



**Fort Collins / Not In Our Town Alliance**  
**SUPPORTING DIVERSE COMMUNITY**

## **CONSTITUTION & BY LAWS**

### **Article 1: Name**

The name of this organization shall be: **Fort Collins Not In Our Town Alliance (FC – NIOTA)**.

### **Article 2: Organizational Purpose**

The Fort Collins Not In Our Town Alliance is a community-based effort to create and support collaboration among individuals, agencies, organizations and local governments to address the causes and effects of prejudice, discrimination and hate motivated behavior by:

- Evaluating diversity concerns in our communities and focusing discourse on these matters,
- Creating strategies to focus on and prevent discrimination from occurring in our communities,
- Counteracting the damaging and isolative effects of discrimination through appropriate and timely response to hate motivated incidents.

As a result of these actions FC – NIOTA intends to help create a society that values diversity and human rights.

### **Article 3: Membership**

#### **PREAMBLE:**

The FC - NIOTA seeks participation from agencies, organizations and government entities each with their own distinct viewpoints and protocols, and proceeds on the basis of full respect for the integrity which takes these diverse forms, while affirming FC NIOTA's independent responsibility to its declared purpose.

Each community agency, organization, government entity, group will be encouraged to take leadership to:

- Organize with the support of the Prevention team of FC – NIOT Alliance proactive/preventative programs to address prejudice and discrimination related to its members.

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- Establish protocols which guide the Response Team in their response to hate motivated behavior directed at members within that group.

FC – NIOT Alliance is prepared through its Liaison/Consultation Team to assist with the development of such programs and protocols.

### **3.1 Representative Membership:**

The FC - NIOTA members come from agencies, organizations, government entities and interested individuals from the community. Upon completion of an orientation, members /co-members declare their affiliation bi-annually (2 year).

### **3.2 Duties of members:**

Membership in FC – NIOTA, signifies agreement to participate in the deliberations and to promote the work of FC – NIOT Alliance in addressing and responding to the causes and affects of prejudice, discrimination and hate motivated behavior within their constituent organizations and the community.

### **3.3 Participative Membership:**

**3.3.1.** Participants sign in on the membership attendance record at each meeting.

**3.3.2.** Full participative membership is demonstrated by a declaration of membership and regular attendance at called meetings.

**3.3.3.** Participative membership can be revoked as a result of none attendance (3 or more unannounced absences) at regularly called meetings .

## **Article 4: Organization**

### **4.1 Council:**

The Council of FC – NIOTA consists of five to seven members elected by written ballot by active members present at the Annual Meeting.

### **4.2 Council Duties**

**4.2.1** The Council will serve as the Board of Directors of FC – NIOTA and shall oversee all administrative and decision making functions of the organization.

**4.2.2** The Council’s principal function is to oversee the duties and responsibilities of the Council Members, FC-NIOTA’s Standing Teams and Ad Hoc teams, including but not limited to:

- Maintenance of Non-profit corporate status.
- Public Relations and Media Relations for FC – NIOTA.
- Development and oversight of a budget process.
- Organizational development and funding strategies for FC-NIOTA programs and projects.

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- Liaison and consultation functions on request by other organizations and/or communities.
- 4.2.3** The Council prepares and maintains a general mandate, determined on the basis of trends within the community, specifying focus and priorities for Standing and Ad Hoc Team activities.
- 4.2.4.** The Council approves the chairperson/convener designated by each Standing and Ad Hoc Team associated with FC – NIOT Alliance.
- 4.2.5** The Council receives proposed plans of action regarding programs and protocols from each Standing and Ad Hoc Team, and makes recommendations regarding said programs and protocols to the membership for their approval.
- 4.3 Officers.** The Council will select from among themselves persons to serve as the chairperson, vice -chairperson, treasurer and the secretary of FC – NIOTA.
- 4.3.1 Chairperson:** Duties include, but are not limited to:
- Preparing agenda (assisted by the Secretary) for all Council Meetings and General meetings of the membership;
  - Conducting all Council Meetings.
  - Facilitating or designating a volunteer to facilitate all Council Meetings
  - Conducting all General meetings.
  - Facilitating or designating a volunteer to facilitate all General Meetings of the members.
  - Serving as the spokesperson for FC – NIOTA or delegating this responsibility to a member or team selected by the Council.
- 4.3.2 Vice Chairperson:** Duties include, but are not limited to:
- Serving in the absence of the chair.
  - Overseeing the Public Relations and Media Relations functions of FC-NIOTA
  - Designating volunteers and assembling an Ad Hoc Team to assist with PR/MR tasks as needed.
- 4.3.3 Secretary:** Duties include, but are not limited to:
- Preparing and distributing Council minutes and General meeting minutes.
  - Designating minute preparation and distribution as needed.
  - Assisting Chairperson with agenda preparation.
  - Correcting and updating meeting records in the following manner: any corrections, additions or revisions to minutes are received by electronic response and reported for approval at the next meeting.
- 4.3.4 Treasurer:** Duties include, but are not limited to:
- Safe keeping and distribution of funds
  - Preparing organizational budget

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- Reporting the financial status of FC - NIOTA at each Council and General Meeting.
- Overseeing fund raising and grant seeking activities of FC-NIOTA
- Designating volunteers and assembling a Team to assist with fund raising and grant seeking tasks as needed.
- Maintaining Non-profit corporate status

**4.3.5** Other individuals may be elected or designated to serve in leadership positions at the pleasure of the Council as the need arises.

#### **4.4: Standing Teams**

**4.4.1 Response Team** – develops and deploys response activities of NIOTA including the maintenance of a Community Resource List.

