

WABASH AREA LIFETIME LEARNING ASSOCIATION, INC.

MISSION STATEMENT

The Mission of WALLA is to offer opportunities for individual stimulation, rewarding cultural and social activities, and personal growth, to individuals 50 years of age or older in Tippecanoe County and the surrounding areas.

BY-LAWS

ARTICLE I-NAME

The name of the organization shall be Wabash Area Lifetime Learning Association, Inc. (WALLA). It is affiliated with the Elderhostel Institute Network and the Office of Continuing Education and Conferences at Purdue University.

ARTICLE II – PURPOSE

The purpose of WALLA shall be to offer opportunities for intellectual stimulation, rewarding cultural and social activities, and personal growth.

ARTICLE III – MEMBERSHIP

- 1. Membership shall be open to persons 50 years of age and older. There are no educational prerequisites beyond the desire to continue learning. Emphasis is on active participation of all members in this membership governed organization.**
- 2. The academic and membership year shall run from May 1 through April 30.**
- 3. The Board shall establish class registration fees.**
- 4. Individuals shall become members for the academic year upon payment of the class registration fee for either semester within the academic year. Membership permits the member to participate in special events, become a member of the Board of Directors, serve on committees, vote at the annual meeting, and participate in classes for the semester enrolled. Each individual will remain on the mailing list for a period of two years regardless of participation within the time span.**

ARTICLE IV- BOARD OF DIRECTORS

- 1. The governing body shall be a 21 member volunteer Board, elected by the membership for three year terms, on a rotating basis, but not to exceed two consecutive three year terms. The past president shall serve one year as an ex-officio member with vote. A representative from Purdue's Office of Continuing Education and Conferences, the West Lafayette Parks and Recreation Department, and the Director of Morton Center shall serve as ex-officio members of the Board without vote. The Board shall establish policies, institute programs and activities, and be responsive to the wishes and needs of the members.**
- 2. The Board elects the following officers to serve one year: President, Vice President, Secretary, and Treasurer. The President and Vice President shall not serve more than two consecutive terms. The Board shall elect officers at the first meeting following the annual meeting.**
- 3. The Board shall establish the time and frequency of meetings. Board members are required to attend at least two-thirds of the meetings called unless excused. The voting members present shall constitute a quorum at each meeting of the Board.**
- 4. The minutes of all Board meetings, as prepared by the Secretary and approved by the Board, shall be the official record of WALLA's policies and procedures.**
- 5. The Board shall appoint a WALLA member to complete an unexpired term should a vacancy occur.**

EXECUTIVE COMMITTEE OF THE BOARD

The Executive Committee shall consist of the officers of the Board and the immediate Past President.

- 1. The Executive Committee shall:**
 - a) Meet prior to each Board meeting**
 - b) Handle matters needing immediate attention**
 - c) Keep abreast of the overall status of WALLA and make recommendations to the Board**
 - d) Be responsible for orientation of new Board members and for Board Retreats**
 - e) Periodically review and update the job description of the Purdue Liaison person**

ARTICLE V - OFFICERS OF THE BOARD

- 1. The President shall:**
 - a) Prepare the agenda for and preside at all Executive Committee, Board and membership meetings**

