

## **LIR BYLAWS**

### **I. DEFINITION AND PURPOSE**

- A. Learning in Retirement (LIR) is a peer led learning association structured within the University of Oregon Continuing Education.**
- B. LIR is designed to help meet the educational needs and interests of the area's growing number of retired persons, and actively reaches out to this group.**
- C. Additionally, LIR offers its members planned and informal opportunities to:**
  - 1. interact with others sharing common interests, and**
  - 2. associate closely with the University of Oregon**
- D. To meet its objectives, LIR plans, develops and conducts a program of educational classes and other learning activities. These recognize the special and unique needs, experiences and capabilities of older students and are tailored to take full advantage of these assets.**

### **II. MEMBERSHIP REQUIREMENTS AND PRIVILEGES**

#### **A. Requirements**

**Membership is open to all who are 55 years of age or older and /or retired.**

**Applicants for membership should have a genuine interest in continuing to learn.**

**A college degree is not required.**

#### **B. Dues**

**Each member pays nonrefundable, non-prorated dues per membership year.**

**A portion of each member's annual dues may be deposited in the LIR Endowment Account.**

#### **C. Privileges**

**Paid-up members may attend as many LIR activities as they wish. Some activities require "first-come, first-served" pre-registration if attendance is limited because of space constraints or teaching requirements.**

**LIR programs are free to members except for incidental member-incurred expenses such as optional reading materials, travel expenses for tours and field visits, tickets for attendance at paid performances, beverages and meals at luncheon and dinner affairs.**

**Members may attend all LIR Council and standing committee meetings.**

**Members are University of Oregon Continuing Education students and are entitled to privileges such as U of O library use and U of O bookstore discounts on book purchases.**

### **III. GENERAL GOVERNANCE**

#### **A. The University of Oregon**

LIR operates under University auspices and is subject to applicable

1. University rules, regulations and procedures.
2. The University of Oregon Continuing Education assists in the administration of LIR business.
  - a) Continuing Education provides administrative services to LIR, disburses funds on LIR's behalf, advises LIR of pertinent University requirements and plans and helps advocate for LIR within the University.
  - b) In performing these duties, Continuing Education works closely with the LIR Council and Standing Committees.
3. LIR has established an account with the U of O Foundation.
4. LIR will maintain an archival program overseen by the Council.

#### **B. Internal Organization**

1. The general membership of LIR is kept informed of issues, consulted on all major matters, and encouraged to be involved in governance and in the standing committees.
2. Each month, members are mailed an LIR Newsletter, an events calendar, and descriptions of forthcoming programs and activities.
3. Town Meetings are held six times each year.
4. Special membership meetings may be called by the Council, the Center, or by written petition submitted by 25 LIR members.
5. Members are called upon to vote as required by these Bylaws or the council. The Council may choose to have voting done either by voice at any Town Meeting or by mail-in-ballot. Decisions are by a simple majority of those voting.
6. The LIR Council and Council President govern LIR affairs.
7. Standing Committees made up of volunteers from the general membership carry out LIR's program under Council Direction.

### **IV. THE LIR COUNCIL**

#### **A. Structure and Duties**

The LIR Council establishes LIR organization, priorities, policies, program and budgets, subject to University rules and these Bylaws. The Council consists of 12 members elected from the LIR general membership and one or more ex-officio (non-voting) members. Any member may attend Council meetings, but the rights to vote and make motions are limited to the elected Council members and any interim replacements.

#### **B. Operations**

The Council solicits the advice and recommendations of the general membership regarding LIR operations and program development.

**The Council conducts business in the following manner:**

- 1. It holds regularly scheduled monthly meetings at an agreed to time.**
- 2. Seven members comprise a quorum. If a quorum is not present when an emergency action must be taken, those present and voting may take the necessary action, and the absent council members are polled to ratify as soon as possible.**
- 3. Decisions are by majority vote of members present.**
- 4. If decision timing is critical, the President may poll members by phone, fax or e-mail.**
- 5. The president or any five (5) Council members may call special meetings.**
- 6. The President, with Council approval, appoints ad hoc committees and individuals to special assignments.**

