

DO-IT-YOURSELF (DIY) LOWELL Advisory Committee Bylaws

1. Advisory Committee, in General

- a.** The Advisory Committee shall be a body that gives guidance to the administrators of Do-it-Yourself Lowell (DIY Lowell). The Advisory Committee shall be a core of volunteers, provide suggestions and networking for the administrators, shall approve budgets, shall assist in fundraising, shall review idea submissions for eligibility, shall provide recommendations to administrators for new or altered programs, and assist in hiring decisions.
- b.** It is the responsibility of the Advisory Committee to ensure DIY Lowell continues its mission of *"Helping community members make small-scale projects and events happen together."*

2. Membership

- a. Number:** The committee shall actively recruit new members if it consists of less than thirteen (13) members and shall not recruit if it consists of thirteen or more members.
- b. Eligibility:** Anyone twelve or older may join the committee, provided that a new recruit would not make the number of minors surpass 1/3 the total committee or that a new recruit would not make the number of members not residing in Lowell greater than ½ the total committee. Minors must have written guardian consent.
- c. Recruitment:** The committee shall invite new members to join whenever the number of members is below thirteen (13). A recruit shall audit one meeting, after which, the committee shall hold a vote via email on whether to extend an invitation to that person as a regular member.
- d. Buddies:** A member who has been part of the committee for six or more months shall volunteer to be a "Buddy" for any new recruit. This member will answer questions, provide information, send reminders, and generally encourage the recruit as they audit and then adjust to their new role. If no member volunteers, a chairperson shall select a member.
- e. Privileges and Responsibilities:** Members shall vote on chairpersons, new members, budgets, and changes to the bylaws.
- f. Hiring of Executive Staff Person:** Members shall recruit, evaluate, and hire an Executive Staff Person who shall serve at the will of the committee. The Executive Staff Person shall serve as day-to-day DIY Lowell administration. This Executive Staff Person may be chosen via a process at the direction of a Chairperson. This may include drafting a job description, advertising, determining compensation, entering into a contract, or other duties as determined and assigned by a Chairperson. The candidate

must be affirmed by a majority vote of the committee and shall serve until that person resigns or is removed by the committee by a $\frac{3}{4}$ vote of the committee. Members shall provide a report evaluating the Executive Staff Person not less than once annually. Members may also participate in evaluating and hiring other staff as necessary under the direction of the Executive Staff Person. No member shall individually instruct the Executive Staff Person or other staff. The Executive Staff Person may hold the title of "Program Director," "Executive Director," or another title as chosen by the committee.

- g. Event of no Executive Staff Person:** If no Executive Staff Person exists, a volunteer shall be chosen by a Chairperson and confirmed by a majority vote of the committee to act as an unpaid Executive Staff Person. This person shall serve until such time the organization hires an Executive Staff Person, that person resigns, or that person is removed by the committee by a $\frac{3}{4}$ vote of the committee.
- h. Resignation:** A member may resign from the committee with no penalty by writing to the chairperson.

3. Meetings

- a. Day and Time:** Regular meetings shall monthly and may be set or changed via an online poll, and shall alternate between morning and evening.
- b. Length:** Meetings shall be one hour in length except when agreed to dismiss early or extend by a vote of members present.
- c. Agenda:** A chairperson shall prepare an agenda at least two days in advance to be mailed to all members. Any member may suggest an additional item for the agenda.
- d. Notes:** A volunteer member shall take notes and email them to all members not more than five days after a regular meeting. If no member volunteers, a chairperson shall select a member.
- e. All-Committee Meetings:** A chairperson shall call a special meeting once every six months, in spring (near or after the annual fundraiser) and in autumn (near or after the Community Idea Summit, if one is being held that year). The time and date of this meeting shall be at the regular meeting time or selected via online poll by the membership. The meeting shall be considered mandatory, although exceptions may be made at the discretion of the chairperson who called the meeting. At the Autumn All-Committee Meeting, one chairperson shall be nominated and voted upon. At the Spring All-Committee Meeting, the other chairperson shall be nominated and voted upon and a general budget shall be set. These meetings shall also be used for votes on amendments to the bylaws and other important votes and discussion.

