

The Bylaws

Of the

Tallahassee Progressive Center

(Adopted 8/10/04)

Article I Name

This organization shall be known as the **Tallahassee Progressive Center**, also referred to in this document as **The Center**. The physical facility shall be differentiated from the organization as the **Tallahassee Progressive Center Facility** or simply as **The Facility**.

Article II Definition

The Tallahassee Progressive Center is a community based, grass roots organization dedicated to helping progressive organizations work together for environmental, economic, social and electoral justice at the local, state and national levels. The Center will strive to be a central hub to help improve communication and cooperation between a wide range of progressive organizations with the ultimate goal of creating of creating a unified progressive movement and community in the Tallahassee area. The Center also realizes that the arts and cultural events are critical components of an enlightened society and will work strengthen the arts and culture in our community. The Center will also work to help educate the community about truly responsible economic development and trade issues. The center will work to provide an outlet for people to participate in the global economy in a socially and environmentally responsible manner.

Article III Purpose

The Tallahassee Progressive Center is hereby charged with the following tasks:

- A.** Maintain an organization made up of members of progressive issue advocacy and educational organizations, arts and cultural groups and members of the community at large. This organization will be charged with furthering the goals and mission outlined in this document.
- B.** Develop and maintain the Tallahassee Progressive Center Facility. The Facility will serve the following functions to the greatest extent possible; in no way should this listing be considered exhaustive or exclusive.
 - 1. Affordable office space for non-profit issue advocacy organizations, groups promoting the arts and culture and progressive campaign organizations.
 - 2. Business and support services for progressive groups.
 - 3. Support services for progressive electoral and issue advocacy campaigns.
 - 4. Free meeting space for progressive community and student organizations.
 - 5. Workspace for artists including musicians and visual artists.

6. Entertainment venues and gallery space for local artists to perform/display their work. Entertainment space will also be available for organizations to use for fundraising benefits and other functions.
7. Retail space to promote responsible economic development by marketing fair trade/union made products.
8. A cyber café facility including a reading room to promote alternative media. Food and beverage services shall be provided by local vendors.

Article IV **Meetings**

The Tallahassee Progressive Center affirms the principle that the strength of any organization is determined in part by its commitment to democratic principles in the decision making process. The Tallahassee Progressive Center is committed to ensuring that all interest parties are given the opportunity to share their feelings and opinions in an environment free of coercion and that all opinions, including those of the minority, are given a proper hearing. The following principles and guidelines outline the processes and procedures for meetings and decision making for the Tallahassee Progressive Center. These principles and guidelines apply to all subdivisions of The Center and will be enforced at all meetings.

- A. Consensus** – Decision by consensus has become a guiding principle of the global progressive movement. The Tallahassee Progressive Center is committed to that principle. The Center will strive to ensure that all decisions made by every subdivision are made by consensus and that, in the event consensus can not be reached, that all voices are heard before a final decision is made.
- B. Facilitator** – In order to ensure that the influence of an entrenched hierarchy is minimized, subdivisions of The Center shall not have an appointed chairperson but will use meeting facilitators. A facilitator will be chosen for each meeting of any subdivision of The Center. The role of this facilitator is to assist the meeting participants in their efforts to reach consensus and to ensure that the meeting progresses as smoothly and efficiently as possible. All efforts will be made to ensure that there is a different facilitator at each meeting so that everyone is given the opportunity to participate in that valuable portion of the consensus process.
- C. Process** - There are many methods for working towards consensus. The Tallahassee Progressive Center is committed to working through various consensus processes in an effort to find the method that allows for the maximum amount of input from all participants and ensures equal access to decision making. The Center and all of its subdivisions shall make decisions based on the following system of modified consensus until such time as the Collective deems necessary to amend this process as outlined in these bylaws.
 1. When a proposal is brought the participants in the meeting will be given the opportunity to ask the bringer of the proposal clarifying questions. Once all questions have been answered the body will be asked if there is a consensus to adopt the proposal.

