

**Juneau World Affairs Council Bylaws  
Amended February 11, 2014**

**Article I Board Meetings**

Board meetings shall be held monthly at a time and place agreed to by the board of directors. Special board meetings may be noticed by telephone at least twenty-four hours in advance of the meeting, so long as actual notice is given to at least three-quarters of the directors. Minutes of all directors meetings shall be provided to the directors in a timely manner and will be available to any interested person upon request. A majority of authorized board seats at a noticed meeting of the board of directors shall be sufficient to transact business. Action shall be by majority vote of those present.

**Article II Annual Budget; Expenses**

Section 1. BUDGET: The fiscal affairs of the council shall be managed on a fiscal year starting January 1 and ending December 31. The board shall annually adopt a budget based upon a proposed budget presented to the board by the treasurer no later than February 28.

Section 2. EXPENDITURES: The adoption of the annual budget shall constitute sufficient authorization for the expenditure of funds for the following items without further authorization from the board, upon the endorsement of a check requested by the president:

1. expenditures for consumable supplies;
2. notices or regular advertisements for meetings or similar regular activities as the board may prescribe at the time of the adoption of the budget;
3. mailing expenses; and
4. meal and lodging costs for an invited speaker at any occasion officially sponsored.

Extraordinary expenses associated with advertising special programs, renting halls, travel for any officers or members of the board or of visiting lecturers, printing brochures, purchasing books or non-consumable supplies, and similar matters shall be specifically authorized and voted by the board at the time such special expenses are to be undertaken. For such purposes, the budget is an authorization for expenditures but not an appropriation.

**Article III Board of Directors**

Section 1. MEMBERSHIP: The board of directors will consist of fifteen

members. At an annual meeting of the board of directors, it will appoint directors to serve three-year terms. Such appointment will occur by majority vote. Incumbent board members will serve their terms.

Section 2. NOMINATIONS COMMITTEE: The board will designate a nominations committee to nominate prospective directors.

Section 3. REMOVAL FOR CAUSE: A director may be removed from office by two-thirds vote of the directors.

Section 4. BOARD VOTES. A quorum of the board may vote by telephone or electronic mail poll on any matter before it; provided, however, that a vote to appoint a director will occur only by those directors who attend a properly called meeting.

#### **Article IV Officers**

At the annual board meeting, the board will elect officers, who will serve one-year terms.

#### **Article V Committees**

The board may establish and appoint such committees as the board may find necessary or desirable. Committee members may be directors and persons who are not directors.

#### **Article VI Amendments to Bylaws**

These bylaws may be amended at any meeting of the board of directors provided that a notice of intent to amend the bylaws has been given to the board with the notice of the meeting.