

BYLAWS OF THE JACKSON COUNTY CERTIFIED LITERATE COMMUNITY PROGRAM

ARTICLE I - GENERAL

Section 1

The name of the community organization is the Jackson County Certified Literate Community Program.

ARTICLE II - PURPOSE

Section 1 - Purpose

The purpose of the organization shall be to promote and foster increased education in Jackson County through teaching of and aid to non-readers, beginning readers, for those whom English is not their native language, and those who need adult basic education and/or GED preparation. The organization will aid, encourage and mobilize every resource available in the community into a campaign that will result in a Certified Literate Community.

Section 2 - Philosophy

Basic to the philosophy of the organization is the concept that each person, prospective student and volunteer, is of equal worth. The organization will recruit, train, supervise and support volunteer tutors using approved professional teaching techniques.

Section 3 - Benefit

This organization shall have no capital stock, its objective and purpose being solely of a charitable, literacy and educational purpose and not for individual pecuniary gain or profit to its members. No part of the income or assets of this organization shall inure to the benefit of any private individual or member. This shall not prohibit payment to individuals for services received or assets purchased. It will receive, invest, and disburse funds, and hold property for the purpose of the organization.

Section 4 - Influence

No substantial part of the activities of the organization shall consist of carrying on propaganda or otherwise attempting to influence legislation, and no part of its activities shall consist of intervening (including the publishing and distribution of statements) in any political campaign on behalf of any candidate for public office.

ARTICLE III - MEMBERSHIP

Section 1 - Equal Opportunity

No person shall be denied membership because of sex, race, color, nationality, religion, political belief, age, disability or veteran status.

Section 2 - Registration

The membership shall consist of persons who have supported or demonstrated an interest in implementing the objectives of the organization and have a sincere desire to become a member of the Jackson County Certified Literate Community Program.

ARTICLE IV - MEETING OF MEMBERSHIP

Section 1 - Meetings

The members of the organization shall meet quarterly to carry on the business of the organization. Notice of the meetings will be sent to each member.

Section 2 - Special Meetings

Special meetings of the organization may be held at the request of the officers or the program Director. Notices of such a meeting shall be sent to all members at least seven (7) days before the date of the meeting and shall contain the purpose of the special meeting.

Section 3 - Voting

Each member of the organization shall be entitled to one vote. There shall be no vote by proxy.

Section 4 - Quorum

A minimum of five (5) members of the organization present shall constitute a quorum at any legally called meeting of the organization.

Section 5 - Parliamentary Authority

Roberts Rules of Order, Newly Revised shall be the final source of authority in questions of procedures when such rules are not inconsistent with the Jackson County Certified Literate Community Program bylaws.

ARTICLE V - ADVISORY COUNCIL/BOARD DEVELOPMENT AND NOMINATIONS

Section 1 - Nominations

At the first legal meeting of the members of the Advisory Council/Board of Directors of the CLCP, they shall nominate a slate of officers to be presented at the next legal meeting of the organization. Additional nominations may be submitted at the meeting (with the consent of the candidates). The Advisory Council/Board of Directors will be responsible for the development of a balanced Council/Board and will nominate its members.

ARTICLE VI - ADVISORY COUNCIL/BOARD OF DIRECTORS

Section 1 - Duties

The property affairs and management of the organization shall be vested in and controlled by the Advisory Council/Board of Directors.

Section 2 - Number of Council Members/Directors

The Council/Directors shall consist of the officers and advisory council membership along with any committee members assigned by the council.

Section 3 - Vacancies in the Council/Board

The Council/Board shall have power to fill vacancies in its own membership.

ARTICLE VII - OFFICERS

Section 1 - Officers

Officers of the organization shall be a chairperson, a director, a treasurer, a secretary and such other officers as the members may designate. These officers shall be elected by the membership. All shall serve for at least one (1) year or until a successor has been elected. Officers may be elected to succeed themselves. All officers shall be members of the Council/Board.

Section 2 - Vacancies

The Council/Board shall have the power at any time to fill vacancies among the officers, and officers so elected to fill such vacancies shall serve until their successors are elected.

Section 3 - Removal

Any officers may be removed from office by a majority of the full membership at any regular or special meeting.

