

I. Name

The name of the organization/agency/group shall be Charleston Secular Humanist Community Center, Inc.

II. Governing Board

The Governing Board shall serve without pay and consist of all paid members as defined in the Articles of Incorporation.

Board members shall serve for the duration of their membership

Board members who have not attended a minimum of 2 meetings of the last 6 prior meetings will lose all voting privileges in the following meeting.

III. Officers

The officers of the board shall consist of a Chairperson, Vice-Chairperson, Secretary, and Treasurer nominated by the Board. Elected officers will serve a term of one year.

(a) The Chairperson shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.

(b) The Vice-Chairperson shall assume the duties of the Chair in case of the Chairperson's absence.

(c) The Secretary or acting secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, make them available online, and be responsible for keeping attendance of all meetings unless otherwise designated.

(d) The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.

An officer may designate any other member to serve in his or her stead on a temporary basis for the purpose of establishing quorum.

IV. Committees

The Governing Board may appoint standing and ad hoc committees as needed.

V. Meetings

Regular meetings shall be held on a monthly basis as determined by the membership and/or officers.

Special meetings may be held at any time when called for by the Chairperson or a majority of Board members.

Agendas may be made available at the meetings.

VI. Voting

(a) A quorum shall consist of 5 members one of whom shall be an officer.

(b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.

Passage of a motion requires a simple majority (ie, one more than half the members present).

VII. Conflict of Interest

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

VIII. Fiscal Policies

The fiscal year of the board shall be 1 January to 31 December.

IX. Amendments

These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.