

---

## Bylaws

# Marist University Center for Lifetime Study Organization Bylaws

---

**April 24, 2025**

Prepared by the Bylaws Committee: John Wargo, Merrilee Osterhoudt, and Ken Topolsky  
with Robin Will (CLS, Ex-Officio)

Historical Reference: "Organization Guidelines-Marist College Center for Lifetime Study" dated 2/19/1999, "CLS By-Laws Addendums" dated 9/3/2003 and 4/7/2017, and "Council Meeting minutes" dated 11/13/2020, approved at CLS Annual Meeting dated 5/30/2023.

Table of Contents	page
-------------------	------

ARTICLES	
ARTICLE I - NAME	3
ARTICLE II – MISSION STATEMENT	3
ARTICLE III - MEMBERSHIP	3
ARTICLE IV - GOVERNING BODY	4
ARTICLE V - ELECTION OF COUNCIL MEMBERS, OFFICERS, AND COMMITTEE CHAIRS	4-5
ARTICLE VI - DUTIES OF OFFICERS	5-6
ARTICLE VII - FISCAL YEAR	7
ARTICLE VIII - MEETINGS OF MEMBERSHIP	7
ARTICLE IX - MEETINGS OF COUNCIL	7
ARTICLE X - COMMITTEES	8
ARTICLE XI - PARLIMENTARY AUTHORITY	8
ARTICLE XII - AMENDMENT OF ORGANIZATION BYLAWS	8

## **ARTICLE 1**

### **NAME**

The name of the organization shall be Marist University Center for Lifetime Study (CLS)

## **ARTICLE II**

### **MISSION STATEMENT**

The purpose of the Marist University Center for Lifetime Study shall be to provide opportunities for intellectual, collegial, and cultural exploration and growth for anyone aged 55 or older. CLS is an affiliate organization under the auspices of Marist University.

CLS is dedicated to the continual academic growth and social fulfillment of its members governed by a council elected by the members. There is no experience or educational background required, and course subjects grow out of member interests. In addition to providing learning in areas of personal interests, settings for seniors to get together, relax, and exchange ideas are provided.

CLS is a volunteer run organization which can only exist when members become involved. Members are encouraged to volunteer their time and energy to support CLS by teaching classes, participating on committees, and becoming involved in CLS community outreach programs.

CLS strives to foster an inclusive environment, welcoming all backgrounds, beliefs, and identities.

## **ARTICLE III**

### **MEMBERSHIP**

Membership Eligibility:

1. Individuals aged 55 or older having an interest in the aims, purposes and activities of the CLS organization are eligible for membership.
  - 1a. Former members may request reinstatement by contacting the CLS Office.
2. Completion of the CLS membership application and remittance of the annual dues

The list of people who wish to apply for membership shall be maintained by the CLS Administrative Coordinator.

Membership ceases when a member fails to pay membership dues or resigns.

CLS is an organization of volunteers whose members are expected to contribute to and participate.

## **ARTICLE IV GOVERNING BODY**

1. The governing body of this organization shall be the Council, consisting of a total of eighteen (18) members of whom there shall be:
  - a. **Six (6) officers:** the President, Vice-President for Administration, Vice-President for Curriculum, Vice-President for Public Information, Secretary and Treasurer.
  - b. **Seven (7) Committee Chairs:** Membership, Finance, Classroom Support, Special Events, Connections, Member Services and Office Support Committee.
  - c. **Five (5) Members at Large.**
2. Ex-Officio members of the Council shall be the immediate past President and a liaison of Marist University. The ex-officio members may attend meetings but may not vote.
3. The Council shall formulate policy based on feedback from membership, recommendations of the President and committee input.
4. All Council members are expected to carry forward the work of the organization in some capacity; as an officer, as a committee chair, as a liaison to a committee, or in a needed capacity as determined by the President. Active participation in Council meetings, as well as all other official meetings, is encouraged and full attendance is expected.

## **ARTICLE V ELECTION OF COUNCIL MEMBERS, OFFICERS and COMMITTEE CHAIRS**

### **1. NOMINATING COMMITTEE**

The President shall announce to the Council the designated Nominating Committee Chair in a timely manner. The Nominating Committee Chair shall select four (4) Nominating Committee members to be presented to the CLS Council for approval. It shall be the duty of this committee to submit a slate of qualified candidates to serve as officers and committee chairs for the next academic year. The slate will be presented for election at the Annual Meeting during the spring semester. Additional nominations may be made from the floor with the prior consent of the nominee.

### **2. COUNCIL MEMBERS**

Vacancies on the Council will be filled by election at the Annual Meeting. Council members are elected for a term of three (3) years. After serving a three (3) year term,

a Council member is eligible for immediate reelection for an additional three (3) year term to complete a maximum of six (6) years. Serving part of a year in place of a Council member who resigned shall not be counted towards the maximum six (6) years of service. Council members who have served six (6) consecutive years can be reelected to the council after a minimum of a one (1) year hiatus.

