

LEARNING INSTITUTE FOR ELON AT ELON UNIVERSITY

BYLAWS

ARTICLE I

NAME

The name of this Organization shall be the Learning Institute for Elon at Elon University. The Organization may be referred to generally and herein by its acronym LIFE@Elon.

ARTICLE II

AUTHORITY

The Organization created herein is established under the authority of Elon University and shall not exist as an entity separate and distinct from the University. The Provost or designee shall retain ultimate discretion over the continued existence of the program. At the Organization's termination, all assets of the Organization shall remain the property of the University, and no other individual shall have a pecuniary or membership interest in the Organization.

ARTICLE III

MISSION, VISION & VALUE STATEMENTS

VISION

LIFE@Elon envisions a lifelong learning community at Elon University for the intellectual enrichment and stimulation of adults 50 years and older.

MISSION

To deliver lifelong learning for adults 50 years and older in a member led educational community that provides broad and enriching experiences through unique programs and ongoing engagement with Elon University.

VALUES

We value the enriching experience of learning and recognize the importance of intellectual stimulation and community.

We value the time and efforts of our members who volunteer to achieve our mission and to deliver excellence in learning.

We value diversity, inclusion, creativity, innovation, collaboration, and respect for one another and all program presenters.

We value our relationship with the Elon University community.

ARTICLE IV

MEMBERSHIP

- Section 4.1** Membership in this Organization is open to all individuals whose interest and endeavors are in keeping with its purpose, and in full accordance with this Article.
- Section 4.2** The Executive Committee shall establish by written policy the amount of dues that Members shall pay. Members shall receive notice of change in dues structure at least 30 days prior to the first meeting of the year. The number of Members may be capped from time to time at the discretion of the Executive Committee.
- Section 4.3** The Members shall have all the rights, responsibilities and privileges normally associated with membership in the Organization, including the right to vote at regular and special meetings and to hold office in the Organization.

ARTICLE V

OFFICERS; DUTIES & TERMS

- Section 5.1** The duly elected officers of LIFE@Elon shall be charged with the governance of the organization in accordance with these bylaws, and shall discharge their duties through an Executive Committee consisting of a Committee Chair, Vice Chair, Secretary, Treasurer, with others as Officers-At-Large as specified in section 5.2.
- Section 5.2** **OFFICERS-AT-LARGE.** For each year there shall be nine elected Members with representation from both the Tuesday and Wednesday programs serving as

Officers of the Organization who shall comprise the Executive Committee. The Officers may decide among themselves who will serve in each given term in the roles of Committee Chair, Vice Chair, Secretary and Treasurer. However, only those who have served on a committee for one year are eligible to be an Officer of the Committee. An Officer not serving in a named capacity will be a member of the Executive Committee as an Officer-At-Large. The terms of the Officers may be staggered such that only a portion of the positions are elected in any single year.

- Section 5.3 EXECUTIVE COMMITTEE CHAIR.** The Chair shall preside at all meetings of the Executive Committee and at any special meetings of the full membership, unless the Chair designates another person to preside. The Executive Committee Chair shall be an ex officio member of the Curriculum Committee. The Executive Committee Chair shall have such usual powers of supervision and management as may pertain to the office and shall perform such other duties as may be designated by the Executive Committee.
- Section 5.4 VICE CHAIR.** The Vice Chair shall, in the event of the absence, disability, resignation or death of the Chair, possess all the powers and perform all the duties of that office until the next or regular election. The Vice Chair shall perform such other duties as the Chair and the Executive Committee may designate.
- Section 5.5 SECRETARY.** The Secretary shall keep the minutes of all the meetings of the Executive Committee, as well as regular and special meetings of the membership. The Secretary shall notify all officers of their election and shall perform other functions as may be required.
- Section 5.6 TREASURER.** The Treasurer shall supervise the collection and receipt of all monies due; shall be responsible for planning budgets and reports for the approval of the Executive Committee; and shall present periodic statements to the Executive Committee at their regular meetings and an annual report to the membership at the annual meeting. The Treasurer shall work in conjunction with an Assistant Treasurer who shall be appointed by the Provost or designee, and who shall be responsible for handling the accounts of the Organization housed within the University.
- Section 5.7 TERM OF OFFICE.** The Officers set forth herein shall serve for three-year terms in their respective offices with terms appropriately staggered. Each Officer shall be limited to no more than two consecutive terms in a single elected office. When considering nominations for the Executive Committee, the Nominating Committee should encourage representatives of both the Tuesday and Wednesday programs to seek office.

