CONSTITUTION AND BYLAWS
of The Interfaith Center Advisory Council
University of North Florida

CONSTITUTION

Certified to be current and a true copy as of 9/10/2009.

I. PURPOSE AND MISSION OF THE INTERFAITH CENTER AT THE UNIVERSITY OF NORTH FLORIDA

A. PURPOSE: The Interfaith Center at the University of North Florida assists in the holistic development of all individuals within the university community. It advocates the pursuit of truth in a climate of open, educated inquiry, fostered by spiritual values. As it seeks to enhance the quality of community and personal life, it encourages service to others on the university campus and in the larger community.

B. MISSION STATEMENT: The mission of the Interfaith Center is to care for the individual and to lead, educate, and advocate the expression of religious faith and core values in the University of North Florida community. Broadly speaking, this will be accomplished through:
   1. Facilitating spiritual formation, development, and expression
   2. Providing pastoral care to individuals
   3. Stimulating cooperative efforts among participating ministries
   4. Supporting the vision, mission, institutional goals and core values of UNF

a. The University of North Florida aspires to be a preeminent public institution of higher learning that will serve the North Florida region at a level of national quality. The institution of choice for a diverse and talented student body, UNF will provide distinctive programs in the arts and sciences and professional fields. UNF faculty will excel in teaching and scholarship, sharing with students their passion for discovery. Students, faculty, staff, alumni, and visitors will enjoy a campus noteworthy for its communal spirit, cultural richness, and environmental beauty.

b. The University of North Florida fosters the intellectual and cultural growth and civic awareness of its students, preparing them to make significant contributions to their communities in the region and beyond. At UNF, students and faculty engage together and individually in the discovery and application of knowledge. UNF faculty and staff maintain an unreserved commitment to student success within a diverse, supportive campus culture.

c. The Institutional Goals of the University of North Florida:
d. The University of North Florida is committed to values that promote the welfare and positive transformation of individuals, communities, and societies. We value:
   1. - Pursuit of Truth and Knowledge
   2. - Ethical Conduct
   3. - Community Engagement
   4. - Diversity
   5. - Environmental Responsibility
   6. - Respect and Civility

5. Interacting positively with the Administration and Faculty
6. Setting and subscribing a responsible budget
7. Building an interfaith religious worship center on campus
8. Fostering respect for religious differences

In its 1986 directive to the Interfaith Advisory Council, formerly called the Campus Ministry Board, the Office of Student Affairs acknowledged the importance of the spiritual dimension of the individual. The University charged the Interfaith Center with the responsibility of creating, fostering, and protecting a spiritual atmosphere at the University conducive to an individual finding and developing his or her relationship to God.

C. OBJECTIVES for fulfilling of the mission statement are met in a variety of ways:

1. Culture of the Campus
   At its most fundamental level, the responsibility of the Interfaith Center is to create an environment whereby every individual on campus is encouraged to evaluate the meaning of and definite need for a personal system of religious faith and values. Individuals come to faith and values in an atmosphere of love and acceptance, not under duress or condemnation. Working together, the Interfaith Center will seek to make religious commitment a primary topic of discussion on campus. Specific objectives include:
   a. Sponsoring a minimum of two campus-wide events each year that make religious faith and values a primary topic of discussion.
   b. Submit an article to the Spinnaker four times a year.

2. Care for the Individual
   At the core and primary motivation of any ministry is love and concern for the individual. Therefore a major objective and responsibility of the Interfaith Center is to treat each person on campus with the utmost of respect, dignity, care, compassion, and concern. Spiritual leaders will attempt to meet the needs of the total individual whenever possible and will seek to reinforce his or her uniqueness, value, and potential. Specific objectives include:
   a. Acting as a collective clearinghouse and data bank for solutions to unmet needs.
b. Praying for the specific requests of individuals.
c. Acting as a safe and secure “listening post.”
d. Providing advice and encouragement to those who request it.
e. Providing tangible resources whenever warranted and feasible.
f. Encouraging and supporting the individual’s journey into the future.

