

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

**Adopted February, 1994 (Amended May
9, 2000 and May 20, 2003 and June 2009)**

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 member who is present at a scheduled board 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.

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, including 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. Board members 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 with the consent of the nominee. Board members will be elected/re-elected 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.
- 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 or other reasons approved by the Board, may 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.

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 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, maintain bank accounts, prepare written quarterly and annual 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 role of the Past President is one of consultant and advisor.

ARTICLE V

Section 1: Honorary Chairpersons – Each year the Board of Directors may appoint one or more Honorary Chairpersons for the following year.

Section 2: Qualifications – An 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 – An Honorary Chairperson shall serve one year or more at the pleasure of the Board.

ARTICLE VI

COMMITTEES

Section 1: The Executive Committee shall be comprised of the five officers. 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 expenditures over \$50.
- Develop a preliminary work plan and budget for the following fiscal year.
- Assist the President in preparing agendas.

Section 2: The Public Relations Committee shall promote the work of WELCOME and educate the community concerning the need for literacy through - the media, speakers, and other resources.

The Public Relations 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 such activities as annual membership drives, 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 appointed by the President in consultation with the Board.

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 may be rotated among participating communities.

Section 2: The Annual Meeting of the members shall be held each year in June. The fiscal year will be from July 1 to June 30. Officers and Board members 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 financial report 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 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.

