
Bylaws

Marist College Center
for Lifetime Study
Organization Bylaws

May 30, 2023

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Historical Reference: "Organization Guidelines-Marist College Center for Lifetime Study" dated 2/19/1999, "CLS By-Laws Addendums" dated 9/3/2003 and 4/7/2017, and "Council Meeting minutes" dated 11/13/2020, approved at CLS Annual Meeting dated 5/30/2023

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ARTICLE 1

NAME

The name of the organization shall be Marist College Center for Lifetime Study (CLS)

ARTICLE II

MISSION STATEMENT

The purpose of the Marist College Center for Lifetime Study shall be to provide opportunities for intellectual, collegial, and cultural exploration and growth for men and women age 55 or older. CLS is an organization under the auspices of the Marist College School of Professional Programs.

CLS is dedicated to the continual academic growth and social fulfillment of its participants, and is run (governed) by a council elected by the members. There is no particular experience or educational background required of a participant, and course subjects grow out of member interests. In addition to providing learning in areas of personal interests, settings for seniors to get together, relax, and exchange ideas are provided.

CLS is a volunteer run organization which can only exist if our members become involved. Members are encouraged to volunteer their time and energy to support CLS by teaching classes, participating on committees, and becoming involved in CLS community outreach programs.

CLS strives to foster an inclusive environment in our offerings and our membership, welcoming those of all backgrounds, beliefs, and identities.

ARTICLE III

MEMBERS

Those in the following categories who are eligible for membership will be offered membership as part of the next group of candidates.

1. Any persons 55 or over having an interest in the aims, purposes and activities of this organization are eligible for membership.
2. Former members may request reinstatement by contacting the chairperson of the membership committee.

The list of persons who wish to apply for membership shall be maintained in the office of the CLS Administrative Coordinator.

Membership ceases when member fails to pay membership dues or resigns.

As an organization of volunteers, members are expected to actively contribute to and actively participate in its studies, discussions and organization.

ARTICLE IV GOVERNING BODY

1. The governing body of this organization shall be the Council, consisting of a total of eighteen (18) members of whom there shall be:
 - a. Six (6) officers, namely the President, the Vice-President for Administration, the Vice-President for Curriculum, the Vice-President for Public Information, the Secretary and the Treasurer.
 - b. Seven (7) Committee Chairs, namely Membership, Finance, Classroom Support. Special Events. Connections. Member Services and Office Support Committee (OSC).
 - c. Five (5) members at large.
2. Ex-Officio members of the Council shall be the immediate past President and a member of the Marist SPP. The ex-officio members may attend meetings but may not vote.
3. The Council shall act on recommendations of the President and reports from committees and shall formulate policy.
4. All Council members are expected to carry forward the work of the organization in some capacity; as an officer, as a committee chair, as a liaison to a committee, or in a needed capacity as determined by the President. Active participation in Council meetings, as well as all other official meetings, is encouraged and full attendance is expected.

ARTICLE V ELECTION OF COUNCIL MEMBERS, OFFICERS and COMMITTEE CHAIRS

1. NOMINATING COMMITTEE

Early in the Fall semester, the President shall announce to the Council the designated Nominating Committee Chair. The Nominating Committee Chair shall select four (4) Nominating Committee members to be presented to the CLS Council for its approval so that they can be confirmed prior to December 31st.

It shall be the duty of this committee to nominate officers, Council members, and Committee Chairs to be elected at the Annual Meeting during the spring semester. Nominations may be made from the floor with the prior consent of the nominee.

2. COUNCIL MEMBERS

Vacancies on the Council shall be filled by election at the Annual Meeting. Council members are elected for a term of three (3) years. After serving a three (3) year term, a Council member is eligible for immediate reelection for an additional three (3) year term to complete a maximum of six (6) years. Serving part of a year in place of a Council member who resigned shall not be counted towards the maximum six (6) years of service.

3. OFFICERS

- a. Officers shall be elected by the membership at the Annual Meeting from among the Council members presently serving or newly nominated for election except that the person nominated for President shall have served on the Council for at least one (1) year prior to his/her nomination.
- b. After serving a one (1) year term, an officer may be reelected to the same position, so long as he/she is a member of the Council, for a total of three (3) consecutive one (1) year terms. If an officer is not reelected to that position, nor to another position as an officer or membership chair, he/she shall serve as a member at large for the remainder of his/her three (3) year term as a Council member.
- c. No officer shall serve in the same office to which he/she was elected for more than three (3) consecutive one (1) year terms. Serving part of a year in place of an officer who has resigned shall not be counted towards the maximum of three (3) years in the same office.

