

# Charles County Literacy Council, Inc.

## Bylaws

### **MISSION STATEMENT**

The Charles County Literacy Council, Inc. is a nonprofit 501 (c) 3 organization, providing free community-based one-on-one adult literacy tutoring to ensure that all adults have the access to a quality education to fully realize their potential as individuals, parents, and citizens.

### **ARTICLE I – NAME**

The name of this organization shall be **CHARLES COUNTY LITERACY COUNCIL, INC.** Articles of Incorporation were filed and approved in September, 1987 by the State Department of Assessments and Taxation through the Clerk of the Court of Charles County.

### **ARTICLE II – OBJECTIVE**

The purpose of this organization is to provide volunteer tutors with nine hours of training to assist people with reading, writing, spelling and basic mathematics, thereby helping them to achieve their personal goals.

### **ARTICLE III – NON-DISCRIMINATION POLICY**

The Council believes in non-discrimination with respect to all people. We do not discriminate on the basis of race, creed, color, national origin, ancestry, ethnicity, religion, physical disabilities, sexual orientation, gender, familial status, physical appearance or in any other manner whatsoever.

We are not trained to teach students with special needs and, therefore, do not tutor people with certain learning disabilities or handicaps. We reserve the right to decline tutoring to people who do not want to learn. We do not tutor people under the age of 18. We reserve the right to tutor only residents of Charles County.

### **ARTICLE IV – FINANCIAL POLICY**

Section 1 – This Council is a nonprofit 501 (c) 3 organization funded by donations and grants.

Section 2 – Members shall receive no compensation for their services, but may be allowed reimbursement for expenses which are actually and reasonably incurred and are necessary to carry out the express purposes of the organization.

Section 3 – The fiscal year of this organization shall be January 1 through December 31.

Section 4 – Expenditure Policy - all expenditures in excess of \$400, other than for training and/or tutor materials and supplies, shall be approved by a majority vote by the Board of Directors.

## **ARTICLE V – MEMBERSHIP**

Membership in this organization is open to any group, organization or individual interested in improving adult literacy.

Section 1 – Votes: A majority of the voting membership present at a meeting shall be necessary to pass a vote. Voting Membership consists of all individuals who meet the trained tutor requirement of nine (9) hours of tutor training class work.

Section 2 – Associate Membership – Consists of any person or organization wishing to assist the Council in the promotion of literacy. Associate members shall have no authority to vote or hold office.

Section 3 – A quorum will consist of at least five (5) voting members present at a scheduled meeting.

## **ARTICLE VI – BOARD OF DIRECTORS**

Section 1 – The Board of Directors shall consist of four (4) elected officers (Executive Committee) and appointed Chairpersons, who are voting members (see Article V, Section 1). The Executive Committee consists of the President, Vice President, Secretary and Treasurer. The Board of Directors shall have full voting privileges. No Executive Committee member on the Board of Directors may hold more than one office at a time.

Section 2 – The President, Vice President, Secretary and Treasurer shall be elected every two years (on odd years) by a quorum at the April meeting (see Article V, Section 3 for definition of “quorum”). The elected executive officers may succeed themselves.

Section 3 – Officers may switch offices with the provision that the rest of the Board of Directors agree with the switch.

Section 4 – Election of Executive Committee of the Board of Directors: In odd years at the January meeting, there will be an open appeal to the membership for volunteers to run for office, which will be finalized at the March meeting, and voted on at the April meeting.

## **ARTICLE VII – DUTIES OF THE BOARD OF DIRECTORS**

Section 1 - The duties of the Board of Directors are found in the Charles County Literacy Council Procedures Manual, and attached to the Bylaws for information purposes. Changes to the duties can be accomplished by a simple majority vote at a monthly meeting.

Section 2 – Failure of Duties – Any member of the Board of Directors not attending three (3) consecutive meetings without an excused absence will be removed by a majority vote of attending members at the next meeting. An excused absence is one that is accepted by the President or Vice President. The President will ask for a volunteer or appoint a new officer/chairperson to fill the office for the remainder of the term.

