INSTITUTE FOR CONTINUED LEARNING

Bylaws

As Amended, April 2010

BL-1 Membership
1.1. New members shall be admitted on application and payment of dues at any time during the ICL year (July 1 to June 30).

1.2. Members shall be entitled to:
   1.2.1. Participation in as many ICL classes, field trips, and other activities as they desire.
   1.2.2. Use of the DSC library and other appropriate campus facilities.
   1.2.3. Auditing of any regular DSC course on a space available basis with permission of the instructor.
   1.2.4. Access to calendars and announcements of all regular events.

BL-2 Dues
2.1. Members of the ICL shall be assessed dues to cover ICL expenses as approved by the ICL Council. Annual dues are payable at the time of registration.

2.2. The dues amount shall be determined by the ICL Council based on the approved budget. Dues changes are subject to approval by a majority vote of members attending the January business meeting.

2.3. Prospective members may attend two sessions of any class or field trip before joining ICL. Before attending additional sessions, payment of dues shall be required.

2.4. The Executive Committee shall have the authority to waive dues.

BL-3 Officers
3.1. President: The President shall have the following duties and responsibilities:
   3.1.1. Preside over all ICL general meetings and over all meetings of the Executive Committee and ICL Council.
   3.1.2. Develop an agenda for the ICL Executive Committee and Council Meetings.
   3.1.3. Serve as the executive officer of all ICL operations.
   3.1.4. Implement decisions reached by the ICL Council and Executive Committee.
   3.1.5. Report to the ICL membership at all general meetings and through the monthly ICL newsletter/calendar on the activities of the ICL as required to keep them informed.
   3.1.6. Have signature authority on any financial matter.

3.2. Vice President: The Vice President shall have the following duties and responsibilities:
   3.2.1. Act for the President in his/her absence.
   3.2.2. At the request of the President, act as executive or coordinator of specified ICL activities.
   3.2.3. Serve as Chair of the Nominations Committee.
   3.2.4. Have signature authority on any financial matter.
   3.2.5. Serve as President-elect.

3.3. Secretary: The Secretary shall have the following duties and responsibilities:
   3.3.1 Prepare and distribute minutes of meetings of the ICL Council and Executive Committee and general and special meetings of the membership.
   3.3.2. Maintain records required by the Executive Committee including attendance records of all meetings.
3.4. Treasurer: The Treasurer shall have the following duties and responsibilities:
   3.4.1. Receive and disburse all funds as required by the Executive Committee.
   3.4.2. Maintain appropriate records of all fund transactions.
   3.4.3. Provide such reports as required by the Executive Committee.

BL-4 Past President and Committees
4.1. Past President
   4.1.1 Serve as Historian of ICL.
   4.1.2 Ensure that records are kept concerning ICL Council and Executive Committee activities.
   4.1.3 Keep other records deemed essential by the ICL Council.
   4.1.4 Serve as Chair of the Budget and Finance Committee.
   4.1.5 Conduct an annual audit of the financial records of the ICL and report to the ICL Executive Committee.

4.2. A Nominations Committee shall be established not later than 60 days prior to the April General Meeting to nominate a slate of officers and council members for election at the April meeting.

4.3. A Budget & Finance Committee shall oversee ICL financial planning and expenditures.

4.4. The ICL Council and the Executive Committee shall establish and dissolve other committees as necessary.

BL-5 Elections
5.1. The Nominations Committee, after consultation with the Executive Committee, shall inquire into the availability and qualifications of potential candidates for President, Vice-President, Secretary, Treasurer, and five council members, and prepare a recommended slate of nominees. This slate of nominees, with brief biographies, shall be distributed to the membership at least two weeks prior to the April General Meeting.

5.2. At the April General Meeting the slate of nominees recommended by the Nominations Committee shall be presented to the members for their vote. Voting shall be by show of hands.

5.3. If a majority of the members present vote for the slate, the nominees shall be elected officers for the next ICL year.

5.4. If a majority of the members present vote against the slate, each office shall be voted on individually, with additional nominations for that office taken from the floor. The additional nominees must be present, accept the nomination, and give a brief verbal biographical statement about themselves. Voting in this case shall be by secret ballot.

As amended April 2010

INSTITUTE FOR CONTINUED LEARNING
s/ Jerry Anderson
President

DIXIE STATE COLLEGE OF UTAH
s/ Stephen Nadauld
President