

MCGILL COMMUNITY FOR LIFELONG LEARNING

OPERATING RULES

RULE I – Officers, including Committee Chairs

Article VI of the By-laws dealing with Council provides a Council “*composed of twelve full members elected by the full members of MCLL, a recording secretary appointed by Council, and the past president (ex-officio), together with the delegate of the Dean: a total of fifteen people*”. It further states that the twelve elected members of Council will consist of “the President, the Vice-presidentand “*nine members of the Council who will hold such other offices (including those of 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.*”

At present, these responsibilities include: President, Vice-President, Treasurer, Volunteer Coordinator, the Information and Technology Coordinator and Chairs of the Curriculum Committee, the Development Committee, the Membership Committee, the Planning Committee, the Newsletter Committee, the Special Events Committee, the Communications Committee. The Chairs of Committees will preferably have served on the various committees before becoming chairs.

The Executive Committee is comprised of the President (chair), the Vice-president, the Treasurer, the immediate Past President and the Dean’s delegate. This Committee deals with any urgent administrative issues that arise between Council meetings. Actions of the Executive Committee are governed by policies approved by Council and must be reported to Council at the next meeting.

The recording secretary will be a full member of MCLL.

Council may choose a back-up from within Council for the treasurer, any of the Committee chairs, or the Recording Secretary.

RULE II – Duties of Officers and Committees

(Further details are provided in detailed job descriptions)

Duties of Officers

President

- a) Preside at meetings of the Council, the Executive Committee and of the general membership and prepare the agenda for such meetings;
- b) Speak for the Council within MCLL and outside;
- c) Provide general superintendence and coordination of the affairs of MCLL and support the activities of the committees;
- d) Be responsible for the reporting to the Dean, McGill School of Continuing Studies as required;
- e) Be a member ex-officio of the Curriculum Committee, and of all other committees, but may delegate responsibility for attendance at them to the VP;

Vice-president

- a) Act as back-up for, and alternate to, the President, and otherwise as delegated by the President.
- b) In general, the President, and Vice-President will divide the activities of the President among them.

Recording Secretary

- (a) Gives timely notice of all general meetings and council meetings;
- (b) In consultation with the President, prepares the agenda for every meeting
- (c) Takes minutes of all such meetings and circulates them to Council for approval.

Treasurer

Is responsible for:

- (a) Overseeing the bookkeeping and verify the accuracy of MCLL's income and expenditures in all the McGill funds and accounts;
- (b) Preparation of MCLL budget estimates after consultation with committee chairs for submission to Council and after approval by Council to the Dean, McGill School of Continuing Studies not later than March 15 each year and to the membership at the Annual General Meeting for information purposes;
- (c) Furnishing financial statements to Council on a regular basis and annually to the members as soon as possible after year end; an update is normally provided at the Annual General Meeting;
- (d) Authorizing expenditures, up to the limits set forth in Rule III (h);
- (e) Recommending to Council ways of keeping income and outgo of monies in reasonable balance;
- (f) Monitoring the performance of the endowment fund and making periodic reports to Council on this.

Volunteer Coordinator

- a) Identify, from amongst members, volunteers to serve in the office, and assist with various functions and ad hoc activities such as special events;
- b) Provide follow-up for new members and seek to re-engage former members;
- c) Serve as a member of the Nominating Committee (Bylaws Article VIII. Section 2)

Information and Technology Coordinator

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

Duties of Committees

Curriculum Committee

- a) Establish, prior to each semester, the study group programs offered by MCLL; receive and evaluate study group proposals to achieve a balanced program and make recommendations with regard to space and other pertinent factors
- b) Seek out group moderators, provide guidelines and training, maintain liaison with and between moderators and arrange events for moderators
- c) Review feed-back forms and attendance sheets from study groups and assess moderator and group performance
- d) Review the proposals, plan and coordinate the programs for Wonderful Wednesdays, Friday lecture series and the Saturday Get-togethers

Development Committee

- a) Advise the President on matters relating to the development of MCLL at McGill.
- b) Play a key role in on-going fund raising for MCLL, in collaboration with the MSCS Development Officer, Development and Alumni Relations
- c) Act as ambassador for MCLL and promote MCLL programs and activities in relevant communities

Membership Committee

Recruit new members to ensure that the number of members attains a level that shall be set by Council, taking appropriate and necessary steps to achieve this.

