

INSTITUTE FOR CONTINUED LEARNING

Bylaws

Approved by ICL Council 8/1/2017 and 8/12/2017

As Amended, August 29, 2017

BL-1 Membership

- 1.1. New members shall be admitted on application and payment of dues at any time during the fiscal year (July 1 to June 30).
- 1.2. Members shall be entitled to:
 - 1.2.1. Participation in as many ICL classes, field trips, and other activities as they desire.
 - 1.2.2. Use of the DSU library and other appropriate campus facilities in accordance with established policy.
 - 1.2.3. Auditing of any regular DSU course on a space available basis in accordance with Utah House Bill 60 (H.B. 60).
 - 1.2.4. Access to calendars and announcements of all regular events.

BL-2 Dues

- 2.1. Members shall be assessed dues to cover expenses as approved by the Council. Annual dues are payable at the time of registration.
- 2.2. The dues amount shall be determined by the Council based on the approved budget.
- 2.3. Prospective members may attend one session of any one class or field trip before joining ICL. Before attending additional sessions, payment of dues shall be required.
- 2.4. The Executive Committee shall have the authority to waive dues.

BL-3 Officers

- 3.1. President: The President shall have the following duties and responsibilities:
 - 3.1.1. Preside over all general meetings and over all meetings of the Executive Committee and Council.
 - 3.1.2. Develop an agenda for the Executive Committee and Council Meetings.
 - 3.1.3. Serve as the executive officer of ICL operations.
 - 3.1.4. Assure that decisions reached by the Council and Executive Committee are implemented.
 - 3.1.5. Report to the membership at September and January Council meetings and through the monthly newsletter/calendar on the activities of the ICL as required to keep them informed.
 - 3.1.6. Have signature authority on any financial matter.
- 3.2. Vice President: The Vice President shall have the following duties and responsibilities:
 - 3.2.1. Act for the President in his/her absence.
 - 3.2.2. At the request of the President, act as executive or coordinator of specified ICL activities.
 - 3.2.3. Serve as Chair of the Nominations Committee.
 - 3.2.4. Have signature authority on any financial matter.
 - 3.2.5. Serve as President-elect.
- 3.3. Secretary: The Secretary shall have the following duties and responsibilities:
 - 3.3.1. Prepare and distribute minutes of meetings of the Executive Committee and Council meetings and general and special meetings of the membership.

3.3.2. Maintain records required by the Executive Committee including attendance records of all meetings.

3.4. Treasurer: The Treasurer shall have the following duties and responsibilities:

3.4.1. Receive and disburse all funds as required by the Executive Committee.

3.4.2. Maintain appropriate records of all fund transactions.

3.4.3. Provide such reports as required by the Executive Committee.

3.4.4. Prepare for Council approval a financial budget for the upcoming fiscal year.

BL-4 Immediate Past President and Committees

4.1. Immediate Past President

4.1.1. Ensure that records are kept concerning Council and Executive Committee activities.

4.1.2. Keep other records deemed essential by the Council.

4.1.3. Serve as Chair of the Budget and Finance Committee.

4.1.4. Conduct an annual audit of the financial records of the ICL and report to the Executive Committee.

4.2. A Nominations Committee shall be established not later than March 1 to nominate candidate officers and council members for election in April.

4.3. A Budget & Finance Committee shall oversee financial planning and expenditures.

4.4. The Council and the Executive Committee shall establish and dissolve other committees as necessary.

BL-5 Elections

5.1. The Nominations Committee, after consultation with the Executive Committee, shall inquire into the availability and qualifications of potential candidates for President, Vice-President, Secretary, Treasurer, and Council members, and prepare a list of nominees. This list of nominees, with brief biographies, shall be distributed to Council members at least two weeks prior to the April election.

5.2. At the April Council Meeting or by other ballot means the candidates for election shall be voted upon by Council members at a Council Meeting or by internet or mail ballot.

5.3. The candidates receiving the majority of votes cast shall be elected officers for the next fiscal year.

BL-6 Council Meetings

6.1. The Council shall hold monthly meetings except in May, June, and July, and hold a planning retreat in April or May, and may hold other meetings as necessary.

6.2. At meetings of the Council a quorum shall consist of a majority of Council members. Vote outcomes shall be determined by a simple majority of voting Council members present except that proposed Bylaws changes shall require approval by two-thirds of all Council members. The President shall not vote on an issue except in the event of a tie vote.

6.3. In case of a tie vote, the President shall vote to break the tie.

6.4. If less than a quorum physically or virtually (by telephone, video, or internet) attend a duly called meeting, tentative actions may be taken. These tentative actions shall become effective upon subsequent written ratification by additional members needed to achieve a quorum.

6.5. Between Council meetings, Council business may be conducted by email. Approval of email ballots shall require affirmative vote by a simple majority of a quorum of Council members.

BL-7 Director and Staff

- 7.1 The Director is hired by the Council and reports to the President. The Director has day-to-day responsibility for the operation of ICL, including carrying out the Council's goals and policies and the duties described in the job description. The Director shall attend all Council meetings, report on the progress of the operation of ICL, and answer questions of Council members. The Council may designate other duties as necessary.
- 7.2 Other paid staff members provided for in the Council-approved budget shall be hired by the Director with approval of the President and will report to the Director.

BL-8 Compensation

- 8.1 No officer, Council member, or committee member shall receive wages or other payment for services rendered in such office. This does not apply to the Director, Office Manager, and other persons hired by the Council to run the Institute. An officer, Council member, or committee member who is also an instructor for ICL shall receive the same instructor subsidies and perks as any other instructor.

BL-9 Conduct of Business

- 9.1 Robert's Rules of Order, Revised, where applicable shall determine the conduct of business in all meetings of ICL, its governing body, and committees, except when inconsistent with ICL Bylaws.

As amended August 29, 2017

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DIXIE STATE UNIVERSITY

s/ Karel Dutton
President

s/ Dr. Richard B. Williams
President