

BYLAWS
of the
West Triangle Chapter of North Carolina
United Nations Association of the United States of America

ARTICLE I - NAME AND AFFILIATION

The name of this organization shall be the West Triangle Chapter of North Carolina of the United Nations Association of the United States of America, Incorporated.

ARTICLE II - PURPOSE AND FUNCTION

The purpose of the West Triangle Chapter is to (a) heighten public awareness and increase public knowledge in the West Triangle area about international issues and US government policies as they relate to the United Nations system; (b) educate the public about the United Nations system; (c) build public support for constructive US leadership in the United Nations system; and (d) advocate with governmental officials responsible for US participation in the United Nations system.

ARTICLE III - MEMBERSHIP

Members are individuals and/or families who are members of the United Nations Association of the USA residing in the West Triangle area.

Meetings: There will be one annual meeting prior to the end of the fiscal year at which officers and other members of the Board of Directors are elected and at which other Chapter business may be conducted.

Notice and purpose of all business meetings shall be circulated to each member at least seven days in advance of the meeting.

Quorum: Twenty percent of Chapter members.

ARTICLE IV - OFFICERS

Posts: **President**
Immediate Past President
Vice President
Secretary
Treasurer

Duties: President: shall preside at all meetings of the Chapter, the Board of Directors, and the Executive Committee; appoint Committee Chairs with the approval of the Board; serve as ex-officio member of all Committees except the Nominating Committee. Prepares the annual Chapter report required by UNA.

Immediate Past President: shall be a member of the Executive Committee of the Board. Is not subject to the election process.

Vice President: shall act in the event of the absence or inability of the President to act, or in the event of a vacancy in that office. Shall perform other duties as assigned by the Board of Directors or the President. Shall be a member of the Executive Committee.

Secretary: shall record and keep the minutes of the meetings of the Board of Directors, Executive Committee and the annual meetings of the Chapter and will perform other duties as requested by the President or Board of Directors. Shall be a member of the Executive Committee.

Treasurer: shall receive all monies due to the Chapter; pay all bills provided for in the budget; or verified by the President; keep a proper set of books; give a report of accounts at each regularly scheduled meeting of the Board of Directors and at the Annual Meeting of the Chapter; prepare the annual financial report required by UNA, and perform other duties as requested by the President or Board of Directors. Shall be a member of the Executive Committee.

Qualification: Any person who is a member of the chapter

Term of office: Two years, with the possibility of re-election. Officers shall take office at the beginning of the fiscal year (January).

Nomination/Election: See Article VI.

ARTICLE V - BOARD OF DIRECTORS

Qualification: Any member of the Chapter.

Function: To conduct the business of the Chapter.

Number: The Board of Directors shall have not less than ten nor more than twenty members, including officers, one voting representative of the United Nations Association Student Alliance (UNA-SA) at UNC and of the Evening Session group.

Term: The Directors shall be elected for two-year terms with the possibility of reelection for an additional term. Shall take office at the beginning of the fiscal year (January). The term of office for Directors appointed on an interim basis shall last until the next general election.

Nomination/Election: See Article VI.

Meetings: shall be held monthly, except for June, July and August.

Attendance: Any member of the Board of Directors who is absent from three consecutive meetings without giving prior notice to the President or Secretary may be regarded as having resigned from the Board, and shall be so notified by the President.

Quorum: A quorum shall consist of twenty-five percent of the Board members.

ARTICLE VI – NOMINATIONS AND ELECTIONS

Nominating Committee: The Nominating Committee shall be composed of five members:

- two members of the Board of Directors appointed by the President with the agreement of the Board.
- three others appointed from the general membership by the Chairman of the Nominating Committee with the agreement of the Board.
- the Chairman of the Nominating Committee will be a member of the Board of Directors.

Nominations: A slate of Officers and Directors shall be published in the Newsletter prior to the Annual meeting and presented to the membership for election at the Annual Meeting.

Elections: By a majority of the membership present at the Annual Meeting.

Interim Vacancies: In case of a vacancy in the position of President, the Vice President shall assume duties as Acting President until the Board of Directors has the opportunity to appoint a new President to fill the remaining period of the office. Vacancies in other offices will be filled by the Board of Directors for the remaining period of the office.

ARTICLE VII - HONORARY BOARD MEMBERS

Honorary Board members shall be named by the Board of Directors and the list shall be reviewed annually.

ARTICLE VIII - EXECUTIVE COMMITTEE

Function: To conduct the business of the Chapter between meetings of the Board of Directors as called by the President.

Membership: The Executive Committee will consist of the officers of the Chapter.

Quorum: A majority of the members of the Executive Committee.

ARTICLE IX - COMMITTEES

Function: To organize and carry out activities in specific areas of the Chapter's programs and functions and report to the Board of Directors. To carry out these activities, the following committees shall be designated (other than the Nominating Committee, which is defined in Articles IV and V).

Committee Chairs: The President shall appoint committee chairs with the approval of the Board of Directors.

Advocacy - Advocates on behalf of the United Nations with elected officials and others. Organizes action alerts and campaigns among the Chapter's membership for important issues.

By-Laws - Reviews the Chapter's By-Laws and recommends changes designed to ensure the efficient and effective operation of the Chapter.

Children's Health- Supports international projects that benefit children and families.

Education - Works with educational institutions (schools, colleges and universities) to promote understanding of the UN System.

Finance- Manages Chapter funds. The Committee must include the President and the Treasurer.

Membership- Coordinates the Chapter's membership recruitment and retention program. Maintains membership records.

Nominating- See Article VI.

Program - Provides speakers for educational meetings and special events.

Public Relations- Coordinates publicity for Chapter events, activities and programs.

Resource Development and Fundraising - Leads the Chapter's fundraising activities as directed by the Board of Directors.

And such other committees as the Board may establish.

ARTICLE X - FINANCIAL ADMINISTRATION

Fiscal Year: The fiscal year shall be January 1 to December 31.

Budget: A proposed budget shall be published in the Newsletter prior to the Annual meeting and shall be submitted by the Board for adoption at the annual meeting. A copy of the adopted budget, the financial report for the closing year, and the annual report shall be filed with the National office of UNA-USA.

ARTICLE XI - RATIFICATION AND AMENDMENT OF BY-LAWS

By-laws shall be adopted or amended by a two-thirds vote of those present at any membership meeting of the Chapter, provided that they shall have been approved by the National Office of the UNA-USA and that all members shall have been notified fourteen days in advance of the meeting.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revised shall govern this Chapter wherever it is applicable and is not inconsistent with the By-Laws.