

The Relationship between FCCAN and Affiliates

I. The Responsibility of FCCAN

FCCAN provides a legal and fiscal structure for the affiliates, due to its 501(c)(3) and also an administrative framework for the affiliates to function together effectively.

FCCAN, by offering a networking and communications infrastructure, is the primary link to other organizations. We provide a means for the affiliates to communicate effectively and work together with greater ease by contributing the staffing and administrative support that is essential to keep efforts cooperating and complementary. Additionally, we maintain a database and provide a treasurer, as well as submitting all necessary financial reports to the IRS.

FCCAN focuses on nurturing, growth and mutual support of the affiliates and their participants.

FCCAN's coordinator will attend the affiliates' meetings when available and/or at the request of the affiliates, to offer suggestions or provide support.

II. The Responsibility of the affiliates

FCCAN welcomes everyone who shares the vision of FCCAN and its existing affiliates. Affiliates are vital to the livelihood and continued success of FCCAN and its mission, and are invaluable in community-building.

Each affiliate will have a representative serving on the FCCAN board and that member will be in attendance at FCCAN bi- monthly meetings.

The affiliates operate with autonomy, within the limitations of the FCCAN bylaws and the laws of the state of Colorado, and have their own steering committees and mission statements. The process by which they operate is to be determined by each affiliate, but FCCAN recommends utilizing a nonhierarchical, consensus based model, and members of the spokes council are available to help educate each affiliate in this method.

The affiliates will have a commitment to not only their own work, but to the work of other affiliates and to FCCAN as a whole. This will be carried out in meeting attendance and financial commitment to FCCAN. The steering committee of each affiliate will operate and function for the overall good and effectiveness of the FCCAN mission statement; and will operate respectfully toward the mission statements of the other affiliates. It is the responsibility of the affiliates to ensure that the participants of their steering committees are of good faith and integrity.

The affiliates will contribute financially 15% of all funds raised by grants and 10% of all funds raised otherwise (when a monthly minimum of gross receipts exceeds \$100.00) to the General Fund. When administrative costs are paid, what remains in the General Fund is available to any project that brings a proposal to a FCCAN board meeting and receives consensus.

The affiliates will include FCCAN in the name of all of literature distributed (i.e. Strength Through Peace, a project of the Center for Justice, Peace and Environment, or any other way a project deems acceptable)

All affiliates will act in accordance to the regulations of 501(c)(3), which specifies that groups cannot work with a political party or in support of a candidate.

III. The Relationship Between FCCAN and the affiliates

The FCCAN board is made up of community members plus representatives of all of the affiliates. As such, the affiliates can be considered the spokes of a wheel, while FCCAN is the hub. The majority of the programming comes from the affiliates, but this does not preclude FCCAN from doing its own programming when it deems it necessary.

There is a mutual reporting relationship and information exchange. All of the affiliates report on their activities at the monthly board meetings while being specific about action items and decisions that need to be made at the spokes council level, if any.

All administrative matters (funds raised, money spent) are discussed at meetings. Potential grant sources and proposals will be discussed in advance in order to avoid conflict. If more than more than one affiliate is interested in the same grant, they will go over the grant guidelines carefully to determine if one project is more suited for that funder. Another option is to contact the program officer of a potential funder and explain FCCAN's structure to them. It is possible that multiple affiliates could be eligible for simultaneous funding during a single grant cycle once the funder understands our structure.

If grants are being considered by an affiliate in between the monthly meetings, that project will contact the coordinator. As such, the coordinator will be kept informed as to which affiliates are interested in certain grants. This will reduce the potential for conflict and increase cooperation among the affiliates.

Individual affiliates will contact funders during the grant writing process, as they are the best suited to describe their activities and funding needs. However, the FCCAN coordinator will maintain a one page description of FCCAN, which will be included in all grants so that there is consistency in the way FCCAN as a whole is represented.

Any follow-up reporting necessary to funders for grants is the responsibility of the affiliates. Copies of reports will also be submitted to and maintained by the Coordinator.

New points of view are important to the vitality of FCCAN and its affiliates, and new views should be pursued in a way that enriches rather than divides. In the event that there is a conflict arising between FCCAN and an affiliate, or a conflict arising between affiliates, FCCAN will establish a mechanism to resolve the conflict, which could include mediation if necessary.

FCCAN is the fiscal agent for the 501(c)(3). As such, FCCAN is responsible legally and financially for the monies and activities of the organization.