

Constitution of *Triangle Writers Studio*

Article I - NAME, PURPOSE

- Section 1: The name of the organization shall be Triangle Writers Studio.
- Section 2: Triangle Writers Studio is a tutoring business specializing in writing-based instruction which donates all profits to local organizations, thereby supporting the larger community as a whole. Triangle Writers Studio was formed to provide high-quality, affordable, and interactive writing lessons, to promote a love for writing, to develop skilled writers, to educate students, and to inspire a passion for learning.
- Section 3: Triangle Writers Studio does not support or tolerate any discrimination based upon race, color, religion, creed, sex, national origin, age, disability, veteran status, sexual orientation, etc.

Article II - MEMBERSHIP

- Section 1: Application for membership shall be open to any individual that supports the purpose statement in Article I, Section II, and continued membership is contingent upon remaining in good standing with the Board. Henceforth, the Board of Directors and Officers shall be referred to as the Board. The Board positions are detailed in Article IV, Sections 8 and 9.
- Section 2: Membership shall be granted upon completion of the application form and a majority vote of the present staff members after an interview.
- Section 3: The Board of Directors shall have the authority to establish and define non-voting categories of membership.
- Section 4: Impeachment. When the Chairpersons feel it necessary, they may remove members or officers.

Article III - MEETINGS OF MEMBERS

- Section 1: Monthly Meeting. The date, time, and location of the regular monthly meeting shall be set by the Chairpersons.
- Section 2: Special Meetings. Special meetings may be called by the Chairpersons. A member of good standing may request a special meeting with confirmation from the Chairpersons.
- Section 3: Notice. Notice of each meeting shall be given to each member through email or text at least three days prior to the meeting.

Article IV - BOARD OF OFFICERS, BOARD OF DIRECTORS

- Section 1: Board Role, Size, Composition. The Board is responsible for select leadership commitments and direction of assigned components of the organization. The Board shall have up to fifteen members but no fewer than five members. The Board receives no compensation other than reimbursement of reasonable expenses.
- Section 2: Meetings. The Board shall meet at least quarterly, at an agreed upon time and location.
- Section 3: Board of Officers Membership. Board of Officers members shall be elected by appointment from the Board of Directors or by completion of the application process and Board of Directors approval. Board of Officers shall be elected by appointment from the Board of Directors or by completion of the application process and Board of Directors approval.
- Section 4: Board of Directors Role. In the case, the standing Board of Directors step down or are unable to serve, a new Board of Directors will be elected through a majority Board voting. In order to qualify for Board of Directors eligibility, nominees must have served on Board for at least one year; currently be a Board member in good standing; be familiar with duties of a Board of Directors; and be at least eighteen by the time of role assumption.
- Section 5: Terms. All Board of Officer members shall serve indefinitely, unless they choose to leave the organization or are removed. In the case of inability to serve, the Board of Directors may appoint a replacement for the remainder of the term effective immediately.
- Section 6: Notice. An official Board meeting requires that each Board member have a notice at least

three days in advance.

Section 7: Officers and Duties. There shall be six officers of the Board of Officers, consisting of a Secretary, Social Media Manager, Internal Marketing Manager, Website Manager, Resources Manager, and Special Projects Manager.

The secretary shall:

1. Respond to emails.
2. Take meeting minutes and send to staff emailing list.
3. Must attend all meetings.

The social media manager shall:

1. Post weekly on a confirmed schedule regarding current organizational events and writing-based topics.
2. Send posts in advance to be approved by the Board or Director of Marketing.
3. Take initiative to create engagement on social media platforms through stories and interactions.

The internal marketing manager shall:

1. Create newsletters and send them to the emailing list.
2. Collaborate with marketing team members to compile information and relate content across platforms.

The website manager shall:

1. Update the website as needed.

The resources manager shall:

1. Create content on a weekly basis in addition to specific curriculums when asked by staff members.
2. Update staff members regarding new curriculums.

The special projects manager shall:

1. Manage and execute all new projects the organization wants to work on.
2. Share organization projects and growth opportunities.

Section 8: Directors and Duties. There shall be five Board of Director members, consisting of a director of finance, director of marketing, director of operations, and two chairpersons.

The director of finance shall:

1. Account for and ensure the collection and payments of all income and expenses on a day-to-day basis and report findings to the Chairpersons.

2. Find and manage sponsorships and donations
3. Create an annual report detailing profits, losses, etc.

The director of marketing shall:

1. Oversee the marketing team to ensure that all processes are being done and standards are on par with that of the Board.
2. Assess the growth of our marketing presence over time.

The director of operations shall:

1. Assist with the management of all operations including but not limited to: classes, summer camps, special projects, resources.
2. Ensure that the special projects team, resource manager, and internal communications manager are operating.

The chairpersons shall:

1. Manage operations, finance, and marketing on a large scale.

Section 9: The above officer and director roles are not limited to their description and based on organization needs and Board of Directors approval, members of the Board may perform other duties as well.

Section 10: Vacancies. When a vacancy on the Board exists, the Board of Directors may select a replacement through the application process or immediate approval.

Section 11: Resignation. Resignation from the Board must be communicated to the Board of Directors.

Article V - ORGANIZATION DISSOLUTION

Section 1: Upon the dissolution of the organization, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization, or to organizations organized and operated exclusively for religious, charitable, educational, scientific, or literary purposes as shall at the time qualify as an exempt organization(s) under Section 501(c)(3) of the Code as the Board of Directors shall determine, or to federal, state, or local governments to be used as exclusively for public purposes.

Article VI - AMENDMENTS

Section 1: These Bylaws may be amended when necessary by a majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with regular Board announcements.

Last Revision Date: 06/15/2022