BY-LAWS
COMMUNITY ADVISORY BOARD (CAB)
FOR THE CENTER FOR JUDAIC, HOLOCAUST, AND PEACE STUDIES
(Revised September 11, 2014)

I. NAME:

Community Advisory Board for The Center for Judaic, Holocaust, and Peace Studies at Appalachian State University.

II. MISSION STATEMENT:

To assist The Center for Judaic, Holocaust, and Peace Studies in promoting membership, developing programs, fundraising and increasing the viability of The Center.

III. BOARD MEMBERS:

A. The CAB will be comprised of 12 board members; three (3) of whom will also be designated "officers." The 3 officers and their duties are defined below. The CAB selects its own officers.

B. A board member's term of service is three years, one-third of the Board to be elected annually. Board members may serve only two consecutive elected three-year terms.

C. Board members must be members of The Center in good standing.

D. Board members are expected to attend all meetings called by the chairperson, except when excused by the chairperson. A non-complying member will be asked to leave the Board.

E. Upon resignation of a board member, the chairperson shall appoint a replacement to serve until the next general meeting.

F. Officers and their Duties:

1. Chairperson
   a. Will preside over all general meetings,
   b. May attend as ex-officio all committee meetings (e.g. Nominating Committee),
   c. Will appoint committee heads, who in turn will select committee members, consulting with the chairperson,
   d. Will replace, by interim appointment, any board member who leaves the Board,
   e. Sends agenda to board members prior to general meetings, and
   f. May invite a person or persons to attend a meeting of the CAB at his/her discretion.

2. Vice Chairperson
   Fulfills all duties of the chairperson when the chairperson is unavailable.

3. Secretary
   a. Takes minutes at all general meetings, and
   b. Handles and distributes all necessary correspondence on behalf of the Board.
4. Immediate Past Chairperson
   Remains on the Board in a non-voting capacity.

IV. ANNUAL AUGUST GENERAL MEETING
   A. A general meeting will be held annually in August.
   B. The agenda for the meeting will be established by the chairperson including, but not limited to, voting for CAB.
   C. Invitees to the meeting will include (1) existing board members, (2) nominees to the Board, (3) Center members in good standing, and (4) guests of The Center in a non-voting capacity.
   D. VOTING:
      1. Elections will be held to fill the seats of board members whose terms have expired, electing one-third of the Board annually.
      2. Each elected board member will serve a three-year term and is limited to two consecutive terms.
      3. Chairperson will pick a Nominating Committee chair at least 45 days prior to the August general meeting.
      4. Nominating Committee will submit a slate of nominees to the secretary at least two weeks before the August general meeting. The secretary will notify the general membership.
      5. Voting to fill the seats of board members whose terms have expired will take place during the August general meeting.
      6. In addition to the Nominating Committee slate, nominations may be made from the floor.
      7. Should a nomination from the floor occur, a closed ballot election will be immediately held.
      8. The new Board will take effect on September 1.

V. MEETINGS:
   A. General meetings may be called by the chairperson whenever necessary.
   B. General meetings may also be called by a majority of the board members.
   C. Committee heads may call meetings whenever necessary.
   D. Agendas will be sent out before each general meeting.

VI. VOTING:
   A. A quorum (majority) of board members must be present physically or present by phone or email.
   B. All board members have a vote.
   C. Majority vote of those present is necessary for the passage of any item.

VII. AMENDMENTS OR CHANGES:
A two-thirds vote of board members is required to approve any proposed amendment or change to these By-Laws.

VIII. FISCAL:

The fiscal year for the CAB runs from January 1 through December 31. This will also be treated as the membership year.