## **ARTICLE VIII – TUTORS**

Section 1 – A Tutor is defined as an adult who has completed nine (9) hours of CCLC training and has been awarded a certificate of completion. A Tutor is also a voting member of the Council.

### Section 2 – Duties of Tutors

- a. Prepare for and meet assigned student(s) at regular intervals as agreed upon between tutor and student.
- b. Prepare and submit monthly report of hours of tutoring and other hours spent on volunteering in literacy.
- c. Keep abreast of the materials and teaching aids available.
- d. Are encouraged to attend at least three (3) monthly meetings per year.

## **ARTICLE IX – CHAIRPERSONS**

Section 1 – Committees and Chairpersons shall be appointed at the discretion of the President and shall include, but are not limited to Newsletter Editor, Publicity Chairperson, Workshop Chairperson, Student Assessor, and/or Fundraising Chairperson.

Section 2 – The duties of the Chairpersons are found in the Charles County Literacy Council Procedures Manual, and attached to the Bylaws for information purposes.

## **ARTICLE X – DUTIES OF PROGRAM COORDINATOR**

Section 1 - The duties of the Program Coordinator are found in the Charles County Literacy Council Procedures Manual, and attached to the Bylaws for information purposes. If an Administrative Assistant is hired, those duties will also be found in the Procedures Manual.

Section 2 – The Program Coordinator is in charge of the office of the Literacy Council and acts under the immediate direction of the President of the Board of Directors. The Executive Committee (elected officers) will make a primary selection of a candidate for the position, construct a contract offering the position to the candidate that will include term of employment, hourly wage, and proposed scheduling requirements as to days the office will be open and staffed. After an initial six-month performance review, the term of the contract will be one year, with an option to renew depending on Council funding and performance review.

## **ARTICLE XI– MEETINGS**

Section 1 – A general membership meeting shall be held monthly except for the months of July and August.

Section 2 - The Executive Committee (elected officers) shall meet at the call of the President, or any Executive Committee member, in closed session, to discuss tentative or sensitive matters, to bring to the full Board of Directors.

## **ARTICLE XII- AMENDMENTS**

These bylaws may be changed and adopted provided all the following requirements are met:

Section 1 - Copies of proposed changes are provided to all attending members at a general meeting.

Section 2 - The vote takes place at the general meeting immediately following.

Section 3 - Only those present at the meeting in which the copies were handed out and attend the meeting in which the voting is to take place are allowed to vote.

Section 4 - A majority vote of those who were present at both meetings determines whether a bylaw change is accepted or rejected.

Section 5 - The individual or individuals who wish to change the bylaws must meet membership requirements (see Article V Section 3) and must attend both general meetings in which the copies are handed out and the vote is taken.

**Revised: September 1988**

**June 1991**

**January 1995**

**March 2000**

**June 2004**

**April 7, 2005**

**May 18, 2005 (Minor typos corrected. GLG)**

**July 01, 2005 (The United Way changed their due date so changed date from January 31 to before December 15. GLG)**

**November 3, 2005 (Added Mission Statement, Outreach Chairman Duties, Web-site Chairman Duties and changed some sentence wording for improved sentence structure. GLG)**

**September 7, 2006 (Mission statement altered)**

**January 3, 2008 – Full Bylaws Revision Approved**



**President**  
**Board of Directors, Charles County Literacy Council (CCLC)**  
Position Description

The President of the Board of Directors is the presiding officer and a key spokesperson for the Literacy Council. This is a volunteer position.

The President works closely with the Program Coordinator to oversee the smooth operation of the CCLC Office, and the Program Coordinator reports directly to the President. Other working relationships include the officers and staff of the United Way of Charles County, Charles County Commissioners and their staffs, Charles County Board of Education, External Diploma Program (EDP), the Lifelong Learning Center, the Charles County Public Library, Southern Maryland Regional Library System (SMRLA), ProLiteracy, and other non-profit organizations and agencies within Charles County.