ARTICLE VI

EXECUTIVE COMMITTEE

- Section 6.1 COMPOSITION.** The Executive Committee comprise the officers of the Organization. The Provost or designee shall serve as an ex officio member of the Executive Committee, and may appoint other ex officio members as necessary.
- Section 6.2 AUTHORITY.** The members of the Executive Committee shall be empowered to act for the Organization as needed between Executive Committee meetings. All actions taken by this committee shall be temporary until submitted to the Executive Committee for subsequent approval.
- Section 6.3 VOTING.** All members of the Executive Committee whether elected as officers-at-large or serving as ex officio members appointed by the Provost or designee shall be entitled to vote on matters before the committee.
- Section 6.4 DUTIES.** The Executive Committee shall be responsible for the active management of LIFE@Elon. They shall consider recommendations from the membership, officers and/or Chair and initiate programs to achieve the purpose of the organization.
- Section 6.5 MEETINGS.** The Executive Committee shall meet at least quarterly, at the call of the Chair.
- Section 6.6 VACANCIES.** In the event of a vacancy, the Chair, with the approval of a majority of the Executive Committee, shall appoint someone from the membership to fill the position for the unexpired portion of that term.

ARTICLE VII

STANDING COMMITTEES

- Section 7.1** The Executive Committee Chair, with the approval of the Executive Committee, shall appoint chairpersons for the following standing committees:
- 7.1.1.** Curriculum Committee, which shall be responsible for administering the programming and course offerings of LIFE@Elon
 - 7.1.2.** Nominating Committee, which shall be responsible for administering fair and impartial election processes as described further in Article XI herein.
 - 7.1.3.** Others committees as required and directed by the Executive Committee

Section 7.2 Any member or officer, with the exception of the Chair, may serve as chairperson of a standing committee.

Section 7.3 **AD-HOC COMMITTEES.** The Chair may appoint chairpersons of such special committees as are found necessary to carry out the work of the organization. These committees shall be terminated upon the completion of their tasks.

ARTICLE VIII

MEETINGS

Section 8.1 Any member may attend regular or special meetings of the Executive Committee, or any annual and special meetings of the membership called by the Executive Committee.

Section 8.2 An annual meeting of the membership shall be held on the day of the last regular session of each Academic Year for the purpose of electing officers and to receive annual reports and other appropriate business.

Section 8.3 Notice of an annual meeting shall be provided to members at least 14 days prior to the meeting. Such notification may be by email, regular mail, and announcement at general member classroom meetings.

Section 8.4 Special meetings may be called by a majority vote of the Executive Committee. Members shall be notified in writing at least seven days in advance of a special meeting.

Section 8.5 A petition signed by 20 members of the organization and requesting a special meeting will compel the Executive Committee to call such a meeting within 30 days after receipt of such petition.

Section 8.6 A quorum shall exist if twenty percent (20%) of the regular membership for the current year is present at general, annual or special meetings.

ARTICLE IX

ELECTIONS

Section 9.1 A Nominating Committee consisting of a chairperson and at least four members shall be appointed by the Executive Committee. The members of the

Nominating Committee and the Chairperson may be chosen from among the Officers or Members, but in every case the composition of the Committee shall reflect a simple majority of Members that are not elected Officers.

Section 9.2 Nominees for the Executive Committee shall be presented by the Nominating Committee to the Executive Committee and then to the membership at least 14 days prior to the annual meeting. Such notification will be in accordance with that specified for an Executive Committee meeting in Article VIII Section 8.3.

Section 9.3 Additional nominations at the annual meeting will be accepted at the morning session only and only if the consent of the nominee has been obtained. Any member wishing to nominate from the floor is free to attend the morning session that day.

Section 9.4 A plurality of those members in attendance at the meeting shall elect candidates. If necessary, the chairperson of the Nominating Committee may make procedures available by which members may vote using an absentee ballot process, with such votes having the same effect as votes of members present at a meeting.

ARTICLE X

FINANCE

Section 10.1 The initial fiscal year of the organization shall start September 15, 2011 and shall end on May 31, 2011. Thereafter, the fiscal year of the organization shall run from June 1 of each year to May 31 of the subsequent year.

Section 10.2 The Treasurer shall submit a budget for the upcoming fiscal year to the Executive Committee, for their approval at a meeting prior to April 30 of each year.

Section 10.3 The Treasurer, with the Assistant Treasurer, shall produce an annual report of the Organizations accounts, revenues and expenditures following the conclusion of the University's annual financial audit, to be delivered to the Executive Committee and published to the general membership.

ARTICLE XI

STATEMENT OF EQUAL OPPORTUNITY

This organization shall adhere to all University policies and state and federal regulations concerning non-discrimination and equal opportunity, in a manner not inconsistent with Article III of these by-laws.

ARTICLE XII

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of LIFE@Elon in all cases to which they are applicable, provided that they are not inconsistent with these bylaws and any special rules of order that may be adopted.

ARTICLE XIII

AMENDMENTS

These by-laws may be amended by a 2/3 vote of those members present to vote, whether at a general, annual or special meeting. Notice of proposed amendments must be provided to all members at least 14 days in advance of such a meeting.

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