3. Religious Faith and Values
   The Interfaith Center has responsibilities in three areas of faith and values:
   a. **Leadership**
      - It is the Interfaith Center’s responsibility to assume leadership in the religious atmosphere and affairs at UNF. Specific objectives include:
        i. Providing worship opportunities for those who desire them.
        ii. Creating opportunities for social interaction among people of faith.
        iii. Sponsoring campus-wide events that stimulate spiritual inquiry and education.
        iv. Helping newcomers make an appropriate connection with a church, synagogue, mosque, or worship center.
        v. Demonstrating mature faith to those who are growing in the faith.
        vi. Establishing standards of ethics and practices of campus ministries.
        vii. Unifying the leaders of campus ministries toward common goals.
        viii. Facilitating mentoring relationships.
        x. As a result of their leadership responsibilities, Interfaith Center Advisory Council members must lead a pure, clean and wholesome life, especially one free from any addictive activities.
   b. **Education**
      - Set in an educational environment, it is only natural that the Interfaith Center has a responsibility to educate the UNF community about the need for, and the methods of, becoming a complete individual by maturing spiritually. Specific objectives include:
        i. Providing educational opportunities in the general study of scripture.
        ii. Developing a religious value system in individuals through the teaching of the scripture of (one’s) choice.
        iii. Teaching the discipline and duty of prayer.
        iv. Conducting worship services to instill a love of and respect for God.
        v. Educating individuals in the requirement for service to God and to their fellow men and women.
c. **Advocacy**
   An advocate is one who defends or speaks out in favor of some value, right, principle, or freedom. The Interfaith Center will function in that role with the following specific objectives:
   i. Defending the constitutional right of freedom of religious practice and expression.
   ii. Impacting the culture of the campus in such a way that the community is continually growing in its acceptance of the spiritual dimension of life.
   iii. Encouraging open religious discussion and inquiry.
   iv. Increasing religious literacy and understanding.
   v. Instilling a value system in as many individuals as possible.

II. **INTERFAITH CENTER ADVISORY COUNCIL AND SUPPORT**

A. The Interfaith Center Advisory Council will advise, support and implement the mission and vision of the Interfaith Center which is a department within the University. The Interfaith Center reports to and is supported administratively by the Vice President for Student Affairs.

B. Subject to the Laws of the State of Florida, Regulations of the Florida Board of Governors, and such other legally constituted authority as may be appropriate.

C. The Interfaith Center Advisory Council membership shall be composed of a maximum of 15 elected primary members and, potentially, 15 alternate members as defined in the following paragraph.

   One permanent seat each shall be reserved for a representative from the Office of Student Affairs, Office of Academic Affairs or Faculty, Student Government Association (SGA), Administrative & Professional (A & P) and University Support Personnel System (USPS) for a total of 5. The 10 remaining primary seats may be filled by elected Campus Ministers (or Group Leaders) who represent a nationally recognized, religious, college organization, as defined in Section III A, 1 of the Bylaws.

   Each appointed member of the Interfaith Center Advisory Council representing one of the 5 permanent seats may nominate one other person from their Association to serve as an alternate to Interfaith Center Advisory Council. Each elected Campus Minister or Group Leader may nominate one other person, who is a full-time member of their staff, to serve as an alternate Interfaith Center Advisory Council member, subject to their meeting all the requirements of being a
Campus Minister or Group Leader and subject to being approved by election.

Alternate Interfaith Center Advisory Council members shall have all of the rights and privileges of primary Interfaith Center Advisory Council members, except that each of the 15 organizations represented on the Interfaith Center Advisory Council shall have only one vote at a meeting. Alternate Interfaith Center Advisory Council members are granted voting privileges in the absence of the primary member of their organization. The Alternate members are required to attend all the meetings.

D. The Interfaith Center shall operate from an office(s) provided by the University, and its activities shall be advised and supported by the Campus Ministers.

III. CAMPUS MINISTERS AND GROUP LEADERS
Campus Ministers and Group Leaders must be approved by the Interfaith Center Advisory Council and confirmed by the Vice President for Student and International Affairs. Campus Ministers and Group Leaders shall enjoy the same access to University facilities as other recognized University direct support organizations.

IV. RELIGIOUS RIGHTS AND FREEDOMS
The Constitutional rights of students, faculty, and staff of all religious beliefs shall be respected by the members of the Interfaith Center Advisory Council and the University. Campus Ministers and Group Leaders affirm that it is the individuals right to choose their own belief systems and endeavor to advance an atmosphere of respect and civility towards persons of different religious traditions.

