

LIFESPRING: SAUGERTIES ADULT LEARNING COMMUNITY  
BYLAWS

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 as well as other educational activities. Lifespring's goal is to provide diverse learning experiences, to foster opportunities to discuss ideas, and to support a lifelong love of learning.

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 – Annual Membership Meeting*

The Annual Membership Meeting shall take place 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; elect officers and members-at-large of the Board of Directors; and amend bylaws as needed. Officers and members-at-large shall be elected by a simple majority of those present and eligible to vote. Board members shall take office August 1 of each year.

## 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. Members of the Board are expected to regularly attend scheduled meetings.

### *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 quorum of one more than half of the voting Board members shall be present to conduct 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 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 a maximum 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 Ex-Officio.

### *Section 2 – Board of Directors selection process*

Officers and Members-at-Large shall be elected by members at the annual membership meeting 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*

Officers shall be limited to three (3) successive terms. Members-at-Large shall be limited to two (2) successive 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 – 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 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. As needed, and at the President's discretion, Co-Coordinators may be appointed to any of the Standing Committees. Only one of the Co-Coordinators will be appointed to serve on the Board of Directors. 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 shall develop the annual budget and present it for approval to the Board. Additionally, 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 for approval a financial report and budget at the annual membership meeting.

#### *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 no specific duties unless assigned by the President, but has the same rights and responsibilities as other board members. Members-At-Large may have 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  
Services 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 assigning and organizing classroom and hospitality space and seating and for providing nametags, signage and other materials necessary for operation of regular semester classes. The Coordinator shall work with the facility administrator and with other standing and ad hoc committees to determine how to best meet Lifespring support requirements for each semester.

*Section 9 - Services Committee*

The Services Committee shall provide refreshments for the two semesters; **coordinate volunteers for hospitality; and assist with social functions as needed.**

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. An example of a possible Ad Hoc Committee is the Nominating Committee.

*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 slate of Officers and Members-at-Large for election at the Annual Membership Meeting. Said slate will be presented to the Board for their approval. The slate will be sent to the membership prior to the Annual Meeting. At the Annual Meeting the Nominating and Election Committee shall conduct the election.

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 recommended changes to the membership for adoption at the next annual meeting.

*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 at an Annual Membership Meeting by a two-thirds affirmative vote of those members present and eligible to vote. Written notice to the members of any proposed amendment(s) to the bylaws must be given at least thirty days prior to the Annual Membership Meeting. Amendments to Bylaws shall be approved and accepted at the Annual Meeting.

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

Signed:

**Marilyn Wakefield**

Secretary of the Board