

FIVE COLLEGE LEARNING IN RETIREMENT

THE BYLAWS

(As approved May 11, 2000)

DEFINITION: The Five College Learning in Retirement Program (5CLIR), under the auspices of Five Colleges, Inc., is an organization of semi-retired and retired people in the Pioneer Valley, dedicated to exploring new areas of learning in the company of their peers. Its primary function is intellectual pursuit; auxiliary events fall within the purpose of this Program. It presumes active participation in seminars or other study groups and in the administration of 5CLIR. Its members are all those persons whose applications for membership have been accepted and who have paid their membership dues.

I. THE COUNCIL: The Council, as the governing body of 5CLIR, establishes the policies and operational procedures of the Program. It is accountable to the membership and periodically reports to that group. The Council also selects the Nominating Committee. The Council advises in the hiring of office employees, who report to the President and who shall be ~ employees of Five Colleges, Inc.

I.A. ORGANIZATION OF THE COUNCIL:

I.A.1. MEMBERSHIP: The Council consists of nine members elected for three-year terms and four elected officers, when they are not also elected members of the Council. The Chief Financial Officer of Five Colleges, Inc. serves as an ex-officio member without vote. The President retains a seat on the Council for one year after his or her tenure in office. An Executive Committee, composed of the officers, the immediate past-president, and the chief financial officer of Five Colleges, Inc., may act between meetings of the Council in its name, with the understanding that the final approval of such action rests with the Council.

I.A.2. ELIGIBILITY: All 5CLIR members are eligible to serve on the Council and to participate in the election of Council members. Upon completion of a three-year term, a Council member is not eligible for re-election for one year. An individual who has been appointed to fill an unexpired term on the Council for one or two years, may choose to become a candidate for a full three year term on the next Council.

I.A.3. ELECTIONS: Elections will be held once a year in May. Nominations to the Council will be invited from each study group. From this slate, each 5CLIR member may vote for no more than three nominees. The three nominees receiving the highest number of votes will serve as Council members for three years. In the event of a tie, a flip of the coin will decide.

I.A.4. MEETINGS: The Council will meet regularly once a month and at other times when convened by the President. A simple majority of the elected members of the Council will constitute a quorum. Chairpersons of Standing Committees are invited to attend Council meetings (without vote) to present brief reports and to discuss matters of relevance to their Committees.

I.B. OFFICERS: The Officers of 5CLIR are also the Officers of the Council.

I.B.1. PRESIDENT: Convenes the meetings of the Council, the General Membership meetings, and any special meeting she or he may deem necessary. Is responsible for the agenda of those meetings and for the appointment of all special committees (or task forces), with the exception of the Nominating Committee. The members of special committees may be drawn from the Council and/or the general membership. However, the President's actions in the establishment, setting of objectives, and making appointments, to these committees and task forces require approval of the Council. Represents 5CLIR on public occasions or appoints suitable surrogates. Is a voting member of the Council and an ex-officio member of all committees, with the exception of the Nominating Committee.

I.B.2. VICE-PRESIDENT/PRESIDENT -ELECT: Presides in the absence of the President. Oversees the effective functioning and cooperation of Standing Committees and serves as a voting member of the Finance Committee. Will ordinarily and automatically succeed to the Presidency in the year following tenure as Vice-President.

I.B.3. SECRETARY: Records minutes of General Meetings; and records and distributes Council meeting minutes to members of the Council.

I.B.4. TREASURER: In conjunction with the chief financial officer of Five Colleges, Inc., oversees the finances of the Program, including preparation and submission of an annual budget, in writing, to the Council and the General Membership. Chairs the Finance Committee of 5CLIR. Reports regularly to the Council, and, at its general meetings, to the membership-at-large on the financial status of the Program and other pertinent matters.

II. APPOINTMENT, ELECTION, AND TENURE: All officers serve one-year terms and are elected annually in May by the current members of 5CLIR to serve until their successors take office. The President and Vice-President serve one-year terms; the Secretary and Treasurer may serve no more than three consecutive terms. All newly elected officers will assume office July I.

II.A. ELECTION PROCEDURES: The Council annually shall select a Nominating Committee consisting of a chairperson who is a member of the Council and four additional 5CLIR members. Current officers will not be eligible to serve. The Nominating Committee shall prepare a slate of candidates, which may include two candidates for each office if desired by Council. This slate will be provided to the membership prior to the Spring Membership

Meeting. Members will be given an opportunity to add to the nominations, and will vote by a secret written ballot. The Nominating Committee shall appoint three 5CLIR members to act as tellers.

