

## **WISE BYLAWS**

### ARTICLE I NAME

The name of the organization shall be Worcester Institute for Senior Education (WISE).

### ARTICLE II PURPOSE

The purpose of WISE shall be to provide a quality educational opportunity for adults in the Central Massachusetts area. It will achieve this by being a member-directed learning center where peer learning and active participation are key concepts.

### ARTICLE III AFFILIATION

WISE is a program in the Center for Continuing and Professional Education of Assumption College, Worcester, Massachusetts. WISE operates in cooperation with Colleges of Worcester Consortium, Inc. WISE is an affiliate of the Road Scholar Institute Network (formerly known as Elderhostel Institute Network).

### ARTICLE IV MEMBERSHIP

Membership shall be open to all adults in the Central Massachusetts area, upon payment of the specified dues as set by the Council. All active members have voting privileges.

### ARTICLE V ORGANIZATION

#### A. Officers

1. The officers shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.
2. Officers shall be proposed by the Nominating Committee, approved by the Council, and elected by majority vote of members present at the Annual Meeting. Officers holding elective positions must retain full year membership in WISE for the duration of their terms. They will be expected to attend a minimum of five council meetings per year.
3. The Secretary and Treasurer may serve two consecutive two-year terms. In the event of a resignation, the President shall appoint someone to serve the unexpired term.
4. Succession of officers will be: Second Vice President for two years to First Vice President for two years to President for two years. In the event of a resignation, an officer shall move up to fill the unexpired term and then assume his/her office for two years. In the event of a vacancy of Second Vice President, the President shall appoint someone to serve the unexpired term.

#### B. Council

The Wise Council shall consist of the officers of WISE, one chair or authorized representative

of each standing committee, and a maximum of eight members-at-large. The WISE Director shall be a non-voting member of the Council. Past Presidents are non-voting members of the Council. Any WISE member may attend Council meetings and may speak but not vote.

1. The Council shall establish policy by a majority vote and oversee operations as appropriate. A simple majority of the Council membership shall constitute a quorum.
2. Council members-at-large shall be proposed by the Nominating Committee, approved by the Council and elected by majority vote of members present at the Annual Meeting. Chairpersons of standing committees are appointed by the President and may serve two consecutive two-year terms as Chair. Council members must retain full year membership in WISE for the duration of their terms. They will be expected to attend a minimum of five meetings per year.
3. The term of office for Council members-at-large shall be for two fiscal years. Approval will be at the last Council meeting in May and confirmed at the Annual Meeting in June. Members may be reappointed after an absence of two years.
4. The Council shall meet a minimum of six times each year.

#### C. Executive Committee

The WISE Executive Committee shall consist of the officers. They shall meet at the call of the President or the First Vice President in the absence of the President or the Director and shall have the power to act for the Council between meetings. Reports of all such actions shall be provided to the full Council at its next meeting.

#### D. Standing Committees

1. Standing committees (for example: Curriculum, Membership, Special Events, Communications, Nominating, Travel, and Strategic Planning) shall be established or eliminated from time to time by majority vote of the Council. Each committee shall establish its own membership and timetable for meetings and shall be accountable to the Council. Responsibilities of the various standing committees shall be established by the Council and listed in a separate document titled "Responsibilities of WISE Standing Committees." These responsibilities can be amended by a majority vote of the Council.
2. The President and Director of WISE are ex-officio members of all committees except the Nominating Committee.

#### E. Special Committees

Special or ad-hoc committees or task forces may be appointed by the President or the Council from time to time as needed and charged to accomplish a specific function or have a

specific focus. Each committee/task force shall establish its own meeting timetable and shall be accountable to the appointing authority.

#### ARTICLE VI FISCAL YEAR

The fiscal year shall be June 1 through May 31.

#### ARTICLE VII DUES

The membership dues, set by the Council, are based on the cost of offering the program. These dues are non-refundable.

#### ARTICLE VIII MEMBERSHIP MEETINGS

The Annual Meeting of WISE shall be held in June of each year for the election of officers and Council members-at-large as well as for the conducting of business or planning as needed. An extraordinary meeting of members may be called by the President or by a majority vote of the Council.

#### ARTICLE IX BYLAW AMENDMENT

Any amendment to the Bylaws shall be voted upon at the Annual Meeting or a specially called meeting for this purpose, provided that all members have been notified of the proposed change(s) at least fifteen days prior to the meeting. Amendments shall be passed by a two-thirds vote of the members present. Proposed amendments must be submitted to the Council at least one month prior to the Annual Meeting.

#### ARTICLE X RULES OF ORDER

Meetings shall be conducted according to Robert's Rules Revised, except as indicated elsewhere in the Bylaws.

#### ARTICLE XI

These Bylaws will be effective immediately upon acceptance by the membership.

Approved June 15, 1994

Last Revised June 8, 2015

Source: [https://docs.google.com/document/d/1\\_FICgVA\\_poTDg\\_f0HvkPX0vkyNcvd9WFGk0TWi9WbVs/edit?usp=sharing](https://docs.google.com/document/d/1_FICgVA_poTDg_f0HvkPX0vkyNcvd9WFGk0TWi9WbVs/edit?usp=sharing)