Section 4 - Duties of Officers

- A. Chairperson - The chairperson shall preside at all meetings of the membership of the organization or Council/Board, have general charge of the affairs of the organization, subject to the authority of the Council/Board, serves as ex-officio member of any committees.
- B. CLCP Program Director - The director shall be responsible for the execution and implementation of the policies, procedures and programs as determined by the Council/Board, serve as resource and advisor to the Council/Board and any committees formed by them, maintain records and reports as necessary, be responsible along with other members for soliciting donations to support the operation of the Program, and serve as a representative of the organization in the community.
- C. Secretary - The secretary shall keep and maintain the minutes of all meetings and perform whatever duties are specifically assigned by the Council/Board.
- D. Treasurer - The treasurer shall have the responsibility of maintaining oversight of all funds received by the organization and ensuring that funds are deposited in one or more banks selected by the Council/Board; that funds are disbursed in accordance with the decisions of the members and that a full account is maintained of all monies received and paid out. The Treasurer shall ensure that written quarterly financial statements of receipts and expenditures are available at meetings and prepare a yearly financial statement.
- E. Other officers shall be named and perform such duties and have such powers as may be decided and agreed upon by the Council/Board.

ARTICLE VIII - FINANCE

Section 1 - Fiscal Year

The fiscal year shall begin July 1 and end June 30.

Section 2 - Funds

All money paid to the Jackson County Certified Literate Community Program shall be placed in a financial institution approved by the Council/Board.

Section 3 - Disbursements

Upon approval of the general operating budget, the treasurer is authorized to make disbursements on accounts and expenses provided for in the budget with further approval of the Council/Board. Disbursements shall be by check with signatures as the Council/Board may determine. Upon approval of the general operating budget, the Program Director is authorized to make disbursements through the treasurer in accordance with the approved budget. Checks for disbursements to the director for reimbursements for expenses will be approved within and up to an amount to be determined by the Council/Board.

Section 4 - Budget

The director, with assistance from the Council/Board, shall prepare the budget and have it approved by the Council/Board.

Section 5 - Financial Records

The financial records of the organization shall be available for review upon request.

ARTICLE IX - PAID STAFF

Section 1 - Staff

The Council/Board shall interview, or name someone to interview, and hire paid staff members as well as establish proposed compensation, duties, and terms of employment.

Section 2 - Director

The Program Director shall be a part-time or full-time employee of the organization and shall report to the Council/Board. The Director shall be responsible for the execution and implementation of the policies, procedures, and programs as determined by the Council/Board, serve as a resource and advisor to the organization and any committees formed by the organization, maintain records and reports as necessary, be responsible along with members of the organization for soliciting donations to support the operation of the Program, and serve as a representative of the organization in the community. The Director shall have the responsibility to perform such duties as necessary to manage the office of the organization.

ARTICLE X - COMMITTEES

Section 1 -Appointment of Committees

A committee may be created at the discretion of the Council/Board. Each committee shall have and may exercise such authority and perform such functions as the Council/Board may prescribe.

ARTICLE XI - DISPOSTION OF ASSETS UPON DISSOLUTION

In the event of the dissolution of the Jackson County Certified Literate Community Program or in the event it shall cease to carry out the objectives and purposes herein set forth, all the business, property and assets of the organization shall be distributed to such similar nonprofit and tax exempt charitable organizations and/or organizations as may be selected by the Council/Board of the Jackson County Certified Literate Community Program. In no event shall any of the assets and property of the Jackson County Certified Literate Community Program or the proceeds of any such property or assets in the event of dissolution be distributed to members either for the reimbursement of any sums subscribed, donated or contributed by such members or for any other such purposes. Dissolution and distribution of assets will be by majority vote of the Council/Board.

ARTICLE XII - AMENDMENTS

The Council/Board or members of the organization may amend these bylaws at a legally called meeting by a vote of two-thirds of those present. In case of conflicting amendments, those made by the members of the organization shall control.

ARTICLE XIII - EFFECTIVE DATE

This constitution/bylaws shall become effective immediately upon adoption by a two-thirds voting of the members of the organization present and voting.