



LITERACY UNITED BY-LAWS

EIN# 27-4344844

I. The name of the organization shall be Literacy United

II. Board of Directors

1. The Board of Directors shall serve without pay and consist of 10-15 members.
2. Board members shall serve at least one three-year term. Board members may elect to serve more than one term.
3. Vacancies shall be filled by the Board, with the recommendation of the Executive Director.
4. Board members with 4 absences may be dismissed from the Board.
5. Board members will be appointed every three years on the following rotation:
 - January 2022 – December 2024
 - January 2025 – December 2027
 - January 2028 – December 2030

III. Officers

1. The officers of the board shall consist of a Chair, Vice Chair, and Secretary nominated by the Board.
2. Elected officers will serve a term of two years.
3. (a) The Chair shall preside at all Board meetings, appoint committee members, and perform other duties as associated with the office.
(b) The Vice-Chair shall assume the duties of the Chair in case of the Chair's absence.
(c) The Secretary shall be responsible for the minutes of the Board, keep all approved minutes in a minute book, and send out copies of minutes to all.
4. Executive Director and Founder is Dr. Kary Johnson

IV. Committees

1. The Board may appoint standing and ad hoc committees as needed.
2. Fundraising Committee – Responsible for identifying potential donors
3. Finance Committee – In many cases, only a treasurer is needed, but if finances are complicated, an entire committee might be useful
4. Membership Committee – Responsible for recruiting new board members or associate members to the organization

V. Meetings

1. Regular meetings shall be held quarterly on the 2nd Tuesday of August, November, February, and May as a lunch meeting
2. Special meetings may be held at any time when called for by the Chair or a majority of Board members.

VI. Voting

1. (a) A majority of board members constitutes a quorum. (b) In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority (i.e., one more than half the members present).

VII. Conflict of Interest

1. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

VIII. Fiscal Policies

1. The fiscal year of the board shall be January 1 – December 31.

IX. Notice of nondiscriminatory policy as to clients

Literacy United serves and does not discriminate on the basis of race, color, gender identity, orientation, religious belief, national and ethnic origin, programs, and activities.

X. Amendments

1. These by-laws may be amended by a two-third vote of Board members present at any meeting, provided a quorum is present and provide a copy of

the proposed amendment(s) are provided to each Board member at least one week prior to said meeting.

Adopted _____

Board Chair signature _____

Board Secretary signature _____