

**BYLAWS
THE INSTITUTE FOR LEARNING IN RETIREMENT
AT NICOLET COLLEGE**

ARTICLE I - NAME

Section 1. The name of this organization shall be The Institute for Learning in Retirement at Nicolet College (ILR).

ARTICLE II - PURPOSE

Section 1. The purpose of the ILR is to create ongoing non-credit studies as determined by the membership's interests. The focus shall be on member participation conducted in a cooperative and democratic manner.

ARTICLE III - SPONSORSHIP

Section 1. The ILR is sponsored by Nicolet Area Technical College and affiliated with The Elderhostel Institute Network. Goals and policies of the ILR shall not be in conflict with, extend, or replace any policies of Nicolet Area Technical College.

ARTICLE IV - MEMBERSHIP

Section 1. Membership is open to all retired and semi-retired adults who have a commitment to learning and participating in the program. The Membership Fiscal Year shall begin July 1st and end June 30th of the following year. Membership forms shall be submitted before attending a course during the fiscal year and be accompanied by payment of the established annual dues. Members are invited to attend all committee meetings that interest them.

ARTICLE V - LIABILITIES

Section 1. The ILR shall be non-profit and operated solely for the purpose set forth in Article II. No member of this organization shall be liable for the debts, liabilities, or other financial obligations of the ILR.

ARTICLE VI - ORGANIZATION

Section 1. The Nicolet Area Technical College representative, or his/her designee, shall be an ex-officio member of the ILR Steering Committee and the Nomination and Election Committee, and shall act as an advisor to other standing committees.

Section 2. Elected officers of the ILR shall be a President, President-elect and Secretary. In addition to the usual duties of the office, each officer shall serve on the Steering Committee and the President-elect shall prepare a draft annual budget for Steering Committee approval and shall perform financial oversight of ILR activities.

Section 3. The President-elect shall automatically advance to the office of President on July 1. The President-elect and Secretary shall be elected at the Annual Meeting and shall assume office on the following July 1. Each officer's term shall be for one

year, or until their successor is qualified.

Section 4. No person shall hold more than one office at a time. The Secretary shall not serve more than two (2) consecutive one (1) year terms in the same office. Additionally, no person shall serve more than six (6) consecutive years on the Steering Committee including service as a Standing Committee Chair.

Section 5. A vacancy in the office of President shall be filled by the President-elect. Vacancies in other offices shall be filled by appointment by the President with the approval of the Steering Committee. Persons filling vacancies shall be deemed to have served one year in the office.

ARTICLE VII - COMMITTEES

Section 1. Steering Committee

- A. The Steering Committee shall coordinate and facilitate ILR programs, establish ILR policies, prepare annual budgets for membership approval, and have general supervision of the ILR.
- B. The Steering Committee shall consist of the President, President-elect, Secretary, the most recent active past president, the chairpersons of the standing committees and the ex-officio Nicolet Area Technical College Representative, or his/her designee. The President may make ad-hoc non-voting appointments to the committee as deemed necessary.
- C. Committee Chair and ad-hoc vacancies shall be filled by appointment by the President with the approval of the Steering Committee for the balance of the term. Persons filling vacancies shall be deemed to have served one year in the office.

Section 2. Nomination and Election Committee

- A. The Nomination and Election Committee, established no later than March of each year, shall be an ad-hoc committee consisting of three (3) members appointed by the President and the ex-officio Nicolet Area Technical College Representative, or his/her designee, to propose a slate of nominees for officers to the Annual Meeting.
- B. Additional nominations may be made from the floor at the Annual Meeting with prior consent of the nominees.

Section 3. Standing Committees

- A. There shall be five standing committees as follows:
 - 1. Curriculum. This committee shall, with membership input, develop courses and other activities and arrange for instructors and meeting facilities for the educational offerings of the ILR. The curriculum for

each semester shall be recommended to the Steering Committee for approval. The committee shall forward annual funding needs to the Steering Committee for inclusion in the annual budget.

