



Keystone State Literacy Association Governing Document for York Adams

The **Keystone State Literacy Association York Adams** is a local chapter of the Keystone State Literacy Association (KSLA) and through KSLA is affiliated with the International Literacy Association (ILA). **Keystone State Literacy Association York Adams** is chartered by KSLA to further the mission and goals of KSLA in the York County and Adams County area.

Governance Structure

KSLA York Adams shall be governed by a governing board. This board shall consist of the officers described below. The governing board shall execute supervision and control over all activities of **KSLA York Adams** and shall take such action as necessary to facilitate the purposes of the chapter within the powers delegated by this governing document and in compliance with the policies and procedures of KSLA.

All members of the Board shall be members of the chapter and of KSLA. The President of the chapter must also be a member of ILA throughout the term and other officers are strongly urged to maintain ILA membership throughout their term of office. All members of the Board are expected, to the best of their ability, to:

- Attend Board meetings and participate in appropriate committee work,
- Define the mission and participate in strategic planning,
- Oversee and manage the organization's financial operations,
- Fulfill governance responsibilities to maintain an effective organization, and
- Evaluate all programs, support the members, and be an advocate in the community.

The Board shall be empowered to hold meetings, on the call of the President, as

deemed necessary, and at such times and places as the President may determine. No fewer than two Board meetings shall be held each year. A meeting may be held in-person or virtually, so long as all voting members have an ability to actively participate in discussions.

A quorum for a meeting of the Board for the purposes of making financial decisions shall consist of a minimum of three-fourths of the current number of Board members, which number shall not be less than four. All decisions of the Board shall be made by majority vote, unless otherwise specified within this document.

The President is authorized to consult the Board, including taking a vote on an issue, by any means of communication that can be documented concerning important decisions which must be made between Board meetings. All such decisions shall be recorded by the President and presented to the Board at its next meeting for inclusion in the minutes. Alternate voting may not be used if a Board objects to the use of such voting for a particular issue and requests referral of the issue(s) to an in-person meeting of the Board.

Officers

The following shall serve as officers of the chapter:

President - The President shall act as the executive officer of the chapter. The President shall call and preside at all meetings, shall supervise the activities of the chapter, and shall carry on such duties as the Board shall define. The President shall appoint committees as needed and as approved by the Board. In addition, the President is the official liaison for **Keystone State Literacy Association York Adams** with KSLA and is responsible for attending KSLA meetings, or for finding an alternate to represent the chapter, and ensuring that all requests for information from KSLA and/or ILA are fulfilled in a timely manner.

Treasurer - The Treasurer shall execute the duties essential to the maintenance of accurate and up-to-date records, comply with the policies set by the KSLA Board of Directors, and shall:

1. Have custody of the funds of the council that shall be deposited in a bank approved by the Board. Such accounts must include the KSLA treasurer as a co-signatory on the account.
2. Sign checks and drafts on behalf of the council for the disbursement of funds in accordance with the policies of the Board.
3. Present to the Board regular updates of the income, expenses, and other financial information of the council.
4. Ensure that a budget for the council is developed and approved by the Board and submitted to KSLA by the deadline established by KSLA.

5. File financial reports with and comply with requests for information from the KSLA Treasurer accurately and in a timely manner.

Secretary - The Secretary shall execute the duties essential to the recording of all business at all Board meetings and shall perform such other duties as shall be determined by the Board.

Membership Coordinator - The Membership Coordinator shall be responsible for promoting membership in KSLA, **KSLA York Adams**, and ILA under the direction of the President and the Board. The Membership Coordinator may appoint other chapter members to assist in membership development, forming a membership committee, of which the Membership Coordinator shall serve as chair.

Regional Director - The KSLA Regional Director for the chapter may serve as an ex-officio non-voting member of the Board in order to serve in an advisory role to the Board.

Terms of Office

The term of office for all elected officers shall be for one year beginning July 1.

The Treasurer shall be appointed by the President, with the approval of the Board, for a period of three years and may be reappointed for additional terms. A Secretary, Membership Coordinator, Literacy Advocacy Chair shall be appointed by the President, with the approval of the Board, for a period of one year and may be reappointed for additional terms. Terms begin on July 1 of the year for which appointed.

Removal from Office

In the event an officer is deemed not to be fulfilling the duties and responsibilities of the office, as outlined in both this governing document and in chapter policies, or in some other consideration deemed to be deleterious to the organization, the Board shall seek mediation from the chapter's Regional Director with any resulting action to be approved by the KSLA Board of Directors.

Nominations and Elections

Elected officers of the Board shall be elected according to the policies and procedures adopted by the Board. Such elections shall be held in a timely fashion to ensure results are official in time to file any required reports with KSLA. Election of officers shall be open to any chapter members whose membership is active at the time of the election.

Record Keeping and Informed Membership

Records shall be kept of all Board meetings, especially of actions agreed upon by the Board. Such minutes shall be kept in a digital folder, kept safely and available for when they might be requested.

The President is encouraged to hold at least one information session at a regularly scheduled general meeting each year at which time the Treasurer may present an overview of the finances of the organization and any other pertinent information may be shared with the membership. Members may make suggestions or comments for the Board to take into consideration. The Board is encouraged to seek ways to make the proceedings and finances of the chapter open and transparent to members. In addition, members may attend meetings of the Board, unless the Board votes to go into executive session.

Advisory Committee

The Board shall appoint an Advisory Committee composed of such members and appointed in such manner as shall be approved by the Board. This committee shall serve to support the Board in pursuing the chapter's mission, but shall have no formal governing function.

Finances and Council Status

All finances must be maintained according to the policies and procedures set by the KSLA Board of Directors. KSLA must be a co-signatory on any accounts held by the chapter.

The chapter maintains active status by complying with the policies and procedures set by the KSLA Board of Directors. Under these policies and procedures, a chapter may dissolve or merge. Any funds held by the chapter upon becoming inactive for a period of time to be set by the KSLA Board, or upon dissolution, shall revert to KSLA.

Changes to the Governing Document

Changes to this governing document are to be submitted to KSLA for approval and once approved by KSLA, shall be approved by a two-thirds (2/3) affirmative vote of the entire Board.