

THE MCGILL INSTITUTE FOR LEARNING IN RETIREMENT (MILR)

BY-LAWS

ARTICLE I – NAME

The name of this organization will be "The McGill Institute for Learning in Retirement" (McGill ILR or the Institute).

ARTICLE II - MANDATE

The purpose of the Institute is to:

- (a) Enable retired persons to pursue intellectual interests, to continue educational activities, to return to neglected educational activities, and to explore new areas of learning in the company of their peers. While the primary purpose of the McGill ILR is intellectual pursuit, it is understood that on occasion social affairs are appropriate and fall within the purpose of the Institute;
- (b) Offer, administer and conduct non-credit learning experiences for its members with emphasis on peer teaching and participatory learning. Members themselves will provide the resources and will share responsibility for researching and presenting the relevant material;
- (c) Collect membership and other fees from its members, raise funds, after consultation with the University, from appropriate sources, and spend money appropriate to its purposes.

It is not the purpose of the Institute to create action committees, espouse causes, or to present briefs to organizations, governments or other agencies.

ARTICLE III - REPORTING AND PROGRAMS

- (a) The McGill ILR is a program of the Centre for Continuing Education (the Centre) and the Institute will report to the Centre, including submission of a report of activities, to the Dean of Continuing Education (the Dean) by May 31 of each year. The Dean will nominate a delegate who will be a member of the Council referred to below and will act as Coordinator of the interests and activities of the Institute with those of the Centre, and give general administrative support to the Institute.

- (b) While the intent is that members plan and run their own activities, the Centre will take responsibility for ensuring that the quality of programs and level of service to the members are appropriate. Programs, which will include educational and social activities, will be planned and administered by a council (Council) elected by the members. A detailed schedule of study groups will be submitted in advance to the Executive Committee of the Centre for information. New activities which represent a significant departure from the past offerings will be submitted to the Executive Committee of the Centre for approval.
- (c) Council will supervise, control and direct the affairs of the Institute, pursue its purposes, and determine its policies, consistent with and subject to policies of the University. Should it be necessary to hire paid employees for the Institute they will be staff of the Centre. Responsibility for hiring and dismissing such employees will rest with the Centre. The duties and responsibilities of such employees will be determined in consultation with Council and outlined in the Operating Rules.

ARTICLE IV – MEMBERSHIP

- (a) Membership in the McGill ILR is open to retired and semi-retired persons. Intake of new members will occur at the beginning of each semester.
- (b) Members will fall into two classes: **full** members and **associate** members.

Full members retain their membership status by registering for and participating in a minimum of one regular semester in each twelve month period. Full members may participate in all McGill ILR activities but must pay the prescribed fee for each term in which they attend a study group.

Associate members are those who have not registered for a minimum of one semester in the preceding twelve months but who have paid a nominal yearly fee required for associate membership. Associate members will have all the privileges of full members except attendance at study groups and voting at membership meetings. An associate member may resume full membership by registering for a regular semester.

- (c) Usage: When used without the adjective "full" or "associate" the terms "member", "members", and "memberships" include both classes of members.

ARTICLE V - FINANCE

- (a) The fiscal year of the Institute will be the same as that of the University, i.e. June 1 to May 31.
- (b) The Institute will be self-financing (including charges by the University for facilities, equipment and services) with funding coming from membership fees and grants and donations from external sources.
- (c) All funds relating to the Institute must be deposited in a Centre account. The Institute's budget will be separate from the Centre's operating budget and any balance at the year-end will be carried forward.
- (d) By March 15 of each year a proposed budget for the following fiscal year, incorporating the proposed membership fees, will be submitted by Council to the Centre for approval. The budget will also be presented at the annual meeting for information purposes.
- (e) As McGill ILR is a program of the University, all purchases of goods or services must follow University procedures. Major expenditures over and above those in the approved budget will require approval from the Centre.
- (f) Council will submit an annual report of income and expenditure to the Centre.

ARTICLE VI - COUNCIL

Section 1. The Council will be composed of twelve full members elected by the full members of the Institute, a recording secretary appointed by Council, and the past president (ex-officio), together with the delegate of the Dean, a total of fifteen people.

