

INTERFAITH SOCIAL ACTION COUNCIL

P.O. Box 5342

SUN CITY CENTER, FL 33571-5342

Bylaws of the Interfaith Social Action Council of Sun City Center, Inc.

Article I Definition

The Corporation name shall be The Interfaith Social Action Council of Sun City Center, Inc. hereinafter referred to as The Interfaith Council of Sun City Center also referred to as Council in these bylaws. The Corporation shall serve as a non-profit organization comprising members appointed by duly constituted governing bodies of the participating religious congregations located in Sun City Center.

Article II Purpose

- Section 1** The Interfaith Social Action Council of Sun City Center strives to benefit the lives of persons and organizations within the South Shore community. Our purpose is to support programs that enrich the lives of our residents. Our driving force is to develop an understanding among all races, religions and cultures of our community of the South Shore area.
- Section 2** The Council shall not undertake any activity that would cause the loss of its tax-exempt status as permitted under Section 501C(3) of the Internal Revenue Code.

Article III Membership

- Section 1** All religious congregations located within Sun City Center are eligible to join the Council.
- Section 2** The Council shall comprise at least four (4) but not more than six (6) lay persons from each congregation. Each congregation shall designate a leader of its Council members. The pastor of each congregation may attend as an ex officio member of the Council.
- Section 3** A member of the Council is expected to be active and supportive of all activities and functions of the Council.

Article IV Board of Directors

- Section 1** A Board of Directors shall be elected by the Council from within the Council's membership.
- Section 2** The Board shall consist of seven (7) members and the chairpersons of the following Committees: the Nearly New Shop, Scholarships and Grants.
- The Council's four (4) Executive Officers are the following: President, Vice President, Secretary and Treasurer.

If a congregation is not represented on one of the seven (7) Board positions, its congregation chairperson shall become an additional member of the board. The immediate past president is an ex officio Board member for one year.

Section 3 The Board shall meet at least three times a year. If needed, these meeting may be held virtually or by email.

Article V Election of Officers

Section 1 At the March Council meeting, the President shall appoint a three (3) member nominating committee charged with providing the names of candidates to the Board at the May Council meeting when the President shall open the floor for additional nominations. If none are proffered, the nominations shall be closed. A vote shall be taken, and the President shall announce the names of the newly elected officers. They shall assume their respective offices at the conclusion of the May meeting.

Section 2 Each officer shall serve a one-year term and may be eligible for additional one-year terms not to exceed a total of four (4) years on the Board in the same position unless the Board approves an additional year or years.

Section 3 No officer shall be elected to serve in more than one (1) officer position during the same year.

Section 4 If an officer is unable to complete the term of office, the President, with Board approval, shall appoint a replacement.

Section 5 Officers shall not receive any monetary compensation for their services, but they may be reimbursed for expenses incurred when performing their duties.

Article VI Duties of Officers

Section 1 The President, as Chief Executive Officer, shall be empowered to do the following:

- a) Preside at all meetings of the Council and the Board.
- b) Appoint committee chairpersons and serve as ex-officio member of all committees.
- c) Sign contracts, lease agreements, scholarships and other commitments involving expenditures of funds as approved by the Board and/or Council.
- d) Serve as signatory on all Council financial accounts.
- e) Arrange for an annual audit of the books and any other accounts of funds of the Council.
- f) Obtain council mail from the post office office box as needed.

Section 2 The Vice President shall be empowered to do the following:

- a) Perform all duties of the President in the President's absence.
- b) Assist the President and perform such duties as the President may assign.
- c) Arrange the monthly meeting programs.
- d) Serve as Chairperson of the Bylaws Committee.

Section 3 The Secretary shall do the following:

- a) Record the resolutions and proceedings of the Council and the Board meetings.
- b) Maintain the Council roster.
- c) Issue notice of all meetings.
- d) Serve as a member of the Budget Committee.

Section 4 The Treasurer shall do the following:

- a) Receive and account for all funds of the Council.
- b) Deposit all Council funds to the appropriate account and/or investments as directed by the Board.
- c) Present an annual financial statement.
- d) Disburse funds only when disbursement has either been approved by the Board or is provided for in the approved budget.
- e) Obtain authorization from the Board for non-budgeted expenditures exceeding \$250.
- f) Present a monthly and a year-to-date financial statement to the Board and the Council showing receipts and disbursements.
- g) Chair the Budget Committee.
- h) Submit financial records for annual review and/or audit.
- i) Serve as signatory to all Council financial accounts.
- j) Obtain Council mail from Post Office Box.
- k) Work with an accounting firm in carrying out monetary responsibilities of the Council.
- l) Assist the President with the annual audit.

