

Academy for Lifelong Learning At Saratoga Springs

BYLAWS

ARTICLE I - NAME

The name of the organization is the Academy for Lifelong Learning at Saratoga Springs. It can be referred to as A.L.L. It is sponsored by Empire State College and administered through the Empire State College Foundation. It is affiliated with the Road Scholar Institute Network.

ARTICLE II – MISSION

The Academy for Lifelong Learning at Saratoga Springs is a not-for-profit, member-driven and managed organization offering non-credit academic study groups while providing leadership, personal development, and social opportunities for adults who have a continuing passion for learning.

ARTICLE III - MEMBERSHIP

Membership shall be open to all lifelong learners upon payment of annual dues.

ARTICLE IV - FISCAL YEAR

The fiscal year of A.L.L. shall be July 1 to June 30. The annual meeting of A.L.L. shall be held in June.

ARTICLE V - STANDING COMMITTEES

Finance
Curriculum
Resource Development
Membership
Event Planning

ARTICLE VI - OFFICERS AND THEIR RESPONSIBILITIES

Executive Council Chairperson

1. Presides at council meetings and serves as ex officio member of all standing committees.
2. Appoints A.L.L. members, with the council's approval, to chair ad hoc committees and to act as historian.
3. Forms a search committee to fill the position of A.L.L. executive director should a vacancy arise.
4. Heads a subcommittee to review staff performance.
5. Establishes, with the executive director, his or her goals for the coming year.
6. Recommends, to the executive council with the finance committee, staff salary increases when appropriate.
7. Appoints a nominating committee to nominate a slate of persons to serve on the executive council, to be elected by the majority of A.L.L. members present at the annual meeting.
8. Sets, with the executive director, executive council meeting agendas.

Vice-chairperson

1. Carries out council duties as delegated by the chair.
2. Represents, when appropriate, the chair at meetings of the standing committees.
3. Presides at council meetings in the event of the chair's absence.
4. Becomes executive council chair at the expiration of the current chair's incumbency, whether the chair served for a single one-year term or two consecutive one-year terms in office.

Secretary

1. Takes the minutes at council meetings.
2. Submits the minutes to the council for approval.
3. Ensures that the minutes are entered into the A.L.L. minutes book.

Financial Officer

1. Chairs the finance committee.
2. Carries out the financial officers' responsibilities as described in Article XII.

ARTICLE VII - EXECUTIVE COUNCIL

1. The executive council shall be the officers and chairpersons of the six standing committees. The immediate past council chairperson shall be an ex officio member of the council for one year.
2. The A.L.L. executive director and the Empire State College liaison shall serve ex officio on the executive council.
3. The chairperson of the executive council and the A.L.L. executive director shall serve as ex officio on all committees.

ARTICLE VIII - ELECTIONS

1. Each March, the executive council chairperson shall appoint two other A.L.L. members to serve with the chair on a nominating committee to nominate a slate of officers and committee chairpersons to be elected by the majority of A.L.L. members present at the annual meeting. Nominations may also be made from the floor. All nominees must be Academy for Lifelong Learning members in good standing.
2. Council Officers and committee chairpersons shall be elected to serve for two years. An officer or chairperson is eligible to serve in that position for a third year for a total of three consecutive years in that position at the request of the nominating committee. But, a member is limited to six consecutive years on the executive council. Eligibility can be reestablished after one or more years out of office.
3. Vacancies that shall occur shall be filled by the executive council for the remainder of the term.

ARTICLE IX - STANDING COMMITTEE MEMBERS

1. The finance committee shall consist of the elected chairperson and up to five other members selected by the chairperson.
2. All other committees shall consist of the elected chairperson(s) and up to fifteen other members selected by the chairperson(s) depending on the needs of the committee.
3. Committee chairpersons may establish subcommittees as required.
4. Members are limited to serving as voting members on one A.L.L. standing committee at a time. This provision does not apply to service on the executive council.
5. Standing committee members must be members of the Academy for Lifelong Learning for all terms during which they serve on a committee.