Section 2. The twelve elected members of Council will consist of:

- (a) The President and the Vice-President, each of whom must have served on the Council for at least two years and experience as a moderator would be desirable.
- (b) Ten members of the Council who will hold such other offices (including those of registrar and treasurer and committee chairs) as Council may determine and which will be indicated at the time of their nomination. Every member of Council will have a designated responsibility.

- (c) All Chairs of committees will be members of Council.

To the extent that offices (other than past-president) are expected to be required on a long term basis they will be described in the Operating Rules.

The president and vice-president will each be elected for a one year term, and the remaining ten elected members will be elected for two year terms. In the interests of continuity it is intended that these ten be elected for overlapping terms and that half of them be elected one year and the other half in the succeeding year.

No person can serve for more than two consecutive terms in the same position, after which a period of two years must elapse before election to any office other than that of president or vice-president.

Terms of office as councillors will begin on June 1 of the year of election.

Section 3.

- (a) Council will have the option to replace Council members who fail to attend 3 or more consecutive meetings of Council and will fill vacancies that occur among the elected officers and Council members for an interim period until the next election.
- (b) A member of Council may resign at any time by giving written notice to the president, resignation to take place at the time specified in the notice.
- (c) the Council will meet normally once a month.
- (d) A quorum of the Council will be eight.

ARTICLE VII - MEETINGS

Section 1. Council will schedule meetings of the membership in order to:

- (a) Conduct business and make progress reports to the membership;
- (b) Conduct special programs and social events.

Section 2. There will be an annual meeting for evaluation of the year's activities and for election of officers and Council members. This meeting will take place not later than March 31 and at least 10 days notice by mail will be given to all members.

Section 3. A quorum of any general membership meeting will be one hundred full members (as defined in Article IV(b), or thirty percent of the full membership, whichever is less. With the exception of amendments to By laws a simple majority of those present and qualified to vote will decide any vote. In the event of a tie the chair may cast the deciding vote.

Section 4. In addition, full members may vote on election of officers and Council members by submitting their votes in writing, to the registrar, prior to the time of the relevant meeting, but they will not be counted in establishing a quorum. They will sign an acknowledgement of having voted.

Section 5. A general meeting will be held within one month of the receipt of a request for such a meeting stating the business to be conducted, signed by not less than fifty full members. At least ten days notice by mail will be given to all members.

ARTICLE VIII - COMMITTEES

Section 1. Standing committees and their functions are covered in the Operating Rules, with the exception of the Nominating Committee whose principal responsibilities are described in this article.

Section 2. A nominating committee comprised of a minimum of four full members of the Institute, one of whom will usually be the past-president, who will act as chair of the committee, one of whom will usually be the volunteer coordinator, and the remainder of whom will not be members of Council or nominees for election as such, will be appointed by Council not later than September 30 of each year. The nominating committee will make the required number of nominations to Council before January 31 of the following year.

Section 3. The report of the nominating committee will be transmitted to all full members as promptly as possible, and before February 15. Any ten full members may then make further nominations not later than March 5 and an election, if necessary, will be held at the ensuing annual meeting.

ARTICLE IX - CONDUCT OF MEETINGS

Robert's Rules of Order, Revised, will govern meetings of McGill ILR and Council and its committees except where inconsistent with these By-laws and Operating Rules.

ARTICLE X - AMENDMENT OF BY-LAWS

Revisions of these By-laws may be proposed at any time by the Council or by any group of members totalling ten percent of the full membership. Details of such proposed revisions, will be given to the full members at least ten days before the general meeting at which they are to be voted upon and their adoption will require the favourable vote of two-thirds of those voting and the ultimate approval of the Senate and Board of Governors of the University.

ADDENDUM THE COUNCIL OF THE MCGILL I L R

Past President	Ex-Officio
President	
Vice-President	
Treasurer	
Recording Secretary	(appointed)
Registrar	
Dean of Continuing Education of McGill University or delegate	
Eight members of Council	
 TOTAL: 15 members	 1 Ex-Officio 2 appointed 12 elected
Every member of Council will have a designated responsibility	

June 13, 1996