordance with guidelines approved by the Executive Committee.

### **CURRENT DUES GUIDELINES**

<b>For Congregational Council Membership</b>		<b>Members on Council</b>
1-125 Members	\$75.00 per year	1
126-350 Members	\$150.00 per year	1
350-500 members	\$250.00 per year	2
500-1000 members	\$500.00 per year	2
1000 or more members	\$750 per year	3

#### **Advisory Membership**

Designate financial support of \$250 or more per year to one or more Interfaith Mission Service programs or ministries

<b>Student Membership</b>	\$20.00 per year
<b>Individual, Family Memberships</b>	\$35 - \$249 per year
<b>Supporting Members</b>	\$250.00 or more per year support