

# Fellowship of the Earth By- Laws

Adopted 11/1/97, written by Rev. Sandy Johnson, Director F.O.T.E.

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(May be updated or rewritten without notice)

## PREAMBLE

*Fellowship of the Earth* is an organization founded by beliefs in Earth and Nature based Spirituality. The group was created to network, educate and promote community service and spiritual awareness.

## ARTICLE I: Purpose

We have joined together in common interest of Spiritual growth and understanding. We are a family oriented social and Spiritual organization of like minded people. Our members are dedicated to promoting truth, peace and love for all, and respect of the Earth for which we cannot survive without.

## ARTICLE II: Name and Affiliations

Section 1:

The name of this organization is *Fellowship of the Earth*.

Section 2:

We are a congregation of people united through the Universal Life Church.

Section 3:

*Fellowship of the Earth* By-laws are subordinate to the Constitution and the rules of the Universal Life Church and are superseded by such in the event of a conflict.

Section 4:

### **Affiliate Chapters**

Fellowship of the Earth reserves the right to expand it's outreach to other geographic areas. Affiliate chapters of FOTE will be subordinate to the FOTE By-Laws and maintain their own record keeping and activities. These expansions of FOTE will be supported by FOTE's National congregation based in Salida, California. Potential new affiliate chapters are subject to examination and must meet specific requirements before officially registering as a FOTE chapter.

## ARTICLE III: Officers

The following officer positions exist within the Fellowship of the Earth. Each position is voluntary and is held by those on their own free will. Officers are determined by the current Board of Directors which consist of the following offices:

Section 1:

**Director**

Duties: Coordinate and schedule group meetings and activities. Uphold the By-Laws and congregation requirements. The Director shall conduct regular business meetings and is responsible for appointing committees. The Director is also responsible for agendas and coordination with various committees and departments.

Section 2:

**Assistant Director (Optional)**

The Assistant Director's position is an optional one. If the current Director or Board feels an Assistant Director is necessary to help carry out the Directors duties then that person shall be named by the Director.

Section 3:

**Treasurer**

The Treasurer is appointed and is responsible for all financial record keeping of the group.

Section 4:

**Scribe**

The Scribe is responsible for recording the minutes of each time there is an official meeting of the *Fellowship of the Earth*. Duties also include administrative needs, the keeping of membership information and correspondence. This position is appointed.

Section 5:

**Activities Director**

The Activities Director is in charge of organizing events sponsored by the *Fellowship of the Earth*. This is an appointed position.

Section 6:

**Membership Coordinator**

The Membership Coordinator is in charge of maintaining membership records, updating current members, changing member information and working with the Scribe for membership correspondence.

Section 7:

**Website Manager**

This position is optional and is entrusted to a person who is capable, trustworthy, and experienced in editing, uploading and maintenance of websites.

**ARTICLE IV: Membership**

Membership in Fellowship of the Earth is determined by whether membership dues (if applicable) are current and active participation. Some members may not be able to be as active as others, and considerations based on their experience with FOTE may determine their membership status.

Section 1:

**Active Membership**

Active membership in FOTE includes current membership dues and regular participation in FOTE meetings and events. Active member's benefits include being able to vote on FOTE business items, availability to the FOTE library, discounts on fee based FOTE events, and any other benefit that may be determined in the future.

Section 2:

**Non-Active Membership**

Non-Active Membership applies to former active FOTE members who have lifetime membership, or have paid dues, but have been unable to participate. These memberships are open to discretion by the Board of Directors. Non-active members may re-instate their Active Membership upon complying with the requirements of Active Membership.

Section 3:

**Lifetime Membership**

Lifetime membership applies to Charter members of FOTE. These are the people who have helped in the early days to get FOTE started and growing. Under certain circumstances if a unanimous decision is brought forward by the Board of Directors, a Lifetime Membership may be revoked and barred from re-instatement. These circumstances would be based on the Code of Conduct and may be enacted upon if the Board of Directors deems necessary.

Section 4:

**Supporters**

Supporters of FOTE are people who are not members but support the efforts and mission of FOTE.

