

**LIFETIME LEARNING INSTITUTE AT SUNY NEW PALTZ
BYLAWS**

ARTICLE I – NAME

The name of the organization shall be the Lifetime Learning Institute at SUNY New Paltz, and it shall be an affiliate of and maintain its principal offices at the State University of New York at New Paltz, New York.

ARTICLE II – PURPOSE

The purpose of the organization is to provide opportunities for members to share their love of learning and to exchange ideas and experiences through offering noncredit and noncompetitive courses under the sponsorship of SUNY at New Paltz.

ARTICLE III – MEMBERSHIP

Section 1 – Nature of Membership

Membership in the Lifetime Learning Institute at SUNY New Paltz should be open primarily to all adults aged 55 and over who have an interest in the aims, purposes and activities of the organization. Membership shall be renewable annually based upon payment of the annual dues.

Section 2 – Member’s Rights

Members shall have the right to vote at all general meetings, hold office, and participate in the activities of the organization.

Section 3 – Membership Year

The membership year shall be July 1 to June 30.

Section 4 – Annual Membership Meeting

The Annual Membership Meeting shall take place in the spring. The purpose of the Annual Membership Meeting shall be to discuss the operation of the organization, gather new ideas, receive the financial report, and elect the officers and members-at-large of the Council. Council members shall take office immediately upon election.

ARTICLE IV – GOVERNING BODY

Section 1 – Council Role

The affairs of the organization shall be governed by a Council.

Section 2 – Council Meetings

The Council shall meet a minimum of six times a year at times and places to be decided by the President.

Section 3 – Special Meetings

The President shall call special meetings as necessary or if requested by three council members. Notice of special meetings must be disseminated to Council members seven days before the meeting date. Special meetings can be held electronically as needed.

Section 4 – Quorum

A quorum of one more than half of the voting Council members shall be present to conduct business.

Section 5 – Conduct of Business

The Council shall conduct its business with a simple majority vote of those present and voting.

ARTICLE V – COUNCIL MEMBERSHIP

Section 1 – Council Membership

The Council shall consist of four officers (President, Vice President, Secretary, and Treasurer), the Immediate Past President, three members-at-large, the Chairs of the Standing Committees, and a representative of SUNY at New Paltz, *ex officio*, without vote.

Section 2 – Council Selection Process

The members-at-large and the officers shall be elected to the Council by the members at the Annual Membership Meeting. Standing Committee Chairs shall be appointed annually by the President with the approval of the Council. The representative of SUNY at New Paltz shall be appointed by SUNY at New Paltz.

Section 3 – Council Member Terms

The President, Vice President, Secretary, Treasurer, and Immediate Past President shall serve for one year terms. The Secretary and Treasurer shall be elected for one year terms and may be reelected for three more terms. Standing Committee Chairs shall be appointed for one year terms and may be appointed annually for three more terms. Members at Large shall be elected for one year terms and may be elected for a second consecutive term. After a year not on the Council, members can be reelected or reappointed to the Council. The representative of SUNY at New Paltz shall serve as appointed. All terms of elected officials commence at the annual meeting. All one year terms of appointed positions commence at the Council reorganization meeting which is held shortly after the annual meeting. Approval shall be by a majority of those eligible-to-vote members who are present. A quorum for the organization meeting shall be a majority of those eligible to vote. Committees with Co-Chairs will have a single vote at Council meetings for purposes of establishing a quorum and a majority.

Section 4 – Vacancies

Vacancies that occur among officers or members-at-large shall be filled by the Council from among the members of the organization. Vacancies that occur among Standing Committee Chairs shall be filled by the President with the approval of the Council for the remainder of the term.

Section 5 – Attendance at Meetings

Any Council member who has three unexcused absences from Council meetings within a membership year, shall be considered to have resigned.

ARTICLE VI – OFFICERS

Section 1 – President

The President shall supervise the affairs and activities of the organization, represent the organization to other organizations, preside at all Council meetings, appoint the Registrar and Chairs (or Co-chairs) of Standing Committees (with the approval of the Council), and appoint ad hoc committees and task forces as needed. The President shall present a report on the organization at the Annual Meeting.

