

**BLUE RIDGE CENTER FOR LIFELONG LEARNING
BYLAWS: October 16, 2007**

**ARTICLE I
NAME**

The name of the organization is the Blue Ridge Center for Lifelong Learning (hereafter BRCLL).

**ARTICLE II
MISSION**

BRCLL at Blue Ridge Community College offers its members opportunities for personal enrichment through a wide variety of classes and travel.

**ARTICLE III
MEMBERSHIP**

Any person age 50 or over having an interest in the mission and activities of this organization is eligible for membership upon payment of the membership fee as set by the Board of Directors (hereafter, Board).

**ARTICLE IV
BOARD OF DIRECTORS**

Section 1. Composition. The governing body of this organization shall be the Board, which consists of the President, President-Elect, Immediate Past President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, the Chairs of all standing committees and up to three members-at-large. The Coordinator shall be a non-voting member of the Board. The college shall provide a liaison representative to the Board, who shall be a non-voting member. The Board may invite a consultant, who shall be non-voting, to sit with the Board when deemed necessary.

Section 2. Duties.

- a. The Board shall make the policy decisions for the organization and establish guidelines for the Executive Committee.
- b. The Board shall review the standing committees' annual reports and plans and final reports of any *ad hoc* committees, and provide comments as deemed appropriate and necessary.
- c. In the event of inappropriate behavior on the part of a member of the organization, the Board will take appropriate action as outlined in Chapter XX, Paragraph 60 in the Manual on "Disciplinary Procedures" of the Blue Ridge Community College. "Inappropriate Behavior" shall be defined as such behavior which is threatening or disturbing to a member or injurious to the organization.

Section 3. Quorum. A quorum for meetings of the Board shall be a simple majority.

Section 4. Meetings. The Board shall meet on the third Tuesday of January, April, July and October.

ARTICLE V **EXECUTIVE COMMITTEE**

Section 1. Composition. The Executive Committee is a sub-committee of the Board and meets at the request of the President. The Executive Committee consists of the President, President-Elect, Secretary and Treasurer.

Section 2. Duties. The Executive Committee shall have the power of the Board between Board meetings.

Section 3. Communication. When making a decision, the Executive Committee members shall communicate in whatever way is most convenient, including in person, by telephone, by e-mail or regular mail. However, any decisions made by the Executive Committee shall be well documented. The Executive Committee shall make a report to the Board, for information, of its activities since the last Board meeting.

Section 4. Quorum. A quorum of the Executive Committee shall be a simple majority. The names and positions of those attending each meeting or involved with a communication shall be documented whenever decisions are made.

ARTICLE VI **OFFICERS**

Section 1. Officers. The elected officers shall be the President, President-Elect, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

Section 2. Election and Terms. The Board shall elect officers annually and up to three (3) members-at-large. The President shall serve for no more than two (2) consecutive terms. However, a member serving the unexpired term of the President may be elected to that office for two (2) full consecutive terms. There are no term limits for the President-Elect, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

Members-at-large: after serving two consecutive terms, a person may resume another series of terms after a one-term hiatus. A former member-at-large may complete an unexpired term until the next election.

Section 3. Nominating Committee. The Nominating Committee shall be an *ad hoc* committee appointed by the President. The committee shall consist of no more than five (5) members of BRCLL. The committee shall be appointed at least three (3) months before the election at the April meeting of the Board, at which time the election shall take place. Officers and members-at large shall assume office in July.

Section 4. Terms of Office. Terms of office begin on July 1.

Section 5. Duties of the Officers.

The President shall:

- a. Preside at all Board and Executive Committee meetings. The President-Elect or one of the other officers may preside in the President's absence. With the help of the Secretary, the presiding officer shall establish whether a quorum is present. A quorum shall be a simple majority.
- b. Appoint the chairs of committees with approval of the Board.
- c. Serve as an *ex-officio* member of all committees except the Nominating Committee.
- d. Replace, with the approval of the Board, a committee chair if a vacancy occurs.
- e. Ensure that a coordinated program is developed for the current year.
- f. Provide support for committee chairs with the assistance of the President-Elect and the Immediate Past President.
- g. Cause to be established an annual budget in conjunction with the Treasurer. Present the budget in July to the Board for approval.
- h. Work closely with appropriate staff at Blue Ridge Community College.
- i. Be authorized to sign checks.
- j. Appoint an audit committee.

