

LIFESPRING: SAUGERTIES ADULT LEARNING COMMUNITY BYLAWS
as Amended May 17, 2022

ARTICLE I – NAME

The name of the organization shall be Lifespring: Saugerties Adult Learning Community (hereafter called Lifespring). Lifespring is an official Town of Saugerties community group with its principal offices at the Town Hall, 4 High Street, Saugerties, New York 12477. The Senior Education Commission created by Local Law 1, 2018, of the Town of Saugerties shall oversee the operation of Lifespring.

ARTICLE II – PURPOSE

Lifespring: Saugerties Adult Learning Community offers a broad range of noncredit courses and other educational opportunities that support a lifelong love of learning. Lifespring works to provide a welcoming and inclusive environment in which a diverse membership participates in varied learning experiences.

ARTICLE III – MEMBERSHIP

Section 1 – Nature of membership

Membership in Lifespring shall be open to all adults who wish to join and participate in the activities of the organization. A member in Lifespring is any person who has been admitted for membership and has paid dues for the current membership year. Membership shall be renewable annually based upon payment of the annual dues.

Section 2 – Members' rights

Members shall have the right to vote at all general meetings, hold office, and participate in the activities of the organization.

Section 3 – Membership year

The membership year shall be August 1 to July 31

Section 4 – Voting

Members shall elect officers and Members-at-Large of the Board of Directors annually. Officers and members-at-large shall be elected by a simple majority of those voting. Board members shall take office August 1 of each year. Voting may be conducted either in-person or electronically.

Section 5 – Annual Membership Meeting

The Annual Membership Meeting shall take place either in person or electronically in the spring no later than one month after the end of the spring semester. The purpose of the Annual Membership Meeting shall be to inform members of the status of the organization, present the financial report to the membership, and to announce any amendments to the Bylaws and the results of the elections to the Board. The financial report, amendments to the bylaws and election results will be sent electronically to the membership after the annual meeting.

ARTICLE IV – GOVERNING BODY

Section 1 – Board of Directors role

The affairs of the organization shall be governed by a Board of Directors.

Section 2 – Board of Directors meetings

The Board of Directors shall meet a minimum of nine times a year at times and places to be decided by the President either in person or electronically. Members of the Board are expected to regularly attend scheduled meetings. All Board Meetings are open to Members of Lifespring.

Section 3 – Special meetings

The President shall call special meetings of the Board as necessary or if requested by three Board members. Special meetings can be held in person or electronically. Notice of special meetings must be disseminated to Board members at least three days before the meeting date.

Section 4 – Quorum

A simple majority of voting Board Members shall be present to create a quorum for conducting business.

Section 5 – Conduct of business

The Board shall conduct its business with a simple majority vote of those present and eligible to vote.

Section 6 - Records

Records of the organization, both electronic and paper, including but not limited to minutes, the policy manual, the coordinators handbook and catalogs shall be maintained. They shall be stored at Saugerties Town Hall.

ARTICLE V – BOARD OF DIRECTORS MEMBERSHIP

Section 1 – Board of Directors Membership

The Board of Directors shall consist of 15 members of Lifespring. Those serving on the Board will be: four Officers: (President, Vice President, Secretary, and Treasurer), the Registrar, the Coordinators of the five Standing Committees, and five Members-at-Large. The immediate past president will serve as an advisor to the Board as a non-voting *Ex Officio* member.

Section 2 – Board of Directors selection process

Officers and Members-at-Large shall be elected by members as described in Article III Section 4. The Committee Coordinators and the Registrar shall be appointed by the President with the approval of the Board of Directors.

Section 3 – Board member terms

The term for all Board members, including Officers, Members-at-Large, and Committee Coordinators shall be two (2) years. The President, Secretary and three Members-at-Large shall be elected in even years, the Vice President, Treasurer and the other two Members-at-Large shall be elected in odd years.

Section 4 – Term limits

Members-at-Large shall be limited to two (2) successive elected terms. Coordinators of standing committees shall have no term limits as such but may be reappointed by the President every two (2) years.

Section 5 - Removal of an Officer or Member of the Board

Any officer or member of the Board, whether elected or appointed, may be removed for cause by a 3/4 vote of the Board at a scheduled meeting with a quorum present.

Section 6 – Vacancies

Any vacancy that occurs shall be filled by the President who will appoint a member of the organization to serve the remainder of the term. The appointment will be made with the approval of the Board of Directors. If the Presidency becomes vacant, the Vice President will assume the office for the remainder of the President's term.

ARTICLE VI – OFFICERS

Section 1 – President

The President shall supervise the affairs and activities of the organization, including electronic communication, represent the organization to or appoint a representative to other organizations, preside at all Board meetings, appoint the Registrar, the fifth member of the Executive Committee, and Coordinators of Standing Committees (with the approval of the Board), and appoint *Ad Hoc* committees and task forces as needed. The President shall present a report on the organization's activities at the Annual Meeting.

Section 2 – Vice President

The Vice President shall perform the President's duties in case of absence, and carry out other duties as delegated by the President.

Section 3 – Treasurer

The Treasurer will: monitor finances; arrange for collection of all monies and payment of expenses; report on the financial standing of the organization at each Board meeting; interface with the Town on financial matters; and present a financial report at the annual membership meeting. The Treasurer shall serve as a member of the Budget Committee as described in Article VIII, Section 3.

