

The Older Adult Learning Center

Bylaws

[To Be Ratified at the Membership Meeting August 26, 2018]

Article I – Name

The name of the organization shall be The Older Adult Learning Center, hereafter known as TOALC. The organization shall be constituted as a non-profit organization in accordance with the terms and requirements of a federal 501(c) organization.

Article II – Mission

The mission of TOALC is to provide a broad variety of educational opportunities for older adult enrollees to explore ideas, expand knowledge, participate in intellectual discussion, enjoy social interaction and attend cultural events.

Article III – Nominations and Elections

The Nominating Committee is chaired by the Immediate Past President. He or she shall select others to help in the preparation of a slate of officers for election.

Elections shall be held at the Annual Meeting in September. No more than half of the officers' terms will be up for election in any one calendar year.

All TOALC officers will serve as unpaid volunteers for a two (2) year term unless otherwise determined by the TOALC Advisory Board.

Article IV – Advisory Board

TOALC shall be governed by an unpaid, volunteer Advisory Board consisting of President, Vice President, Immediate Past President, Secretary, Treasurer, chairs of Committees, and two Members-at-Large as the Board may decide. Committee chairs will be appointed by the President. The Advisory Board serves on the basis of ability, commitment to the mission of TOALC and acceptance of the responsibilities inherent in the leadership of TOALC.

The Advisory Board shall meet at least quarterly or more often as determined by the President.

Regular attendance at meetings of the Advisory Board and its committees is essential for effective operation of TOALC. A member of the

board who misses more three Advisory Board meetings in a year may be dismissed at the discretion of the Board.

In addition to excessive absenteeism, the term of any Board member may be ended and the member's seat declared vacant by vote of a simple majority of the Board for one of more of the following reasons: moving from the area, breach of fiduciary duty or any violation of TOALC policies. Resignation must be effected by written notice to the Advisory Board.

Article V – Executive Committee

The Executive Committee consisting of the President, Vice President, Secretary, Treasurer and Immediate Past President shall meet at a time determined by the President.

Article VI – Duties and Responsibilities of Officers

President – presides at all meetings of the Advisory Board and of the Executive Committee; appoints Chairs of all Standing Committees and serves ex officio on all said committees; chairs ad-hoc committees of the Board or appoints chairs to lead them; appoints persons to fill Board vacancies for the remainder of the term.

Vice President – assists the President and serves in his/her absence; serves as Office Manager, the duties of which include: recruiting volunteers for the TOALC office, maintaining an Office Procedures Handbook, training and coordinating office volunteers in the proper use of office equipment and inventories, maintaining and purchasing all office supplies.

Secretary – keeps an accurate and complete record of all Advisory Board meetings and other official records of TOALC; prepares, distributes by email and saves the minutes of all Advisory Board meetings; supervises all official correspondence.

Treasurer – keeps accurate and complete financial records for TOALC; provides reports of income, expenditure and balances at each Advisory Board meeting; maintains a notebook of all such reports in the office available for any member to review; prepares and presents financial data for an annual review and the filing of tax returns.

Article VII – Standing Committees

All committee proposals shall be submitted to the Advisory Board for final approval.

The following are TOALC's standing committees:

Program

Budget and Finance

Communications and Technology

Member Outreach

Library

Membership

Program Committee

Obtains qualified instructors and presenters for programs including class offerings, trips and other kinds of educational programming

Arranges meeting times and places

Develops the brochure for each session and supervises its printing and distribution

Reports schedules of class offerings and trips as required

Supervises all tasks associated with the process of registration for classes and trips

Budget and Finance

Develops policy covering all financial operations

Works with the Treasurer to assure proper financial procedures are followed

Prepares an operating budget for the year

Compiles and maintains statistics of the fiduciary status of TOALC for future planning

At the direction of the President prepares financial data for use in grant writing

Communications and Technology

Oversees information technology – computers, software and associated equipment

Puts in place and maintains programs for:

Membership Database/Registration

Communication via email with our membership

Production and dissemination of the newsletter

Maintainance of a TOALC website

Develops and oversees all public relations

Member Outreach

Sends get-well, sympathy and other cards to TOALC members on behalf of the Advisory Board

Visits TOALC members in hospital or at home when notified as needed

Represents TOALC at memorial and funeral services

Notifies the Advisory Board of major life events of TOALC members and their families

Library

Organizes the library collection

Submits library purchase requests to the Advisory Board

Adds purchases and suitable donated items to library inventory

Removes and de-accessions items to be removed from the collection

Monitors library loan records

Membership

Maintains accurate records of TOALC members' contact and participation information

Maintains updated leader information

Tracks volunteer statistics for recognition programs

Prepares reports on membership, session registration and volunteer activity as required

Article VIII – Fiscal Year

The fiscal year shall run from August 1 to July 31

Article IX – Procedures of the Organization

A quorum of the Advisory Board shall consist of a majority of the Advisory Board. At the Annual Meeting, the members present shall constitute a quorum.

The Advisory Board shall conduct official business when a quorum is present. Decisions on motions shall be by a voice vote of a simple majority of those present.

All financial issues shall be handled and/or supervised by the Budget and Finance Committee and submitted to the Advisory Board for final disposition.

Article X – Dissolution of the Organization

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes, as decided by the Advisory Board, within the meaning of section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article XI – Amendments to the Bylaws

The bylaws may be amended by action of two thirds of the members of the Advisory Board, provided the text of the changes has been submitted to the Advisory Board prior to the next general membership meeting.

Ratification of actions to amend the bylaws shall occur at any general membership meeting by a simple majority of those registrants present.

Revised July 26, 2018: Ad hoc By-Law Committee [Harold Pascal, Greg Nulle, Linda McMeekin, Connie Hogan, Patrick Shevlin, Ernie Dublisky]

Approved by the Advisory Board: August 1, 2018

To Be Ratified by the Registrants: August 26, 2018