4. Chairpersons

- a. In General:** There shall be two (2) chairpersons of the committee, with at least one available for most morning meetings and one available for most evening meetings. The morning chairperson shall be responsible for the responsibilities enumerated in 6(d) for morning meetings, and the evening chairperson shall be responsible for evening meetings.
- b. Nomination:** Any member may nominate themselves or another member for the morning or evening chairperson position at an All-Member meeting. That member must accept the nomination to be considered. If more than one member for the morning or evening chairperson position is nominated, a vote shall be held. The member with the majority or plurality of votes shall be selected as chairperson.
- c. Terms:** Terms last one year. A member may serve as chairperson for three (3) consecutive terms, and may not be nominated for one (1) year after completing three (3) consecutive terms.
- d. Responsibilities:** The chairperson is responsible for:

 - i. Setting and sending the agenda for meetings at least two days in advance.
 - ii. Sending at least one reminder to the committee at least one week in advance.
 - iii. Selecting a note-taker if none volunteers and selecting a buddy for new recruits if none volunteer.
 - iv. Taking a roll call or secret ballot vote when necessary.
 - v. Calling the meeting to order and dismissing the meeting.
 - vi. Keeping track of time to ensure all agenda items are addressed or tabled before the end of the meeting.
 - vii. Scheduling All-Member meetings in coordination with the other co-chairperson
 - viii. Track attendance per Section 6.
- e. Substitution:** If a chairperson cannot perform their responsibilities for one or more meetings, they shall ask for a volunteer to take on those responsibilities.
- f. Resignation:** If a chairperson must abdicate the position, the other co-chairperson shall perform their duties, and a new chairperson will be nominated at the next Committee meeting, to fulfill the remainder of the term (either Spring or Autumn All-Member meeting).

5. Voting

- a. **In General:** Votes shall be taken for the budget, to select chairpersons, and to hire a Director. Votes may be taken for other matters at the discretion of a chairperson. Votes may be in favor, against, or to abstain.
- b. **Quorum:** At least half of members must be present for a vote to be taken.
- c. **Method:** Votes may be taken by roll call or secret ballot at discretion of a chairperson. Unless otherwise specified, votes shall be by simple majority of the committee, though consensus is ideal.
- d. **Online Vote:** A chairperson may decide to call for an online vote. There shall be at least 24 hours of time for discussion, then at least 24 hours of time to vote. Votes shall be by email only and shall be sent by email to a chairperson or the Executive Staff Person at the discretion of a chairperson. An online vote is otherwise identical to the voting procedures described in 5a – 5c. A vote is considered failed if a quorum of members do not vote.

6. Attendance

- a. **Definition:** Attendance shall be defined as: physically attending a regular meeting or responding via reply-all email to the agenda or minutes of a regular meeting with at least one (1) comment, question, or suggestion that expands upon anything in the minutes. Attendance shall be tracked by co-chairs.
- b. **Attendance Minimum:** Members must maintain a record of attending at least six (6) out of the twelve (12) previous meetings, starting on the twelfth meeting held since joining.
- c. **Attendance Check-in:** If a member has not attended five (5) of the previous six (6) meetings, a chairperson shall contact that member to discuss and attempt to rectify any issues that may be preventing that member from attending.
- d. **Warning:** If a member has not attended seven (7) or more out of the last twelve (12) previous meetings, a chairperson shall contact that member to give them an official WARNING and attempt to rectify any issues that may be preventing that member from attending.
- e. **Dismissal:** If a member would receive their third warning in twelve (12) months, that member shall be dismissed from the committee.

7. Budgets

- a. **Definition:** The budget shall be a guiding document for DIY Lowell administration and a vehicle for transparency for the Advisory Committee and donors. The Executive Staff Person may deviate from the budget, but must report on the reasons for deviations to the Advisory Committee.

- b. Presentation:** The Executive Staff Person shall present a report of the previous year's budget; and a new year's budget with proposed spending broken into staff costs, project/program costs for each project/program, and incidental costs at least one week before the spring All-Member meeting.
- c. Adoption:** The annual budget shall be adopted by a simple majority vote at the spring All-Member meeting. If the committee fails to adopt the budget, the Executive Staff Person shall propose an amended budget at that meeting and a chairperson shall put that budget to a vote.

8. Bylaws

- a. Definition:** The bylaws of the DIY Lowell Advisory Committee shall consist solely of this document and any appendices.
- b. Posting:** The current bylaws, as amended, shall be posted on www.diyloowell.org
- c. Amendment:** Any member or the Executive Staff Person may propose an amendment to the bylaws. A redline and clean version of proposed amended bylaws shall be presented at the next All-Member meeting and will be adopted by simple majority vote.