Special Events Committee

- a) Plan and manage social events for MCLL's members as approved by Council and budget for these events on a break-even basis
- b) Manage social aspects of events sponsored by Council and special events planned by other committee chairs; e.g. moderator and volunteer lunches, etc.

Newsletter Committee

Prepare regular newsletters keeping members informed of MCLL's programs, activities and special events, and of decisions of Council

Communications Committee

Be the principal means whereby MCLL provides information about itself and its activities to the wider community through both conventional and electronic media.

Planning Committee

- a) Review and evaluate activities of MCLL and its organization and financing, and make recommendations to Council as appropriate;
- b) Organize the Maintaining Momentum workshop, normally held every two years;

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 will select an adequate number of members for the committee to accomplish its goals and carry out its responsibilities. Committee memberships should be rotated by replacing at least one member of each committee each year. Chairs will keep Council informed of the membership of their committees by advising the Recording Secretary.
- (b) No member will serve on more than two committees at the same time and no member may serve on the same committee for more than four years unless that person becomes chair.
- (c) Chairs will 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 his/her absence.
- (d) Chairs will convene committee meetings to plan and coordinate activities, and to formulate recommendations requiring Council approval.
- (e) Chairs will report to Council on the activities of their committees.
- (f) Quorums for committee meetings will be a simple majority of membership of the committee.
- (g) Committees will manage the areas under their jurisdiction and coordinate activities with other committees where there is a possible overlap of responsibilities; e.g. mailings with Newsletter Committee, Special Events with Communications, Curriculum and Development Committees. Administrative questions which may arise will be referred to the President, the Vice-president or the Executive Committee.

- (h) In consultation with the Treasurer, Committees will prepare cost estimates of proposed expenditures and advise the Treasurer of financial needs for budget purposes. They will keep records of income and costs incurred and provide the Treasurer with an accounting of revenues and expenditures. They will only make expenditures budgeted and approved in advance by Council. However, in addition, the Treasurer may authorize any expenditure up to and including \$250.

Rule IV – Members

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

“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 CLL 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 fee required for associate membership.... An associate member may resume full membership by registering for a regular semester.”

At present, member privileges and procedures are as follows:

FULL MEMBERS

- Anyone who has registered for a study group in the current term or in one of the two preceding terms is a full member.
- Members are registered at the beginning of each term.
- Members may register on a first-come-first-served basis for a maximum of two study groups before the commencement of term. After the first day of term, they may register for any additional study groups which have space for additional participants. They must pay the prescribed fee for each term in which they attend a study group.
- Rules for membership fees apply equally to moderators. However they have priority in registering for study groups if they register early.
- Full members may participate in all McGill CLL activities: Study Groups, Friday lectures, Saturday and Sunday programs, social events and the Wonderful Wednesdays program in the Summer.
- Members registered in a study group have access to the McGill libraries and to McGill’s Internet service as follows:
 - Fall registrants – September to January
 - Winter registrants – January to September
 - Spring registrants – April to September
- Full members stay on the mailing list for one full year and receive copies of the Newsletter and other mailings.

ASSOCIATE MEMBERS

- Associate members are welcome to participate in all MCLL activities, except study groups
- Associate members stay on the mailing list for one full year and receive all MCLL mailings.

Rule V – Amendment

These Operating Rules may be amended by Council.

These revised Operating Rules were adopted by Council on 1st May, 2006.

Finance changed to Development September 2008.

Paragraph re: associate member privileges deleted. Approved by Council 3rd February, 2010

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. Approved by Council 6th April, 2010.

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

Operating Rules revised to reflect: new name of MCLL and MSCS, new and revised job descriptions, deletion of Registrar, etc. (approved by Council June 7, 2011)

Operating rules revised to reflect: Deletion of Exec Vice President, new Membership Committee, Revisions to Communications Committee and Information and Technology Coordinator. (approved by Council, May 13, 2014)