Section 4 – Secretary

The Secretary or another designated representative shall maintain the official records of the organization and record and distribute the minutes of all Board meetings, as well as prepare any correspondence as requested by the President. The Secretary shall arrange to notify the membership of the time, date, and agenda of the Annual Membership Meeting no less than one month prior to the annual meeting.

ARTICLE VII – REGISTRAR, MEMBERS-AT-LARGE, EXECUTIVE COMMITTEE and STANDING COMMITTEES

Section 1 –Registrar

The Registrar shall manage the enrollment process for courses and maintain a database of all members.

Section 2 – Members-At-Large

Members-At-Large shall represent membership interests to the Board as well as coordinate *Ad Hoc* committees when asked by the President, and shall assist on other committees and projects. A member of the Board "at large" has the same rights and responsibilities as other board members to attend meetings of the

Board, and to participate in the discussions and decisions of the Board. Members-At-Large may volunteer for or be appointed by the President to various responsibilities and projects - short or long-term - during their elected two-year term.

Section 3 - Executive Committee

The Executive Committee will consist of the four (4) elected officers (President, Vice President, Secretary, and Treasurer) plus one additional Board member appointed by the President. The Executive Committee will meet in person or electronically on an as-needed basis.

Section 4 – Committees

There shall be five (5) standing committees as follows:

Curriculum Committee

Events Committee

Membership Committee

Program Support Committee

Hospitality Committee

Section 5 – Curriculum Committee

The Curriculum Committee shall: develop new courses; recruit presenters; arrange class schedules with the Registrar; and prepare course descriptions and presenter information for the catalog. They will communicate information to the Registrar and to other committees as necessary.

Section 6 – Events Committee

The Events Committee shall plan and coordinate special occasions such as, but not limited to, the Annual Meeting.

Section 7 - Membership Committee

The Membership Committee shall oversee the welcoming of new and returning members each semester and shall address the general satisfaction of the current members, responding to concerns and suggestions as appropriate. The tasks of this committee coordinator shall include working with the Registrar and the President on the admission process and with the Lifespring Board on policies and initiatives affecting the general membership.

Section 8 – Program Support Committee

The Program Support Committee shall be responsible for management of the physical requirements of in-person classrooms. The Coordinator shall work with

the Registrar and other standing and *ad hoc* committees to determine how to best meet Lifespring's support requirements for each semester.

Section 9 - Hospitality Committee

The Hospitality Committee shall oversee the provision of refreshments and coordinate volunteers for food service for in-person LS classes and social events. The Hospitality Committee may partner with the Events Committee to assist with social functions or events that are in addition to classes.

ARTICLE VIII – AD HOC COMMITTEES

Section 1 – Committee Appointments

Ad Hoc Committees and their Coordinators shall be appointed by the President. Coordinators of *Ad Hoc* committees shall not be members of the Board unless they already serve on the Board. *Ad Hoc* Committee recommendations shall be presented to the Board and will be subject to Board approval.

Section 2 – Nominating and Election Committee

The President shall appoint a Nominating and Election Committee of at least three members with the approval of the Board. The Nominating and Election Committee shall select a qualified slate of Officers and Members-at-Large and present the slate to the Board for approval. Nominations for Officers and Members-at-Large may be submitted by a Lifespring Member to the Nominating Committee and qualified nominees shall be included in the slate presented to the Board, provided that the person nominated agrees to stand for election. Additional names may be written-in on an election ballot, or nominated from the floor at an in-person meeting. Nominees will be voted on by the membership in accordance with Article III Section 4.

Section 3- Budget Committee

The President shall appoint a Budget Committee of at least three members including the Treasurer with the approval of the Board. The Budget Committee in consultation with existing standing and *ad hoc* committees shall develop a budget for discussion and approval by the Board prior to May 31st each year. The Budget will be presented to the Membership annually.

ARTICLE IX – FISCAL YEAR

The fiscal year shall be August 1 through July 31.

ARTICLE X – PARLIAMENTARY AUTHORITY

Roberts Rules of Order Revised shall govern the organization in all cases to which they apply and are consistent with these Bylaws.

ARTICLE XI –BYLAWS

Section 1 – Bylaws Committee

The President shall appoint a Bylaws Committee at least once every three years to review current Bylaws for the purpose of revising and updating them as needed. The Bylaws Committee will present suggested changes to the Board for review and approval. The Board will present any recommended changes to the membership to be voted on in accordance with Article XI, Section 3.

Section 2 -- Suggestions for Change

Requests for Bylaws changes may come from any member and shall be referred to the Bylaws Committee. If no Bylaws Committee is in effect, the President shall appoint one to consider suggestions made by members.

Section 3 – Amendments

These Bylaws may be amended by a two-thirds affirmative vote of those voting. Written or electronic notice to the members of any proposed amendment(s) to the bylaws must be given at least thirty days prior to voting. Voting may be conducted either electronically or in-person. Approved amendments to the Bylaws shall be announced at the Annual Meeting and sent electronically to the membership.

Bylaws Adopted by the Board: February 17, 2010

Bylaws Adopted by Membership: June 8, 2010

Amended Bylaws Adopted by Membership: May 24, 2011

Amended Bylaws Adopted by Membership: June 5, 2013

Amended Bylaws Adopted by Membership: June 7, 2017

Amended Bylaws Adopted by Membership: May 29, 2019

Amended Bylaws, Adopted by Membership: May 17, 2022

Maureen Bybee, Secretary