James Madison University Lifelong Learning Institute
CONSTITUTION

Article I – NAME
The name of the organization is the James Madison University Lifelong Learning Institute (hereinafter LLI). LLI is sponsored by JMU Professional & Continuing Education. LLI is affiliated with the Road Scholar Institute Network (RSIN).

Article II – PURPOSES
The purposes of LLI are to:

- Foster the interests of members in continuing education.
- Promote quality programming for its members.
- Provide opportunities for members in study, discussion, social interaction, and leadership.

Article III – MEMBERSHIP AND VOTING RIGHTS
Membership is open to all persons upon receipt of annual dues. Participation is invited without regard to previous levels of formal education.

All members in good standing are eligible to participate in the business of the general meetings and vote on all motions presented by the LLI Advisory Board.

Article IV – GOVERNANCE

LLI is administered by the LLI Director in collaboration with the LLI Advisory Board. The Advisory Board shall consist of the executive officers (President, President-Elect, Immediate-Past President, and Secretary), the chairpersons of the standing committees, and three (3) Members-at-Large. The Assistant Dean of Outreach & Engagement and the LLI Director shall be ex-officio members of the Advisory Board.

Advisory Board members, other than ex-officio members and the Immediate-Past President, are elected by the LLI membership at the spring general membership meeting. The President,
President-Elect, Secretary, and committee chairpersons are elected for one-year terms. At-large board members represent the general membership and are elected for a term of three years.

No person shall serve as Secretary or as chair of a specific committee for more than three (3) consecutive years. No person shall serve on the Advisory Board for more than six (6) consecutive years.

If the office of the President becomes vacant, the President-Elect shall assume that office. For other vacancies on the Advisory Board, the President, with the concurrence of the remaining board members, shall appoint a replacement for the remainder of the year.

Newly elected officers and board members will take office on July 1 of the year in which they are elected. They are elected to coincide with the fiscal year.

**Article V – COMMITTEES**

The standing committees of LLI shall be: Curriculum, Lectures & EdVentures, Hospitality, Membership, Publicity, and Nominations. Ad Hoc committees shall be appointed by the President as needed.

**Article VI – MEETINGS OF THE MEMBERSHIP**

A general meeting of the LLI membership shall be held each spring for the election of the incoming Advisory Board. Special general meetings may be called by the President or the Director. All general meetings shall be conducted according to Robert’s Rules of Order Newly Revised. Members shall be notified of all general meetings at least two weeks in advance of the meeting date.

**Article VII – AMENDMENTS**

This Constitution may be amended by a two-thirds (2/3) majority of members present at a general membership meeting after the proposed amendments have been distributed to the membership at least two weeks prior to the meeting. The amended Constitution becomes effective immediately and replaces the former Constitution.

Constitution Revisions:
- Spring 2004
- Spring 2009
- Spring 2011
- Fall 2015
- Spring 2017
- Spring 2019
1. Membership

- Membership shall be for one year from July through the following June.
- The annual membership entitles the member to participate in LLI classes and activities, vote and hold office, serve as a committee member, and use JMU facilities as allowed by JMU policy.
- The annual membership fee is payable at the beginning of the membership year (July 1) or whenever a member first registers during the year.
- Fees for membership and courses are set by the LLI Director in consultation with the Advisory Board.

2. The Advisory Board shall advise the LLI Director. The Advisory Board shall meet at least five (5) times a year.

3. Executive Officers

3a. The President shall
- Preside at all LLI Advisory Board and general membership meetings.
- Work with the Director to promote the interests of LLI.

3b. The President-Elect shall
- Act in the President’s absence and assume the presidency when a vacancy in the office occurs.
- At the request of the President, act as coordinator of special activities.

3c. The Immediate-Past President shall
- Provide advice to the other Executive officers.
- In the absence of the President and the President-Elect, preside at meetings.

3d. The Secretary shall prepare and distribute minutes of the meetings of the Advisory Board and the general membership meetings.

3e. In situations requiring action between Advisory Board meetings, the Executive Officers shall exercise all of the functions of the Advisory Board and report their actions at the next Board meeting.

4. Standing Committees

4a. Committee members shall be recruited by the chairperson of each committee from the general membership.

4b. Committee members shall serve one-year terms with a maximum of six consecutive years on the same committee.
4c. Prior to each Advisory Board meeting, each committee chair shall provide a written report via email to the LLI office for distribution to the Board.

4d. Each committee shall comply with LLI policies and procedures.

4e. The Director serves as a liaison to the committees and shall help to ensure compliance with JMU policies.

4f. The **Curriculum Committee** shall:
   - Facilitate in the development/procurement of courses and recruitment of instructors.
   - Be responsive to the interests of membership.
   - Collaborate with the Lectures and EdVentures Committee and the Hospitality Committee, sharing information, resources, and ideas.

4g. The **Lectures and EdVentures Committee** shall:
   - Arrange for brown bag lunches, lectures, EdVentures, and overnight trips.
   - Collaborate with the Curriculum Committee and the Hospitality Committee, sharing information, resources, and ideas.

4h. The **Hospitality Committee** shall:
   - Develop and implement plans for social events such as previews, gala events, and appreciation events.
   - Collaborate with the Lectures and EdVentures Committee and the Curriculum Committee, sharing information, resources, and ideas.

4i. The **Membership Committee** shall:
   - Seek new LLI members and encourage continuing membership.
   - Assist other committees in determining interests of members.
   - Survey members concerning satisfaction every two years.
   - Collaborate with the Publicity Committee, sharing information, resources, and ideas.

4j. The **Publicity Committee** shall:
   - Publicize events or announcements in collaboration with the Director and committee chairs. Clear all public relations releases with the Director prior to release.
   - Collaborate with the Membership Committee, sharing information, resources, and ideas.

4k. The **Nominations Committee** shall:
   - Consist of at least seven (7) members, including the executive officers of the organization, three Members-At-Large and the chair of the committee. The Director of LLI shall be an ex-officio member.
   - Solicit nominations for the incoming Advisory Board.
• Review nominees and make recommendations to the Advisory Board for approval.
• Prepare a slate of incoming officers and other elected positions for a vote at the spring general membership meeting. The proposed slate shall be distributed to the membership at least two weeks prior to the meeting.

5. Historian
In consultation with the Director, the President shall appoint a member of the board who shall collect and preserve on an annual basis the information and documents which are necessary to maintain an organizational history.

6. Amendment to the Bylaws
The Bylaws may be amended by a two-thirds (2/3) majority of members present at a general membership meeting after the amendments have been distributed to the membership at least two weeks prior to the meeting. The amended Bylaws will become effective immediately and will replace the former Bylaws.

Bylaws Revisions to Date:
- Spring 2004
- May 2009
- June 2011
- Fall 2015
- Spring 2019