## ARTICLE V: Code of Conduct

### Fellowship of the Earth Code of Conduct

These codes of conduct are put in place to maintain the necessary progressive and positive environment that FOTE promotes and thrives in. In order to maintain the sanctity, safety and enjoyment of our members and supporters, we have drafted these codes of conduct.

If any member or supporter fails to follow these codes of conduct or is behaving in a way that is potentially harmful or damaging to FOTE or any of its members, they may be asked to leave the event, meeting or activity. In the event that a person(s) continues to conduct themselves in ways that continue producing negativity, they will be banned from FOTE sponsored events and may have their membership status permanently revoked.

1. FOTE members and supporters are expected to conduct themselves in ways harmonious with such tenets as the Wiccan Rede "An it harm none" and the Karmic Three Fold Law.
2. When you think, speak and act, you should do it out of consideration, courtesy and sincerity.
3. Direct or indirect attacks on *ANYONE* is strictly prohibited.
4. Respect the integrity of FOTE meetings, do not attend only to create discord or disruption.
5. Honor the space where events, meetings and activities are taking place.
6. FOTE meetings are not places of gossip, or drama. They should be respected as a sacred time in which FOTE business can be freely discussed and shared.
7. The FOTE public message group is to be respected and used as a tool to share ideas, ask questions, give support and encouragement in a **positive** environment.
8. Personal conflicts with other members or non-members is explicitly prohibited from FOTE space. If you have an issue with someone, take it up with them privately.
9. Common courtesy is expected from *all* who attend any FOTE event or meeting. The Golden Rule is always a good rule to follow.
10. Sharing information from FOTE space with intention to create drama and gossip will not be tolerated.

FOTE has a high expectation of its members and supporters to conduct themselves in ways that will set positive examples for others and the community at large. The FOTE Board of Directors will be responsible for ensuring that these codes of conduct are followed and determine any consequences that may arise from failure to respect these conduct guidelines.

## ARTICLE VI: Meetings

FOTE conducts regular monthly business meetings. These meetings are for the purpose of addressing the needs of the membership, event, activity, and fundraising planning, committee reports and other miscellaneous business items. These meetings will be conducted with an agenda and follow the basics of Roberts Rules of Order. Items not on the agenda or are not of FOTE business focus will not be addressed. Minutes will be taken at every business meeting and Board of Directors meetings. Minutes will be released to the group upon approval of the Board. The Board of Directors are required to attend all regular meetings unless other arrangements or considerations are needed. From time to time FOTE may document meetings with video or audio equipment. There will be an announcement if a meeting is to be recorded so those who do not wish to be recorded may have the option to leave.

### Section 1:

#### **Agendas**

In order for an item to be on the agenda, it needs to be brought to the Board for consideration. Upon approval from the Board, the item will appear on the next meetings agenda. Items subject to a vote from FOTE membership may be presented on the agenda. Only Active Members may vote and discuss item on table for consideration. All discussion will maintain focus on the particular item and is limited to 2 minutes per member.

### Section 2:

#### **Board of Directors**

The Board of Directors are required to meet once a month outside of the regular FOTE meeting to work on FOTE business at hand and maintain organization. These meetings will generally be held within a week of the next regular meeting. Emergency meetings may be conducted if there is a specific issue that needs to be addressed and acted upon prior to the next regularly scheduled meeting.

## ARTICLE VII: Logos

The logo's used for the website and or publications by the *Fellowship of the Earth* are property of the organization and may not be used without permission.

## ARTICLE VIII: Disclaimer

While *Fellowship of the Earth* is a recognized congregation of the Universal Life Church, it remains a separate entity responsible for it's own actions. All persons who participate in any meetings or activities do so on their own free will and at their own risk. The Universal Life Church nor the *Fellowship of the Earth* shall not be held liable for any reason if a member suffers any injury or loss of property while associating with the above mentioned. Fellowship of the Earth also maintains the right to the safety of it's membership. Individuals or groups who intentionally come to FOTE meetings or events to create disruptions will not be tolerated and they will be asked to leave the premises or face risk of potential law enforcement intervention.