

**BYLAWS**  
**of the**  
**LITERACY SUPPORT COUNCIL OF PLACER COUNTY**

**ARTICLE 1: NAME**

The name of this corporation shall be Literacy Support Council of Placer County.

**ARTICLE 2: PURPOSE**

The purpose of this corporation is to support the Placer Adult Literacy Service (PALS), an organization formed in 1985 to provide tutoring of adults in reading and writing the English language. This support will be in the form of cash donations, donations in kind, and volunteer time.

**ARTICLE III: LIMITATIONS**

Any property, monies or other items belonging to this corporation or hereafter acquired is and shall be irrevocably dedicated to the herein described purposes, and no individual shall be entitled at any time, including dissolution, to receive any benefits from the property or accounts of the association. In the event of dissolution or the impossibility of performing the purposes herein described, the assets will be distributed to an organization which is exempt under Section 23701d of the California Revenue and Taxation Code, or Section 501 (c) (3) of the Internal Revenue Code.

**ARTICLE IV: MEMBERSHIP**

Membership is open to any interested individual, business or organization. A dues structure may be established by the Board of Directors. Members are entitled to attend meetings of the Board of Directors and to appear on the agenda to present opinions and suggestions. Voting rights are reserved to the Board of Directors.

**ARTICLE V: BOARD OF DIRECTORS**

*Section 1.* The Board of Directors shall consist of the following unpaid volunteer positions:

- a. The elected officers, to include President, Vice President, Secretary and Treasurer. This is the Executive Board.
- b. Chairs of the following committees:

Newsletter

New Learner Outreach

Membership

Public Relations

Speakers' Bureau

c. The Coordinator of PALS

d. Immediate Past President

*Section 2.* The officers shall be elected by the Board of Directors at their May meeting to take office on July 1 and shall hold office for the term of one year. No officer shall be elected to a particular office for more than two consecutive terms.

*Section 3.* Chairs of all committees, with the exception of the Nominating Committee, shall be appointed by the President, with the approval of the Executive Board.

*Section 4.* Such other special committees as may be necessary from time to time shall be appointed by the President, subject to the approval of the Board of Directors.

*Section 5.* The President shall be an ex-officio member of all committees, with the exception of the Nominating Committee.

## **ARTICLE VI: NOMINATIONS AND ELECTIONS**

*Section 1.* A Nominating Committee consisting of three persons shall be elected at the March Board of Directors meeting.

*Section 2.* The Nominating Committee shall notify the Board of Directors, in writing, three weeks prior to the Board of Directors meeting in May those persons nominated for officers of the corporation. Members of the Board of Directors may present additional nominations. Election of officers shall take place at the Board of Directors meeting in May. The newly elected officers shall be installed at the June meeting.

## **ARTICLE VII: MEETINGS**

The Board of Directors shall meet at the call of the President or by petition of three or more Board members. The Board shall meet not fewer than six times each fiscal year. A majority of the members of the Board shall constitute a quorum.

## **ARTICLE VIII: AMENDMENTS**

The bylaws may be amended by a majority vote of the members of the Board of Directors, providing such amendments have been presented for review by all Board members at least one month in advance of such vote.

## **ARTICLE IX: FINANCES**

*Section 1:* Adequate books of account shall be maintained by the Treasurer who shall be responsible therefor.

*Section 2:* No funds or properties shall be disbursed (other than for routine, repeating expenses) without approval by two members of the Executive Board. Non-routine expenditures over \$100 must be approved in advance by the Executive Board. Disbursement checks over \$500 must have two qualified signatures.

*Section 3:* The fiscal year shall be from July 1 through June 30.

*Section 4:* The Board shall appoint an auditor, not an officer, to audit the Treasurer's books once each year.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

All meetings shall be conducted according to Robert's Rules of Order Revised, except when in conflict with the bylaws of this association or with the laws of the State of California.

Bylaws originally adopted 3/26/91

Amended:

5/26/92

4/27/93

10/24/95

2/22/00

9/23/08