

*The Center for Learning in Retirement
University of Connecticut
Storrs, Connecticut*

Constitution

Article I – Name.

The name of this organization shall be the Center for Learning in Retirement at the University of Connecticut in Storrs, Connecticut, and shall be known as CLIR.

Article II – Purpose.

The purpose of this organization shall be to stimulate and provide the means for intellectual and social interaction for all adult learners.

Article III – Relationship to the University of Connecticut.

1. CLIR shall be a self directed membership organization in collaboration with the Department of Extension - College of Agriculture, Health and Natural Resources at the University of Connecticut. It shall function in accordance with these Bylaws as approved by the membership and the University authority.
2. The University of Connecticut shall provide to CLIR and its membership:
 - a. Such physical facilities as are essential to the proper functions of CLIR within available resources.
 - b. The services of University personnel.

Article IV – Membership.

- a. Membership will be open to all adult learners who subscribe to the Constitution and Bylaws and support CLIR with payment of official fees.
- b. Honorary membership shall be granted at the discretion of the Executive Council to individuals who have made significant contributions to the purpose of CLIR but do not meet the criteria of item IV a.

Article V – Officers.

The elected officers of CLIR shall be the President, Vice-President, Secretary, and Treasurer. The duties and authority of the elected officers shall be as specified in the Bylaws.

Article VI – Executive Council.

The Executive Council shall develop and implement policies for CLIR. It shall consist of elected officers and the Chairs of the committees on Curriculum, Membership and Promotion, Administration and Finance, Social Committee, five (5) members-at-large, the immediate past president, and non-voting liaison from the University of Connecticut. No person on the Executive Council shall hold more than one of the above positions at a given point in time. For example, the Secretary shall not concurrently hold the position of Chair of the Curriculum Committee. All Executive Council Members shall be CLIR members in good standing during at least one session during the previous year.

Article VII – Committees.

The Executive Council shall establish such working committees of the membership as are required to accomplish the objectives of CLIR.

Article VIII – CLIR Year.

The CLIR year shall run from July 1 through June 30.

Article IX – Voting.

- a. A member of CLIR shall be entitled to one vote on all matters voted upon in any general or special meeting.
- b. Voting in elections of officers and other Council members shall be by hand vote or written ballot.

Article X – Meetings.

The annual meeting of CLIR shall be held in the Spring for the election of incoming officers and other Executive Council members, and for a progress report by outgoing officers. Special meetings may be called by the President and/or the Executive Council. All meetings shall be conducted according to Roberts Rules of Order.

Article XI – Election of Officers.

Officers and other members of the CLIR Executive Council shall be elected at a general meeting held in the Spring, and they shall hold office from July 1 to June 30.

Article XII – Funds.

CLIR funds, raised from Membership Fees and other fees, shall be deposited in an account approved by the University of Connecticut and administered by the Department of Extension. These funds shall be used for appropriate CLIR needs, as determined by the Executive Council in consultation with the designated representative of Extension, in accordance with

University policies and procedures. Any special fees or assessments shall be subject to ratification by the Executive Council to be collected and disbursed as provided for above. The yearly CLIR fund balance will be carried forward for the next year's CLIR membership needs.

Article XIII – Amendments.

Amendments to the Constitution and/or Bylaws may be proposed, in writing, by ten or more members and/or majority vote of the Executive Council and must be submitted to the General Membership in writing or by email for approval or rejection. Such approval/rejection of any amendment shall take place at the annual meeting or at a special meeting of the Executive Council called for that purpose and attended by General Membership who shall have the right to be heard and to vote on the amendment. A majority vote of the members present at such special meeting shall be required to approve or reject the amendment under consideration.

Article XIV – Adoption.

This Constitution and Bylaws shall become effective after approval by majority vote of the General Membership at the annual meeting or special meeting called for that purpose. Notice of any meeting relative to the Constitution and/or Bylaws, including any proposed amendments, must be given in writing or by email at least 30 days in advance of such meeting, and must include copies or attachments of all pertinent documents to be considered.

Revised 1/11/19

*The Center for Learning in Retirement
University of Connecticut
Storrs, Connecticut*

Bylaws

BL-I: Enrollment of CLIR Members.

- a. CLIR memberships may be obtained at any time between July 1st to June 30th by enrolling in at least one of the three sessions of classes offered during that year.
- b. Payment of a single charge at the beginning of each session in which a member participates shall entitle that member to attend any and all of the session's class offerings.
- c. The CLIR Executive Council has the right to establish a policy that will allow free sessions.

BL-II: Privileges.

Members shall be entitled to the following privileges:

- a. Attendance at courses, workshops, seminars, and other activities offered during the session for which the member paid.
- b. The right to be a candidate for the Executive Council.
- c. Attendance at all CLIR socials throughout the year.
- d. Voting privileges for issues that come up at any point during the course of the year (e.g. Constitutional Amendments, CLIR officers).
- e. Receiving a copy of the class brochure for each session during the calendar year and receiving notification of events.

BL-III Officers.

1. President – The President shall have the following duties and authority:
 - a. Function as the Executive Officer in connection with all operations of CLIR.
 - b. Coordinate with the CLIR Executive Council the development of agenda for, and preside over, all CLIR Executive Council and general membership meetings.
 - c. Implement the decisions reached by the CLIR Executive Council.
 - d. Appoint the Chair of each committee with the approval of the Executive Council.
 - e. Report to the membership at all general meetings on the activities of CLIR.
2. Vice President – The Vice President shall have the following duties and responsibilities:
 - a. Act in the President’s absence.
 - b. At the request of the President, act as executive and coordinator of special activities.
3. Secretary – The Secretary shall have the following duties and responsibilities:
 - a. Prepare and distribute the minutes of the meetings of the CLIR Executive Council and of the general membership.
4. Treasurer – The Treasurer shall have the following duties and responsibilities:
 - a. Act as liaison officer with the University for financial affairs, and report to the Executive Council.

BL-IV: Nomination and Election Committee.

- a. A Nomination and Election Committee, consisting of at least (3) members, shall be established by the Executive Council in January of each year. Members of this committee may not be candidates for any office but may be candidates for election as members-at-large of the Executive Council.

BL-V: Elections.

- a. CLIR members, including members of the Executive Council, may submit names of candidates to the Nomination and Election Committee at least thirty (30) days in advance of the Annual Meeting. Brief biographies, not to exceed 100 words, must accompany the name of each candidate.
- b. A complete slate of nominees, with their biographies, shall be prepared by the Nomination and Election Committee. This slate must be distributed to the general membership prior to the Annual Meeting. The slate shall constitute the Official Ballot. Voting will take place only at the Annual Meeting. At the Annual Meeting, nominations from the floor will be accepted.
- c. The Chair of the Nomination and Election Committee shall announce the results of the election at the close of the Annual Meeting.
- d. The Executive Council, by majority vote, may fill any vacancy that may occur during the year, including Officers and Council members, who will serve for the remainder of the year.

Revised 1/11/19