

**BY-LAWS  
of the  
LIFETIME LEARNING INSTITUTE OF AUSTIN, TEXAS**

**ARTICLE I – NAME**

The name of the organization shall be LIFETIME LEARNING INSTITUTE OF AUSTIN, TEXAS. Hereafter in this document the organization shall be designated and referred to as LLI.

**ARTICLE II – MISSION**

The mission of LLI is to provide learning experiences for adults fifty and older in the Austin area through low-cost, easy-access, non-credit courses.

**ARTICLE III – ORGANIZATION**

LLI is an organization of volunteers. The organization of LLI shall consist of duly nominated and elected officers, an executive committee, and an advisory council that includes teachers, teacher aides, and support personnel as the program and activities of LLI may dictate. The procedure of business shall follow the New Robert’s Rules of Order.

A. Officers

Officers of LLI shall be: Director, Associate Director, Secretary, Treasurer.

B. Executive Committee

The Executive Committee shall consist of the Director, the Associate Director, the Secretary, the Treasurer, Coordinators as named in the LLI Policies Handbook, and the Immediate Past Director.

C. Advisory Council

The Advisory Council shall consist of the Executive Committee, teachers, program participants, and additional members as determined to be necessary and advisable by a majority of the members of the Advisory Council. Officers and Coordinators who complete their terms or who resign their positions shall continue to be members of the Advisory Council unless they decline to continue their membership.

**ARTICLE IV – DUTIES AND RESPONSIBILITIES**

A. Director

The Director shall have the overall responsibility of the administration of LLI. The Director shall act as Chairman of the Executive Committee and of the Advisory Council. The Director shall appoint and supervise the Coordinators with the approval of the Advisory Council. The Director shall supervise and serve as direct liaison with other cooperating institutions or agencies, initiate recommendations for consideration of the Advisory Council, and carry out such duties as may be determined by the Council. The Director shall, at the beginning of each calendar year, with input from the Executive Committee, develop a Calendar/Schedule of events for the next fiscal and operations year. The director may appoint a parliamentarian.

If the Director determines, in his or her reasonable judgment, that there are special circumstances or excessive workloads affecting the duties of LLI officers and/or coordinators, the Director may with the approval of the Advisory Council, contract on behalf of LLI for any reasonably needed

services or clerical assistance to the officers and/or coordinators to assist them in properly and timely fulfilling their duties as set out in this Article IV.

B. Associate Director

The Associate Director will assist the Director in the administration of LLI and serve as Director in the absence of that person from official meetings or if a vacancy occurs in the office of the Director.

C. Secretary

The Secretary shall take the minutes of the Executive Committee and Advisory Council meetings and keep the records (other than financial) of LLI. A copy of meeting minutes and attendance shall be submitted for the office files after each meeting. Reports given at Executive Committee and/or Advisory Council meetings shall be incorporated in the minutes by the Secretary for record keeping.

D. Treasurer

The Treasurer shall be the custodian and disbursing officer of all LLI funds and is responsible to the Executive Committee and the Advisory Council for periodic accounting. The Treasurer will prepare for the Director a proposed annual budget which is to be presented at the organization's third calendar-year meeting. The Treasurer shall maintain the financial records of LLI and ensure the timely filing of all required IRS documents. The Treasurer shall be bonded.

The Treasurer shall appoint a Deputy Treasurer to assist in the performance of all duties assigned to the office and to assume the duties of the Treasurer should that person be absent or unable to carry on the official duties assigned thereto. This appointment shall be subject to the approval of the Director and the Advisory Council.

In the event of extenuating circumstances, the Executive Committee may contract for outside financial services.

E. Immediate Past Director

The Immediate Past Director will assist the Director on an "as needed" basis. The Immediate Past Director and a committee of two other Council members selected by the Past Director will serve on the Council Service Committee. In the early Fall, this committee will contact members of the Advisory Council whose terms expire the following Spring to ascertain their wishes to continue on the Council. In the event that there are members who do not want to continue on the Advisory Council, the Immediate Past Director and the committee will seek additions to the Council. Members of the Advisory Council may make recommendations to the Past Director and the committee. These prospective members' names and résumés will be presented to the Council at the first meeting of the calendar year, voted to membership at the second meeting of the year, and installed at the third meeting.

F. Coordinators as appointed by the Director and approved by the Advisory Council shall fulfill the duties of their offices as outlined in the LLI Policies Handbook.

