

Bylaw's of the Renaissance Institute

Updated 05/02/2016

Article I NAME

The name of the organization is the Renaissance Institute (RI) and it functions under the auspices of the Notre Dame of Maryland University (NDMU)

Article II Purpose

The purpose of the RI organization is to create educationally and mentally stimulating programs for men and women 50 years and older to encourage the use of their talents, experiences, and skills creatively in shared intellectual and cultural pursuits, in discovering and developing latent abilities, in exploring new interests and in contributing to the community and in exchanging ideas and interests with other people.

Article III Membership

- 1) Membership shall be open to men and women 50 years and older.
- 2) The number of members of RI per year shall be limited as fixed by the council in accordance with NDMU space availability and shall not exceed the capacities of the facility.
- 3) New members are admitted in the fall and mid-school year for the spring semester.
- 4) Membership shall also be contingent upon the payment of the membership fee.
- 5) Members are eligible for the full privileges of membership. This includes: participating in/or conducting educational programs, auditing one NDMU credit course per school year, serving on or chairing a committee , to vote, to be nominated for and elected to a position to serve as a member of the Council or one of its Officers.
- 6) Scheduled membership meetings shall be held for the members, at a minimum of two times per semester .One meeting will be focused on seeking members input about RI functioning.

Article IV: Governance

The council and its officers are responsible for the overall policy and direction of RI.

- 1) Officers:

The officers of RI shall be the President, Vice President, Secretary and the Immediate Past President.

1a) Terms of office:

- a) The term of an officer shall be 2 years. An officer may serve no longer than two consecutive terms in the same position.
- b) If the office of President becomes vacant, the Vice President shall assume the office until expiration of the term.
- c) If the sitting President resigns during their term they cannot serve as the Immediate past president and are ineligible to hold any office or be a council member for two years.
- d) If Vice President is unable to assume the duties of the President a special election will be held
- e) If the office of Vice President or Secretary becomes vacant, the Council shall appoint a member of the council to fill the post until the next election

1b) Duties of Officers:

a) Duties of the President:

- 1) To represent RI in meetings with the NDMU administration and outside parties or organizations.
- 2) To oversee the role and performance of the Director of RI
- 3) To preside over RI organizational meetings, and call special meetings as needed
- 4) To establish committees other than standing committees as needed and be an ex officio member of each committee.
- 5) To appoint committee chairs and oversee the performance of each
- 6) To work with the Director of RI and Budget Committee in overseeing monthly expenditures and establishing an annual budget.
- 7) To appoint every 2 years a special Audit Committee to review the past financial transactions and report to President and Council.
- 8) To arrange for new Council members orientation and hold regularly scheduled meetings with them to advise and obtain their counsel.
- 9) To seek Council approval for expenditures over \$1000 and the annual budget.
- 10) To comply with Council decisions
- 11) To perform other duties that may arise when necessary for the governance of RI.

b) Duties of Vice President:

- 1) To perform duties as assigned by the President and fulfill the duties of the President in the event of absence or disability of the President

c) Duties of the Secretary:

- 1) To record the proceedings of all the meetings of the Executive Committee, the Council, the Committee Chairs and the informational meetings.
- 2) To maintain the records of the RI including the Formation Document, Bylaws, Policy and Procedure Manual, Handbook for Members, Handbook for Committee Chairs, and Handbook for Course Coordinators.

d) Duties of the Immediate Past President:

- 1) To perform duties as assigned by the President.

2) Council

The Council shall consist of 9 Council members and the four Officers of RI

2a) Council terms of office:

- 1) The Council's term of office shall be three years and staggered so that three members will be replaced yearly.
- 2) The Council member's term of office shall begin with the fall semester
- 3) A member must attend the RI for two consecutive semesters to be eligible as a candidate for the Council.
- 4) A Council member may not be elected to two consecutive terms but may be eligible for an Officer position.
- 5) If a Council member was initially appointed to fill a vacant position, if elected they may serve two full terms
- 6) If a vacancy occurs on the Council, the President may appoint a person to complete the unexpired term.
- 7) If a sitting Council member is elected to an officer position, the president shall appoint a person to fill the vacated position before June 1st.

2b) Duties of the Council Member

- 1) To attend and participate in Council meetings and respond to the call of the President for meetings no less than 3 times per year

- 2) To facilitate communications between the Council and RI members. This includes bringing members concerns and proposed actions to the Council's attention.
- 3) The Council member will advise the President if unable to carry out certain functions and the reason.
- 4) Each Council member shall serve on at least one committee but not required to Chair a committee.
- 5) To approve expenditures in excess of \$1000 and the annual budget
- 6) To attend a Council orientation meeting and perform assignments as requested by the President
- 7) To attend informational meetings, other special meetings and carry out responsibilities as requested
- 8) A Council member who fails to carry out their responsibilities may be asked by President to resign or may be removed by the Council.

