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 STATEMENT

The goal of LIFE@Elon shall be to provide non-credit educational programs for Elon University retirees, alumni and other friends who are 50 years of age or older and who have a desire for life-long learning. This program is explicitly designed as a community where ongoing learning takes place in the context of supportive friends, and where discourse is characterized by respect and civility for all concerned. In furtherance of this goal, the Organizing Committee has adopted the following mission statement to guide development of the Organization:

LIFE@Elon has the best of two worlds: (a) it enjoys the support of Elon University and sponsorship by the Provost’s Office and (b) it is organized and facilitated by a community of people who wish to enliven this stage of life in ways that serve across generations.

LIFE@Elon is first and foremost a learning community, one that provides a way for its membership to remain vital in mind and heart by participating in conversations on that
which matters. Such conversations are to be held in a space marked by respect and civility for all. They are to be participatory throughout, honoring the wisdom and life experience of all participants. And they are to be conversations designed -- in their overall structure -- to nourish both mind and heart. Joining LIFE@Elon is a commitment to joining a learning community.

ARTICLE IV

MEMBERSHIP

Section 4.1 Membership in this Organization is open to all individuals 50 years of age or older 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 Members-At-Large as specified in section 5.2.

Section 5.2 OFFICERS-AND MEMBERS-AT-LARGE. For each year there shall be nine elected Members-at-Large with representation from both the Tuesday and Wednesday programs who shall comprise the Executive Committee. The Committee Members 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. A member of the Executive Committee not serving in a named capacity will be a Member-At-Large. The
terms of the Executive Committee Members shall be three years and shall be staggered such that one third 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 the Vice Chair or 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 work in conjunction with an Assistant Treasurer who shall be appointed by the Provost or designee. The Treasurer 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 Assistant Treasurer shall be responsible for handling the collection and receipt of all monies due and also 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 one-year terms in their respective offices with terms appropriately staggered.

ARTICLE VI

EXECUTIVE COMMITTEE

Section 6.1 COMPOSITION. The Executive Committee comprise the elected officers, members at large, and ex-officio members 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. The immediate past Chair of the Executive Committee may also serve in an ex officio capacity.
Section 6.2 **AUTHORITY.** The Officers of the Executive Committee shall be empowered to act for the Organization as needed between Executive Committee meetings. All actions taken by the Officers shall be temporary until submitted to the Executive Committee for subsequent approval.

Section 6.3 **VOTING.** All members of the Executive Committee whether elected or 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, Office of the Provost 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 chairs 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 chair 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 Members of the Executive Committee 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
Section 9.3 Additional nominations for consideration at the annual meeting will be accepted at the sessions one week prior to the annual meeting, and only if the consent of the nominee has been obtained.

Section 9.4 A plurality of those members in attendance at the meeting shall elect candidates. If necessary, the chairperson of the Nominating Committee shall 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.

*Revised and Approved March 30, 2016*