The President-Elect shall:

- a. Serve as the representative of the President, when requested.
- b. Attend all Board and Executive Committee meetings.
- c. Attend conferences and special events that relate to BRCLL, when requested.
- d. Assist with the annual budget.
- e. Chair the Program Committee.

The Immediate Past President shall:

- a. Attend all Board meetings.
- b. Provide past data and guidance to the President and the Board to enhance continuity for the organization.
- c. Attend various functions, when requested by the President.

The Secretary shall:

- a. Record the minutes of all meetings of the Board and the Executive Committee and provide a copy to the Coordinator for distribution.
- b. Read all correspondence addressed to the Board.
- c. Respond to correspondence as necessary.
- d. Keep and maintain the motion book.

The Assistant Secretary shall:

Fulfill the duties of the Secretary whenever the Secretary is unable to do so.

The Treasurer shall:

- a. Maintain an accurate record of all money received and dispersed.
- b. Collect records for annual audit
- c. Chair the annual budget preparation.
- d. Be authorized to sign checks.
- e. Make quarterly reports to the Board.

The Assistant Treasurer shall:

- a. Fulfill the duties of the Treasurer whenever the Treasurer is unable to do so.
- b. Be authorized to sign checks.

ARTICLE VII **COMMITTEES**

Section 1. Organization. The organization shall have two types of committees: standing committees and *ad hoc* committees. The standing committees include Program, Special Events, Retreat, Newsletter, Membership, Publicity and Social. The President may appoint *ad hoc* committees, which he/she or the Board shall deem necessary to continue the development of the organization.

Section 2. Terms. Committee chairs shall serve as many one-year terms as agreed upon by the person and the Board.

Section 3. Annual Reports. Each committee chair shall submit a written annual report to the Board at the end of each year. The annual report shall include, at a minimum, the committee's accomplishments, problems encountered, and methods used to address these problems.

Section 4. Annual Plans. Each committee chair shall submit an annual plan to the Board at the beginning of each year. The plan shall include proposed activities as well as expected expenditures at any time required by the Coordinator. The plan may be modified during the year and resubmitted to the Board.

Section 5. Coordination. Committees shall schedule their activities and arrange for facilities and equipment with the Coordinator.

ARTICLE VIII **COMMITTEE DESCRIPTIONS AND DUTIES**

Section 1. Program Committee. Is responsible for all BRCLL course offerings at Blue Ridge Community College and at satellite locations, as well as obtaining qualified instructors for the courses.

Section 2. Special Events. Arranges and oversees special events.

Section 3. Retreats. Arranges and oversees an annual one-week Retreat.

Section 4. Newsletter. Publishes and distributes the BRCLL newsletter as determined by the Board.

Section 5. Membership. Welcomes new members and encourages them to become active in the organization.

Section 6. Publicity. Develops, oversees and coordinates activities related to publicity and public relations.

Section 7: Social. Plans and coordinates the social activities of BRCLL, including the annual membership picnic.

ARTICLE IX
COLLEGE LIAISON

Liaison. Blue Ridge Community College shall provide a Liaison Representative, who is a non-voting member, to the Board.

ARTICLE X
PARLIAMENTARY AUTHORITY

The *Robert's Rules of Order, Newly Revised*, shall govern BRCLL.

ARTICLE XI
AMENDMENT OF THE BY-LAWS

These Bylaws may be amended by a three-fourth affirmative vote of the Board. Amendments may be proposed by Board members and must be submitted in writing to the Board. An amendment shall be submitted at one meeting and voted on at the next meeting.

BRCLL Bylaws
Revised: 01/16/07
Revised: 07/18/07
Approved: 10/16/07