Section 2 – Vice President

The Vice President shall serve as liaison to SUNY at New Paltz, perform the President's duties in case of absence, and carry out other duties as delegated by the President. The Vice President shall automatically become President for the next year.

Section 3 – Treasurer

The Treasurer shall develop and present, for Council vote, the annual budget; monitor the budget; arrange for collection of all monies and payment of expenses; report on the financial standing of the organization at each Council meeting; and present a financial report at the Annual Membership Meeting.

Section 4 – Secretary

The Secretary shall maintain the official records of the organization, record and distribute the minutes of all Council meetings, and prepare written correspondence as requested by the President. The Secretary shall also notify the membership of the time, date, and agenda of the Annual Membership Meeting.

Section 5 – Immediate Past President

The Immediate Past President shall serve as an advisor to the President and Council.

Section 6 – Members-at-large

Members-at-large shall represent membership's interests to the Council.

ARTICLE VII –STANDING COMMITTEES

Section 1 – Committee List

There shall be eight (8) standing committees as follows:

- Curriculum Development Committee
- Curriculum Catalog Committee
- Curriculum Classroom Management Committee
- Classroom Affairs Committee
- Events Committee
- Membership Committee
- Public Relations Committee

Volunteer Committee

Section 2 – Curriculum Development Committee

The Curriculum Development Committee shall develop new courses and recruit faculty;

Section 3 – Curriculum Catalog Committee

The Curriculum Catalog Committee shall prepare course descriptions for the ad hoc catalog committee;

Section 4 – Curriculum Classroom Management Committee

The Curriculum Classroom Management Committee shall procure space, make classroom assignments and ensure availability of needed equipment.

Section 5 – Classroom Affairs Committee

The Classroom Affairs Committee shall provide assistance to faculty members, distribute information to participants in classes, and ensure that appropriate audiovisual and other materials are ready for classes.

Section 6 – Membership Committee

The Membership Committee shall recruit members, process membership applications, remind current members when their membership is lapsing, welcome new members to the organization, coordinate the registration process for courses, and manage membership services.

Section 7 – Public Relations Committee

The Public Relations Committee shall disseminate information about the organization to the community at large; assist in the recruitment of members; and develop and distribute the course bulletin, press releases and flyers.

Section 8 – Events Committee

The Events Committee shall plan, coordinate and arrange special events, promote the social interaction of members, and assist with food and beverages at events.

Section 9 – Volunteer Committee

The Volunteer Committee shall recruit and orient volunteers for all the activities needed by the organization.

ARTICLE VIII – AD HOC COMMITTEES

Section 1 – Committee Appointments

Ad Hoc Committees and their Chair (or Co-Chairs) shall be appointed by the President. Chairs of ad hoc committees shall not be voting members of the Council unless they already serve on the Council.

Section 2 – Nominating Committee

The President shall appoint a Nominating Committee of at least three members, one of whom shall be the Immediate Past President. The Nominating Committee shall select a slate of officers and members-at-large for election at the Annual Membership Meeting.

Section 3 – Bylaws Committee

The President shall appoint a Bylaws Committee at least once every three years to review current bylaws for the purpose of revising and updating them. The Bylaws Committee will present suggested changes to the Council for review and approval. The Council will present recommended changes to the membership for adoption at the next annual meeting.

ARTICLE IX – FISCAL YEAR

The fiscal year shall be June 1 through May 31.

ARTICLE X – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern the organization in all cases to which they apply and are consistent with these bylaws.

ARTICLE XI – AMENDMENTS OF BYLAW

Section 1 – Adoption

These bylaws shall be deemed to be in effect upon their adoption by the membership or the Council by a two thirds vote of either group.

Section 2 – Suggestions for Amendments

Requests for bylaws changes may come from any member and shall be referred to the Bylaws Committee. If no Bylaws Committee is in effect, the President shall appoint one to consider suggestions made by members.

Section 3 – Amendments

These bylaws may be amended at an Annual Membership Meeting by a two-thirds vote of those present and eligible to vote. Written notice to the members of any proposed amendment(s) to the bylaws must be given at least thirty days prior to the Annual Membership Meeting.

Bylaws adopted by Council August 1, 2007

Amended by the membership March 2008, 2009, 2010 and 2012