II.B. VACANCIES: In the event of vacancies, the President with the approval of the Council, will name successors to all officers and Council members, with the exception of the Vice-President, to serve until the next General Election. If a vacancy occurs in the office of the Vice-President, a special election will be held.

III. COMMITTEES: Several standing committees serve as agents of the Council. Additional *ad hoc* committees may be appointed by the President with the approval of the Council as needs dictate. Members are encouraged to volunteer for service on committees with the understanding that appointment is officially made by the Council. It is expected that committees will coordinate their activities and work together when appropriate.

III.A. SELECTION AND TENURE OF CHAIRPERSONS AND COMMITTEE MEMBERS: Chairpersons will be nominated by a majority vote of committee members; and their selection, confirmed by the Council annually. They shall serve for two-year terms. Chairpersons may be reelected for a second two year term. Committee members will serve for three-year terms, one-third of the committee to be selected each year. Committee appointments will be confirmed by the Council. Whenever the number of volunteers for any one committee exceeds the number of vacancies for that committee, new members will be chosen by lottery. After a year's absence following the expiration of their tenure as chairpersons or committee members expires, 5CLIR members may apply to rejoin the committee.

III.B. THE STANDING COMMITTEES:

III.B.1. CURRICULUM: Function: Receives or initiates proposals for study groups or seminars and other curriculum offerings each term; provides assistance in modifying proposals where necessary or requested; evaluates the suitability of proposals, the relevant qualifications of moderators, and the balance and/or variety of the opportunities for choice by the members. It is responsible for the overall quality of the curriculum and for implementing that responsibility in suitable ways. Composition: Because of its centrality to the *raison d'etre* of 5CLIR, the committee shall number from 15 to 18 members.

III.B.2. FINANCE: Meets to consider pertinent issues, including dues and dues structure, budgetary requirements, etc.

III.B.3. MEMBERSHIP: Works in all appropriate ways to recruit and welcome new members.

III.B.4. NEWSLETTER/PUBLICITY: Composes and produces regularly an account of current Program activities, including announcements of future events, and is the "paper of

record" for past occasions of importance. In consultation with the President and/or the Secretary , it provides information and articles about the Program to the media.

III.B.5: SPECIAL PROGRAMS COMMITTEE. This Committee plans and conducts programs of interest to the members which are not included in the responsibilities of the Committees mentioned in paragraphs III.B.1 to 4, 6 and 7. Each such program will operate as a Subcommittee of this Committee. Such programs include, but are not limited to: Special Events, Great Decisions, Conversations over Coffee and Computer Group. Subcommittees may be added or dropped as needs and interests vary .

III.B.6: GENERAL MEETINGS COMMITTEE: With the cooperation of the President and the general membership, shall be responsible for the organization of the general meetings, including the meals and hospitality functions.

III.B.7: SUMMER AND WINTER PROGRAMS: This committee plans and conducts programs for summer and winter periods as well as activities at other times, that are not a part of the responsibility of the Curriculum Committee or the Special Events Committee.

IV. ASSOCIATE MEMBERSHIP: Past members may become non-voting Associate Members for a reduced annual fee. The Associate member is entitled to: LIR mailings, the Newsletter, non-voting attendance at general meetings, and participation in special events and summer and winter programs, but may not take regular seminars or workshops.

V. AMENDMENTS TO THE BYLAWS. A proposal for amending the bylaws can be passed into law as follows: Any member may submit a proposed amendment, in writing, to the Council. At a regular meeting of the Council or a special meeting called for that purpose, a motion to amend must be supported by a two-thirds vote of the Council. Upon such approval, the proposed amendment is submitted to a vote of the General Membership at its next General Meeting or at a special meeting of the membership called for the purpose. If the motion passes by a yea-vote of two-thirds of those members present and voting, the amendment is enacted.

V. LEGISLATIVE AUTHORITY: The rules contained in the current edition of Roberts Rules of Order Newly Revised (9th ed., 1990) shall govern this Program in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Program may adopt.

(updated 4-19-00 by CKGillies from disc which Karen Tatro had, incorporating changes through May 11, 1999)

(updated again, 6-13-00 by CKG, incorporating changes adopted at Annual Meeting, May, 2000.)