

McGILL COMMUNITY FOR LIFELONG LEARNING

OPERATING RULES

RULE I – Members of Council

- a) Article VI of the By-laws defines the composition of Council.
- b) The Executive Committee is composed of the President, the Vice-president, the Treasurer, the Secretary, the immediate Past President and the Program Administrator. Other members of Council can be invited. This Committee deals with any administrative issues that arise between Council meetings.
- c) Actions of the Executive Committee are governed by policies approved by Council and must be reported to Council at the next meeting.
- d) Members of Council must be members of MCLL.

RULE II – Duties of Officers and Committees

Duties of Officers

President

- a) Presides at meetings of the Council, the Executive Committee and of the general membership and prepares the agenda for such meetings
- b) Speaks for the Council within MCLL and outside
- c) Provides general superintendence and coordination of the affairs of MCLL and supports the activities of the committees
- d) Responsible for communications with the Dean of the School of Continuing Studies or a delegate
- e) Is a member *ex-officio* of the Curriculum Committee, and of all other committees, but may delegate responsibility for attendance at them to the Vice-President

Vice-President

- a) Acts as back-up for, and alternate to, the President, and otherwise as delegated by the President.
- b) In general, the President, and Vice-President divide the activities of the President between themselves

Secretary

- a) Gives timely notice of all general meetings and Council meetings
- b) In consultation with the President, prepares the agenda for the above meetings
- c) Takes minutes of all such meetings and circulates them to Council for approval
- d) Keeps a record of members of all committees
- e) Maintains the digital and paper archives of all important documents of MCLL including the minutes of all general meetings and Council meetings and all reports submitted to these meetings as well as newsletters, e-bulletins, photos and videos

Treasurer

- a) Verifies the accuracy of MCLL's income and expenditures in all the McGill funds and accounts; monitors the performance and availability of the special and endowment funds and reports to Council about this
- b) Prepares MCLL budget estimates after consultation with the Program Administrator, the committee chairs and the relevant authorities at SCS for submission to Council and, after approval by Council, to the Dean of the School of Continuing Studies not later than March 15 each year and to the membership at the Annual General Meeting for information purposes
- c) Furnishes financial statements to Council on a regular basis and annually to the members as soon as possible after year end and provides an update at the Annual General Meeting
- d) In conjunction with the Program Administrator, authorizes minor expenditures which were not included in the operating budget

Volunteer Coordinator

- a) Identifies and trains volunteers to serve in the office to support the Program Administrator and the Administrative Coordinator
- b) Identifies volunteers to assist with various functions and activities
- c) Recruits volunteers
- d) Keeps a record of the names and coordinates of all volunteers
- e) Serves as a member of the Nominating Committee (Bylaws Article VIII. Section 2)

Duties of Committees

Curriculum Committee

- a) Establishes the program for study groups and lectures each semester, fall, winter and spring, as well as the lectures offered during the summer.
- b) Issues a timely call for proposals each semester, reviews all proposals for relevance and quality,
- c) Assigns a committee member to act as a liaison for each moderator,
- d) Prepares the program for publication (online, print or both) including scheduling of SGs and lecture proposals.
- e) Recruits moderators and lecturers
- f) Provides orientation and training for all moderators
- g) Encourages moderators to provide a stimulating and respectful peer learning environment
- h) Reviews and updates the Moderators' Handbook

Development Committee

- a) Oversees matters related to fundraising activities of MCLL in collaboration with the Advancement Officer of the School of Continuing Studies and MCLL's Program Administrator
- b) Establishes fundraising initiatives with potential donors: corporations, foundations, individuals and MCLL members

Communications Committee

- a) Provides information about MCLL and its activities to the wider community through both conventional and electronic media.
- b) Prepares regular newsletters and e-bulletins keeping members informed about MCLL's programs, activities, special events and recent decisions of Council.
- c) Assists in developing an effective online presence for MCLL
- d) Together with the Program Administrator, liaises with the SCS Marketing Department to produce materials to promote MCLL in the media

Planning and Membership Committee

Planning

- a) Provides input to Council about relevant trends that are likely to affect MCLL over the next three to five years
- b) Evaluates trends that may affect MCLL's financial viability and makes appropriate recommendations
- c) Organizes the biannual Members' Forum

