

**Bylaws of the
Workplace, Education & Literacy Coalition of Mohave County
(WELCOME)**

**Adopted February, 1994
(Amended May 9, 2000 and May 20, 2003)**

ARTICLE I

Name

The name of the organization is the Workplace, Education and Literacy Coalition of Mohave County, hereafter referred to as “WELCOME”.

ARTICLE II

Mission and Purpose

Committed to the idea that literacy and education benefit individuals and communities, WELCOME works with and through its participating members to coordinate and expand activities that enhance the delivery of inter-generational literacy services in Mohave County and surrounding communities.

The purpose of WELCOME is to facilitate the mission by:

1. creating a networking system among literacy providers throughout the County.
2. serving as a central point of contact for Mohave County literacy providers.
3. coordinating communication between the Coalition, employers, and other agencies and groups in the service area.
4. being a source of adult and inter-generational literacy information and referral.
5. facilitating cooperative fund raising.
6. affiliating with state and national literacy organizations when needed.

ARTICLE III

Membership

Section 1: **Membership** in WELCOME shall be open to all persons and organizations willing to further its purpose.

Section 2: **Voting** – Each individual or organization member in good standing who is present at the Annual Meeting, including new members, shall be entitled (a) to one vote on each matter submitted to the members, and (b) to nominate officers from the floor. A condition of the member’s right to vote shall be that the member has attended seventy-five percent of the past four meetings (i.e. 3 of the previous 4 meetings) or has been an active participant in non-meeting organizational activities sponsored by WELCOME and such other terms and conditions that the Board of Directors deems appropriate.

“A quorum is a majority based on the total number of voting members present.”

ARTICLE IV

Board of Directors

Section 1: Composition – The Board of Directors shall be a working Board consisting of no less than five (5) and no more than fifteen (15) members to include the five officers. An effort will be made to include representatives from each literacy provider, agency, etc.

Section 2: Terms/Election – Terms shall be two years and staggered to assure continuity. Directors may be elected for more than one term. Nominations for the Board will be made by the Nominating Committee and may also be made from the floor by WELCOME members in good standing with the consent of the nominee. Board members will be elected/reelected at the Annual Meeting.

Section 3: Duties of the Board shall include:

- Formulating policy and direction of the Coalition.
- Serving in an Advisory capacity by discussing and offering recommendations on issues and problems facing WELCOME.
- Approving the annual operating plan and budget.
- Filling interim vacancies on the Board to maintain at least five (5) members.
- Providing for fund raising and publicity.
- Monitoring overall operation and impact of the program.
- Approving Executive Committee action in hiring or release of any paid employees.
- Appointing an Honorary Chairperson as defined in Article V.

Section 4: Quorum – Fifty percent (1/2) of all currently elected Board members must be present for a meeting to be held.

“A majority based on the total number of voting members present is needed for passage of a vote.”

Section 5: Termination – Board members who miss three consecutive meetings, unless excused for illness of other reason approved by the Board, shall be subject to termination by majority vote of members present at any following meeting.

BOARD OFFICERS

Section 1: Officers of the WELCOME Board shall be a President, President-elect, Secretary, Treasurer, and Past President. The position of the Past President shall not exist until the end of the term of the initial President.

Section 2: Nomination of Officers – The President shall appoint a nominating committee of at least three persons during the meeting preceding the Annual Meeting. In addition to the slate of officers and board members presented at the Annual Meeting by the Nominating Committee, nominations may be made from the floor.

Section 3: Election of Officers shall be at the Annual Meeting and by ballot when there is more than one nominee for an office.

“A majority based on the total number of voting members present is the requisite for election.”

Section 4: Terms – Officers shall be elected for two-year terms, and will be installed at the Annual Meeting. The initial President, President-elect, and Treasurer will be elected and will serve a two-year term. The initial Secretary will serve a one-year term. The terms in office will be staggered as follows: the President-elect and Treasurer will be elected in “even” years, while the Secretary will be elected in “odd” years. Offices left vacant by resignation (or other reasons) will be filled, for the remainder of that particular term, by special election to be called by the President.

Section 5: Duties of the Board Officers shall include:

A) **President** – The President of WELCOME shall chair the Board of Directors, preside at meetings of the Board and Executive Committee, appoint committee chairs, be an ex-officio member of all committees (except the Nominating Committee), and monitor and support the functions of WELCOME.

B) **President-Elect** – The President-Elect shall perform the duties of the President when the President is absent. The President-elect will also perform other duties as assigned by the President. At the end of the President’s term, the President-elect shall assume the duties of the President for the next term of office.

