

**NYAPC Community Club
Governance Charter
(as revised December 7, 2010)**

1. PURPOSE

The "Core Council" of the Community Club is the leadership body with primary policymaking, management, and operational responsibility for Community Club, an all volunteer organization carrying out a key mission of the New York Avenue Presbyterian Church.

2. PHILOSOPHY

At the core of Community Club's philosophy is the underlying belief that the development of a long-term relationship between an adult mentor and a District of Columbia student, within a visibly strong, supportive community, can produce a secure place in which learning can take seed and flourish. This philosophy drives all decision making for Club leadership.

3. MEMBERSHIP

The Core Council is comprised primarily of members of the Community Club,^{1 2} who have voluntarily assumed and are holding one or more of the following leadership roles. Other persons may be approved as Core Council members by consensus decision of the Core Council, and such "at-large" members must be re-approved annually by consensus decision of the Core Council. If someone holds multiple roles, that person counts as one person for purposes of determining if there is a quorum and for voting. The following persons are ex-officio members of Core Council:

- Director (or Co-Directors)
- Class Leader K-6th (or K-7th) Grades
- Class Leader 8th (or 7th-8th) Grade(s)
- Class Leader 9th Grade
- Class Leader 10th Grade
- Class Leader 11th Grade
- Class Leader 12th Grade
- College Team (including a Student Coordinator, Admissions, Outside Scholarship Coordinator, if such positions are filled)
- NYAPC Chaplain
- Deacon (non-voting member)
- Roving Tutor (if such position is filled)
- Substitute Coordinator (non-voting member)
- Student Orientation Coordinator
- Student Staff Coordinator
- Tutor Orientation Coordinator

¹ As with membership of Community Club, Core Council members may or may not be members of NYAPC.

² With exception of the Chaplain position, which is a paid position of NYAPC.

A new listing of the members of Core Council and their roles shall be generated each August, included in the August meeting minutes, and posted as promptly as is reasonably possible at Community Club and on the Community Club website, and shall be amended as new tutors assume Core Council roles or are approved by consensus decision of the Core Council

Continuity of organizational leadership is important to facilitate operations of Community Club; as such, there are no limits on the tenure of Core Council members. It is not intended, however, that Core Council positions be viewed as "life-long" positions.

3.1. DIRECTOR /CO-DIRECTOR APPOINTMENT & TERMS.

The term of the Director (or Co-Directors) position is 2 years.³

Because of the unique leadership role performed by the Director (or Co-Directors), the position(s) requires a $\frac{3}{4}$ approval vote by the Core Council members in attendance for appointment. All Core Council members in attendance are eligible to vote. Voting is to be made by secret ballot.

Where possible, a new Director (or Co-Director) should be chosen at least 90 days before his/her predecessor steps down. Nominations for a new Director (or Co-Director) should be circulated to the Core Council at least 10 days before the Core Council meeting at which the Core Council will vote on the nomination.

A Director (or Co-Director) can be reappointed for an unlimited number of 2-year terms. Reappointment requires a $\frac{3}{4}$ approval vote by the Core Council members in attendance. The primary purpose of identifying term limits for the Director (or Co-Director) position(s) is to encourage a culture of active succession planning that includes identifying leadership talent and sharing leadership responsibilities within the Core Council and the Community Club as a whole, to facilitate long-term organizational stability and vitality.

The reappointment of a Director (or Co-Director), or election of a new Director (or Co-Director) shall be announced as promptly as reasonably possible to the members of Community Club.

3.2. SUCCESSION PLANNING.

The Core Council functions as a nominating committee to identify persons for leadership positions within the Club, specifically, the Core Council. However, upon a member's announcement of plans to resign from a position on the Core Council, the member is encouraged to make a conscientious effort to identify and explore the interest of candidates for the position that he or she is departing. The announcement should be made to allow sufficient time for the search and transition.

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If there are Co-Directors, the terms should be staggered to the extent possible.

3.3. DISMISSAL FROM THE CORE COUNCIL.

In circumstances where a member of the Core Council has not fulfilled the duties and/or spirit of his or her role to support Community Club, its students, or tutors, the member can be dismissed from his or her leadership role and from the Core Council. Dismissal is achieved by a $\frac{3}{4}$ th vote of "no confidence" by the Core Council members in attendance. All Core Council members in attendance are eligible to vote. Voting is to be made by secret ballot.

3.4. DECISION MAKING.

The Core Council strives to operate as a consensus decision-making body without formal voting, with exception only for issues that require voting as specified in this charter. All major policy decisions and actions are to be arrived at only after a full discussion of all viewpoints by a quorum of Core Council members. A quorum is a majority of the members of the Core Council.

While it is ideal that Core Council members are in 100% agreement about each proposal under consideration, at times this goal might not be achievable, and the Council should strive to reach decisions that (1) are generally supported, (2) can be accepted by all members, and (3) do not result in any Council member perceiving the decision to compromise the Club's purpose, philosophy, or values.

Decisions on key policy decisions might not be reached during one meeting. In such cases, decisions should be delayed to allow for additional discussion and evaluation of alternatives prior to and during subsequent Council meetings.

If all efforts to reach consensus have not yielded a required policy decision or action, the Director shall call for a voice or ballot vote. A policy decision or action must receive $\frac{3}{4}$ th vote by the members in attendance to be accepted.

Proxy Voting. To ensure that decisions can be made at Core Council meetings where less than a quorum are in attendance, a Core Council member who will be absent from a Core Council meeting may authorize another Core Council member to cast votes on his/her behalf at the meeting. This authorization must be in writing (an email to the Core Council is acceptable). Such "proxy voting" is not permitted for votes on (1) charter amendments, (2) dismissal of a Core Council member, or (3) a contested election of a Director (or Co-Director).

4. CORE COUNCIL MEETINGS

4.1 SCOPE

The Core Council meetings are regularly scheduled on a monthly basis. Meetings are

open to Core Council members and open to others by invitation only.⁴

The primary purpose of Core Council meetings is to share status updates on Community Club activities, and to develop management and policy strategies for Club operations.

Meetings serve as a forum for–

- Status updates/reports from all Council members.
- Class leader discussion.
- Reporting on crisis decision-making. The purpose is not to second-guess decisions, but to inform the Council and to ensure that the decision was aligned with other actions taken by Club leaders.
- General Community Club policy-making
- Quarterly reports of financial/budget matters.
- Ongoing definition and redefinition of roles.
- Discussion of related NYAPC matters.

Core Council meetings will be documented with meeting notes. Following meetings, a list of matters actually discussed at the meeting shall be published. Meeting minutes, once approved by the Core Council, may be made available – in whole or in part, as determined by the Core Council – to any member of Community Club upon request.

4.2 PREPARATION AND DOCUMENTATION

- Core Council meeting agendas are established and meetings are facilitated by the Director (or Co-Directors) or his/her designee.
- All key policy decisions are to be documented.
- All significant documentation for discussion at the Council meetings should be distributed to Council members prior to Core Council meetings for review.

5. ANNUAL REPORT

The Core Council will prepare an annual report that addresses Club income, expenditures, student and tutor statistics, and major policy decisions for the past academic year. The report is to be published – all or in part, as determined by the Core Council – on the Community Club website.

6. CHARTER REVIEW & AMENDMENTS

The Core Council will review the charter annually to ensure that it addresses the governance needs of the organization and reflects new policies/practices implemented by the Core Council. Amendments to the charter require a $\frac{3}{4}$ approval vote of the Core Council members in attendance.

⁴ Meetings are closed to ensure confidentiality of persons discussed during the meeting, and to provide protected space for candid discussion among Council members.