The duties of the President are as follows:

1. Prepares the agenda and presides over the monthly CCLC meetings.
2. Appoints committees and chairpersons as needed, and is an ex-officio committee member of all committees. When needed, assists committee chairpersons with various duties.
3. With the Vice President, ensures the smooth operation of the CCLC office including coordinating the vital parts of the operation of the Council to make sure that student testing, student matching, tutor training, newsletter publication and mailing, library maintenance, records keeping, tutor follow up, publicity and tutor/student recruitment are carried out.
4. In cooperation with appropriate Board members, prepares, signs, and submits annual requests for funding from Charles County Commissioners and the United Way of Charles County.
5. Is ultimately responsible for the submission of all appropriate requests for funding and reports required for compliance with state and federal laws for Charles County Literacy Council, ensuring they are prepared and submitted on a timely basis as outlined in the CCLC Action Calendar.
6. Is authorized to sign checks and transfer funds in the absence of the treasurer.
7. Recruits and submits candidates to the Council for filling Executive Board positions during and between elections.
8. Sits on the Personnel Evaluation and Salary Review Committee, evaluating the performance, and recommending salary action and hours of the Program Coordinator and other paid personnel.
9. Represents the Literacy Council at quarterly meetings and other special meetings of the United Way of Charles County.
10. Represents or appoints CCLC representation on other non-profit coalitions, organizations, and agencies within Charles County when appropriate participation is required or recommended.
11. Participates in the Tutor Training Workshops held twice a year, in cooperation with Workshop Chairperson.

Approved January 3, 2008



**Vice President**  
**Board of Directors, Charles County Literacy Council (CCLC)**  
Position Description

The Vice President of the Board of Directors presides over Council meetings in the absence of the President, and is a spokesperson for the Council. It is assumed that the Vice President is next in line for succession to the Presidency when the President's term of office is complete or a vacancy occurs. This is a volunteer position.

The Vice President works closely with the President to oversee the smooth operation of the Charles County Literacy Council. Other working relationships include the officers and staff of the United Way of Charles County, Charles County Commissioners and their staffs, Charles County Board of Education, External Diploma Program (EDP), the Lifelong Learning Center, the Charles County Public Library, Southern Maryland Regional Library System (SMRLA), ProLiteracy, and other non-profit organizations and agencies within Charles County.

The duties of the Vice President are as follows:

1. Assists the President as required and prepares the agenda and presides over the monthly CCLC meetings in the absence of the President.
2. Assists the President to ensure the smooth operation of the CCLC office including coordinating the vital parts of the operation of the Council to make sure that student testing, student matching, tutor training, newsletter publication and mailing, library maintenance, records keeping, tutor follow up, publicity and tutor/student recruitment are carried out.
3. Is the Council's representative on the Charles Council Chamber of Commerce.
4. Assists Publicity and Fundraising Chairpersons with their respective tasks as required.
5. Sits on the Personnel Evaluation and Salary Review Committee, evaluating the performance, and recommending salary action and hours of the Program Coordinator and other paid personnel.
6. In cooperation with appropriate Board members, assists with the preparation of annual requests for funding from Charles County Commissioners and the United Way of Charles County.
7. Represents or appoints CCLC representation on other non-profit coalitions, organizations, and agencies within Charles County when appropriate participation is required or recommended.
8. Participate in the semi-annual Tutor Training Workshops, in cooperation with Workshop Chairperson.

Approved January 3, 2008



**Treasurer**  
**Board of Directors, Charles County Literacy Council (CCLC)**  
Position Description

The Treasurer is a member of the Executive Board of the Board of Directors and is responsible for the accurate record of all receipts and paying of disbursements on a timely basis. The Treasurer maintains the Council checking account and keeps the financial records in a QuickBooks software program. This is a volunteer position.

