

MANCHESTER COMMUNITY COLLEGE ORGANIZATION OF ACTIVE ADULTS

BY-LAWS

Adopted May 13, 2016

ARTICLE I MEMBERSHIP AND DUES

- Section 1 Any person 50 years or older may become a full-privileged MCCOAA member by submitting a completed application for and the currently-prescribed annual dues. Membership benefits shall include a discount on any fee charged for a membership activity and may include partial rebates of tuition paid for MCC credit-free courses. Dues and benefit amounts shall be established by the Board of Directors.
- Section 2 Our membership year is September 1 - August 31. Membership is effective on the date the payment is postmarked or presented in person. New memberships received on or after June 1 are valid through August 31 of the following year for all benefits except tuition rebates, for which eligibility begins on September 1 of the current year. To be eligible for summer tuition rebates, a person must have become a current-year member prior to June 1.
- Section 3 Current members shall be sent renewal applications in late summer. Although the membership year ends on August 31, membership benefits other than tuition rebate eligibility shall continue through November 30 pending renewal. Members not renewed by December 1 will be dropped from the roster and receive no further mailings or benefits, but are welcome to rejoin at any time.
- Section 4 Honorary members of MCCOAA may be designated upon recommendation and a majority vote of the Board of Directors present. An honorary member is exempt from the payment of dues. All Past Presidents of MCCOAA shall be considered to be honorary members following completion of their term in office, as well as the current MCC President, Dean of Continuing Education and designated College Liaison(s).

ARTICLE II OFFICERS

- Section 1 President(s)
- The President(s) shall preside at all business meetings of MCCOAA, prepare and submit agendas prior to all Board of Directors meetings, appoint chairperson(s) and/or co-chairperson(s) of the Standing Committees and any Ad Hoc Committees established by the Board of Directors for the efficient functioning of MCCOAA.
- The President(s) shall also serve as an ex officio member of all committees except the Nominating Committee. To maintain impartiality, the President may abstain from voting

ARTICLE II OFFICERS (continued)

on Board issues except when his/her vote would affect the result. The President shall have voting rights on all Standing Committees, but his/her presence may not be counted in determining the number required for a quorum.

The President(s) shall appoint replacement officers to fill unexpired terms in case of resignation, death or disability, subject to approval of two thirds of the Board of Directors present at the meeting at which such appointments are made. The President(s) has the authority to sign checks in the absence of the Treasurer. The President(s) shall appoint an Auditor to annually review all financial records of the Treasurer and all Standing Committees conducting financial transactions, including Hospitality, Membership, Travel and Tuition Rebates.

Section 2 Vice President

The Vice President shall assist the President in carrying out the duties and responsibilities of that office and shall assume the duties of the President in the President's absence. The Vice President shall assist the Treasurer in the preparation of an annual budget for approval by the Board of Directors. The Vice President shall submit to the Board of Directors for acceptance any requests for donations or expenses other than those included in the approved budget. In case of the death, resignation, or disability of the President, the Vice President shall become the President for the unexpired part of the term. If the offices of both President and Vice-President become vacant, the Board shall appoint an Acting President to serve until a new President is elected.

Section 3 Secretary

It is the responsibility of the Secretary to maintain a record of the proceedings of all meetings of MCCOAA. The secretary shall keep an up-to-date signed copy of the Constitution and By-Laws, and all significant correspondence. The Secretary shall supply the Board Members with draft copies of the minutes of all Board of Directors meetings and any membership meetings at which action is taken, prior to the next Board of Directors' meetings. Once accepted, final signed copies shall be filed permanently.

Section 4 Treasurer

It shall be the responsibility of the Treasurer to maintain accurate financial records of income and expenses of all MCCOAA activities and to submit a report at all Board of Directors meetings. The Treasurer shall monitor the dues reports submitted by the Membership Committee and the monthly financial reports of the Standing Committees for accuracy in preparation for the annual audit review. The Treasurer has the responsibility to pay all bills. Annually, the Treasurer shall present an audited report of accounts (if available) to the Board of Directors and publish an overview of income and expenses for the current year and the budget for the next fiscal year in a newsletter or other communication to the membership.

ARTICLE II OFFICERS (continued)

Section 5 Past Presidents

Every Past President is an ex-officio voting member of the Board of Directors, but may not be included in the count to establish a quorum.

Section 6 Trustees

It is the responsibility of the Trustees to represent the membership by attending Board Meetings and ensure that the Officers are properly conducting MCCOAA business as set forth in the By-Laws and the Constitution and to assist with the review and revision of those documents.

Section 7 College Liaisons

Up to two (2) MCC-designated College Liaisons are ex-officio members of the MCCOAA Board of Directors as advisors with no voting privileges. They may not be included in the count to establish a quorum.

ARTICLE III TERMS

Section 1 The Officers, except Trustees, of MCCOAA shall be elected to serve renewable two (2) year terms. If an officer is unable to complete his/her term, the President shall appoint a replacement to serve for the remainder of the term, subject to the approval of 2/3 of the Directors present at the meeting at which such appointment is made.

Trustees shall serve a term of three (3) years and may be re-elected to successive terms. One (1) Trustee shall be elected each year.

