ALL BYLAWS

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Article I – NAME

The name of the organization is the Academy of Lifelong Learning (ALL). ALL was established in 1992 under the sponsorship of Lincoln Land Community College (LLCC) and was chartered in 1993 as an affiliate of the Elderhostel Institute Network. The organization and procedures of ALL set forth below shall be consistent with and subject to the policies of LLCC and the current affiliation agreement with LLCC.

Article II – MISSION

The mission of ALL is to engage members in planning and implementing activities and programs that will enrich intellectual growth and increase opportunities for lifelong learning. Activities are designed to encourage members to keep their minds active with new and continuing learning interests and experiences and to provide a variety of opportunities for members to develop new friendships and to have enjoyable experiences as they learn.

Article III – MEMBERSHIP

Section 1 - Membership is open to all residents of the LLCC district who are 50 years of age and older upon payment of the annual dues as established by the Board.

Section 2 - Regional centers of ALL may be established. Activities of any ALL regional center are open to any ALL member.

Article IV -- BOARD OF DIRECTORS

Section 1 - The Board of Directors (Board) is the governing body of ALL. It is responsible for organizational planning and direction, program planning and evaluating, budget approval, and revenue and expense monitoring. It has no legal responsibility for operations. The Board of Trustees of LLCC assumes liability.

Section 2 - The Board consists of the five officers and three board members

elected at the annual meeting by the ALL membership. New board members will take office effective the first day of the fiscal year for which they were elected. LLCC will appoint a representative to serve as liaison and ex-officio member of the Board without voting privileges.

Section 3 – Board members at large are elected for a two-year term, with terms staggered to provide continuity of leadership, and may be reelected for an additional term after at least a two-year absence. Vacancies occurring on the Board are filled by the Executive Committee for the remainder of the term. Such 'partial terms' are not counted toward the limitations for number of terms for which a board member at large can be elected.

Section 4 - The Board meets at least four times during the fiscal year (July 1 - June 30). The President or any five Board members may call a special meeting by giving written notice to all board members at least 10 days in advance of the meeting.

Section 5 - Meetings of the Board are open to any member of ALL who wishes to attend.

Article V – OFFICERS

Section 1 – Officers are President, First President-Elect, Second President-Elect, Secretary, and Treasurer. Each serves a one-year term. The Second President-Elect, Secretary, and Treasurer are elected by the ALL membership at the Annual Meeting: the serving First and Second Presidents-Elect assume the offices of President and First President-Elect respectively. The Secretary and Treasurer may be reelected for one additional one-year term. Officer vacancies that occur are filled by the Executive Committee for the remainder of the term. Such 'partial terms' for the secretary and treasurer are not counted toward the limitations for number of terms for which an officer can be elected. The person completing a partial term of President could run for Second President-Elect immediately. Any officer may also be reelected for any office after at least a two-year absence.

Section 2 - The President presides at all meetings of the Board, Executive Committee and entire membership. The President is an ex-officio member of all committees, with the exception of the Nominating Committee. The president:

Appoints all committee chairs in consultation with the Executive Committee.

Appoints a historian and may appoint a parliamentarian.

Appoints additional committees as needed.

Prepares the agenda for meetings of the Board, Executive Committee, and entire membership.

Section 3 - The First President-Elect serves in the absence of the President and performs other duties as assigned by the President.

Section 4 – The Second President-Elect serves in the absence of the First President-Elect and performs other duties as assigned by the President.

Section 5 - The Secretary keeps the minutes of all meetings of the Board, Executive Committee, and the entire membership.

Section 6 - The Treasurer serves as finance committee chair, monitors the financial records, presents a budget developed and recommended by the Finance Committee for approval by the Board, makes monthly reports to the Board, and prepares a year-end financial statement. The funds of ALL are maintained by LLCC and expended by action of the ALL Board within LLCC's guidelines.

Section 7 – The Executive committee shall consist of the five officers. LLCC will appoint a representative to serve as liaison and ex-officio member of the Board and the Executive Committee without voting privileges. The Executive Committee shall meet at least two times annually with the President as the chair. Additional meetings may be called by the President or by at least three members of the Executive Committee.

Article VI – MEMBERSHIP MEETINGS

Section 1 – At least one meeting of the entire membership, called the annual meeting, shall be held near the end of each fiscal year, at which time officers and board members for the next fiscal year are elected. Other meetings of the entire membership may be called by the President, by the Board, or at the written request of 25 members.

Section 2 – Reports from officers, committee chairs and the LLCC liaison are presented at the annual meeting.

Article VII – COMMITTEES

Section 1 - The Executive Committee consists of the five elected officers. It acts for the Board between meetings as needed.

Section 2 - The Finance Committee consists of the President, First President- Elect, and Treasurer, plus two additional members from the membership at large, one appointed by the president and one appointed by the treasurer. It is chaired by the Treasurer and guides the development of the budget and provides general oversight to financial activities of ALL.

Section 3 - The Nominating Committee consists of at least five members appointed by the president.

The committee nominates a slate of candidates for officers and vacancies on the Board. It reports the slate to the Board. The membership is notified of the nominations at least 20 days before the annual meeting.

Section 4 - Officer responsibilities, committee responsibilities, and committee chair job descriptions, along with operating policies and procedures, shall be provided to each officer and chair as he/she is elected or appointed.

Article VIII – AMENDMENTS

Section 1 - Notification of any proposed changes to the bylaws shall be sent to all members in writing at least 30 days prior to the annual meeting.

Section 2 - The bylaws may be amended by a two-thirds vote of those members present and voting at the annual meeting. Ten percent of the membership present constitutes a quorum for this purpose.

Article IX -- CONDUCT OF MEETINGS

Roberts Rules, as revised, governs the conduct of all meetings.

Approved by ALL members June 15, 2004
Amended June 9, 2009
Amended April 28, 2011
Amended April 26, 2012