

BARABOO AREA LITERACY COUNCIL BY-LAWS

Article I. Name

The name of the organization shall be the Baraboo Area Literacy Council (BALC).

Article II. Purpose

The purpose of the BALC shall be to:

- A. To tutor adults in basic reading and writing and English as a second language.
- B. Recruit, train, and provide support and inspiration for tutors
- C. Promote these activities to Baraboo area citizens to encourage participation and cooperation
- D. Work cooperatively with other reading and writing programs in Sauk County and Wisconsin

Article III. Membership

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

Article IV. Governance

- A. The BALC shall be governed by a Board of Directors formed from its voluntary membership
- B. The BALC Board of Directors, henceforth referred to as "the Board," shall consist of at least five (5) members

Article V. Officers and Committees

- A. Elected officers of the Board shall serve for no more than two(2) years unless an exception is approved by the Board, and shall be as follows:
 - a. President, whose duties shall be to
 - i. Serve as Chair of the Board
 - ii. Preside at Board, Annual and special meetings
 - iii. Provide leadership in developing and implementing the annual objectives and programs of the BALC
 - iv. Appoint committee chairs subject to approval by the Board
 - v. Service as an ex officio member of all committees except Nominations
 - vi. Prepare meeting agendas
 - b. Vice President, an optional office whose duties, if present, are as follows:
 - i. Assume the duties of the President upon the President's request or in the absence of the President
 - ii. Perform special duties as assigned by the Board
 - c. Secretary, whose duties shall be to:
 - i. Keep a written record of Board, Annual, and special meetings
 - ii. Handle official correspondence of the BALC when requested by the Board
 - iii. Send meeting notices, when necessary
 - d. Treasurer, whose duties shall be to:

- i. Collect contributions, fees, and monies for materials
 - ii. Expend money by check as authorized by the Board
 - iii. Keep an accurate record of all receipts and authorized disbursements
 - iv. Render financial statements at Board and Annual meetings
 - v. Submit the BALC's financial information to sponsoring agencies upon request
 - vi. Prepare and file the BALC's financial information required as a registered 501(c) (3) not for profit by the Internal Revenue Service
 - e. Tutor-Student Coordinator, whose duties shall be to:
 - i. Match students with tutors
 - ii. Keep records of students and tutors
- B. Appointed Committee Chairs of the Board may be:
 - a. Public Relations, whose duties shall be:
 - i. Promote the objectives of the BALC through public meetings, local agencies, personal contacts, and correspondence
 - ii. Be available for speaking engagements as requested by the community
 - b. Nominations, whose duties shall be:
 - i. Recruit candidates for membership on the Board
 - ii. Recruit candidates to fill vacancies in offices of the Board
 - iii. Present the slate of Board member and officer candidates at the Annual Meeting
 - c. Materials Coordinator, whose duties shall be:
 - i. Maintain an inventory of training materials and tutoring supplies
 - ii. Order, as authorized, all books and supplies needed for tutoring

Article VI. Elections

- A. Election of Board members and officers shall take place at the Annual Meeting.
- B. The Nominations Committee shall present a slate of candidates for Board membership and officers.
- C. Board members shall serve a three-year term, and may be re-elected for consecutive terms.
- D. Officers shall serve a one-year term, and may be re-elected for consecutive terms.

Article VII. Meeting and Quorum

- A. The Board shall meet on a schedule determined by the members, but not less than six (6) times per year.
- B. A quorum shall be one-third of the membership of the Board.
- C. Special meetings may be requested by any member of the Board and called by the President or the Vice President in the absence of the President.

Article VIII. Recognition

- A. It shall be the policy of the BALC to recognize the tutors at least once per year.
- B. It shall be the policy of the BALC to recognize, once per year, a group or business and an individual who has shown outstanding support for improving literacy.

Article IX. Finances

- A. BALC is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of donations to organizations that are aligned with our purpose and qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code or corresponding section of any future tax code.
- B. Funds for support of BALC shall be secured from contributions, workshop registration fees, and other approved sources.
- C. All projects must be approved by a quorum of the Board before funds are expended.
- D. The BALC's fiscal year shall be from April 1 to March 31.
- E. No part of the BALC's earnings shall inure to the benefit of, or be distributed to its members, Board members, Board officers, or other private person, except the BALC shall be authorized to pay reasonable compensation for services rendered.
- F. No substantial part of the activities of the BALC shall be the carrying of propaganda, or otherwise attempting to influence legislation. The BALC shall not participate or intervene in, including the publishing or distribution of statements, any political campaign on behalf of any candidate for public office.
- G. Notwithstanding any provision of this document, the BALC shall only engage in activities permitted by the federal tax code for exempt organizations.

Article X. Amendments

These by-laws may be amended by a majority vote of the Board after the notice of the amendment has been posted at the Baraboo Public Library.

Adopted
October 7, 1986
Baraboo, Wisconsin

Amended
August 17, 1999
Baraboo, Wisconsin

Amended
February 1, 2000
Baraboo, Wisconsin

Amended
May 1, 2007
Baraboo, Wisconsin

Amended
August 5, 2014
Baraboo, Wisconsin