

Adventures in Learning

Bylaws

PREAMBLE:

Adventures in Learning, launched in 1998, became partners with Colby-Sawyer College in May 2000 when the Board of Trustees of Colby-Sawyer formally endorsed AIL and both parties accepted a set of operating guidelines governing the partnership. These guidelines are set forth in a Memorandum of Understanding that affirms the shared commitment of both parties.

The mission of Adventures in Learning is to provide lifelong learning experiences for adults with an interest in the world of ideas and who wish to continue their intellectual growth in an informal setting. AIL will achieve this mission by offering a diverse array of stimulating courses and programs throughout the year in the Kearsarge-Lake Sunapee region.

Article 1: Membership

Membership is open to all adults upon payment of dues.

Article 2: Annual Meeting

The annual meeting of the membership shall be held near the close of the AIL fiscal year. Special membership meetings may be held at the call of the president or at the written request of ten (10) current members. Notice of the date, time and place for such meeting shall be sent to each current member, at least two weeks in advance of the date of the meeting.

Article 3: The Board

There shall be no more than twenty (20) nor fewer than nine (9) members of the Board of Directors of Adventures in Learning, which shall be elected by the membership at the annual meeting with their terms beginning immediately after the Annual Meeting. The term of membership shall be three (3) years. In addition, the designated representative of Colby-Sawyer College shall be an ex-officio member of the board.

Board members must be current Adventures in Learning members and shall be eligible for consecutive re-election no more than once. However, after serving two terms on the board and taking at least one (1) year off the board, the person can be reelected to the board and serve under the same term conditions. Vacancies, which shall occur between annual meetings, shall be filled by the remaining board members for the unexpired term. An unexpired term of less than one year shall not be considered a full term in connection with possible re-election.

The president or any five board members, on 48 hours advance notice, may convene a special meeting of the board, to be conducted in person or electronically. A quorum will exist if 50% of the board is

present in either form, and a vote will be considered binding if a majority of those “present” vote in agreement.

Minutes must be kept of all meetings of the board, and copies shall be provided to each board member prior to the following board meeting. Minutes shall be available to any AIL member upon request.

Article 4: Officers

The officers shall be president, vice president, secretary, and treasurer, who shall be elected annually by the board and shall serve for one-year terms, with each term beginning immediately after the Annual Meeting. Officers shall be eligible for consecutive re-election no more than twice unless there is a special vote of the board to extend an officer’s annual term for an additional year. Vacancies, which occur, shall be filled by the remaining board members for the remainder of the term. An unexpired term of fewer than six months shall not be considered a full term in connection with possible re-election.

Article 5: Committees

Article 5, Section 1: Standing Committees

There shall be Standing Committees for Curriculum, Public Relations, Finance, Membership, Nominating and Governance, and such others as the board may decide to establish.

The chair of each Standing Committee shall be nominated annually by the Nominating Committee, with input from the president and current committee chair. These nominees must then be approved by the board. If such chairs are not already members of the board, they shall be ex-officio members of the board during their chairmanships.

Standing committee chairs shall be eligible for reappointment for two additional one-year terms, with each term beginning immediately after the Annual Meeting.

The committee chairs shall serve on a Joint Planning Task Force, led by the president, that will meet quarterly and as needed to inform each other of planned committee activities in order to ensure close liaison between committees and, where appropriate, to forge joint recommendations for board approval.

Members of each Standing Committee must be members of AIL and shall be nominated by that committee’s chair and approved by the full committee. Terms will be for three years, with members eligible for re-election to a second three-year term.

All nominations and approved appointments will be recorded in the minutes of the board meeting at which the nominations are acted upon. The past president of the board shall be invited to serve on the Governance Committee.

The duties and responsibilities of the Standing Committees include:

Curriculum Committee:

Responsible for all academic programs for both members and the regional community, the Curriculum Committee initiates and receives suggestions for ongoing and new academic offerings, reviews and evaluates classes and presentations, determines the suitability of subjects, and assists in improving academic offerings. The Committee recruits and supports qualified Study Group Leaders (SGLs) and other presenters from initiation of a course offering through its completion. It assures a range of resources for SGLs and presenters, recommends updated and enhanced technology and periodically revises or updates the Study Group Leader Guide. The Committee is also responsible for recommending appropriate annual membership fees to the Finance Committee.

Public Relations Committee:

Responsible for writing articles for the newsletter and periodic press releases, and for actively soliciting articles in New Hampshire periodicals. The committee may provide writing and publicity services to other committees as mutually agreed upon, initiate the development of brochures for community promotion, submit suggestions for updates on the program website as well as plan, promote and oversee special events and travel.

Finance Committee:

Responsible for assisting the treasurer as needed in the preparation of the Adventures in Learning budget; for the preparation of periodic and annual financial reports; for considering recommendations from the Curriculum and Membership Committees regarding course fees and dues; for making recommendations to the board concerning allocation of the net income or loss and the size of the reserve; for reporting to the board on any other financial matter requested by the president.

Membership Committee:

Responsible for helping to recruit and retain members, by identifying membership needs, identifying initiatives to enhance member benefits and recommending and promoting events / programs that foster membership satisfaction as determined by survey/feedback. The Committee will assist with membership contact by providing welcome and support to new members. The Committee is also responsible for recommending appropriate annual membership fees to the Finance Committee. The Committee will plan the Annual Meeting in consultation with the president of the board.

Governance Committee:

Responsible for assuring that AIL is managed in accordance with its bylaws and is adhering to Board policies that govern its operations, the Governance Committee monitors regularly AIL's progress in achieving its goals and oversees the development of tools which support the Board and Committees in identifying strengths, needs and opportunities.

Nominating Committee:

The Nominating Committee shall consist of no fewer than three members at least one of whom shall be a member of the Governance Committee, one shall be a member of the AIL Board and one shall be from among the general membership of AIL.

The Nominating Committee is responsible for the development of succession plans for the leadership of AIL, the recruitment of new Board members and Committee Chairs from AIL's entire membership, annual nominations of qualified candidates for AIL Officers, new and second term Board members and Committee Chairs.

The entire slate of nominees shall be presented to the Board for its approval at the April Board meeting. The slate of nominees to the Board shall be presented for a vote by the general membership at the Annual Meeting of AIL. Following the Annual Meeting the Chair of the Nominating Committee shall send a welcome letter to each of the newly elected Board nominees along with pertinent calendar and orientation information.

Article 5, Section 2: Ad Hoc Committees

There shall be such Ad Hoc Committees as the president may appoint. Ad Hoc Committees may consist of board members and AIL community members, and may be chaired by persons from the membership at large. The length of term for these committees may vary depending on the issue under review.

Article 6: Compensation

All volunteers including board and committee members, volunteers and study group leaders shall serve without compensation; except they may be reimbursed for instructional materials for their course, including copying expenses for over the allotted number of 5 double-sided pages per course participant, and/or travel to course venues outside a 30-mile radius from their home.

Article 7: Dues and Registration Fees

Dues and course/event registration fees shall be set by the board. The membership shall be informed at the annual meeting if any changes have been made in dues or course fees for the next fiscal year. With the exception of the summer term and any pilot course that may be offered, to be eligible to take a course an individual must have paid both the course registration fee and the annual membership dues.

Article 8: Fiscal Year

The fiscal year shall be July 1 to June 30.

Article 9: Amendments

These bylaws may be amended, repealed or new bylaws adopted by an affirmative vote of at least two thirds of the total number of board members, provided at least two weeks written notice has been given before the board meeting. Such actions shall be reported to the membership at the following annual meeting.