Article V Nominations and Elections (NEC)

- 1) Election of Officers and Council members shall be held annually by secret ballot of the members and no later than the last week of Spring semester classes.
- 2) The NEC shall consist of five members, appointed by the President no later than December 15. The President shall designate one member of the NEC as chair. Members of the NEC may not be candidates in the election for which they are nominating.
- 3) If a vacancy occurs in the NEC, the President shall appoint a person to complete this term.
- 4) The NEC shall solicit nominations from the general membership for all Officer and Council positions.
- 5) Upon acceptance of the NEC report, the Council shall promptly notify the membership of the slate of nominees. Proper notification shall be the posting of the entire slate on the bulletin board outside the RI office.
- 6) By April 1 the names of the nominees listed in alphabetical order along with their biographies will be sent to all the membership.
- 7) Voting for all candidates shall be by secret ballot and by mail in accordance with established procedures
- 8) Ballots marked for more than three nominees for Council shall be considered invalid.
- 9) The NEC shall supervise elections and act as tellers. Additional tellers may be designated by the Chair of the NEC.

10) The three nominees for Council receiving the highest number of votes shall be deemed to have been elected.. In the event of a tie vote for the third nominee, the incumbent council shall cast the deciding vote by secret ballot.

11) In the event of a tie vote for the positions of President, Vice President or Secretary the incumbent council shall cast the deciding vote by secret ballot.

Article VI Meetings

1) The Council shall meet at least twice per semester at scheduled meetings

2) The informational membership meetings shall be held at a minimum of -- once—per semester to review the business and activities of RI

3) The meetings will be conducted in accordance with the Roberts Rules of Order Revised

4) In meetings where voting is required a quorum consisting of a minimum of 9 Council members .is necessary.

5) Special meetings may be called by the President, Executive Committee or by (9)-nine of the Council members. When possible a minimum of (5) five days notice is expected.

6) Notice for regular meetings are provided on the yearly calendar given to each member.

Article VII Committees

The standing committees are:

1) Executive Committee,

2) Budget Committee,

3) Curriculum Committee

4) Membership Committee.

Other committees may be proposed by the President. Specificity beyond a general summary on the functions and responsibilities of all standing committees and currently established committees, may be found in RI Policy and Procedure Manual.

1) Executive Committee shall consist of five members. The President, Vice President, Secretary, immediate past President and one Council member approved by the Council.

1a). The Executive Committee shall meet at a minimum of every two months during the academic year and additionally when requested by the President

- 1b) The Executive Committee shall carry out the duties of Council between meetings and propose agendas for the Council meetings.
- 2) Budget Committee. The President shall appoint the Chair of the Budget Committee who shall work closely with the Director of RI in preparing, overseeing and reporting on all budget activities to the Council, its Officers and members. In addition, seek budgetary approvals in accordance with established procedures. The Budget Committee shall consist of at least 2 members. They also will work with President to implement and oversee auditing procedures.
- 3) Curriculum Committee. The President shall appoint the Chair of the Curriculum committee who in collaboration with the RI Director will establish a two semester academic program.
- 4) Membership Committee. The President shall appoint the Chair of the Membership Committee who shall work in collaboration with the Director of RI to recruit and integrate new members into the RI community.

Article VIII Director and staff

The Director reports directly to the President of RI and also reports to the Vice President of Academic Affairs. The Director guides the planning and functioning of the RI and its interfacing with the broader NDMU community. The position requires overseeing the day to day responsibilities for the RI organization, including its staff, in carrying out the organizations' goals and objectives. The Director will attend all council meetings, report on progress of the organization and answer any questions. See appendix A for detailed job description.

Article IX Amendments

Amendments to the bylaw's may be proposed by a minimum of three Council members and delivered to the President, or by a petition signed by fifteen percent of members and delivered to the President. The President will then proceed as follows:

- 1) The effective date of the proposed bylaw amendments shall be stated as part of the amendments.
- 2) Notice of proposed amendments to the Bylaw's shall be given to the RI membership at least 15 days before the vote is taken.
- 3) Notice shall be in written form on the bulletin board, Internet and copies available at kiosk and RI website.
- 4) If requested by (9) nine of Council members or by (15%) fifteen percent or more of membership a special informational meeting shall be called to discuss the

amendments.. The proposal shall be in form of a written petition to the President of the Council, bearing membership signatures.

5) The amendments and the ballot shall be distributed to the membership or mailed to each RI member' allowing ten days for return of ballot to RI offices.

6) A Council member, appointed by the sitting President, and Past President of the Council shall tally the ballots.

7) These amendments shall be enacted by a simple majority of the RI membership voting with previous notice in accordance with established procedures.

8) Ballots shall be tallied in the RI offices, and membership shall be notified of the results in a timely fashion through class announcements and posted written notice.