V. AMENDMENT TO THE CONSTITUTION
Amendments to the Constitution may be made by the affirmative vote of 2/3 of active Interfaith Center Advisory Council members in two consecutive regularly scheduled meetings of the Interfaith Center Advisory Council. Proposed amendments must be delivered to each member of the Interfaith Center Advisory Council 10 days prior to the vote on the amendment. Proposed amendments must also be posted outside the door of the Interfaith Center at the time and remain posted until adopted or rejected. Any amendment which changes the relationship of the Interfaith Center Advisory Council to the University must receive prior University approval, and any changes in the statement of purpose must be re-circulated through the various supporting religious bodies for ratification prior to adoption.

9/10/2009
I. APPOINTMENTS TO THE INTERFAITH CENTER ADVISORY COUNCIL.
   A. In keeping with the CONSTITUTION of the Interfaith Center Advisory Council, paragraph III A, those members to be appointed from each Constitutional Association of the University shall be so appointed/elected/assigned in accordance with procedures of their organization.

   B. Written notification of each appointment, including their qualifications must be made to the Chair of the Interfaith Center Advisory Council to certify membership of the person appointed to the Interfaith Center Advisory Council.

   C. All persons appointed or nominated to serve on the Interfaith Center Advisory Council must follow the membership process outlined in section III A, or IV. below.

II. DUAL REPRESENTATION ON THE INTERFAITH CENTER ADVISORY COUNCIL.
    A Club Advisor to a student organization may not also simultaneously serve as a Campus Minister/Group Leader and/or as a member of the Interfaith Center Advisory Council, if they are representing the same organization to which they serve as Advisor. The Bylaws require that a ministry leader and a Club Advisor, who must be a University Faculty or Staff member, shall be separate or different individuals.

III. APPROVAL AS A CAMPUS MINISTER.
    A. Qualifications
       1. Prospective Campus Ministers must be nominated in writing, by a senior officer of their nationally recognized religious organization, as an official representative of that organization to the University. Said organization must have a permanent headquarters site, a staff of full time officers, a written constitution and a Mission Statement or Purpose Statement, which must also be submitted to the Interfaith Center Advisory Council for review. Any such organization must have a coherent set of beliefs, to which all of its field staff representatives subscribe and practice, and it can not be composed of a loose set of organizations which have become affiliated for various purposes. Clerics of local churches or houses of worship, who may be leading student groups on campus, do not qualify for a seat on the Interfaith Center Advisory Council.
2. Campus Ministers must be graduates of an accredited, and nationally recognized college, with a 4 year degree. Said Minister must have studied at least two years on campus and must have 2 years experience in leading a campus-based student religious group.

3. Campus Ministers must also meet the following criteria:
   i. be “ordained” or officially set aside as a cleric or minister of the faith by a representative official or leader of their faith. The term “minister or cleric” shall be deemed to include such titles as rabbi, priest, pastor, imam, or other similar term appropriate to a religious belief system.
   ii. be an approved and trained staff member of a nationally recognized, religious, college organization.
   iii. be willing to physically staff, or be “on call” to, the Interfaith Center at least one day a week.
   iv. be available to function as chaplain, in specific, one-time situations, when requested to do so by the University.
   v. ordination, or its equivalency, by e-mail, by a mail order house, or by any other ‘remote’ device or process shall not be considered an equivalent or acceptable substitute for any of the prior qualifications or requirements listed in this section. All other qualifications listed in the Bylaws continue to apply as well.

4. Campus Ministers must be able to abide by the Constitution and Bylaws of the Interfaith Center Advisory Council at the University of North Florida.

B. The Interfaith Center Advisory Council will vote on its recommendation of each applicant; and the vote will be presented to the Vice President for Student and International Affairs (or designee), for an official letter of confirmation.

C. Interfaith Center Advisory Council approval of a Campus Minister is not automatically passed from a departing minister to his/her successor. Each new applicant will be expected to meet the qualifications in Section III A. above. If sponsorship is changed, the Campus Minister must reapply following the procedures in Section I and Section III A. above. If sponsorship is dropped or withdrawn, the minister must obtain a new sponsor before he/she may reapply.

IV. APPROVAL AS A GROUP LEADER.
A. Prospective Group Leaders must be nominated as an official representative of a nationally recognized religious organization to the University, via letter from a senior officer of that organization. Said organization must have a permanent headquarters site, a staff of full time officers, a written constitution and a Mission Statement or Purpose Statement, which must also be submitted to the Interfaith Center.
Advisory Council for review. Any such organization must have a coherent set of beliefs, to which all of its field staff representatives subscribe and practice, and it cannot be composed of a loose set of organizations that have become affiliated for various purposes.

