

ACADEMY FOR LIFELONG LEARNING BYLAWS

ARTICLE I: NAME

The name of this organization shall be **ACADEMY FOR LIFELONG LEARNING**, University of South Carolina Aiken.

ARTICLE II: PURPOSE

The purpose of this organization is to provide continuing educational and social opportunities for mature adults within Aiken South Carolina and its surrounding communities.

ARTICLE III: MEMBERSHIP

Membership in the Academy is open to mature adults who are interested in enriching their lives by continuing their education.

ARTICLE IV: RELATIONSHIP WITH THE UNIVERSITY

As a component of the University of South Carolina Aiken and acting in collaboration with the Department of Continuing Education, the Academy looks to the University for support of its programs and activities, and functions in conformity with University policies and procedures.

ARTICLE V: BOARD OF DIRECTORS

V.1. The governing board shall be known as the Board of Directors (hereafter referred to as "the Board"). Voting members of the Board shall consist of the elected officers and chairpersons of the standing committees.

Ex officio, non-voting members of the Board shall include the Director of Continuing Education, the Vice Chancellor for University Advancement, and the Faculty Liaison appointed by the Vice Chancellor.

V.2. The Board shall:

V.2.1. Meet at least three times each semester, upon call of the President, or upon the demand of a majority of its voting members. Meetings shall be at such times and places designated. Notice of called meetings shall be provided to all Board members at least five days prior to the meeting.

V.2.2. Direct and control the affairs of the Academy, within the limits of these bylaws.

V.2.3. Actively promote the purposes of the Academy.

V.2.4. Review proposed programs and recommend those activities that promote the Academy objectives.

V.2.5. Have discretion in the disbursement of Academy funds.

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- V.2.6. Establish, maintain, and publish policies and procedures .
- V.2.7. Two-thirds of the voting members shall constitute a quorum at any Board meeting. A simple majority of a quorum shall constitute a decision.
- V.2.8. A vacancy in office occurring between elections shall be filled by a ballot vote of the Board. A simple majority of the quorum is required.

ARTICLE VI: DUTIES OF THE OFFICERS

VI.1. The President shall:

- VI.1.1. Serve a one-year term. Should there be no incumbent President-elect, the President may be elected to an additional term.
- VI.1.2. Preside at all meetings of the Academy and its Board.
- VI.1.3. Serve as an ex officio member of all committees.
- VI.1.4. Actively promote the mission of the Academy.
- VI.1.5. Serve as the principal liaison with the administrative staff of USCA.

VI.2. The President-elect shall:

- VI.2.1. Serve a one-year term and prepare for assuming the office of President the following year, which he/she will do the following year.
- VI.2.2. Perform the duties of the President in his/her absence.
- VI.2.3. Nominate the members of the Nominating committee and guide its activities in an ex officio capacity.
- VI.2.4. Accept assignments delegated by the President, including collaboration with designated committees in an ex officio capacity.

VI.3. The Immediate Past-President shall:

- VI.3.1. Serve a one-year term immediately following the term as President.
- VI.3.2. Accept assignments delegated by the President, including collaboration with designated committees in an ex officio capacity.
- VI.3.3. Serve as Chairperson of the Earl Kauffman Recognition Day planning committee and report progress of the work of this committee to the Board at regular intervals.

VI.4. The Secretary shall:

- VI.4.1. Serve a one-year term but may be re-elected for additional terms.
- VI.4.2. Record and file minutes of all meetings of the Academy and its Board.

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- VI.4.3. Maintain a written record of the policies and procedures of the Academy, as established by the Board.
- VI.4.4. Receive and reply to all correspondence, as directed by the President.
- VI.4.5. Preserve all records and letters of value to the organization and its officers in a permanent file.
- VI.4.6. Transfer all files to the successor, upon completion of term of office.
- VI.5. The Treasurer shall:
 - VI.5.1. Serve a one-year term but may be re-elected for additional terms.
 - VI.5.2. Prepare and recommend an annual budget to the Board.
 - VI.5.3. Manage disbursements from the Academy checking account, as directed by the Board.
 - VI.5.4. Monitor disbursements from the Academy checking account and the Academy's USCA operating account and report the current balances of both at each regular Board meeting.
 - VI.5.5. File an annual report of income and disbursements for both accounts at the final Board Meeting of the fiscal year.
- VI.6. The Webmaster shall:
 - VI.6.1. Serve a one-year term but may be re-elected for additional terms.
 - VI.6.2. Interact as necessary with personnel at the host server to keep the Academy website operational.
 - VI.6.3. Update the Academy website on a frequent basis to keep it timely and informative.

ARTICLE VII: STANDING COMMITTEES

The Standing Committees of the Academy shall be Curriculum and Publicity.

- VII.1. Chairpersons of Standing Committees shall be elected by the Academy membership for a one-year term and may be re-elected to additional terms. The incumbent Curriculum Chairperson-elect becomes the Curriculum Chairperson the following year and a new Curriculum Chairperson-elect is elected annually. In the absence of an incumbent Curriculum Chairperson-elect, the incumbent Curriculum Chairperson may be elected to an additional term.
- VII.2. The Curriculum committee may include but not be limited to the following subcommittees: Special Events and Short Courses. The Curriculum Chairperson is aided by the Curriculum Chairperson-elect who assists the Chairperson during the current year while preparing to assume the duties of the Curriculum Chairperson the following year.

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- VII.3. The Publicity committee may include but not be limited to the following subcommittees: Publications, *The Spiral*, and Publicity.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- VIII.1. The Nominating Committee shall consist of three non-board members of the Academy nominated by the President-Elect and approved by the Board.
- VIII.2. A Nominating Committee Chairperson shall be selected by the three Nominating committee members.
- VIII.3. A slate of officer candidates shall be presented to the Board of Directors by the Nominating committee Chairperson at the February Board meeting, except for the offices of President, when there is an incumbent President-Elect, and Curriculum Committee Chairperson, when there is a Curriculum Committee Chairperson-Elect. The slate shall provide one or more nominees for each position. The slate of candidates shall be announced to the membership in advance of the election.
- VIII.4. An election shall be held at a General Membership Program/Business meeting in the spring of the year, following a request for nominations from the floor. For non-contested positions, the Academy membership elects the nominees presented by the Nominating Committee by acclamation. For contested positions, a paper ballot will be required.
- VIII.5. New officers will assume their duties July 1.

ARTICLE IX: MEETINGS OF THE ACADEMY

The Board will schedule Program and/or Business meetings as appropriate, September through April of each academic year. The traditional date for such meetings is the second Friday of the month. All such meetings shall be announced in *The Spiral*. Required meetings are the election of officers in the spring and Earl Kauffman Recognition Day in April. The two required meetings may be held concurrently.

ARTICLE X: FISCAL YEAR

The fiscal year of the organization shall begin July 1.

ARTICLE XI: AMENDMENTS

These bylaws may be amended at any regular meeting of the Academy by two-thirds of all members present and voting. The proposed amendment(s) shall be made available in writing to all Academy members at least four (4) weeks prior to the vote.

ARTICLE XII: GOVERNING RULES

The rules contained in Robert's Rules of Order, as from time to time revised, shall govern the Academy for Lifelong Learning in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the Academy may adopt.