**4.4.2 Prevention Team** – develops the education/awareness resources and oversees proactive campaigns, programs and Event activities of FC – NIOTA.

**4.4.3 Liaison/Consultation Team** - provides assistance to groups, organizations, institutions and communities locally and regionally, which are interested in promoting the development of NIOT programs/projects.

#### **4.5 Common Duties of Standing Teams.**

**4.5.1** Recruit volunteers to form each Team/sub group to fulfill the mandate set forth

**4.5.2** Select a member to serve as chairperson/convener and secretary of the team.

**4.5.3** Provide a copy of each of its meeting minutes to the Council.

**4.5.4** Report on its activities to the next general meeting of FC – NIOTA.

**4.5.5** Request assent to proposals/motions regarding any actions the team wishes to take on behalf of FC – NIOT Alliance from the Council and/or membership, unless, it is the initiation/continuation of a previously approved program/protocol.

### **ARTICLE 5: Meetings**

#### **5.1 Meeting Process:**

##### **5.5.1 Agenda Preparation:**

Members contribute agenda items to the Chairperson or the designated facilitator for the meeting.

##### **5.5.2 Agenda Criteria:**

**5.5.2.1** Does the issue or opportunity fit with our mission?

**5.5.2.2** What is our expected role?

**5.5.2.3** What resources do we have to give to this effort?

**5.5.2.4** What is the expected/hoped for benefit?

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**5.5.3 Agenda Distribution:**

Agenda is made available by e mail to all declared members at least 24 hours prior to meetings.

**5.5.4 Agenda approval.**

**5.5.4.1** At the beginning of each called meeting, items on the agenda are prioritized and assigned discussion times.

**5.5.4.2** Additional items can be added at this time and will be considered for discussion during the meeting, if time allows.

**5.5.4.3** All items that are not addressed will be placed on the next agenda.

**5.5.5 Agenda Items Discussion:** At the discretion of the facilitator, the sense of the discussion can be summarized to draw the agenda item to a close. Any questions about this item on the agenda can be addressed at this time.

**5.5.6 Decisions.**

**5.5.6.1** The consensus model is used for determining decisions except when the group determines it is inappropriate or inefficient for the issue under discussion or decision required.

**5.5.6.2** The meeting facilitator formally restates the decision of the group upon agreement.

**5.5.6.3** The secretary/note-taker records all agreements.

**5.2 Meetings.**

**5.2.1 Annual Meeting.** Held the third Wednesday of January each calendar year at a place and time duly announced 30 days prior to the meeting to all those participating and declared members.

**5.2.1** To conduct election of members to the Council.

**5.2.2** To adopt a budget.

**5.2.3** To report on past year activities

**5.2.2 Council Meetings.**

**5.2.1** To conduct the business of the NIOT Alliance.

**5.2.2** To receive reports/recommendations of Standing and Ad Hoc Teams

**5.2.3 General meetings.**

The membership of FC – NIOTA will usually meet monthly on the third Wednesday of the month (with the exception of January when Annual meeting is held) to address those issues on the agenda.

**5.2.4 Standing and Ad Hoc Team Meetings:**

Meet as necessary at the call of the convener to complete the projects, protocols and programs mandated and approved.

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### **5.3 Quorum**

A quorum is a majority of declared members present at any officially called meeting of FC – NIOT Alliance, i.e., the people present at the meeting do the business of the group.

## **Article 6: Process Guidelines**

**6.1 A Dialogue - Consensus Model** will be used where possible for decision-making purposes. In democratic communities, participants seek to give opinions, even directions, without using an aggressive or dominating style. They seek to replace divisive and demeaning communication with encouraging others to cooperate and support one another. Positive communication contributes to the positive social climate in the community necessary to promote personal and social growth.

### **6.2 Dialogue participation guidelines:**

- 6.2.1** I search for basic agreements.
- 6.2.2** I search for strength in your position.
- 6.2.3** I reflect on my position.
- 6.2.4** I consider the possibility of finding a better solution than mine or yours.
- 6.2.5** I assume that many people have a piece of the answer.
- 6.2.6** I find common ground.
- 6.2.7** I submit my best thinking hoping your reflection will improve it.
- 6.2.8** I remain open to talk about the subject later on.

### **6.3 The Dialogue Consensus process:**

- 6.3.1** After all points of view have been expressed and all concerns addressed, a decision is adopted if each person can live with and support the decision made by the group.
- 6.3.2** If the above conditions are not met, we will generally take that to mean we have not yet found a suitable solution. We will seek, then or at a later time, more information, more options, more sharing of viewpoints.
- 6.3.3** If I find that I have a different point of view from the others in the group, but I do not believe that the difference is critical, I may request that my view be recorded in the minutes and the decision-making process will continue.
- 6.3.4** If I find that I have a different point of view from the others in the group, and I believe that the difference is critical, I will ask the group to help me determine whether my position might be based on personal issues. If I find that no other member of the group is able to see the connection between my position and the welfare of the group, I will not continue to stand in the way of a decision.

### **6.4 Key Values**

- 6.4.1** To show respect for other's opinions, only one person speaks at a time.
- 6.4.2** Be brief with your comments, so everyone has opportunity to participate in the discussion.
- 6.4.3** Every effort will be made to stay on track with the agenda.

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**6.4.4** Address any concerns to the facilitator and/or group.

**Article 7: Amendments**

These bylaws may be amended by a consensus decision of members gathered in a regular or specially called business meeting provided the proposed amendments have been distributed in printed or e mail form 30 days prior to the action to be taken to all members of record (Article 3.3) at the last regularly called meeting.

**Adopted as a provisional working document at FC NIOTA meeting on November 16, 2005.**

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