C) **Secretary** – The Secretary shall take minutes at meetings of the Board and Executive Committee, prepare notices and correspondence, and maintain pertinent records. The Secretary shall also perform other duties as assigned by the President

D) **Treasurer** – The Treasurer will be responsible, in accordance with the policies of the Board, to pay ongoing expenditures of WELCOME, keep accurate financial records for annual audit, maintain bank accounts, prepare written quarterly financial reports, and make interim reports at Board meetings. The Treasurer shall also perform other duties as assigned by the President. Should this office become vacant, an audit will be conducted within 30 days.

E) **Past President** – The Past President shall be an ex-officio member of the Board. The role of the Past President is one of consultant and advisor. As a member of the Board, the Past President shall have a voice, but no vote.

ARTICLE V

Section 1: Honorary Chairperson – Each year the Board of Directors shall appoint an Honorary Chairperson for the following year.

Section 2: Qualifications – The Honorary Chairperson shall be a recognized and respected member of the community who is willing to serve as a spokesperson, and use his or her influence to support the Mission and Purpose of WELCOME.

Section 3: Appointment terms – The Honorary Chairperson shall serve for one year or more at the pleasure of the Board.

ARTICLE VI

COMMITTEES

Section 1: The Executive Committee shall be comprised of the four officers and, ex-officio, the Past President. The President shall be the Chair and shall call meetings as needed and may request other persons to attend at the direction of the Committee.

The Committee shall:

- Monitor and support ongoing administration of the program.
- Discuss issues and make recommendations about items to the full Board.
- Approve extraordinary expenditures over \$50.
- Develop by March 1st each year a preliminary work plan and budget for the following fiscal year.
- Assist the President in preparing agendas.

Section 2: The Publicity Committee shall be responsible to promote the work of WELCOME and educate the community concerning the need for literacy through the media, speakers, and other resources.

“The Publicity Committee shall include, but not be limited to a web manager who is responsible for adding, deleting, and revising content on the WELCOME web page as voted on and directed by the Board of Directors.”

Section 3: **The Fund Raising Committee** shall be responsible for raising funds in the community to support literacy services through an annual membership drive, special events, requests to business, industry, and organizations; etc.

Section 4: **The above two committees** may be combined at the discretion of the Executive Committee.

Section 5: **Other committees** may be formed with the respective members being appointed by the President, after consulting with the Board.

“a majority based on the total number of Board members present,”

ARTICLE VII

MEETINGS

Section 1: **The Board** shall meet a minimum of four times a year with the Annual Meeting being considered a Board meeting. Meetings will be rotated among participating communities.

Section 2: **The Annual Meeting** of the members shall be held each year in May. The fiscal year will be from June 1st to May 31st. Officers and directors will be elected at the Annual Meeting. The President, with the assistance of other Board members, shall make a report summarizing the past year’s activities. A year-end audited accounting shall also be available to the membership.

Section 3: **Special meetings** of the Board may be called by the President or on request of three Board members. Each Board member shall be notified by mail or phone at least seven days prior to the meeting.

ARTICLE VIII

DISSOLUTION

In the event of the dissolution of WELCOME, the assets shall be distributed to comparable organizations as determined by the Board.

ARTICLE IX

AMENDING BYLAWS

The bylaws may be amended at any meeting by a majority vote of members present provided that the proposed amendments have been submitted to members seven days prior to said meeting.

**FIRST AMENDMENT
ADOPTED MAY 15, 1996**

Honorary Chair Title – The Honorary Chair shall be titled “The Henrietta Zahniser Chair”. Henrietta Zahniser was one of the founders of the Kingman Literacy Council and was a leader throughout the following years until her unexpected death on April 30, 1995.

A native of Pennsylvania, Henrietta had also lived in Ohio before retiring with her husband to Kingman in 1982. She became active in literacy in 1986 when the Lake Havasu City Literacy Council provided workshops for training tutors in Kingman. At about that time the Mohave County Library obtained a grant for the Kingman tutors that enabled them to attend workshops in Phoenix, buy books and equipment, and have brochures printed. The Council was then able to become organized officially.

Henrietta was not only a guiding spirit in the Council but she did a great deal of the routine work: she met most of the new students, evaluated them and assigned them tutors; she ordered books and for many years stored them and other equipment in her home; she kept records, relayed information to the Lake Havasu Council, and handled much of the correspondence. She also arranged workshops for tutors and took part in every publicity activity during that time. She worked with PALS and with WELCOME and other literacy groups in the City and County. Besides all this, she was always tutoring at least one student, if not two or more.

And so, for all her accomplishments in this field, for her great organizing ability and her tireless devotion to the cause of literacy, we remember her with deep gratitude and title the Honorary Chair position of WELCOME in her name.