

DOOR COUNTY LEARNING IN RETIREMENT BYLAWS

ARTICLE 1 -- NAME

The name of the organization is – Door County Learning in Retirement (DCLIR).

ARTICLE II – PURPOSE

The purpose of DCLIR is to create ongoing peer-led non-credit courses determined by peer interests, to enrich leisure activities, advance knowledge, appreciate the arts and address senior issues. DCLIR is dedicated to facilitating quality lifelong learning in an open, ongoing forum for retired or semi-retired adults in Northeastern Wisconsin.

ARTICLE III – SPONSORSHIP

DCLIR is sponsored by the Northeast Wisconsin Technical College (NWTC) – Sturgeon Bay Campus. Any goals and policies of the DCLIR will not be in conflict with, extend, or replace any policies of the college.

ARTICLE IV – MEMBERSHIP

The membership is open to all retired and semi-retired adults who have a commitment to learning and participating in the program. Memberships are requested on an approved form accompanied by the required membership dues. Full-year membership will be for one (1) year beginning September 1 and ending August 31 of the following year. (Second semester only memberships are available at a reduced fee.)

ARTICLE V – LIABILITIES

Section 1. Door County Learning in Retirement will be non-profit and operated solely for the purpose set forth in Article II. No member of this organization will be liable for the debts, liabilities, or other financial obligations of DCLIR other than the improper exercise of his/her function as an agent of this organization.

Section 2. In accordance with NWTC policies, the DCLIR is a program of NWTC – Sturgeon Bay Campus; therefore, DCLIR members who govern or coordinate DCLIR programs on or off campus are covered by the NWTC liability insurance while working within their scope of duties. In order for coverage to exist, negligence must be proven on the part of the college employee, officer or agent.

ARTICLE VI – ORGANIZATION

Section 1. The dean of NWTC – Sturgeon Bay Campus or a representative will be a member of the Steering Committee.

Section 2. Officers of DCLIR will be president, vice-president, secretary, and treasurer. All are elected and are members of the Steering Committee.

Section 3. No officer will hold more than one office at a time nor serve more than two (2) consecutive one (1) year terms in the same office. Past officers can again be nominated for office after a period of one (1) year has elapsed since they held office.

Section 4. Officers will be elected at the annual meeting (to be held in spring) and assume office at the beginning of the next fiscal year which begins July 1.

Section 5. Vacancies of unexpired terms of elected officers will be filled by appointment of the president for the balance of the term, with approval of the Steering Committee.

ARTICLE VII – COMMITTEES

Section 1: STEERING COMMITTEE

A: The Steering Committee will coordinate, facilitate, and supervise the program.

B: The Steering Committee will consist of the president, vice-president, secretary, treasurer (who will also be the chairperson of the Finance Committee), dean of NWTC – Sturgeon Bay Campus or a representative, chairpersons of the standing committees as determined by the Steering Committee, two elected members at large and the past president.

C: Vacancies of unexpired terms will be filled by appointment of the president for the balance of the term with the approval of the Steering Committee.

Section 2: NOMINATION AND ELECTION COMMITTEE

A: The Nomination and Election Committee, established by March of each year, will be an ad-hoc committee consisting of three (3) members appointed by the president to propose a slate of nominees for the annual meeting. Members of this nominating committee may not be candidates for any Steering Committee office but may serve on other standing committees.

B: Additional nominations can be made from the floor at the annual meeting.

Section 3: STANDING COMMITTEES

A: There will be three standing committees of DCLIR:

1. Finance
2. Curriculum
3. Social

B: Each of the standing committees will consist of a chairperson and no less than two (2) members from the membership.

C: Chairpersons of the standing committees will be appointed by the existing Steering Committee, and will assume their duties at the end of the term of their predecessor.

D: Chairpersons will be responsible for designating the membership of their respective committees.

E: The president is an ex-officio voting member of all standing committees.

F: Chairpersons will have terms of one (1) year, and will serve no more than two (2) consecutive terms, being able to serve again as chairperson after a period of two (2) years has elapsed since they last served.

G: Vacancies during the year may be filled by appointment by the committee chair. Vacancy of a committee chair will be filled by the president with the approval of the Steering Committee.

H: Committees shall have the authority to spend funds within the previously approved budget. Decisions regarding changes in direction or philosophy or over expenditure of the budget must be approved by the Steering Committee.

I: The finance committee shall recommend a budget to the Steering Committee. That budget, when approved by the Steering Committee, constitutes the spending limit for each budget category. Such limit shall not be exceeded by more than 5% unless authorized by the Steering Committee.

Section 4: AD HOC COMMITTEE(S)

Additional ad hoc committee(s) may be appointed and dissolved at the discretion of the president with the approval of the Steering Committee.

ARTICLE VIII – MEETING

Section 1. The annual meeting or special meetings of the membership will be called by the Steering Committee.

Section 2. The annual meeting will be held in the spring of the year.

ARTICLE IX – VOTING

Section 1. A quorum of the Steering Committee shall consist of a minimum of half of the membership of the Steering Committee. A quorum for general membership meetings will consist of the members present.

Section 2. A simple majority will carry the motion.

ARTICLE X – DUES

Section 1. Dues are recommended by the Finance Committee and set by the Steering Committee.

Section 2. Should the DCLIR cease to exist, any remaining funds will be transferred to NWTC – Sturgeon Bay Campus, the sponsoring institution.

ARTICLE XI – CHANGE IN BYLAWS

Section 1. Proposed, amended, or altered bylaws must be presented to the membership one month prior to the annual meeting or a special meeting of the membership.

Section 2. A quorum will be the members present at the annual meeting.

Section 3. The bylaws then can be amended by a simple majority of the membership in attendance at the annual meeting or special meeting.