



# SPARTANBURG INTERFAITH ALLIANCE

## **Bylaws Proposal submitted by Rabbi Yossi J. Liebowitz Approved September 2017**

### **Article I –**

The name of the organization shall be the *Spartanburg Interfaith Alliance*

### **Article II – Purpose**

The *Spartanburg Interfaith Alliance* is a network of clergy, lay leaders, and faith communities that have joined together for the purpose of contributing to the common good. The Alliance was formed in 2014 as a partnership between area clergy and The Spartanburg County Foundation with the central goal to serve as a resource hub for community engagement and create a network to leverage the faith community and its many assets to meet the needs of the greater Spartanburg County community.

### **Article III – Members**

**Section 1.** Any member of a recognized Religious Community may affiliate with the *Spartanburg Interfaith Alliance*. This will include lay religious leaders and clergy. For the sake of clarity, admission should be approved by the Steering Committee as recommended by the Triumvirate. The Triumvirate will draw upon the membership guidelines of other interfaith groups and chaplaincies, in particular the United States Armed Forces.

**Section 2.** In case of a dispute regarding the legitimacy of a religious community (for example a cult), the Triumvirate (see below) will review and bring a recommendation to the Steering Committee for acceptance.

### **Article IV – Officers and Elections**

**Section 1. Officers.** The officers shall consist of three co-leaders known as *Triumvirate Guides*. Each shall be appointed for a three-year term, which will ideally rotate with a new member of the Triumvirate installed every three years. Each member of the Triumvirate may serve no more than two terms. A nominating committee will consist of three Steering Committee members, one representative of the County Foundation and a past member of the Triumvirate. In the event a past member is unavailable, a current member of the Triumvirate will serve on the Nominating Committee. The recommendation for filling the positions of Triumvirate Guides will be confirmed by the Steering Committee. Due attention shall be paid to having representation with respect to gender, religion, ethnicity and minorities. The Triumvirate Guides may serve as committee chairs.

**a. Triumvirate Guides on a rotating basis will preside over meetings of the *Spartanburg Interfaith Alliance* and serve as the primary contacts for the *Spartanburg Interfaith Alliance* at meetings outside of the *Spartanburg Interfaith Alliance*. All Triumvirate Guides will serve as an ex officio member of all committees in order to coordinate the work of all committees so that the purpose of the organization is served. Each Guide will attend to the needs and concerns of one or more standing committees, and if necessary, may appoint an ad hoc committee as suggested by the Triumvirate with the consent of the Steering Committee.**

**b. Steering Committee Members. The *Spartanburg Interfaith Alliance* will include no fewer than 5 Steering Committee members, and ideally as many as 20. Committee chairs will be drawn from members of the Steering Committee. The Steering Committee will oversee the selection of Triumvirate Guides, the work of standing and ad hoc committees, and general concerns of the *Spartanburg Interfaith Alliance*. Members can serve for an indefinite period of time. Approval by the Steering Committee for all concerns shall be by majority vote of the Steering Committee. In all matters, the Steering Committee is urged to draw a consensus rather than put matters to a vote. The Triumvirate Guides and all members of the Steering Committee shall each have one vote.**

**c. Secretary. The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings. If the secretarial position is unfilled, a staff member of The Spartanburg County Foundation may assume the temporary responsibilities of the Secretary.**

**d. Treasurer. A staff person from The Spartanburg County Foundation will serve as liaison to the Treasurer, as the Foundation will receive and disperse all funds of the organization. The Treasurer will keep an accurate record of receipts and expenditures, and direct the pay out of funds in accordance with the approval of the Steering Committee. He or she will present a financial statement at every meeting and at other times of the year when requested by the Triumvirate, and make a full report at the end of the year.**

**Section 2. Nominations and Elections. Elections will be held at the second to last meeting of the *Spartanburg Interfaith Alliance* which concludes in December. The Nominating Committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.**

**Section 3. Eligibility. Members are eligible for office if they regularly participate and attend Alliance gatherings and have been an active member of the Alliance at least 14 calendar days before the Nominating Committee presents its slate.**

**Section 4. In case of a vacancy in any office, members will fill the vacancy through an election at the next regular meeting.**

**Section 5. Removal from Office. Officers can be removed from office with or without cause by a two-thirds vote of those members of the Steering Committee. (Assuming a quorum of no less than seven members) at a regular meeting where previous notice has been given.**

## **Article V – Meetings**

**Section 1. Regular Meetings.** The regular meetings and special meetings of the Alliance shall be determined by the Triumvirate Guides in coordination with The Spartanburg County Foundation. The Steering Committee will meet in advance of the scheduled general meeting and program.