Section 5 The Chairpersons/Liaisons of the Nearly New Shop, Scholarship and Grants committees shall do the following:

- a) Develop objectives, operating procedures and policies within the guidelines provided by the Board.
- b) Provide written and verbal reports to the Council of their activities and accomplishments during the prior year at the Annual Meeting.

Article VII Meetings

Section 1 Regular meetings of the Council shall be held at one of the participating houses of worship on the fourth Monday of each month, except for May, June, July and August. The May meeting shall be held on the third Monday. Changes in the schedule require Board approval.

Section 2 Special meetings of the Council may be called by the President and any two (2) officers or by the Secretary upon written petition by at least one-third (1/3) of the membership for a stated purpose and with at least two (2) consecutive weeks' notice to the membership.

Section 3 The annual meeting of the Council shall be held in May, at which time all Committee Chairpersons shall present their annual report in writing to the Secretary.

Section 4 At any meeting of the Council, a majority of the member congregations must be present, and a minimum of fifteen (15) Council members must be present to constitute a quorum . Lacking a quorum, no action shall be taken.

Section 5 All meetings shall be conducted in accordance with Robert's Rules of Order.

Article VIII Committees

Section 1 The President, within 30 days of taking office, shall appoint from members of the Council a Chairperson/Liaison to the Board of the following:

- a) Nearly New Shop Committee
- b) Scholarships Committee
- c) Grants Committee

All specific activities and duties of each of the above shall be defined by their respective members and then approved by the Council.

Section 2 Committee Chairpersons shall do the following:

- a) Report significant activities of the committee during the prior month at the regular meeting of the Council.
- b) Appoint a Vice Chairperson as soon as practical to assure continuity for carrying out the duties of the Committee for which they are responsible.
- c) Adhere to term limits for their position.
- d) Submit an annual report to the Board.

Article IX Committee Functions

Section 1 Budget

- a) The Budget Committee shall prepare an annual budget for the fiscal year and present it to the Council.
- b) The Budget Committee shall comprise six (6) members: President, Secretary, Treasurer and Chairpersons of the Nearly New Shop, Grants and Scholarships committees.

Section 2 Bylaws

The Bylaws Committee shall review the bylaws once every three (3) years to assure they are current and responsive to the organizational and operational needs of the Council.

Section 3 Nearly New Shop

- a) The Nearly New Shop shall raise funds for the operation of the Council by reselling donated items.
- b) The Chairperson/Liaison to the Board of the Nearly New Shop is responsible for the following:
 - 1) Overseeing the maintenance and repairs of the equipment in the Nearly New Shop with approval of the President.

2) Making daily operational decisions.

Section 4 Scholarships

The Scholarship committee shall do the following:

- a) Determine the number of Scholarships to be awarded each year and the monetary value thereof.
- b) Maintain a liaison with officials of Sumner, Lennard, and East Bay High Schools, and high schools in Ruskin and Gibsonton who currently are the approved recipients of scholarship consideration; exceptions must be approved by the Board.
- c) Obtain the necessary information to conduct interviews with potential applicants.
- d) Determine that all recipients are valid citizens of the United States of America.
- e) Submit a report to the Council of all recipients.

Section 5 Grants

- a) The Grants Committee shall review the list of organizations that qualify for 501(c)(3), 501(c) (19) or not for profit school tax exempt status and evaluate their needs.
- b) It shall recommend to the Council the amount of money to be awarded to these recipients.

Article X Termination of Council

To terminate the Council activities, any and all tangible property shall be sold and any just obligations satisfied. Any remaining assets shall be distributed to local charitable organizations at the discretion of the Board.

Article XI Bylaws

The bylaws of the Council may be amended or repealed and new bylaws adopted at any meeting of the Council by the affirmative vote of the majority of members, provided that such amendments or repeal have been presented at a previous meeting of the Council.

These bylaws were presented in writing at a meeting of the Board on 17 March 2025. Subsequently, at a meeting of the Council on 24 March 2025 these bylaws were adopted repealing all previous bylaws.

Barbara Caleca, President

Judy Duhamel, Vice President and Chairman of Bylaws Committee

Kathy Woelfel, Member of the Bylaws Committee

Nick Caleca, Member of the Bylaws committee,

Barbara Nova, Member of the Bylaws Committee.

Revised: 5/20/2000, 11/23/2003, 5/24/2004. 1/16/2007, 3/28/2001, 3/27/2017, 11/19/2020. 10/24/2022,
3/11 /2025

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