Committee Chairpersons shall be appointed by the President(s) with the approval of the Board of Directors. Chairpersons, serving at the pleasure of the Board of Directors with unlimited terms, shall form committees to carry out the duties of said committees.

Section 2 Officers shall be elected by a two-thirds (2/3) majority of the Directors present at their first meeting in the fiscal year and shall take office at the close of that meeting.

Section 3 An Officer may hold only one office per term. Committee Chairpersons or Trustees may chair more than one Standing Committee with unlimited terms.

ARTICLE IV BOARD OF DIRECTORS MEMBERS AT LARGE

Section 1 As a means of increasing membership involvement, the Board may (but is not required to) appoint one or more voting members at large.

Section 2 A member at large shall serve an initial term ending at the close of the first Board meeting in the next fiscal year and may be reappointed at the pleasure of the Board, but shall not vote on his/her own appointment.

ARTICLE V STANDING COMMITTEES

The Chairperson(s) of each committed shall appoint the members needed to carry out its activities.

Standing Committees have the responsibility of determining the policies and procedures for conducting their activities in accordance with the prescribed purpose of MCCOAA and the College administrative policies as spelled out in the Affiliation Agreement. A written Statement of Policy and Procedures shall be prepared by each committee, approved by the Board and provided to the Secretary for filing and made available to members upon request.

Section 1 Nominating Committee

The duties of this committee shall be to present a slate of Officers as needed to fill open positions for the following year at the first Board meeting in the fiscal year.

Section 2 Membership Committee

The Membership Committee shall have the responsibility of recording both new and renewal memberships in the database, prepare and distribute the annual membership renewal letter, submitting all dues receipts, along with timely data entry reports, to the Treasurer to be filed for audit, maintaining the database, and reporting an accurate count of membership information as required by Board Members and Committee Chairs at each Board meeting. A member of this committee shall be present at each Membership Meeting to maintain and promote membership and collect dues.

Section 3 Program Committee

It will be the responsibility of this committee to-plan activities for the coming year, subject to Board approval. One committee member shall be designated to supply a monthly program column to the newsletter Editor (see section 4 below) on a timely basis.

Section 4 Publicity-Committee

This committee shall arrange for publicity to promote activities of MCCOAA through newspaper publication and the media.

A member of this committee shall be appointed to publish a membership newsletter containing information supplied to the Editor by Board and committee members. This newsletter shall be called the MCCOAA Update and published monthly September through June. The Editor shall establish the necessary contacts to obtain material for publication.

Section 5 Hospitality Committee

This committee is responsible for supplying refreshments for monthly membership programs and arranging for luncheons. All income records and expense receipts shall be submitted to the Treasurer and filed for audit.

ARTICLE V STANDING COMMITTEES (continued)

Section 6 Travel Committee

This committee shall select, contract for and manage day and multi-day trips for the membership. A report, including a financial report of each activity, shall be filed with the Treasurer for audit. One committee member shall be designated to supply a monthly travel column to the newsletter Editor (see section 4 above) on a timely basis.

Section 7 Tuition Rebate Committee

This committee shall administer the Tuition Rebate program, making timely payment of qualified rebates. The Chairperson(s) shall keep an accurate record of the number of rebates issued by MCCOAA as well as the expenses incurred in the administration of this program and notify the Treasurer when additional funding is needed. Accurate records shall be kept for a separate checking account for this program. The Chairperson shall have check-writing authority on this account. A monthly financial report of account balance and rebate payments is to be submitted to the Treasurer for audit.

Section 8 Mail Committee

The Chairperson(s) shall be responsible for the prompt mailing of newsletters, travel & luncheon flyers and other material, as needed, to the membership.

Section 9 Administration Committee

This committee is optional at the discretion of the Board, which may alternatively distribute its functions among other Board members. If established, it shall provide administrative office support and other assistance as needed to the Board and committees, acquire needed supplies, print labels for mailings, monitor & maintain MCCOAA voice mail & email and maintain a historical archive (which may be digital with an off-site backup) of significant documents, correspondence and reports.

ARTICLE VI MEETINGS

Section 1 Business Meetings

A quorum must be present in order to proceed with official business; a majority of the current voting members of the Board of Directors, which must include at least two (2) Officers, shall constitute a quorum. Meetings shall be chaired by the President or Vice-President; if neither is present, the Board shall appoint a Chairman pro tem. Meetings shall be conducted in an orderly and fair manner. Roberts Rules of Order shall be used as a guide to help establish policy.

The Board of Directors shall meet at least once every three (3) months during the academic year; the President(s) or a majority of the current voting members of the Board may call additional meetings as necessary. Board meetings, except for executive sessions to discuss personnel or other sensitive issues, shall be open to all MCCOAA members.

ARTICLE VI MEETINGS (continued)

Section 1 Business Meetings (continued)

Special membership meetings shall be called by the Board of Directors when deemed necessary, shall be held in conjunction with a non-luncheon program meeting and shall include an opportunity for open discussion from the floor. Each current MCCOAA member shall have one vote on any proposed action.

Section 2 Program Meetings

A program or luncheon meeting will normally be held each month from September through May. On-campus non-luncheon programs shall be open to the public.

Adopted by the MCCOAA Board of Directors on May 13, 2016

Signed: *Harlene Sutton* on *5-25-16*
(Secretary)