**C. Elections and Service**

**1. Terms of Office**

- a) Each year the LIR membership elects the number of Council members needed to maintain Council strength at 12 voting members.**
- b) Council members are elected to two-year terms which begin at the Council meeting following election.**
- c) Vacancies occurring in the 12 elected positions between elections are filled by interim appointments made by the Council President with Council consent for the remainder of the unexpired term.**
- d) In the event of a President's inability to serve, the Vice President shall succeed to the office of the President and the Council will elect a new Vice President.**

**2. Eligibility Requirements**

- a) Council members may serve two consecutive terms, but not more than two terms in a 6-year period. Persons who have less than a full two-year term of eligibility remaining under this rule shall not be nominated for the Council.**
- b) Nominees must agree in advance to serve if elected.**

**3. Nominations**

- a) Each June, a nominating committee consisting of a past president, a Council member, and two members from the general membership is appointed by the President with Council concurrence. The Council avoids appointing individuals to the nominating committee who are themselves logical Council candidates.**
- b) At the July Council meeting, the nominating committee presents for Council review a slate comprising one candidate for each anticipated Council vacancy.**
- c) The August LIR Newsletter publishes the nominating committee's slate, notifies members of their right to make additional nominations to the Council in writing by the September Council meeting, and specifies the nomination eligibility requirements.**

4. Elections
    - a) If the number of nominees does not exceed the number of council vacancies, election is by voice vote at the September Town Meeting.
    - b) If the number of candidates exceeds the number of vacancies to be filled, a written ballot will be provided and tellers appointed to distribute, collect, count and report the vote to the Council President.
    - c) Candidates are ranked by the total number of votes each receives and are elected in that order. The Council uses chance to determine ranking in the case of ties.
  5. Attendance at Council meetings
    - a) Council members are expected to attend all Council meetings.
    - b) Council members who anticipate extended absence must resign their seats. They may be nominated again if they meet eligibility requirements.
    - c) Council members missing three consecutive meetings without excuse may be removed from office by Council vote.
- D. Officers and Ex-officio Members
1. Council Officers
    - a) At its October meeting, the Council selects from its members a President and Vice-President. Each serves a single one-year term and cannot succeed to the same office. Either Officer may be removed from office for cause by a two-thirds majority vote of the full Council.
    - b) The President, with Council approval, appoints a recorder who need not be a Council member and who serves at the Council's pleasure.
  2. Ex-officio Members
    - a) Ex-officio Council members may neither vote nor second motions.
    - b) The University Center for Continuing Education may designate an ex-officio Council representative.
    - c) The immediate past President who is no longer an elected Council member serves as an ex-officio Council member for one year following his or her term.
    - d) If the need arises, the Council President may select any Past President to serve as an ex-officio Council member.

## V. LIR STANDING COMMITTEES

### A. Structure and Operations

1. The standing committees of LIR are Activities and Travel, Budget and Finance, Curriculum, Hospitality and Membership and Promotion.
2. Any LIR member may choose to serve on any standing committee and may remain a member thereof by regular participation in committee activities.
3. Standing committees hold regularly scheduled meetings, and may meet more frequently if deemed necessary by a majority of committee members.

4. Standing committees carry out the duties which are stated in the LIR Policies and Procedures Handbook.
  5. Changes in operations or responsibilities are subject to Council approval.
- B. Leadership**
1. Each standing committee is led by a chairperson and vice-chairperson or co-chairpersons.
  2. These leaders are selected by the involved standing committee, receive Council concurrence, and serve one-year terms.
  3. Standing committees will be represented at all Council meetings.

## **VI. AMENDMENTS AND SUPPLEMENTS**

### **A. Bylaws Amendments**

1. Amendments may be proposed by either a majority vote of the Council or by a written petition signed by at least 25 LIR members.
2. Passage requires a majority vote of the members present at a Town 3 Meeting or voting by special mail-in-ballot.
3. Prior to the vote, members will be notified through the *LIR Newsletter* and given rationale for the proposed amendments and given an opportunity to review and discuss them.

### **B. Policies and Procedures Handbook**

1. The Council-adopted *LIR Policies and Procedures Handbook* guides operations.
2. Biennially, or more frequently if considered necessary, the Council assigns an individual or task group to review and update the Handbook. Amendments require approval by a majority of the council.

### **C. *Robert's Rules of Order Newly Revised* shall govern the business of LIR.**

Submitted by the Ad Hoc committee on Bylaws and Policies and Procedures  
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