

LINEC
Learning Institute of New England College

BY-LAWS

Section 1 – NAME

LINEC, the Learning Institute of New England College, is a non-profit, membership organization in Henniker, New Hampshire, affiliated with New England College. LINEC is a member of the Road Scholar Institute Network.

Section 2 – PURPOSE

LINEC will provide intellectual stimulus for people, usually, but not necessarily, in retirement to learn and enrich their lives through academic courses.

Section 3 – MEMBERSHIP

LINEC membership is open to any adult who supports its purpose and who pays annual dues as set by the Steering Committee.

The Steering Committee may sponsor the membership of any individual or group with physical or financial need.

Section 4 – GOVERNANCE

LINEC's governing body shall be a *Steering Committee* of nine members who have been elected by the Membership at its Annual Meeting. Three Steering Committee members shall be elected each year; members shall serve no more than two consecutive three-year terms, but may be re-elected after a one-year break. During their tenure, members of the Steering Committee are expected to serve on one of LINEC's Standing Committees, as one of its officers, or in another established position. Officers shall be elected at their first meeting after the Annual Meeting. Any vacancies may be filled by appointment of the Chair with the approval of the Steering Committee.

Section 5 – ORGANIZATION

LINEC's business is organized through a variety of committees, and is overseen by the Steering Committee, which includes the officers who are responsible for the continued functioning of LINEC.

Meetings: The Steering Committee shall meet as often as necessary to carry out the purpose of the organization but at least quarterly. The time and place of these meetings, which are open to all members, shall be publicized in advance. An Annual Membership Meeting shall be held prior to the fall term. Members shall be notified of the time and place of the Annual Meeting by mail.

Officers: The Steering Committee shall elect from among its members a:

Chair- to preside over meetings and represent LINEC

Vice-Chair- to act for and assist the chair and serve in the Chair's absence

Secretary- to record and distribute the minutes of all meetings

The Steering Committee shall elect annually from among LINEC membership a:

Treasurer- to keep an account of all dues and fees. Financial reports will be made quarterly to the Steering Committee and an annual report and budget proposal will be presented at the Annual Meeting. The Treasurer is an ex officio member of the Steering Committee without the right to vote and the length of his/her term as Treasurer is unlimited.

Registrar- The Steering Committee shall appoint a Registrar to maintain records of membership of LINEC and the courses for which members register.

Committees: The Steering Committee has several standing committees to help it carry out the purpose of the organization. They are:

Curriculum – researches and plans courses; recruits instructors

Catalogs – creates and publishes course catalogs and fliers

Mailings – mails catalogs and fliers prior to each term

Marketing and Publicity – advertises LINEC course offerings and seeks to attract new members

Nominating – recruits and proposes to the membership at the Annual Meeting possible members of the Steering Committee and an Auditor.

The Steering Committee will appoint the chair of each standing committee. The members of these committees come from the general LINEC membership and the Steering Committee. The length of their terms is unlimited. The Curriculum, Catalog, and Marketing/Publicity Chairs shall be ex officio members of the Steering Committee without the right to vote.

Other committees with a specific duty and tenure may be created by the Steering Committee.

The Steering Committee may create and fill other positions necessary to assist in carrying out the purpose of the organization, such as Information Technology and Audio Visual Coordinator.

Duties and responsibilities of committees and individuals will be maintained in the *LINEC Job Descriptions* document.

All committees shall report to the Steering Committee.

Section 6 - FINANCES

LINEC's fiscal year shall begin on the first day of July and end on the last day of June. Annual membership dues are payable at the beginning of the fall semester and allow the member to register for courses during the current academic year (fall through summer sessions). Membership dues are not required to register for just the summer term. Annual membership dues, as well as course fees, shall be set by the Steering Committee.

An Auditor to perform an annual audit of LINEC's financial records shall be elected by the general membership during Annual Meeting.

The annual report of the Treasurer shall be audited and reported to the Annual Meeting. The annual budget shall be presented for approval by the membership at the Annual Meeting.

Section 7 - COLLEGE AFFILIATION

New England College offers classroom space for LINEC classes wherever possible and includes the LINEC program under its nonprofit umbrella (including the mailing frank) and onsite insurance protection.

LINEC members are permitted use of the College library and bookstore, and are granted limited parking privileges.

LINEC members, with permission of the instructor, may audit one College course per semester on a space-available basis, with no fee.

LINEC reciprocates by welcoming the College faculty, staff and students to attend any LINEC classes where space is available.

The College may consider LINEC a part of its continuing education program.

LINEC's membership roster will be made available to College departments for specified mailings.

It is expected that LINEC will make a yearly gift to New England College.

Section 8 —AMENDMENTS

These By-Laws may be amended by a majority vote of members present at the Annual Meeting. Proposed amendments must be presented to the Steering Committee no later than July first of each year. The Steering Committee will notify the members in writing of the proposed amendments prior to the Annual Meeting.

Section 9 - DISSOLUTION

In the event of the dissolution of the organization, and after the payment of all outstanding debts, all of the assets remaining shall be given to New England College for a specific purpose to be agreed upon by the College and the Steering Committee at the time of dissolution.

Section 10 – REVISION

These By-Laws shall be reviewed every 2 years by the Steering Committee.

By-Laws, as approved by Annual Meeting, August 2020