

**LEARNING IN RETIREMENT INSTITUTE
UNIVERSITY OF SOUTH FLORIDA**

BY-LAWS

ARTICLE I. NAME

The name of this organization is the Learning in Retirement Institute - University of South Florida, hereinafter referred to as LIR. It is a part of the University of South Florida-Educational Outreach, Division of Continuing Education.

ARTICLE II. MISSION STATEMENT

LIR, under the auspices of the University of South Florida (USF), provides programs directed toward the enrichment of life through continued learning. The resources of LIR, being primarily the membership, together with those of USF and the community-at-large, are to be utilized in bringing their collective body of knowledge and talents to the participants in LIR.

ARTICLE III. MEMBERSHIP AND VOTING RIGHTS

Membership is open to any individual of retirement age upon payment of annual dues. The dues are reviewed annually and set by the Board of Advisors (Board). Dues shall entitle all members to enroll in curricular offerings upon payment of the appropriate fees, to vote at the annual meeting and any special meetings of the membership, and to participate in special program events. The annual meeting shall be held in May of each year on a date set by the Board.

ARTICLE IV. ORGANIZATION AND GOVERNANCE

1. The governing body of LIR is the Board composed of (a) six (6) members elected by the general membership at the annual meeting, with (2) being elected per year in rotation, (b) the Board-appointed chairpersons of the six (6) standing committees (see Article VII), and (c) the Director of Senior Programs who serves as ex-officio without vote and is the liaison between the Institute and the University.
2. The terms of office for the elected members of the Board shall be for three (3) years except as provided in Paragraph 3. Elected Board members may serve only two (2) consecutive terms.
3. Vacancies on the Board shall be filled by the Board until the next annual meeting, at which time a new Board member shall be elected to fill the unexpired term.
4. The Board shall meet as soon as feasible after the annual meeting, but not later than June 30, and elect from its members the following officers: Chairperson, Vice Chairperson, Secretary, and Treasurer. They, plus one (1) additional elected person (not an officer) shall serve as the Executive Committee. This Committee may meet between regular Board meetings to transact business that requires immediate attention. Action taken at such meetings shall be ratified at the next Board meeting. Officers are elected for a one (1) year term. They may be re-elected to serve in the same position not more than two (2) consecutive terms (for a total of three {3} years).
5. The duties of officers are as follows:

- a. Chairperson: Shall preside at all Board, Executive Committee and General Membership meetings; prepare and manage Board meeting agendas; appoint committee chairpersons in consultation with the Board; and work closely with the Director of Senior Programs in formulating policy and dealing with the programs and business of LIR. Particular attention shall be given to long range planning, fund raising and succession of leadership.
 - b. Vice Chairperson: Shall perform all duties of the Chairperson in that person's absence; and perform such other duties as are requested by the Chairperson.
 - c. Secretary: Shall prepare, publish and maintain records (minutes) of all Board, Executive Committee and General Membership meetings.
 - d. Treasurer: Shall monitor income and expense reports, as prepared by staff, and submit quarterly financial reports to the Board.
6. The Board shall hold regular meetings at least three (3) times per year on a schedule it establishes. Special meetings may be called by any one officer or any three (3) Board members. A majority of the Board members present at any meeting shall constitute a quorum.
7. The Board shall set the policies of LIR, approve budgets to be submitted by staff to the Division of Continuing Education for approval, and oversee the general operations of LIR. The Board shall have input into the employment of LIR staff.

ARTICLE V. FEES, FISCAL YEAR AND MEMBERSHIP YEAR

1. Dues for membership and fees for class enrollment shall be set and reviewed annually by the Board, and may be changed by a majority vote of the Board, in consultation with the Director of Senior Programs.
2. The fiscal year is July 1 through June 30, in compliance with USF policy. Board and committee membership year is the same as the fiscal year.
3. The general membership (academic) year is September 1 through August 31. Membership must be renewed annually.

ARTICLE VI. ELECTION PROCESS

Sixty (60) days prior to the annual meeting, the Chairperson of the Board shall appoint a Nominating Committee of five (5) members, none of whom may be nominated for election. No more than two (2) members of the current Board may serve on this Committee. The Committee shall select its own chairperson, review the qualifications of candidates for Board membership, submit its slate of nominees to the Board for approval and then present the slate of nominees to the membership at the annual meeting. Additional nominations, with the consent of the nominees, may be made from the floor at the annual meeting. Election shall be by a majority vote of those voting at the annual meeting, as determined by the Board Chairperson (or the Chairperson's designee if the Chairperson is not conducting the meeting.)

ARTICLE VII. COMMITTEES

1. There shall be both Standing and Ad hoc Committees which the Board has the power to appoint.

2. The Standing Committees are as follows: Administrative Support; Curriculum; Long Range Planning; Membership; Recruitment; and Committee-on-Committees. Ad hoc Committees shall be appointed as needed.
3. Committee chairpersons are appointed by the Board Chairperson, in consultation with the Board, at the Board's first meeting following the annual meeting. The Chairperson shall serve a one year term, but may be reappointed twice (thus serving a maximum of three (3) consecutive years). Selection of the remaining members of the committees shall be based on the latest revision of the appropriate *Guidelines for Committees*, originally adopted March 17, 1999.
4. Every committee shall follow its *Guidelines for Committees*. Any proposed revisions are to be approved by the Board.
5. The Chairperson of the Board and the Director of Senior Programs shall be ex-officio members of all committees.
6. Committee Chairpersons shall submit a year-end summary of key committee activities report to the Board at its last meeting of the year.

ARTICLE VIII. ADMINISTRATION

1. LIR shall operate under an annual General Operational Plan (OP) consisting of an approved budget and goals for the year. The Board shall appoint an ad hoc committee to prepare the OP and shall approve the OP with revisions being made as deemed necessary. The *Long Range Plan* shall serve as a guide for the development of the OP.
2. Fiscal control of LIR rests within the University of South Florida-Educational Outreach, Division of Continuing Education but the Board shall have access to those appropriate reports that pertain to LIR.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The rules in the current edition of "*Robert's Rules of Order Newly Revised*" shall govern the Institute in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Institute may adopt.

ARTICLE X. AMENDMENT OF BY-LAWS

1. The By-laws may be amended by a two-thirds (2/3) affirmative vote by at least fifty percent (50%) of the members of the Board present at any of its regular meetings provided that written notice of the proposed amendment(s) is/are distributed at least thirty (30) days in advance of said meeting. The amendments become effective immediately upon their being passed.
2. The By-laws shall be subject to periodic review not less than every two years.
3. Original By-laws were adopted on April 6, 1994. The last revision of the By-laws took place on February 21, 2003.

Date current revision adopted: 11th day of June, 2004.

Rev. 6/11/2004

Long Range Planning Committee

Fred Jones, Chairperson

Board of Advisors

Tom Joyce, Chairperson

Janet Valadie, Secretary