G. Executive Committee

The Executive Committee shall initiate actions and plans to fulfill the stated mission of LLI. The Executive Committee shall meet prior to each Advisory Council meeting to conduct business as necessary. The Director may call special meetings of the Executive Committee as needed or requested by three members of the Executive Committee. Two-thirds of the members present at

any Executive Committee meeting will constitute a quorum. The Executive Committee shall implement the budget as approved by the Advisory Council to conduct the business of LLI.

H. Advisory Council

LLI shall be governed by the Advisory Council which shall have the power to determine the policies and approve the actions of the organization, to oversee the execution of its programs, and to elect its own body. (For selection of members to the Advisory Council, see Article V, Section B.) The Advisory Council shall have five regular meetings during the calendar year, subject to prior notification by the Director. Special meetings may be called by the Director or by five members of the Council provided a five-day notice is given. A quorum for Advisory Council meetings shall consist of a simple majority of the members including the Director or the Associate Director.

I. Committees

The Director, after consultation with the Executive Committee, may create and discharge standing and ad hoc committees as deemed necessary.

## **ARTICLE V - METHOD OF SELECTING OFFICERS AND COUNCIL MEMBERS**

- A. Officers of LLI shall be nominated by a Nominations Committee appointed by the Director at the Advisory Council's meeting in the fall of even years. The Nominations Committee shall prepare a slate of proposed officers to be presented to the Advisory Council at or before its first meeting of the following calendar year. Nominations may be made from the floor, with prior approval of the nominee, at any meeting prior to the election which will be held during the Advisory Council's second meeting of the year. Officers nominated for election shall include: Director, Associate Director, Secretary, and Treasurer.
- B. Advisory Council membership shall include the members of the Executive Committee plus additional members, as nominated and elected. Approximately one-half of the additional members shall be elected for terms expiring in odd-numbered years, with the other half to be elected for terms expiring in even-numbered years.

## **ARTICLE VI - TERMS OF OFFICE**

Officers, Executive Committee members, and Advisory Council members shall serve terms of two years without limitation on consecutive terms. Three consecutive unexcused absences from announced Committee and/or Council meetings shall be construed as a resignation. Absences are excused if the member has notified the Director, prior to the meeting, of a circumstance preventing attendance. Elections shall take place at the Advisory Council's second meeting of the calendar year and those elected shall take office at the close of the third calendar-year meeting. In case of a vacancy prior to expiration of a term or if it is determined by the Council that there is currently a need to increase the membership of the Council, a call for nominations will be made. The Director will accept nominations from the floor which must include resumes prepared by the persons being nominated. Any person(s) elected after nomination will take office immediately for a term determined by the Council.

## **ARTICLE VII - FISCAL MATTERS**

A. Fiscal Year

The fiscal year of LLI shall begin January 1 and end December 31.

**B. Audit**

At the close of each fiscal year, the financial records of the organization shall be audited by an Audit Committee consisting of the Administrative Coordinator and two other members of the Advisory Council appointed by the Director. The Treasurer shall make available to the Committee all financial records and furnish such pertinent information as the Committee may require. The Director shall designate one of the members to serve as chairman. The chairman shall present a report of the Audit Committee to the Council at the November meeting.

**C. Tax Status**

The Lifetime Learning Institute of Austin, Texas, is a non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code. If this organization should cease to exist, its assets shall revert to another educational organization with tax-exempt status under Section 501(c)(3).

**D. Fund Raising**

No funds shall be sought, applied for, raised, or obtained in any manner, by any LLI committee or class, or by any person or persons in the name of LLI, or with the use in any way of the LLI name or logo, except with the prior approval of, and in accordance with, terms and conditions prescribed by the LLI Advisory Council. This does not prevent accepting unsolicited donations by students, instructors, and friends of LLI.

## **ARTICLE VIII - EVALUATION**

A biennial evaluation of LLI operations for the purpose of improving the organization and its procedures shall be conducted in even-numbered years by a committee consisting of five members of the Advisory Council. These members shall be appointed in the spring by the Director with the approval of the Advisory Council. The Director will designate a committee chair. The report of the committee shall be submitted to the Director in writing for consideration at the Advisory Council's first fall meeting. A biennial evaluation does not preclude other evaluations as deemed necessary by the Director.

## **ARTICLE IX – AMENDMENTS**

Articles of the Bylaws of LLI may be amended by submitting proposals of the changes in writing to all members of the Advisory Council not less than ten (10) days prior to any meeting of the Council at which voting on the amendments may take place. An amendment shall become effective upon majority vote of the Council for such amendment. The secretary shall be responsible for the amendment(s) being incorporated into the official copy of the bylaws maintained on the office computer, with copies provided to the Advisory Council as appropriate.