Membership

- a) Monitors membership demographics (age, gender, etc.), including lapsed memberships
- b) Solicits and evaluates feedback of new and current members
- c) Suggests measures to Council designed to promote membership in light of current trends

Community Outreach Committee

- a) Pursues activities designed to make MCLL accessible and inclusive to diverse communities .
- b) Promotes activities that allow members to learn about issues related to groups that are under-represented at MCLL, for example, seeking out moderators and lecturers who will provide learning opportunities on these issues, organizing special events for our members, etc.
- c) Seeks out and maintains mutually beneficial partnerships with units at McGill
- d) Seeks out and maintains mutually beneficial partnerships with organizations serving the +55 age group in Montreal, Quebec and Canada.
- e) Seeks partnerships with international organizations involved in later-life learning.

Special Events Committee

- a) Plans and manages social events for MCLL's members as approved by Council.
- b) Manages social aspects of events sponsored by Council and special events planned by other committee chairs, including orientation for new members, orientation for moderators and events planned to honour and recognize volunteers.

Information Technology Committee

- a) Provides leadership in the field of information and communications technology (ICT) to MCLL, working with other Council members to meet the needs arising.

Nominating Committee

- a) The principal responsibilities are outlined in Article VIII of the By-Laws.
- b) The current or past President or the Vice-President may be nominated for election to a second term in office when in the opinion of the Nominating Committee it is in MCLL's best interest to do so.

RULE III – Proceedings of Committees

- a) Chairs select an adequate number of members for their respective committees to accomplish their goals and carry out their responsibilities. Committee chairs are encouraged to replace at least one member of their committees each year. Chairs keep Council informed of the membership of their committees by advising the Secretary.
- b) Generally, no member may serve on more than two committees at the same time, except in an ex-officio role.
- c) Generally, no member may serve on the same committee for more than four consecutive years unless that member becomes chair.
- d) Chairs appoint an assistant chair who could become chair to help carry out the various functions and who will substitute for the chair whenever necessary and attend Council meetings in the chair's absence.
- e) Chairs convene committee meetings, report to Council on the activities of their committees and formulate recommendations requiring Council approval.
- f) The quorum for a committee meeting is a simple majority of members.
- g) Committees are responsible for areas under their jurisdiction and coordinate activities with other committees when this is appropriate. Unresolved questions regarding areas of responsibility are referred to the president or the executive committee.
- h) In consultation with the Treasurer, committees prepare cost estimates of proposed expenditures and advise the Treasurer of financial needs for budgetary purposes.

Rule IV – Members

Article IV of the By-Laws describes the definition of members. It provides that:

- a) A member is anyone who has registered for a study group in the current term or in one of the two preceding terms
- b) A McGill email address remains valid for as long as membership status is maintained
- c) Moderators are required to register for their study groups and pay the registration fee
- d) Members registered in a study group have access to the McGill libraries as follows:
 - Fall registrants – September to January
 - Winter registrants – January to September
 - Spring registrants – April to September

Note: All lectures are open to the public, subject to payment of the standard fee

Rule V – Registration

- a) Registration is on a first-come, first-served basis.
- b) Members may register for a maximum of two study groups up until one week before the start of the term.
- c) One week before the start of the term, members may add additional study groups, depending on availability.

Rule VI – Amendment

These Operating Rules may be amended by Council.

History of modifications

2022-02-08: Description of duties of Community Outreach committee added.

2021-12-14: Comprehensive revision of the Operating Rules, including alignment with recent changes in the by-laws.

2014-05-13: Operating rules revised to reflect: Deletion of Exec Vice President, new Membership Committee, Revisions to Communications Committee and Information and Technology Coordinator.

2011-06-07: Operating Rules revised to reflect new name of MCLL and MSCS, new and revised job descriptions, deletion of Registrar, etc.

2010-09-10: Associate member activities changed to conform with the By-Laws, September 10, 2010

2010-04-06: Full member privileges changed to allow members to take as many study groups as they want, if space is available. Previously it was limited to one or two study groups per term.

2010-02-03: Paragraph re: associate member privileges deleted.

2008-09: Finance changed to Development

2006-05-01: These revised Operating Rules were adopted by Council on 1st May, 2006.