- b) **Appoint chairs of all standing committees and other committees that may be established**
 - c) **Appoint a historian to maintain a permanent history of WALLA's activities and programs**
 - d) **Serve as an ex-officio member of all standing committees except the Executive Committee, which the President chairs**
 - e) **Ensure that a coordinated program for the ensuing year, including classes, projects, and activities, be developed and provided for members**
 - f) **Call special meetings of the Board whenever necessary**
 - g) **Appoint a Board Nominating Committee which, at the Annual Meeting, shall present a slate of nominees for election to the Board for the ensuing year**
 - h) **Appoint an Officer Nominating Committee which, at the first meeting of the new Board, shall present a slate of nominees for election as officers of the Board for the ensuing year**
 - i) **Appoint replacement(s) for officers during the course of the year if such action is needed, as directed by the Board**
 - j) **Appoint Ad hoc committees as needed**
2. **The Vice President shall:**
- a) **Assist the President in the performance of his/her duties**
 - b) **In the absence of the President, perform all the functions of the president**
 - c) **Be responsible for organizing the Annual Meeting of the Membership**
3. **The Secretary shall:**
- a) **Record and distribute minutes of Executive, Board and Membership Meetings**
 - b) **Carry out correspondence as directed by the President**
 - c) **Prepare and mail notices, as appropriate, of all Executive Committee, Board and Membership meetings**
 - d) **Maintain a list of Board members**
 - e) **Maintain copies of all official records relating to WALLA**
4. **The Treasurer shall:**
- a) **Manage WALLA funds with the approval of the Board**
 - b) **Work with the Office of Continuing Education and Conferences at Purdue University, as appropriate, in matters relating to finances**
 - c) **Serve as a member of the Budget and Finance Committee**
 - d) **Prepare and submit a financial report at Board meetings, the Annual Meeting of the Membership and other meetings as requested by the President**

ARTICLE VI- STANDING COMMITTEES

Committee chairs are appointed by the President for a term of one year and may serve a maximum of two consecutive terms. Committee members shall be secured by the chair and shall come from WALLA volunteers.

1. **Finance and Budget Committee shall:**
- a) **Prepare an annual budget, in consultation with appropriate committees and persons, for approval by the Board**
 - b) **Identify and meet with potential contributors and sponsors**

- c) Engage in long range financial planning
2. **Curriculum Committee** shall:
 - a) Identify and be responsive to curriculum interests of members
 - b) Plan and carry out the curriculum
 - c) Provide the Publicity and Membership Committee with appropriate information
 - d) Evaluate and make changes, as needed, in the curriculum
 - e) Determine the needs and reserve classroom space accordingly
 - f) Submit an annual budget to the Finance and Budget Committee for approval
 3. **Special Events Committee** shall:
 - a) Plan and provide social and recreational events
 - b) Be responsible for hosts and hostesses and for refreshments as appropriate
 - c) Submit an annual budget to the Finance and Budget Committee for approval
 4. **Publicity and Membership Committee** shall:
 - a) Prepare and disseminate information concerning the purpose and programs of WALLA to potential members, supporting groups, and the general public
 - b) Recruit new members and endeavor to retain non-renewing members
 - c) Prepare publications as appropriate
 - d) Keep the membership rolls current
 - e) Submit an annual budget to the Finance and Budget Committee for approval
 5. **Programming Committee** shall:
 - a) Oversee the development, organization and implementation of all WALLA learning and enrichment activities that normally occur outside of the traditional fall and spring WALLA semesters
 - b) Work in parallel and coordinate its activities with the standing Curriculum Committee
 - c) Make monthly and annual reports to the Board of Directors
 - d) Submit an annual budget to the Finance and Budget Committee for approval
 6. **Audio Visual Support Committee** shall:
 - a) With Board approval, purchase or otherwise acquire A-V equipment and supplies to accommodate the needs of WALLA courses and programs
 - b) Develop and provide training for new committee members in the setup and operation of A-V equipment for WALLA programs and events
 - c) Prepare an A-V equipment line item request for the annual budget to cover anticipated expenses for new A-V equipment, supplies, maintenance and repairs as needed
 - d) Maintain an A-V equipment inventory record in the WALLA office

ARTICLE VII- ANNUAL MEETING

1. **The Board shall determine the date of the Membership's Annual Meeting. A two week written notification shall be given to the members.**

- 2. Those present shall constitute a quorum.**
- 3. Board members shall be elected at the annual meeting.**
- 4. Special membership meetings may be called by the president and may also be called upon written request of 10 members. The purpose shall be stated in the call. A two week notification shall be given.**

ARTICLE VIII-AMENDMENTS

These By-Laws may be amended by a two-thirds affirmative vote of the members present at the Annual Meeting. Amendments shall be proposed only by the Board and must be submitted in writing to the membership two weeks prior to the meeting.

ARTICLE IX-PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall govern the conduct of all meetings.

March 2003