2. If there is not a consensus, a list of those wishing to speak on the issue will be taken by the facilitator. All meeting participants are eligible to be on this list.
 3. The facilitator will recognize each person on the list or “stack” in the order in which they were placed on the list. Time limits and other restrictions may be placed on the speakers by consensus of the meeting participants for the duration of the meeting as necessary.
 4. At the completion of each stack the meeting participants will be asked to show their opinion on the issue by show of hands. Individuals who strongly support the proposal should indicate that by displaying 5 fingers. Those who support the issue should indicate that with 4 fingers. Those who are neutral should indicate that with 3 fingers. Those who have concerns but are still willing to adopt the proposal should indicate that with a show of 2 fingers. Individuals who do not agree with the proposal and have blocking concerns should indicate that by showing 1 finger.
 5. The presence of a blocking concern indicates that consensus has not been reached and a new stack will be created, starting with those who had a blocking concern. This process will be repeated 3 times or until consensus has been reached.
 6. At the start of each new stack the bringer of the proposal may amend it to address the blocking concerns.
 7. If consensus can not be reached a vote will be taken. If 2/3 or more of those Center members in attendance support the proposal, it will be adopted. If not, the proposal will not be adopted.
- D.** The Center is committed to elevating the quality of discourse in society by ensuring that all participants in its meetings are treated with dignity and respect. To that end, the Tallahassee Progressive Center Board of Directors shall develop and maintain, with the approval of the Collective, a basic code of respect for discussions at Center meetings.
- E.** The Center in the Sunshine – All official meetings and records of the Tallahassee Progressive Center are open to the public. Meeting records will be maintained by the Board of Directors and must be made available upon request. Whenever possible, these records will be posted and archived at The Center’s website for public inspection. Individual businesses or non-profit organizations involved with The Center are not covered by this section.
- F.** All regular meetings of the Tallahassee Progressive Center must be publicly posted on the Tallahassee Progressive Center Website, at the Center Facility and in at least one public media outlet at least 1 week before the meeting takes place. If a Facility is not available, the meeting must be posted on the Tallahassee Progressive Center website and one public media outlet. The Board of Directors has the responsibility for posting all meetings of the Collective.
- G.** Special meetings of the Collective or Board called for by the membership must be noticed 72 hours in advance in the formats outlined in Article IV, Paragraph F.

Article V **Membership**

A. Non-Discrimination

Membership in the Tallahassee Progressive Center is open to everyone.

- B. The Tallahassee Progressive Center is committed to serving to the community; to that end all meetings of the Center or any authorized subdivision of the Center shall be open to the public.
- C. All members of the community, regardless of membership status in the Progressive Center shall be permitted to make their views known at any meeting of the Center or subdivision of the Center.
- D. In cases where a vote is required, only Center members are authorized to vote
- E. Membership in the Tallahassee Progressive Center will be based on an individual's commitment to the Center through service. Only working members of an authorized subdivision of the Center will be given voting privileges.
- F. The amount of service required for voting membership will shall be as follows:
 - 1. Attendance at a minimum of three meetings of any subdivision of the Center before voting membership is granted.
 - 2. The performance of three hours of additional service to the Center each month whether that be through help in facility maintenance, outreach, the offering of free classes or other services to the Center or any task approved by the Board of Directors.
- G. The Board of Directors is hereby charged with maintaining and updating all records of membership.

