

LiR

located at

*Quinebaug Valley Community College
Danielson, Connecticut*

Constitution and Bylaws

Constitution and Bylaws revised and accepted at the LiR Annual Meeting of May 13, 2016

CONSTITUTION

Article I: Name

The name of this organization shall be **LiR**.

Article II: Relationship to Quinebaug Valley Community College in Danielson, Connecticut

1. LiR shall be an independent, self-governing membership organization under the auspices of Quinebaug Valley Community College (QVCC). It shall function in accordance with this Constitution and the Bylaws as approved by the membership, in accordance with the College authority and the laws of the State of Connecticut.
2. The College shall provide LiR and its membership:
 - 2.1 Such physical facilities as are essential to the proper functions of LiR within available resources.
 - 2.2 The service of the College personnel within available resources.

Article III: Purpose

The purpose of this organization shall be to stimulate and provide the means for intellectual and social activity with peer leadership and group participation.

Article IV: Membership

Membership, with voting privileges, will be opened to all adults who subscribe to the Constitution and Bylaws and support LiR with payment of official fees.

Article V: Officers and the Executive Council

The elected officers of LiR shall be President, Vice-President, Secretary and Treasurer. Their duties and authority shall be as specified by the Bylaws. The Executive Council shall develop and implement policies for LiR.

It shall consist of the elected officers, the chairpersons of five standing committees, Information Technology Liaison, elected members-at-large, Past President, and a non-voting liaison from the College.

Officers and members-at-large of the Executive Council shall be elected at the Annual General Meeting to hold office during the LiR Year (see Article VII).

Article VI: Committees

There shall be five standing Committees: Program, Membership & Promotion, Finance, Refreshment, and Scholarship. Each Committee Chairperson will have Executive Council voting privileges. If the committee is co-chaired, only one vote can be cast. The Executive Council shall establish other Ad Hoc Committees and/or Task Forces as are required to accomplish the objectives of LiR.

Article VII: The LiR Year

The LiR Fiscal Year shall run from July 1 through June 30.

Article VIII: Meetings

The Annual General Meeting of LiR shall be held in the springtime for the election of officers and Executive Council members-at-large and for a progress report by the current officers and committee chairpersons. Special meetings may be called by the President and/or Executive Council. All meetings shall be conducted by *Robert's Rules of Order*. The monthly Executive Council Meetings are to include activity reports from each of the standing committees and any Ad Hoc Committees that may be in place. A quorum which is defined as 50 LiR Members must be in attendance for any votes to be cast at the Annual General Meeting or any special meeting called for the purpose of conducting necessary business.

Article IX: Funds

Funds generated or expenses incurred through LiR shall be administered by the Office of Continuing Education. These funds shall be used for appropriate LiR needs as determined by the Executive Council in consultation with the Continuing Education Coordinator representing QVCC, in accordance with the College's policies and procedures. Fees shall be set, and special assessments shall be approved by the Executive Council. The Finance Committee Chairman reviews and approves the monthly Financial Report prepared by the Continuing Education Coordinator.

Article X: Amendments

Amendments to the Constitution and/or Bylaws may be proposed in writing to the Executive Council or can originate from the Executive Council. A majority vote of the Executive Council is required to move the amendments to the Annual General Meeting. A majority vote of members present at the Annual General Meeting shall be required to approve an amendment.

Article XI: Adoption

This Constitution and Bylaws shall become effective after approval by a majority vote of the General Membership at the Annual General Meeting or of a special meeting called for that purpose. Notice of any meeting relative to the Constitution and/or Bylaws must be given in writing at least two weeks prior to such meeting. Copies of the amended Constitution and Bylaws will be posted on the LiR website or made available upon request.

BYLAWS

I: Enrollment of members

Membership fees will be charged each LiR year, as determined by the Executive Council. Membership shall be a prerequisite to enroll in courses or other activities unless otherwise determined. A fee will be charged for courses as determined by the Council.

II: Privileges

Members shall be entitled to enrollment in courses, workshops, seminars, socials and other activities, as facilities permit, and the use of College facilities according to the College's policies.

III: Officers

1. **President:** The President shall function as the Executive Officer in all operations of LiR; implement decisions reached by the Council; present the committee chairpersons for the approval by the Executive Council and preside and report to the membership on LiR activities at general meetings.
2. **Vice-President:** The Vice-President shall act in the President's absence, and at the request of the President shall act as executive and coordinator of special activities.
3. **Secretary:** The Secretary shall prepare and distribute the minutes of the Executive Council Meetings and of the Annual General Membership Meeting.
4. **Treasurer:** The Treasurer also serves as the Chairman of the Finance Committee. The Treasurer shall act as the liaison with the College in LiR's financial matters, reporting to the Executive Council.

IV. Nominating Committee

A Nominating Committee, consisting of a minimum of three (3) members, shall be established by the Executive Council in February of each year. The committee will select a complete slate of nominees for the Officers and members-at-large, to be submitted to the Executive Council during the April Meeting for approval. The approved list will be distributed to the General Membership prior to the Annual General Meeting. The Executive Council may fill vacancies which occur during the year with members who will serve to complete the term.

V: Term of Office

All elected officers may serve a two-year term. Elected terms may be extended with the approval of the Executive Council.