**Section 2. Special Meetings.** Special meetings may be called by any two Triumvirate Guides or by five general members of the Steering Committee or by any two Executive Committee members, with 24 hours' notice, submitting a written request, (email or fax as well) to The Spartanburg County Foundation staff liaison. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer, phone calls or emails.

**Section 3. Quorum.** A quorum is defined as at least ½ of the Alliance Steering Committee members present.

## **Article VI – Executive Committee**

**Section 1. Membership.** The Executive Committee shall consist of the Triumvirate Guides, the Secretary, and the Treasurer. The Spartanburg County Foundation liaison is encouraged to participate in all Executive Committee meetings as well.

**Section 2. Duties.** The duties of the Executive Committee shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

**Section 3. Meetings.** Regular meetings shall be held bi-monthly, to be determined by the Triumvirate Guides in coordination with The Spartanburg County Foundation's staff liaison.

## **Article VII – Committees**

**Section 1. Membership.** Committees may consist of members and officers with the Triumvirate Guides acting as ex officio members of all committees. The Triumvirate may assign to its three guides the task of overseeing of one or more committees.

**Section 2. Standing Committees.** The following committees shall be held by the *Spartanburg Interfaith Alliance*: Spartanburg Community Thanksgiving Service Planning Committee, Habitat for Humanity Committee, Program Committee, Pilgrimage of Peoples Committee, Kirk H. Neely Compassion Fund Committee, Spartanburg Green Congregations Committee, and Grants Review Committee.

**Section 3.** The Executive Committee and Steering Committee may appoint additional committees as needed. Additional committees may include, but not limited to Outreach and Service (as in social action) committees.

## **Article VIII – Finances**

All finances shall be administered by The Spartanburg County Foundation.

## **Article IX – Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the Alliance's bylaws.

## **Article X – Amendments**

**These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum is present.**



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## **Spartanburg Interfaith Alliance Triumvirate Roles and Responsibilities**

### **Definition**

The Spartanburg Interfaith Alliance Triumvirate Guides will serve as the main points of contact for the Spartanburg Interfaith Alliance.

### **Selection Process**

Spartanburg Interfaith Alliance Members will nominate and select three clergy to serve as the Triumvirate Guides for the Spartanburg Interfaith Alliance. These individuals will serve three years, and may serve up to three additional years if nominated by the Alliance. The co-chairs will be set to rotate out of their position in opposite years.

### **Roles and Responsibilities**

Below are the roles and responsibilities that will serve as a resource for the Co-chairs:

- Serve as liaison for the clergy and the Foundation
- Lead regularly scheduled meetings of the Spartanburg Interfaith Alliance and work to create an annual program of events for Alliance Members
- Serve as the lead spokespersons for the Alliance
- Lead the Alliance in the development of mission, vision, and purpose statements, as well as any other documentation in the development of the Alliance
- Attend Alliance meetings and events

## **Current Steering Committee**

<b>Rev. Christie Brown, Chair</b>	<b>First Presbyterian Church</b>
<b>Rabbi Yossi Liebowitz, Chair</b>	<b>Temple B'Nai Israel</b>
<b>Rev. Dr. Ben Snoddy, Chair</b>	<b>Mt. Morish Baptist Church</b>
<b>Rev. Timothy Drum</b>	<b>Spartanburg Methodist College</b>
<b>Dr. Tom Evans</b>	<b>First Presbyterian Church</b>
<b>Rev. Jerry Louis Gadsden</b>	<b>Silver Hill Memorial United Methodist Church</b>
<b>Rev. James Hailstock</b>	<b>New Day Baptist Church</b>
<b>Rev. Jason Loscuito</b>	<b>Converse College</b>
<b>Rev. Bob Mahaffey</b>	<b>St. Paul the Apostle Catholic Church</b>
<b>Rev. Dr. Keith McDaniel</b>	<b>Macedonia Missionary Baptist Church</b>
<b>Rev. Deacon Mia McDowell</b>	<b>St. Matthew's Episcopal Church</b>
<b>Rev. Ned Morris</b>	<b>The Episcopal Church of the Advent</b>
<b>Rev. Scott Neely</b>	<b>Unitarian Universalist Church</b>
<b>Rev. Tom Norrell</b>	<b>Central United Methodist Church</b>
<b>Jane Spann</b>	<b>The Church of the Epiphany</b>
<b>Rev. Neal Woods</b>	<b>Trinity United Methodist Church</b>
<b>Dr. Jim Thomas</b>	<b>Abner Baptist Church</b>
<b>Pastor Lawyer Watson</b>	<b>Life With Jesus Ministries</b>
<b>Rev. Demetrius Middleton</b>	<b>Zion Tabernacle Church of God in Christ</b>

