

# MILE By-Laws

**MILE**

**"WHERE LEARNING NEVER RETIRES"**

## **BY-LAWS**

### ARTICLE I – NAME

The name of the organization is Middlesex Institute for Lifelong Education. (hereinafter referred to as MILE)

### ARTICLE II – PURPOSE

The purpose of MILE is to offer educational programs for adults aged 50 and older. MILE is an all-volunteer, not-for-profit organization, with programs designed for and attended by members.

### ARTICLE III – SPONSOR

MILE is sponsored by The Middlesex Community College Foundation, Inc. (The Foundation) There is an established formal agreement between the Foundation and the organization. A per-member fee structure for use of facilities and services is included.

### ARTICLE IV – FISCAL and PROGRAM YEAR

The MILE fiscal year starts on July 1 and ends June 30. Programs are offered during the CT State Community College Middlesex academic year.

### ARTICLE V – MEMBERSHIP

1. Membership in MILE is open to adults aged 50 and over, on a non-discriminatory basis upon payment of an annual fee.
2. Members in good standing have the power to:
  - a. Elect officers to the Advisory Board (hereinafter referred to as “The Board”) at the Annual Meeting.
  - b. Amend or adopt new By-laws at a duly called Annual Meeting or Special Meeting of members if the proposed amendments are included in the call to the meeting.
  - c. Volunteer on committees of their choice.

### ARTICLE VI – ADVISORY BOARD

1. An Advisory Board manages MILE; each member has one vote.

#### OFFICERS

Chair

Vice Chair

Secretary

Treasurer

#### OTHERS (See Article VIII, B, 1)

Standing Committee Chairs

Other Members

2. Elected Officers of the Board serve for a two-year term and may be reelected for an additional term. An officer may be elected again after a period of two years.

3. Any Board member who is absent for three consecutive meetings without adequate explanation may be removed from the Board.
4. Any appointed Board Member may be removed by the Chair for sufficient cause.
5. All interim vacancies on the Board may be filled by the Board. The replacement term will be the remainder of the vacated position.
6. The Board ordinarily meets on the second Tuesday of the month and at other times as called by the Chair.
7. At any meeting of the Board, a majority of the Board constitutes a quorum.

#### ARTICLE VII – REMOVAL OF ADVISORY BOARD OFFICERS

1. The Board may remove an officer if that individual becomes a deterrent to the operation of the Board.
2. The officer must be notified of the proposed removal in writing.
3. A vote on the proposed removal will be held at the meeting of the Board following the notification. Prior to the vote, the officer may present a statement to the Board regarding the issue(s). The officer in question must abstain from this vote.
4. Should the officer be absent from the meeting at which the vote is conducted, the vote will still occur. The vote to remove an officer must have a two-thirds majority. Delays for extenuating circumstances may be granted if the Board sees fit.
5. Removal from office also constitutes removal from the Board.

#### ARTICLE VIII – ADVISORY BOARD DUTIES and RESPONSIBILITIES

##### A. OFFICERS

1. The Chair is an *ex-officio* member of all standing and *ad hoc* committees and presides at Advisory Board and Member meetings. The Chair performs other duties as requested by the Board including forming a Nominating Committee that presents the slate of officers at the Annual Meeting in even years.
2. The Vice Chair, in the absence of the Chair, assumes a leadership role and performs duties requested by the Chair or the Board.
3. The Secretary takes Minutes of the Board meetings, signs the approved Minutes, presides at Board meetings in the absence of both the Chair and Vice Chair, and performs such duties as requested by the Chair or the Board. Copies of the Minutes are sent to the Advisory Board members, the College Liaison, The Foundation Liaison, and filed electronically in the MILE Advisory Board Google folder.
4. As the financial officer of MILE, the Treasurer processes bills for payment upon approval of the Board, reports on financial matters at Board meetings, prepares the proposed annual budget at the direction of the Board, coordinates with the CT State Community College Middlesex Finance Department, and performs other duties as requested by the Chair or the Board.

## B. STANDING COMMITTEES, OTHER MEMBERS, AND AD HOC COMMITTEES

1. STANDING COMMITTEES are: Curriculum, Audio-Visual, Monitors, and Hospitality.

The Chairs:

- a. Are appointed by the Advisory Board Chair with the approval of the Board.
- b. Coordinate the activities of their respective committee.
- c. Select members of each committee.
- d. Commit to a minimum two-year term.

2. OTHER MEMBERS who coordinate tasks:

- a. Immediate Past Chair serves for a one-year term to ensure a smooth transition
- b. Membership Coordinator
- c. Email Coordinator
- d. Telephone Coordinator
- e. Webmaster
- f. Members-at-large (up to 4) represent the general membership

3. AD HOC COMMITTEES

With the approval of the Board, its Chair may establish *ad hoc* Committees (e.g., By-laws Revision, Budget, Nominating), appoint Chairs, and define their duties. *Ad hoc* Committees remain in existence as long as the Chairs and Advisory Board determine they are needed.

## ARTICLE IX. – FOUNDATION AND COLLEGE LIAISON BOARD MEMBERS

1. The Foundation Liaison Board Member is a representative of our sponsor who serves with the consent of the Advisory Board and is a voting member. The College Liaison Board Member representative from CT State Middlesex Campus provides updates and a connection to the school. The liaison serves with the consent of the Advisory Board and is ex-officio acting in an advisory capacity.

## ARTICLE X – MEMBERSHIP MEETINGS

1. The Annual Meeting of Members is held in the spring at a location and time determined by the Board. The agenda for this meeting includes presentation and approval of reports by the Chair and Treasurer, and other appropriate business that requires member review and approval. Also, in even years, the nomination and election of the slate of officers takes place.
2. Members who are present at the Annual Meeting constitute a quorum. A majority vote at any meeting is representative of the entire membership.
3. A Special Meeting may be called by a majority of the Board or by the Board Chair upon receipt of a petition signed by 30% of the MILE members.

ARTICLE XI – AMENDMENTS

1. These By-laws may be amended or new by-laws adopted at a duly called Annual or Special Meeting of the membership.
2. Passage requires two-thirds of the members present voting for approval.

ARTICLE XII – ADDENDUM

No member may commit MILE's sponsorship or cooperation unless authorized by the Board.

*Amended and Adopted April 2023*

*Revisions approved by the MILE membership on 30 April 24*