B. Must be an approved and trained staff member of a nationally recognized, religious, college organization, as defined in Sec. III A, 1.

C. Must be a graduate of an accredited and nationally recognized college with a 4 year degree. Said Group Leader must have studied at least two years on campus as a student.

D. Must go through the same application process as a Campus Minister.

E. This person has organized, or is in the process of organizing, a religious club composed of students or adult employees of the University.

F. The Interfaith Center Advisory Council will vote on its recommendation of the applicant; and the vote will be presented, by the Vice President for Student and International Affairs, for an official letter of confirmation.

G. Be willing to physically staff, or be “on call” to, the Interfaith Center at least one day a week.

V. OFFICIAL APPLICATION PROCESS FOR INTERFAITH CENTER ADVISORY COUNCIL MEMBERSHIP.
The official application form and process shall be included as Addendum 1 at the end of these Bylaws.

VI. REMOVAL FROM THE INTERFAITH CENTER ADVISORY COUNCIL.
The Interfaith Center Advisory Council reserves the right to dismiss any member for obvious failure to exhibit high standards of moral and ethical behavior both on and off campus. Said action will require a 2/3rds vote of active members.

Any elected member who does not attend 80% of the meetings during the year, unless excused by the Interfaith Center Advisory Council on the basis of serious health problems or other unavoidable obstacles may also be dismissed from the Interfaith Center Advisory Council. In addition any member who misses 3 consecutive meetings excused or not may also be dismissed. Such dismissal shall require a vote by 2/3rds of active members.

VII. INTERFAITH CENTER ADVISORY COUNCIL ACTIVITIES.
A. The Interfaith Center Advisory Council shall review program activities of the Campus Ministers, coordinate ecumenical programming, and review applicants for Campus Minister.

B. The Interfaith Center Advisory Council shall meet at least monthly, during the Fall and Spring semesters, at times scheduled for the year set by the Chairperson, with the approval of the Interfaith Center Advisory Council membership.

C. All 15 elected members have voting rights. Each organization represented on the Interfaith Center Advisory Council shall be entitled to only one vote. Members having been nominated by a Campus Minister,
Group Leader or University Association, limited to one per organization, may vote in the absence of the primary, elected member of their organization.

D. Roberts’ Rules of Order, as found in the most current edition, shall govern the conduct of the meeting. If desired, by a ¾ vote of the members present, Roberts’ Rules of Order may be suspended.

E. A quorum shall be based on a simple majority of then active elected members. See Section VIII. A, 4 below.

F. At its first meeting of the year in January, the Interfaith Center Advisory Council shall elect the Interfaith Center Advisory Council officers of Chairperson, Vice-Chairperson, Recording Secretary, and Treasurer. The newly elected Chairperson shall appoint committee chairs as soon thereafter as possible.

G. The chairperson of each committee shall recruit and appoint members to his/her committee, ensuring that a balance is maintained in representation of the various constituencies of the Interfaith Center Advisory Council.

H. The Interfaith Center Advisory Council shall be allowed to establish accounts at financial institutions of its choice with the exception of Activity & Service fees (A & S) which, by statute, must remain with the University.

I. Emergency meetings may be called by the Chairperson of the Interfaith Center Advisory Council upon written approval of a majority of Interfaith Center Advisory Council members or by written notice of at least 72 hours. Except for clearly unusual circumstances, emergency meetings shall be scheduled only between Monday and Friday.

J. All meetings of the Interfaith Center Advisory Council shall be open except when discussing personnel matters, in which case the Interfaith Center Advisory Council may elect to go into executive session and exclude all persons other than Interfaith Center Advisory Council members.

VIII. DUTIES.

A. Members

1. All members are responsible for regular attendance at scheduled meetings of the Interfaith Center Advisory Council and for serving on committees of the Interfaith Center Advisory Council.

2. Members serve as the communication channel between the Interfaith Center Advisory Council and their respective organizations.

3. Interfaith Center Advisory Council members, by virtue of their position with a campus ministry, are deemed to be functioning as spiritual leaders, role models and mentors. It is therefore incumbent upon every member to foster and support high standards of moral and ethical values on campus and personally exhibit such standards of behavior both on and off campus.
4. Any elected member who misses 3 meetings in a row, without an appropriate advance excuse, shall be deemed to be "Indefinitely Inactive." The required number to constitute a quorum for business meetings shall be reduced accordingly. Inactive members may be reinstated by submitting a formal letter to the Chairperson requesting such action, provided the membership approves said request by a simple majority vote. Inactive members forfeit all voting rights until reinstated.