The duties of the Treasurer are as follows:

1. Attends all monthly meetings and presents a Statement of Financial Position at these meetings, which includes a beginning balance, income, expenditures and remaining balance, which agrees with the reconciled checkbook balance, in addition to any anticipated income and expenses to be incurred, but not yet paid. This accounting is a part of the agenda and minutes of the meeting.
2. Presents to the President a monthly QuickBooks reconciliation of the checkbook.
3. Is responsible for paying the Program Coordinator, withholding and paying all related payroll taxes and submitting all federal and state payroll reports.
4. In cooperation with the President and Vice President, prepares and submits annual requests for funding from Charles County Commissioners and the United Way of Charles County and is responsible for the accurate reporting of all financial data included therein.
5. Prepares a proposed yearly budget for approval at the December Council Meeting.
6. Prepares tax papers satisfying government requirements of a tax exempt organization.
7. Is prepared to submit the Treasurer's records for audit at the end of each fiscal year.
8. Presides at meetings in the absence of the President, Vice President and Secretary, and appoints an acting Secretary.
9. Sits on the Personnel Evaluation and Salary Review Committee, evaluating the performance, and recommending salary action and hours of the Program Coordinator and other paid personnel.

Approved January 3, 2008



**Chairpersons**  
**Board of Directors, Charles County Literacy Council (CCLC)**  
Position Descriptions

Chairpersons are appointed by the President of the Board of Directors, and include, but are not limited to, the Student Assessor, Newsletter Chairperson, Publicity Chairperson, Workshop Chairperson, Fundraising and Outreach Chairperson, and Performance and Salary Chairperson. Chairpersons are members of the Board of Directors and are required to attend monthly Board meetings, unless they have an approved excused absence. Chairpersons are volunteer positions.

Chairpersons and duties are as follows:

1. Student Assessor(s)
  - a. Interviews and assesses potential students according to the Laubach Way to Reading System (LWR).
2. Newsletter Chairperson
  - a. Assembles, publishes, and is responsible for distribution of a semi-annual (or more frequent) newsletter, as appropriate.
3. Publicity Chairperson
  - a. Prepares and distributes news releases about Council events, monthly meetings, and articles of news or interest to or about the Literacy Council.
4. Workshop Chairperson
  - a. Is responsible for arranging and conducting semi-annual, nine-hour Tutor Training Workshops (usually given over three, three-hour evenings, 6 – 9 p.m.). Tasks include:
    - i. Propose and confirm dates for the next workshop, arranging availability of space with the Lifelong Learning Center well in advance, usually as soon as one workshop has been completed.
    - ii. Work with the Program Coordinator, Publicity, and Newsletter Chairpersons to recruit future tutors via mass mailings to community centers and local churches, newspaper announcements, and notification of all active and inactive tutors.
    - iii. Begin preparation at least two and one-half months in advance, assembling the program, contacting speakers via email or phone, developing and distributing flyers, and updating registration and evaluation forms.
    - iv. Recruit speakers to present training for the various sections that are presented at the Workshop. Speakers should be solidly confirmed at least one month in advance, and should be encouraged to make requests for handouts, scripts, A/V equipment at the time they are confirmed.
    - v. Work with the Program Coordinator to assemble the Tutor Training binders and other training materials.
    - vi. Recruit and appoint a volunteer hospitality coordinator to purchase and serve food and soft drinks during the break for each evening's dinner (usually sandwiches, pizza, and chicken).
    - vii. Set up and take down the classroom at each session. Arrive at the Lifelong Learning Center one hour before each Workshop session begins to set up and resolve any last minute problems. Arrange help to clean up after each evening's training session.
5. Fundraising and Outreach Chairperson
  - a. Works with the Vice President to identify grants and conduct fundraising opportunities for the Literacy Council.
  - b. Prepares and distributes fundraising flyers and promotional materials for the Council.
6. Performance Evaluation and Salary Review Chairperson
  - a. In conjunction with the Board of Directors Executive Committee, monitors and evaluates the Program Coordinator and any other paid personnel, initiating an annual review and recommending salary action.