4. COMMITTEE CHAIRS

Committee chairs, namely Membership, Finance, Classroom Support, Connections, Member Services, Office Support and Special Events shall be elected by the membership at the Annual Meeting from among Council members presently serving or newly nominated and shall serve for a period of one (1) year. There is no restriction on the number of years a Council member may serve as a Committee Chair.

ARTICLE VI DUTIES OF OFFICERS

1. The officers of the organization namely, the President, Vice President for Administration,
Vice President for Curriculum, Vice President for Public information. Secretary and Treasurer shall have the general supervision of the day-to-day operations and

implementation of the policy developed. including the supervision of individual committees assigned to each of them.

2. If the President is incapable or unable to perform the duties of the office due to absence or illness, then the Vice President for Administration will assume the duties of the President. If that officer cannot, then the Vice President for Curriculum will do so. If that officer cannot, then the Vice President for Public Information will do so.
3. The President shall:
 - a. Preside at all membership and Council meetings.
 - b. Represent the Organization to the public.
 - c. Serve as ex-officio member of all committees except the nominating committee.
 - d. With the approval of the Council, replace any committee chair or officer from among the Council members where possible, if a vacancy occurs and, after consultation with appropriate committee chairs, replace any Council member who resigns. All replacements shall serve only until the next election.
 - e. Ensure that a coordinated program, including activities, shall be developed and provided for the ensuing year.
4. The Vice President for Administration shall:
 - a. Chair the Administrative Committee (See Committee Descriptions)
 - b. Maintain liaison with Marist College.
 - c. Serve on the Finance Committee.
5. The Vice President for Curriculum shall:
 - a. Chair the Curriculum Committee (See Committee Descriptions)
 - b. Report the activities of the Curriculum Committee to the President and at Annual and Special Meetings.
6. The Vice President for Public Information shall:
 - a. Chair the Public Information Committee (see Committee Descriptions)
 - b. In conjunction with Marist College SPP, oversee preparation and dissemination of media releases and all printed materials.
7. The Secretary shall:
 - a. Take and record accurate minutes of all meetings of the Council and the General Membership meetings.
8. The Treasurer shall:
 - a. work with the Finance Committee to oversee the financial viability of the organization.

ARTICLE VII FISCAL YEAR

The fiscal year shall be July 1 through June 30.

ARTICLE VIII MEETINGS OF MEMBERSHIP

1. The Annual Meeting shall be held during the spring semester. Elections shall be by simple majority vote of those present at the meeting.
2. Special meetings may be called by the President and shall be called upon written request of fifteen members of the organization. The purpose shall be stated in the call. At least seven (7) days' notice shall be given. Written request may be made by mail or e-mail or otherwise according to procedures to be established by Council.
3. Ten percent (10%) of the membership shall constitute a quorum.

ARTICLE IX MEETINGS OF THE COUNCIL

Meetings of the Council shall be called by the President when necessary but at least six (6) times a year. At least seven (7) days' notice shall be given. Special meetings may be called upon written request of three (3) members of the Council. Written notice may be given by regular mail or e-mail or otherwise according to procedures to be established by the Council. Ten (10) members shall constitute a quorum. The agenda and all reports shall be distributed at least 1 week prior to a meeting.

ARTICLE X COMMITTEES

The following committees will be formed and will perform the duties as described below in Committee Descriptions:

(* The heads of these committees are not voting members of the Council)

- Administration Committee
- Classroom and Audio/Visual Support Committee
- Connections Committee
- Curriculum Committee
- Finance Committee
- Long Range Planning Committee *
- Member Services Committee
- Membership Committee
- Nominating Committee *
- Office Support Committee
- Public Information Committee
- Scholarship Committee *
- Trip Planning Committee
- Special Events Committee

Additional committees may be formed, and the duties of the committees may be changed by the Council. Refer to the CLS Member Handbook for additional information on membership and committees.

ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order Newly Revised at the time a question is raised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these organization bylaws and any special rules of order the organization may adopt.

ARTICLE XII
AMENDMENT OF ORGANIZATION BYLAWS

The Organization Bylaws, consisting of Articles I through XII. may be amended by a two-thirds (2/3) affirmative vote of the general membership present at the Annual Meeting. Amendments shall be proposed only by the Council and only after two-thirds (2/3) of the Council have voted in favor of the proposed amendment. Proposed amendments must be submitted to the general membership in writing by mail or by e-mail at least two (2) weeks before the Annual Meeting.

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