Article VI

Dissolution of Membership

- A. The Tallahassee Progressive Center will strive to be an open and inclusive community based organization that strives to include all persons and ideas. However, in those rare cases where an individual or group of individuals becomes a hindrance to the mission of the Center or a threat to its continued functioning, the following procedure is hereby instituted for dissolution of membership from the Tallahassee Progressive Center. The framers of this document strongly encourage all future members of the Center to take this action only after all other prudent measures have been exhausted.
- B. Dissolution of membership may be instituted for the following reasons. In no way should this list be considered exhaustive.
 - 1. Repeated and deliberate violation of the bylaws or other organizing documents and/or principles of the Tallahassee Progressive Center
 - 2. Repeated misrepresentation to the public. The Collective shall decide who speaks for the Center. Individuals may speak to their experiences with the Progressive Center not for the organization itself. Only recognized spokespersons may represent the Center in public.
 - 3. Repeated violation of the organization's principles of respect. All participants in the Center will be treated with the proper level of respect.
- C. Procedure for dissolution of membership.
 - 1. The dissolution procedure shall be instituted by the Board of Directors per the request of a member of the Tallahassee Progressive Center.
 - 2. The Board will engage in a comprehensive investigation and finding of fact.

3. The Board will then make a recommendation to the Collective within 1 month of the initial request. The subject of the complaint is guaranteed the right to explain the situation to the Board.
4. The collective will make the final decision regarding dissolution following the procedure outlined herein. The subject of the complaint is guaranteed the right to explain the situation to the Collective.

Article VII **The Collective**

- A.** The ultimate authority in the Tallahassee Progressive Center is hereby vested in the Collective. The Center Collective shall consist of all voting members of the Tallahassee Progressive Center.
- B.** The following powers and duties are conferred on the Tallahassee Progressive Center Collective; in no way should this record be considered exhaustive or exclusive.
 1. Serve as the primary connection between the Center and the community at large.
 2. Establish the overall vision for the Center and work to implement that vision.
 3. Establish the major policies of the Center and provide guidance to the Board of Directors on how those policies should be implemented.
 4. Establish a yearly plan for the Tallahassee Progressive Center and make recommendations to the Board of Directors and Center Mangers on the implement that plan.
 5. Elect the members of the Tallahassee Progressive Center Board of Directors.
 6. Make recommendations to the Board of Directors regarding the appointment of the Center Area Mangers.
 7. Serve as the final decision making body in the case of disputes between any subdivision of the Tallahassee Progressive Center.
 8. Deliberate, amend and/or adopt the Tallahassee Progressive Center Facility Operations Manual and Financial Policy recommended by the Board of Directors.
 9. Initiate amendments to the bylaws or other governing documents of the Center.
 10. Deliberate, amend and/or adopt any changes to this document suggested by the Board of Directors.
- D.** The Center Collective shall meet at least 4 times per year with no more than 3 months between meetings. The Board of Directors shall be charged with scheduling meetings but any members of the Collective may call for a meeting providing that she/he has the written consent of 1/3 of the voting membership, verified by the Board of Directors.

Article VIII
The Board of Directors

- A.** There shall be a Board of Directors to serve the Tallahassee Progressive Center, hereinafter referred to as The Board.
- B.** The following powers and duties are hereby conferred on the Board. In no way should this list be considered exclusive or exhaustive.
1. Select and supervise the Tallahassee Progressive Center Managers.
 2. Develop a comprehensive business plan for the Tallahassee Progressive Center Facility, to be approved by the Collective.
 3. Develop the fiscal policy for the Center, to be approved by the Collective.
 4. Conduct the day to day operations of the Tallahassee Progressive Center, the Facility and other duties as directed by the Collective.
- C.** Composition of the Board – The Board of Directors shall consist of nine members, elected by the Tallahassee Progressive Center Collective.
1. Four members of the board must represent organizations that are making contributions to any Progressive Center Facility either through rent or other means.
 2. The remaining five members of the board shall be selected by the Collective and represent the community at large.
 3. All members of the Board must be voting members of the Collective.
 4. Board members shall serve one year terms although a member may be removed from the Board following the process outlined in Article VI. Removal may or may not constitute a dissolution of membership in the Tallahassee Progressive Center.
 5. The Collective shall decide the process for nominating and electing board members at the appropriate time except as noted in Article VIII, Section E of these bylaws.
- D.** The Board shall meet a minimum of at least once every month. All meetings of the Board must be noticed as outlined in Article IV. Any member of the board may call for a meeting provided he/she has the consent of 2 other members.
- E.** In order to facilitate the early stage organizing of the Center, a Board of Directors shall be appointed by the initial founders. This board will be selected to best represent the Tallahassee progressive community and to help in early fundraising efforts. The board should represent a broad cross-section of the community and ensure that women and people of color are represented. This appointed board shall serve for a period of no less than six (6) months from the time of their initial meeting. This appointed board shall be charged with calling the first meeting of the Center Collective within one month of its creation at which time the Collective will assume its responsibilities as outlined in this document. After the initial 6-month period, the Collective can call for new elections of the Board as outlined in this document.