5. Any member may resign by letter to the Chairperson at anytime.

B. Officers
1. Chairperson. The Chairperson shall develop the agenda of the Interfaith Center Advisory Council’s meetings subject to the Interfaith Center Advisory Council’s approval. The Chairperson shall also serve as the Interfaith Center liaison member to the University administration. The Chairperson may also call emergency meetings of the Interfaith Center Advisory Council subject to the limitations in Section III.I.

2. Vice Chairperson. The Vice Chairperson shall serve the duties of the Chairperson in the event of the Chairperson’s absence. In addition, the Vice Chairperson shall attend all meetings between the university administration and the Chairperson, as possible.

3. Recording Secretary. The Recording Secretary or designee shall be responsible for keeping minutes for all Interfaith Center Advisory Council meetings. Such minutes shall be distributed to all members in advance of the next scheduled meeting.

4. Treasurer. The Treasurer is responsible for all revenue and disbursement of the Interfaith Center Advisory Council. The Treasurer shall make a report of financial position at all regularly scheduled meetings of the Interfaith Center Advisory Council.

IX. STANDING COMMITTEES.
A. Executive Committee
The Chairperson may convene the Executive Committee, composed of the 4 elected officers of the Interfaith Center Advisory Council, at any agreed-upon time to facilitate the business of the Interfaith Center Advisory Council. The Chairperson shall set agendas for such meetings.

B. AD-HOC COMMITTEES OF THE INTERFAITH CENTER ADVISORY COUNCIL.
The Chairperson of the Interfaith Center Advisory Council may, when circumstances indicate, appoint ad-hoc committees of the Interfaith Center Advisory Council to discharge specified responsibilities, as approved by the Interfaith Center Advisory Council. Such committees thus established will automatically dissolve upon completion of the specific task for which said committee was appointed.
X. AMENDMENTS TO THE BYLAWS AND OPERATING PROCEDURES.
Amendments to the Bylaws and Operating Procedures may be made by a 2/3 affirmative vote of the Interfaith Center Advisory Council members in two consecutive, regularly scheduled meetings of the Interfaith Center Advisory Council. Members who cannot attend the meetings at which voting on Bylaws and Operating Procedures is to take place may vote in absentia by sending a signed memorandum to the Interfaith Center Advisory Council Chairperson indicating their vote FOR or AGAINST the proposed change. Proposed amendments must be delivered to each member of the Interfaith Center Advisory Council at least 10 days prior to the vote of the amendment. Proposed amendments must also be posted outside the door of the Interfaith Center until adopted or rejected. Changes in Bylaws and Operating Procedures may not conflict with any University or State policy.
UNF Interfaith Center Advisory Council  
Application for Membership

Name:__________________________________________________________

Address:_______________________________________________________

Street City State Zip

Phone: ______________________ E-Mail: _____________________________

Name of Religious Organization represented: __________________________

Or Name of UNF Association represented: ____________________________

Name & Title of Organization/Association Leader: ________________________

Phone (____)__________________ E-mail _____________________________

I have completed the following to familiarize myself with the Interfaith Center:

Initial Date

_____ _____ Visit the Interfaith Center, Student Union East, (Bldg. 58 Rm. 1311) meet
the Campus Ministers, and the students, and see how we work together.

_____ _____ Attend a meeting of the Interfaith Center Advisory Council.

_____ _____ Study the following four documents and discuss with the Council Chair:
  Mission Statement
  Constitution and By-Laws
  Responsibilities of a Board Member
  Qualifications of a Member (By-Laws, page 5, II A.)

As a representative of a nationally recognized, college student, religious organization:

1. I am attaching a letter of recommendation from my national leadership on my behalf,
   including my credentials, experience and years of service.

2. I am also attaching a letter of recommendation from a religious leader of my faith,
   and from someone else who is thoroughly familiar with my work and credentials.

3. I am attaching a description of my ministry, its purpose and a Mission Statement.

4. I am submitting a copy of my 4-year college transcript, indicating the degree earned,
   for Department files. Include any pastoral care or counseling training.

I agree to abide by the Constitution and By-Laws of the Interfaith Center Advisory
Council.

____________________________________  ________________________
Signature                                  Date