

BLUE RIDGE CENTER FOR LIFELONG LEARNING
BYLAWS: April 20, 2010

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 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 the "Student Handbook and Student Catalog" 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 of voting members.

Section 4. Meetings. The Board shall meet a minimum of four (4) times a year during the months 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, Past 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 of its activities since the last Board meeting.

Section 4. Quorum. A quorum of the Executive Committee shall be a simple majority. Whenever a decision is made, the names of those attending a meeting and of those involved in a communication, shall be documented.

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, one year 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 at the first Board Meeting in July.

Section 4. Terms of Office. Terms of office begin at the first Board Meeting in July.

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.
- f. Work closely with appropriate staff at Blue Ridge Community College.
- g. Be authorized to sign checks.
- h. Arrange for an annual financial review.

The President-Elect shall:

- a. Serve as the representative of the President, when requested.
- b. Attend Board and Executive Committee meetings and other committee meetings, as appropriate.
- c. Attend conferences and special events that relate to BRCLL, when requested.
- d. Chair the Program Committee, as appropriate.

The Immediate Past President shall:

- a. Attend Board meetings and Executive Committee 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. 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 disbursed.
- b. Collect records for annual financial review.
- c. Be authorized to sign checks.
- d. 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, Electronic Communications 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. Reports. Each committee shall have a representative attend and report on their committee's actions at Board meetings. Committee Reports are to be kept as hard copies with the minutes.

Section 4. 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. Shall be 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. Shall arrange and oversee special events which are not on the campuses of Blue Ridge Community College or College Walk. Plan trips, throughout the year, which will provide an educational, recreational or cultural experience and meet the social needs and interests of our members.

Section 3. Retreats. Shall arrange and oversee an annual one-week Retreat.

Section 4. Newsletter. The editor shall prepare and arrange distribution of the BRCLL newsletter as determined by the Board.

Section 5. Membership. Shall welcome new members and encourage them to become active in the organization.

Section 6. Publicity. Shall develop, oversee and coordinate activities related to publicity and public relations.

Section 7: Social. Shall plan and coordinate the social activities of BRCLL

Section 8. Electronic Communications: Shall be responsible for updating/enhancing the BRCLL website, maintaining the subscriber email database, and sending mass emails to subscribed members.

ARTICLE IX
PARLIAMENTARY AUTHORITY

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

ARTICLE X
AMENDMENT OF THE BYLAWS

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
Revised: 01/19/10
Approved: 04/20/10