Article IX

The Progressive Center Managers

The Progressive Center Managers shall be charged with the day to day building, maintenance and enhancement of the Center. All efforts will be made to make these managers paid employees of the Tallahassee Progressive Center Collective, supervised by the Board of Directors. The managers will be the central component of the Progressive Center and the success or failure of this endeavor will be based largely on their dedication and leadership. In the event that these managers are not able to be financially compensated they will be considered volunteers who will be first in line for paid positions within the Progressive Center or the Facility.

A. There is hereby created three (3) positions within the Tallahassee Progressive Center, called the Tallahassee Progressive Center Managers, hereinafter referred to as managers. These managers include the Facilities, Outreach and Programs Manager. The Board of Directors shall work with the Collective to ensure that the 3 managers accurately reflect the diversity of the surrounding community.

B. The Facilities Manger is hereby charged with the following:

1. Serve as the primary business agent for the Progressive Center Facility, charged with showing the Facility to prospective tenants and collecting rent from existing tenants.
2. Serve as the primary contact for the utilities and other service providers for the Facility.
3. Work with volunteers or for profit entities to ensure that the Facility is well maintained.
4. Coordinate special events involving the Facility and supervise set-up and break down the Facility for said events.
5. Work with the Board and Collective to develop comprehensive policies regarding the rules and procedures for use of the Facility.
6. Coordinate with the other Managers, the Board and the Collective to ensure that the Facility is an integral part of the Tallahassee Progressive Center's programming.
7. In the absence of an established Facility, work to locate temporary space for Center programs and supervise any campaigns to secure a permanent facility.

C. The Outreach Manger is hereby charged with the following:

1. Serve as the primary contact with media representing the Board and Collective of the Tallahassee Progressive Center.

2. Develop a comprehensive communications program to ensure that the Center is adequately promoted throughout the community using a wide range of both for profit and non-profit community media outlets.
3. Develop and maintain coalitions with progressive organizations throughout the community, state and nation to assist in building a global progressive movement.
4. Work with other managers, members of the Board and the Collective to maintain the Tallahassee Progressive Center website.
5. Coordinate all public outreach programs that coincide with community events.
6. Coordinate with the other Managers, the Board and the Collective to ensure that the communications program is an integral part of the Tallahassee Progressive Center's programming.

D. The Programs Manager is hereby charged with the following:

1. The development of a comprehensive system to develop educational, arts and political programs for the Tallahassee Progressive Center in keeping with the mission and purpose outlined in these bylaws.
2. Work with the Facilities Manger to develop a system for the fair and efficient use of space in the Facility by the various groups interested in conducting programming at the center.
3. Supervise the free community space within the Facility.
4. Work with the Outreach Manager to develop promotional programs for the Center.
5. Supervise any and all grant writing projects for the Center and serve as the primary fundraiser for the Center.
6. Work with the other Mangers, Board and Collective to ensure that the Center is fully meeting its responsibilities to provide quality programs for the Tallahassee community.

- E.** The Center Managers are expected to coordinate their activities as needed and must issue a joint report to the Board each month.

Article X **Amendments**

Amendments made by the approval of the Collective. All amendments must be made public at least one (1) month before they are decided by the Collective. Discussion on proposed amendments may take place at any meeting of the Collective.