# Spartanburg Interfaith Alliance

## Compassion Fund Overview

*The members of the Spartanburg Interfaith Alliance recognize that despite our various faiths, we all believe that God values the dignity and worth of every human-being. As a sign of our motivation and commitment to each other, to our community, and to our faith in helping others, the Alliance has established a fund with The Spartanburg County Foundation as a way for the faith communities to come together to meet the pressing needs of Spartanburg County residents.*

### **Name**

The Kirk H. Neely Spartanburg County Compassion Fund

### **Purpose of the Fund**

The purpose of the Compassion Fund is to provide direct assistance to faith-based and community-based organizations meeting the immediate needs of the poor in Spartanburg County, South Carolina. This fund was established in honor of Reverend Dr. Kirk H. Neely for his instrumental work in uniting the faith community to charitably and collectively meet the needs of worthy causes through the offerings collected each year at the Spartanburg Community Thanksgiving Service.

Compassion grants of up to \$5,000 will be awarded to organizations with annual budgets not exceeding \$250,000 that provide services in the following areas:

- Family Services
- Food, Hunger and Shelter
- Health Services
- At-risk Youth

Grant requests must support direct services that benefit Spartanburg County residents.

### **Grants Review Committee**

All proposals will be reviewed by a Grants Review Committee comprised of 5-7 members of the Spartanburg Interfaith Alliance, both clergy and lay people, with final approval coming from the Alliance Board.

### **Selection Process**

A formal announcement will be made annually to inform the community about the grant cycles. Applications will be submitted using the Foundation's online grants management system. Additionally, the Spartanburg Interfaith Alliance Board may make other grants outside of the two cycles as needs are identified. The Spartanburg Community Thanksgiving Service grant that is awarded annually will continue to be awarded using a separate process that is already in place.



## **Spartanburg Interfaith Alliance Partnership Form**

The Spartanburg Interfaith Alliance is a network of clergy, lay leaders, and faith communities that have joined together for the purpose of contributing to the common good. The Alliance was formed in 2014 as a partnership between area clergy and The Spartanburg County Foundation with the central goal to serve as a resource hub for community engagement and create a network to leverage the faith community and its many assets to meet the needs of the greater Spartanburg County community.

*If you are interested in becoming a part of the Spartanburg Interfaith Alliance, please complete this form and mail it to “Attention: Spartanburg Interfaith Alliance, The Spartanburg County Foundation, 424 E. Kennedy Street, Spartanburg, SC 29302” or turn it into a staff member from The Spartanburg County Foundation at the conclusion of the event.*

**I have read and am in agreement with the Alliance Bylaws. (please check box)**

**Name:**

**Faith Community:**

**Address: City:**

**State:**

**Zip:**

**Best Contact Phone Number:**

**Email:**



In Partnership with



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# Pilgrimage of Peoples



**The Pilgrimage of Peoples is an interfaith and an interfaith effort to pilgrimage to Washington D.C. to visit the Holocaust Museum, The National Museum of African American History and Culture and the National Museum of the Native American.**

**Additional programs to visit other places of religious, ethnic and racial enlightenment are to be explored.**

# Thanksgiving Community Thanksgiving Service



**The Spartanburg Community Thanksgiving Service is held each year on the Tuesday preceding Thanksgiving. This annual event brings together clergy from numerous churches and denominations, and is open to all members of the community. Host congregations, on a rotating basis, champion this effort, which includes the celebration of various religious voices, charitable efforts to support the Kirk H. Neely Compassion Fund and other similar charities. The Spartanburg County Foundation matches the Community Thanksgiving Service offering plate up to \$5,000, and all proceeds are donated to a named charitable organization identified each year by a special committee of the Spartanburg Interfaith Alliance.**

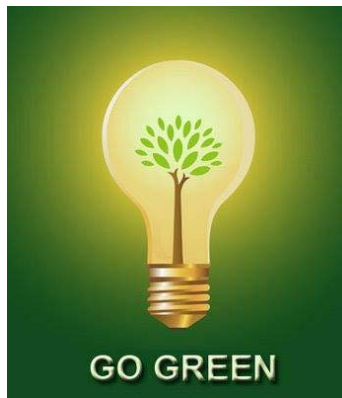


# Habitat for Humanity Committee



**Habitat for Humanity brings communities together to help families build strength, stability, and independence through affordable homeownership.**

# Spartanburg Green Congregations



***Spartanburg Green Congregations is a religious fellowship whose mission is to support a wide range of individual and organizational efforts to promote care of the earth through educational, social and other endeavors.***

