

WESLEYAN

Academy for Lifelong Learning

By-Laws (As Amended 5/ 23/ 2017), Revised 5/26/2018, April 25, 2021, December 6, 2022 and Decembr8, 2023

ARTICLE I: NAME

The name of this organization shall be the **WESLEYAN ACADEMY FOR LIFELONG LEARNING (WALL)**.

ARTICLE II: PURPOSE

The purpose of this organization is to provide continuing educational and social opportunities for adults in central Georgia.

ARTICLE III: MEMBERSHIP

Membership in the Academy is open to adults who are interested in enriching their lives by continuing their education.

ARTICLE IV: RELATIONSHIP WITH THE COLLEGE

As a component of Wesleyan College, the Academy looks to the College for support of its programs and activities, and functions in conformity with College policies and procedures.

ARTICLE V: BOARD OF DIRECTORS

V.1. The governing board shall be known as the Board of Directors (hereafter referred to as "The Board"). Voting members of the Board shall consist of the elected officers and Chairpersons of the standing committees as well as the Editor of The WALL. Ex officio, non-voting members of the Board shall include a representative of Academic Affairs and a representative of the business office as well as one or more WALL members selected by the President, whose term coincides with the term of the President who appointed the Ex Officio member(s).

V.2. The Board shall:

V.2.1. Meet at least once each semester, upon call of the President, or upon the demand of a majority of its voting members. Meetings shall be at such time and place designated. Notice of called meetings shall be provided to all Board members at least five days prior to the meeting.

V.2.2. Direct and control the affairs of the Academy, within the limits of these By-Laws.

V.2.3. Actively promote the purposes of the Academy.

V.2.4. Review proposed programs and recommend those activities that promote the Academy objectives.

V.2.5. Have discretion in the disbursement of Academy funds.

V.2.6. Establish, maintain, and publish Policies and Procedures.

V.2.7. Act on urgent matters on behalf of the Academy when such action must be taken before the next regular meeting of the Academy.

V.3. Two-thirds of the voting members shall constitute a quorum at any Board meeting. A simple majority of a quorum shall constitute a decision.

V.4. A vacancy in an Academy office occurring between elections shall be filled by a ballot vote of the Board. A simple majority of the quorum is required.

ARTICLE VI: DUTIES OF THE OFFICERS

VI.1. The President shall:

- VI.1.1. Serve a one-year term, but may be elected for additional, non-successive terms.
- VI.1.2. Preside at all meetings of the Academy and its Board.
- VI.1.3. Serve as an ex officio member of all committees.
- VI.1.4. Actively promote the mission of the Academy.
- VI.1.5. Serve as the principal liaison with the administrative staff of Wesleyan College.

The President-elect shall:

- VI.2.1. Serve a one-year term and prepare to assume the office of President.
- VI.2.2. Perform the duties of the President in his/her absence.
- VI.2.3. Nominate the members of the Nominating committee and guide its activities in an ex officio capacity.
- VI.2.4. Accept assignments delegated by the President, including collaboration with designated committees in an ex officio capacity.

VI.3. The Immediate Past-President shall:

- VI.3.1. Serve a one-year term immediately following the term as President.
- VI.3.2. Accept assignments delegated by the President, including collaboration with designated committees in an ex officio capacity.
- VI.3.3. Serve as Chairperson of the Nominating Committee.

The Secretary shall:

- VI.4.1. Serve a one-year term but may be re-elected for additional terms.
- VI.4.2. Record and file minutes of all meetings of the Academy and its Board.
- VI.4.3. Maintain a written record of the policies and procedures of the Academy, as established by the Board.
- VI.4.4. Receive and reply to all correspondence, as directed by the President.
- VI.4.5. Preserve all records and letters of value to the organization and its officers in a permanent file.
- VI.4.6. Transfer all files to the successor, upon completion of the term of office.

The Treasurer is also the Treasurer of Wesleyan College and shall:

- VI.5.1. Monitor disbursements from the Wesleyan operating account on behalf of the Academy and report the fund balances at each regular Board meeting.
- VI.5.2. File an annual report of income and disbursements at the final Board Meeting of the fiscal year.

ARTICLE VII: STANDING COMMITTEES

The Standing committees of the Academy shall be Curriculum, Finance, Public Relations, and Membership.

- VII.1. Chairpersons of Standing committees shall be elected by the Academy membership for a one-year term and may be re-elected to additional terms. The Curriculum Chairperson may be re-elected for successive terms in the event the position of Chairperson-elect is vacant. However, in the event there is a Curriculum Chairperson-elect, the incumbent Curriculum Chairperson-elect becomes the Curriculum Chairperson and a new Curriculum Chairperson-elect is elected annually.
- VII.2. The Curriculum committee may include but not be limited to the following subcommittees: Programs, Special Events, and Short Courses. The Curriculum Chairperson is aided by the Curriculum Chairperson-elect who assists the Chairperson during the current year while also formulating plans for programs, field trips and short courses for the following year.
- VII.3. The Finance Committee shall include the College Treasurer and at least three members of the Academy/, one of whom will be the Chairperson. The function of the Finance Committee is to

propose a budget for the following fiscal year. The budget will be submitted to the Board at the final Board meeting of the current fiscal year.

- VII.4. The Public Relations committee shall include but not be limited to the following Subcommittees: Publications, *The WALL*, and Media Relations.
- VII.5. The Membership committee shall promote and encourage membership in the Academy.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- VIII.1. The Nominating Committee shall consist of one or more members of the Academy and the Immediate Past-President.
- VIII.2. The Immediate Past-President shall serve as the Chairperson of the Nominating Committee.
- VIII.3. A slate of officer candidates shall be presented to the Board of Directors by the Nominating Committee Chairperson at the April Board meeting. The slate shall provide one or more nominees for each position. The slate of candidates shall be announced in advance of the election.
- VIII.4. An election shall be held at a General Membership Program/Business meeting in May, following a request for nominations from the floor. If none, the Academy membership elects by acclamation. Otherwise, a paper ballot will be required.
- VIII.5. New officers will assume their duties July 1.

ARTICLE IX: MEETINGS OF THE ACADEMY

The Board will schedule Program and/or Business meetings as appropriate September through May of each academic year. The date for such meetings will be established by the Board. All such meetings shall be announced in *the WALL*. A welcoming meeting will be held in August or September and a meeting for the election of officers in May.

Article X: WALL Scholarship, revised 12/6/2022 & 12/8/2023

Annual Scholarship Awards: When sufficient funds are available, as determined by the WALL Finance Committee and the College Treasurer. WALL shall provide two \$2,000 need-based scholarships, one to a Wesleyan College rising senior and the other to an undergraduate who are selected by the Financial Aid Office. The scholarships will be funded by notifying the WALL Coordinator in March of each year to arrange for the donation of 4,000 to Wesleyan College from the Fund balance held in the WALL bank account.

ARTICLE XI: FISCAL YEAR

The fiscal year of the Academy shall follow the fiscal year of Wesleyan College, July 1 to June 30.

ARTICLE XII: AMENDMENTS

These By-Laws may be amended at any regular meeting of the Academy by two-thirds of all members present and voting. The proposed amendment(s) shall be made available in writing to all Academy members at least four (4) weeks prior to the vote.

ARTICLE IXII: GOVERNING RULES

The rules contained in Robert's Rules of Order, as from time to time revised, shall govern the Wesleyan Academy for Lifelong Learning in all cases to which they are applicable and in which they are not inconsistent with these By-Laws or any special rules of order the Academy may adopt.

***Revised per General Meeting of May 23, 2017
Revised May 26, 2018, and approved Dec. 10, 2018***