

January 2007

Bylaws

As adopted by the Alliance for Cultural and Ethnic Harmony Board of Directors (Board) in December 2002. **Revision is effective January 2007 – changes are in red.**

Article I. Offices

The Alliance for Cultural and Ethnic Harmony (ACEH) has no permanent office at this time. Correspondence is to be addressed to:

Alliance for Cultural and Ethnic Harmony
P.O. Box 3007
Holland MI 49422-3007

Article II Purpose

Promote an appreciation for diversity and ethnic awareness through education and experience.

Article III. Membership

A. Membership Criteria

Membership in the ACEH is open to any person who complies with any membership criteria and requirements, which **will** be established by the Board. The Board will establish a charge for membership dues (**see article IVa**).

B. Membership Meetings

Meetings of the ACEH and the Unity Children's Group are held at 7:00 p.m. on the second Friday of each month, unless announced differently by the Board at least two weeks **in advance**. The meeting place shall be announced two weeks prior to the meeting.

C. Voting

Nominations for vacant Board positions will occur in November and December, and be open to Board of Directors and ACEH members. The election of new Board Directors will take place at the January meeting.

D. Agenda for Board meetings

Agenda for Board Meetings will be established for each board meeting. Any member of the ACEH or public may request an agenda item before said meeting. Requests made may not necessarily be acted upon by the Board.

E. Board meetings

All Board meetings will be open to Alliance Board members, general members and invited guests.

Definition: General member is anyone who has an updated membership in ACEH.

F. Notice

Notice of all membership meetings shall be announced by the Board at least one week prior the meeting. The announcement will be included in the ACEH newsletter, public flyers, and press releases.

Article IV. Board of Directors

A. Powers and Responsibilities

The Board has the power and responsibility to establish membership criteria and requirements. These will include the establishment of dues; to call membership meetings and to prepare the agenda for those meetings. The Board will establish standing and ad hoc committees as needed; authorize the officers to perform various duties; and to amend the Bylaws. Major committees could include the nominating committee, the elections committee, the program committee, the publications committee, and such other committee or committees as the Board may from time to time create and designate.

B. Number of Directors, Eligibility, Term of Office

NUMBER: The ACEH Board shall consist of nine directors.

ELIGIBILITY: **Members with current membership** are eligible to serve on the ACEH Board.

TERM OF OFFICE: Five members shall serve for a term of two years, and four shall serve for a term of one year in the first year of the Board's establishment. Beginning in 2003, all board positions shall be for two years, with five and four members of the board eligible for election in alternating years. Directors may be re-nominated and serve consecutive terms if reelected.

NOMINATIONS: As stated in Article III, C., Voting, and current Board members may nominate oneself, another or more than one candidate for office.

MEETINGS:

The Board shall meet prior to the second Friday of each month. The meeting time and place shall be communicated to the Board members by e-mail or phone at least two weeks prior to the meeting.

ATTENDANCE:

Board members are expected to attend all meetings. Absences from Board meetings shall be reported to the President or Vice President prior to Board session. Three unexplained absences in a year will result in recommendation to the President that the member's appointment to the Board be terminated. Exceptions will be made in special situations with full consensus of the Board members.

Quorum:

Two-thirds, or sixty percent, of the membership shall constitute a quorum. Note: a quorum can be obtained by electronic proxy and does not require physical presence.

Board Decisions:

When a decision is needed in less than 24 hours, the President shall have authority to render a decision. (If a decision is needed immediately, the Chair will post emergency decisions electronically to Board members and will take feedback into account).

QUORUM AND MINUTES:

Meeting minutes shall be recorded by an elected secretary, or representative, and distributed to Board members prior to or at the next meeting. Board minutes will be available to the membership on the ACEH website or upon request.

VACANCIES:

A Board vacancy may be filled by a two-thirds majority vote of current Board members. A vacancy thus filled must be re-nominated and put to a membership vote at the next election.

Article V. Officers

A. Number, Selection, Term, and Term Limits

There are four officers; President, Vice President, Secretary; and, Treasurer. All officers will be elected for a one year term at the first meeting of the newly elected Board by a majority vote qualified quorum of the Board.

In the interim between the election of the board and the election of the officers, the President from the preceding year will be Chair/Officiate at this meeting. In the event that the previous President cannot preside a chair will be appointed by the Board.

B. Duties

PRESIDENT: The **President** shall preside at all Board meetings, have general management powers, set and prepare a meeting agenda, and shall perform general public duties and be the public spokesperson as necessary.

VICE-PRESIDENT: The **Vice-President** shall preside at all Board meetings in the absence of the **President**, and shall perform general public duties and be the public spokesperson as designated by the **President** or by a vote of the Board.

SECRETARY: The **Secretary** shall maintain ACEH correspondence and distribute the minutes of the Board meetings.

TREASURER: The **Treasurer** shall collect all monies for the ACEH, keep financial and banking records, oversee the disbursement of funds and expenses, and shall report to the Board at its monthly meetings.

Article VI. *Adoption and Amendment of Bylaws*

A. Bylaws

The Bylaws of the Alliance of Cultural and Ethnic Harmony shall be approved by the Board of Directors and their availability made known to the general membership. **The current Bylaws will be available to the membership on the ACEH website or upon request.**

B. Amendments to Bylaws

The Board of Directors can amend these Bylaws by a two-thirds vote.