**Program Coordinator**  
**Charles County Literacy Council (CCLC)**

Position Description

(Works minimum 16 hours per week – Monday through Thursday preferred)

The Program Coordinator is responsible for the day-to-day operations of the office of the Literacy Council and acts under the immediate direction of the President of the Board of Directors. The Search Committee, consisting of the elected executive officers or their designee(s), will make the selection of a candidate for the position, construct a contract offering the position to the candidate to include term of employment, hourly wage, and the days the office will be open and staffed. After the initial six-month review, the term of the contract will be one year with an option to renew, depending on Council funding and performance evaluation.

In addition to the CCLC Board of Directors, other working relationships include the IT staff at the Southern Maryland Regional Library System (SMRLA), and officers and staff of the United Way of Charles County, Charles County Commissioners, Charles County Board of Education, Extended Diploma Program (EDP) Lifelong Learning Center, and ProLiteracy America.

The duties of the Program Coordinator are as follows:

12. Initial contact for prospective students, referring intakes to the Student Assessor for evaluation/assessment.
13. Match and assign evaluated students to volunteer tutors.
3. Manage the CCLC office, including, but not limited to, reviewing and responding to daily email, correspondence, telephone calls and messages, maintaining computer programs and an orderly filing system, ensuring the office is staffed during posted open hours.
4. Attend CCLC monthly Board meetings, reporting on status of student/tutor assignments and other items of interest to the Board.
5. Attend quarterly meetings of the United Way, usually with a designated Board member.
6. Attend and participate in Tutor Training Workshops held twice a year on three consecutive evenings. In cooperation with the Workshop Chairperson, participation includes, but is not limited to, preparation of workshop mailings, confirmation of registrants, preparation and assembly of handouts and notebooks, giving presentations, and generally assists with physical set-up and break down after each evening.
7. In cooperation with appropriate Board members, assist with the preparation and submission of the annual requests for funding from the Charles County Commissioners and United Way of Charles County.
8. Interact with Treasurer, ensuring that bills, bank statements and other financial materials are delivered to Treasurer in a timely manner.
9. Coordinate volunteer needs and maintain current volunteer roster.
10. Keep a current inventory of all tutoring and library materials, CCLC equipment such as TV, VCR, A/V, etc.
11. Maintain awareness of Literacy issues, gathering new materials and informing tutor trainers of those materials for use in future training, ordering materials when requested.
12. Receive tutor status reports, and post data to Access file and Excel Spreadsheet. Reports are submitted by tutors either electronically through the website or email, or by mail. Personally contact tutors who have not reported hours and progress.
13. Maintain database for tracking volunteer hours and student achievement levels.

14. Maintain a channel of communication with SMRLA Website IT Staff to keep CCLC website current, including, but not limited to: (1) updates of Board monthly meeting minutes, (2) Bylaw changes, and (3) changes to the Literacy Council Annual Report with new and/or updated information.
15. Assist Publicity and Fundraising Chairperson with publicizing workshops and Council events in local media.
16. Work with Newsletter Chairperson in preparation of articles, format and address list and mailings.
17. Maintain current inventory of books and materials. Prepare book and materials orders for board approval, place orders.
18. Maintain data input and output of reports and other information required. determining and verifying current status of programs for the preparation of grants and requests for funding.
19. Prepare and submit to the State of Maryland the annual "Exempt Organization Fund Raising (EOFR), (Due June 30), and any other report or/and request to government or other agencies which are not assigned to an appropriate Board member.
20. Send 'thank you' letters to contributors on behalf of the CCLC, to include all United Way contributors when notified by United Way, and all other contributors as donations of any kind are received.
21. Track and ensure that all tasks listed on the CCLC calendar are performed in a timely manner.
22. Perform all other tasks as required.

Approved January 3, 2008