2. **Publicity.** This committee, in cooperation with the college and, utilizing press releases, direct mailings, speaker's bureaus, newsletters, and other means, shall publicize the ILR. All press releases, direct mailings, newsletters and the like will be approved and distributed by the college. The committee shall forward annual funding needs to the Steering Committee for inclusion in the annual budget.
 3. **Membership.** This committee shall conduct programs and activities to promote ILR membership and to retain ILR members. The committee shall forward annual funding needs to the Steering Committee for inclusion in the annual budget.
 4. **Social.** This committee shall plan and execute social activities to foster fellowship among ILR members. The annual social program shall be recommended to the Steering Committee for approval. The committee shall forward annual funding needs to the Steering Committee for inclusion in the annual budget.
 5. **Performing Arts & Culture.** This committee shall plan and conduct programs for the study of various of the performing arts; shall plan and arrange trips to attend performances of plays, of musical productions and of other things of literary and/or entertainment significance, and exhibits of cultural value; and shall promote musical groups and productions, and other performing activities, in which interested members can participate.
- B. Chairpersons of the standing committees shall be appointed by the existing Steering Committee and shall assume their duties the following July 1.
- C. Chairpersons shall solicit and appoint committee members.
- D. The President shall be an ex-officio member of each standing committee.
- E. Committee Chairpersons shall have terms of one (1) year, and shall serve no more than two (2) consecutive terms, being able to serve again as a chairperson after a period of two (2) years has elapsed since they last served.
- F. Committee members, except for the Curriculum Committee, shall have terms of one (1) year and may, subject to annual reappointment serve up to three (3) consecutive terms. Members of the Curriculum Committee shall have terms of

two (2) years, and may, subject to reappointment, serve up to three (3) consecutive terms. A committee member who has served three (3) consecutive terms on one standing committee, may be reappointed to the same committee only if he/she has not served on that committee for at least one term; but this provision shall not preclude a person from being appointed to a different standing committee.

- G. Committee vacancies during the year may be filled by appointment by the committee chairperson. Persons filling vacancies shall be deemed to have served one year on the committee.

ARTICLE VIII - MEETINGS

- Section 1. The Annual Meeting and special membership meetings shall be called by the Steering Committee.
- Section 2. The Annual Meeting shall be held in the spring.
- Section 3. The membership shall be given not less than two weeks written notice prior to the Annual meeting or special membership meetings.

ARTICLE IX - VOTING

- Section 1. A quorum for an ILR meeting shall be the members present at the meeting provided, however, that not less than fifteen percent (15%) of the members are present.
- Section 2. A quorum for a committee meeting shall be a majority of the committee members.
- Section 3. Except for amending these bylaws, a motion shall pass when adopted by an affirmative vote of a simple majority of the members present at the annual, special or committee meeting.
- Section 4. Roberts Rules of Order Newly Revised shall govern the conduct of all meetings except as provided in these bylaws.

ARTICLE X - FINANCE AND DUES

- Section 1. The Steering Committee shall submit an annual budget, including the amount of Annual dues, to the membership for approval at the Annual Meeting.
- Section 2. If the ILR ceases to function, any funds remaining in the Institute's accounts after payment of all debts shall be transferred to the Nicolet College Foundation.
- Section 3. Dues shall be paid at or before the first course registration during the Membership Fiscal Year.

- Section 4. No compensation shall be paid by the ILR to any Steering Committee member.
- Section 5. An honorarium may be awarded to speakers as deemed necessary or desirable by the Steering Committee.
- Section 6. Instructors may be reimbursed travel expenses at the current Nicolet College approved mileage rate as deemed necessary or desirable by the Steering Committee.
- Section 7. Reasonable rental charges may be paid for the use of off campus facilities as deemed necessary or desirable by the Steering Committee.

ARTICLE XI - BYLAWS AMENDMENT

- Section 1. A bylaw is amended when adopted by an affirmative vote of a two-thirds (2/3) majority of the members in attendance at the annual or a special meeting of the members.
- Section 2. Proposed bylaw amendments shall be presented to the membership in writing two (2) weeks prior to the scheduled meeting at which the amendments will be considered.

Adopted May 14, 1998
Amended May 24, 1999
Amended January 16, 2003

Amended December 2, 2002
Amended May 20, 2010