

LIFETIME LEARNING INSTITUTE AT NEW PALTZ

BYLAWS 2023

**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 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.

*Sections 5 - Membership Responsibilities*

Members may experience a wide range of teaching styles guided by Presenters. In order to promote a dynamic learning environment and encourage a sense of community that is comfortable and accommodating, members are expected to behave in a manner that is respectful and courteous and does not distract from or disrupt the teaching and learning experience. Admission and participation in classes are within the sole discretion of LLI which reserves the right to revoke admission, limit or revoke

class participation, or revoke membership at any time if the Council officers reasonably determine a participant's condition, behavior or actions are inappropriate or disruptive.

#### **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 if quorum is available to participate.

##### *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 and 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 and Vice President shall serve a term of one year effective 2017. The Secretary and Treasurer shall serve a term of one year and may be reelected for three more consecutive terms. The Immediate Past President shall serve a term of one year. Standing Committee Chairs shall be appointed for one year terms and may be appointed annually for three more terms or more at the discretion of the standing president. Members at Large shall be elected for two 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 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 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 when the President's term ends.

*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 nine (9) standing committees as follows;

1. Curriculum Development Committee
2. Catalog Committee
3. Classroom Management Committee
4. Classroom Assistants Committee
5. Events Committee
6. Membership Committee
7. Public Relations Committee
8. Social Media Committee
9. Volunteer Committee

*Section 2 – Curriculum Development Committee*

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

*Section 3 –Catalog Committee*

The Catalog Committee shall prepare course descriptions for the catalog and work closely with the catalog developer to produce the catalog .

#### *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 Assistants Committee*

The Classroom Assistants Committee shall provide assistance to Presenters, distribute information to participants in classes, and ensure that appropriate other materials are ready for classes.

#### *Section 6 – Membership Committee*

The Membership Committee will work with the Registrar to process membership applications, remind current members to renew their membership, welcome new members to the organization, and coordinate membership information with the Registrar.

#### *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 promotional materials

#### *Section 8 – Events Committee*

The Events Committee shall plan, coordinate and arrange special events, and promote the social interaction of members.

#### *Section 9 – Social Media Committee*

The Social Media Committee shall develop, maintain, and monitor the organization's presence on social media such as Facebook. The Social Media Committee shall produce and disseminate a newsletter about the organization's activities to the membership twice a year. The purpose of such work is to disseminate information to membership about the organization's activities and promote the organization to the public.

#### *Section 10 – Volunteer Committee*

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

#### *Section 11- Committee Chairperson Duties*

Committee Chairpersons shall provide guidance, conduct meetings, establish timelines, and generally manage their respective committees. Committee Chairpersons shall document activities and meetings as appropriate and keep the President and officers informed of Committee work.

## **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*

A minimum of 60 days prior to the Annual Membership Meeting 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.

### *Section 4- As Hoc Committee Chairperson Duties*

Committee Chairpersons shall provide guidance, conduct meetings, establish timelines, and generally manage their respective committees. Committee Chairpersons shall document activities and meetings as appropriate and keep the President and officers informed of Committee work

## **ARTICLE IX – FISCAL YEAR**

The fiscal year shall be July 1 through June 30

## **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

Revised and adopted by Council February 1, 2008

Amended and adopted by membership March 14, 2008

Amended and adopted by membership March 6, 2009

Amended and adopted by membership March 5, 2010

Amended and adopted by membership March 9, 2016

Amended and adopted by membership March 10, 2018

Amended and adopted by membership June 12, 2023