ARTICLE X - ACADEMY EXECUTIVE DIRECTOR

1. The executive director is engaged by the executive council.
2. Is responsible for implementing A.L.L. policies set by the executive council.
3. Acts as official spokesperson for A.L.L.
4. Organizes and supervises the staff.
5. Oversees the day to day activities.
6. Offers guidance to the committees.
7. Is liaison between Empire State College and A.L.L.

ARTICLE XI - EXECUTIVE COUNCIL RESPONSIBILITIES

1. Act as the governing body of A.L.L.
2. Determine mission, by-laws, strategic plan and long range goals
3. Coordinate and approve all standing committees' activities.
4. Maintain liaison with SUNY Empire State College
5. Appoint ad hoc committees as needed.
6. Engage the A.L.L. executive director.

ARTICLE XII - COMMITTEE RESPONSIBILITIES

Finance

1. The chairperson shall be the financial officer of A.L.L.
2. Prepare annual budgets and long term financial plans for the executive council approval.
3. If necessary, consider and recommend appropriate class rental locations and expenses.
5. Maintain membership and fiscal data.

Curriculum

1. Develop curriculum for A.L.L.
2. Recruit study group facilitators and speakers.
3. Participate in selection of physical facilities.
4. Work with membership committee in formulation of promotional material for members of the community.

Resource Development Committee

1. Conduct a fund drive letter campaign twice a year: October and May
2. Develop sources for potential sponsors, grants and outreach opportunities
3. Help develop potential physical facilities to accommodate Academy growth

Membership

1. Promote membership.
2. Keep the community informed of the goals and activities of A.L.L.
3. Provide membership with information about A.L.L. program.

Event Planning

1. Plan and schedule activities such as receptions, programs, social activities and trips.
2. Be responsible for hospitality and refreshments at A.L.L. activities.

Third Age Press

1. Review submissions of members' artwork and writings.
2. Produce the Apple Tree journal and other A.L.L. publications.
3. Market and sell A.L.L. publications

Ad Hoc Committees

1. Provide oral and written reports to executive council as directed.
2. Chairperson of ad hoc committees are non-voting members of the executive council.

ARTICLE XIII - APPOINTED POSITIONS

Historian

1. Maintains scrapbook and photo archives.
2. Provides displays for social and orientation meetings, other social events and the annual meeting.
3. Reports to the executive council quarterly, or as needed.

ARTICLE XIV - MEETINGS

1. The annual meeting shall be held in June for the election of officers and committee chairpersons and also for the transaction of such other business as may come before the meeting.
2. The executive council shall meet at least quarterly.
3. Other meetings of the membership may be called by the executive council as needed.
4. Robert's Rules Revised shall govern the conduct of all meetings.

ARTICLE XV - DUES

Dues and payment dates shall be set by the executive council.

ARTICLE XVI - AMENDMENTS

These bylaws may be amended by a two-thirds majority of members present and voting at the annual meeting, provided that notification of any changes has been sent to all members at least 14 days prior to the annual meeting.

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Adopted at the annual meeting of Academy for Learning in Retirement on June 15, 1993
 Amended at the annual meeting of Academy for Learning in Retirement on June 14, 1994
 Amended at the annual meeting of Academy for Learning in Retirement on June 13, 1995
 Amended at the annual meeting of Academy for Learning in Retirement on June 5, 2001
 Amended at the annual meeting of Academy for Learning in Retirement on June 1, 2006
 Amended at the annual meeting of Academy for Learning in Retirement on June 7, 2007
 Amended at the annual meeting of Academy for Lifelong Learning on June 5, 2008
 Amended at the annual meeting of Academy for Lifelong Learning on June 4, 2009
 Amended at the annual meeting of Academy for Lifelong Learning on June 3, 2010
 Amended at the annual meeting of Academy for Lifelong Learning on June 2, 2011
 Amended at the annual meeting of Academy for Lifelong Learning on June 7, 2013
 Amended at the annual meeting of Academy for Lifelong Learning on June 6, 2014
 Amended at the annual meeting of Academy for Lifelong Learning on June 5, 2015