### **3. OFFICERS**

- a. Officers will be elected by the membership at the Annual Meeting from among the Council members presently serving or newly nominated for election.
- b. Nominees for President shall have served on the Council for at least one (1) year prior to nomination.
- c. An officer may be reelected to the same position, for a total of three (3) consecutive one (1) year terms. If an officer steps down before serving three (3) consecutive years on council, and there are vacancies on the council for positions as Member-at-Large, he/she may serve as a Member-at-Large for the remainder of his/her three (3) year term.
- d. No officer shall serve in the same office to which he/she was elected for more than three (3) consecutive one (1) year terms. Serving part of a year in place of an officer who has resigned shall not be counted towards the maximum of three (3) years in the same office.

### **4. COMMITTEE CHAIRS**

At the Annual Meeting, committee chairs, namely Membership, Finance, Classroom Support, Connections, Member Services, Office Support and Special Events shall be elected by the membership from among Council members presently serving or newly nominated and shall serve for a period of one (1) year. There is no restriction on the number of years a Council member may serve as a Committee Chair.

## **ARTICLE VI DUTIES OF OFFICERS**

1. The officers of the organization namely, the President, Vice President for Administration, Vice President for Curriculum, Vice President for Public Information, Secretary and Treasurer shall have the general supervision of day-to-day operations and implementation of policies developed, including the supervision of individual committees assigned to each of them.
2. If the President is incapable or unable to perform the duties of the office due to absence or illness, then the Vice President for Administration will assume the duties of the President. If that officer cannot, then the Vice President for Curriculum will do so. If that officer cannot, then the Vice President for Public Information will do so.

3. The President shall:
  - a. Preside at all membership and Council meetings.
  - b. Represent the Organization to the public.
  - c. Serve as ex-officio member of all committees except the nominating committee.
  - d. If a mid-term vacancy occurs on the Council, the president will fill the vacancy with a qualified candidate, with the approval of the Council. Whenever possible, the president will select replacements for officers and committee chairs from among currently sitting council members. All replacements shall serve only until the next election.
  - e. Ensure that a coordinated program, including activities will be developed and provided for the ensuing year.
4. The Vice President for Administration shall:
  - a. Chair the Administrative Committee (See Committee Descriptions)
  - b. Maintain liaison with Marist University.
  - c. Serve on the Finance Committee.
5. The Vice President for Curriculum shall:
  - a. Chair the Curriculum Committee (See Committee Descriptions)
  - b. Report the activities of the Curriculum Committee to the President and at Annual and Special Meetings.
6. The Vice President for Public Information shall:
  - a. Chair the Public Information Committee (see Committee Descriptions)
  - b. In conjunction with Marist University, oversee preparation and dissemination of media releases and all printed materials.
7. The Secretary shall:
  - a. Take and record accurate minutes of all meetings of the Council and the General Membership meetings.
8. The Treasurer shall:
  - a. Work with the Finance Committee to oversee the financial viability of the organization.

## **ARTICLE VII FISCAL YEAR**

The fiscal year shall be July 1 through June 30.

## **ARTICLE VIII MEETINGS OF MEMBERSHIP**

1. The Annual Meeting shall be held during the spring semester. Candidates will be elected by a simple majority vote of those present at the meeting.
2. Special meetings may be called by the President and shall be called upon written request of fifteen members of the organization. The purpose shall be stated in the call. At least seven (7) days' notice shall be given. Written requests may be made according to procedures to be established by Council.

## **ARTICLE IX MEETINGS OF THE COUNCIL**

Meetings of the Council shall be called by the President when necessary but at least six (6) times a year. At least seven (7) days' notice shall be given. Special meetings may be called upon the written request of three (3) members of the Council. Written notice may be given according to procedures to be established by the Council. Ten (10) members shall constitute a quorum. The agenda and all reports shall be distributed at least 1 week prior to a meeting.

## **ARTICLE X COMMITTEES**

The following committees will be formed and will perform the duties as described in the Committee Descriptions document.

The following standing committees are voting members of the Council:

- Administration Committee
- Classroom and Audio/Visual Support Committee
- Connections Committee
- Curriculum Committee
- Finance Committee
- Member Services Committee
- Membership Committee
- Office Support Committee
- Public Information Committee
- Special Events Committee

Additional committees may be formed such as:

Long Range Planning Committee

Nominating Committee

Scholarship Committee

Trip Planning Committee (a sub-committee of the Special Events Committee)

Members of additional committees attend Council meetings as non-voting members upon invitation.

## **ARTICLE XI PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of Robert's Rules of Order Newly Revised at the time a question is raised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these organization bylaws and any special rules of order the organization may adopt.

## **ARTICLE XII AMENDMENT OF ORGANIZATION BYLAWS**

The Organization Bylaws, consisting of Articles I through XII. may be amended by a two-thirds (2/3) affirmative vote of the general membership present at the Annual Meeting. Amendments shall be proposed only by the Council and only after two-thirds (2/3) of the Council have voted in favor of the proposed amendment. Proposed amendments must be submitted to the general membership in writing at least two (2) weeks before the Annual Meeting.

END OF DOCUMENT