

ENCORE BY-LAWS
Amended July 2017

ARTICLE I

The name of the organization shall be ENCORE, an acronym for Exploring New Concepts of Retirement Education. It is sponsored and partially supported by Clatsop Community College (referred to herein as "CCC") as a program and community service for adults aged 50 and over. ENCORE's parliamentary procedures are based on *Robert's Rules of Order*.

ARTICLE II - PURPOSE

The purpose of the organization shall be to foster the interests of members in continuing education and to provide opportunities for members in study, discussion, fellowship, and leadership and to become a dynamic learning-in-retirement organization. The organization is member-supported in that members are expected to share in leading the organization, making decisions about curriculum, fellowship, trips and budget.

ARTICLE III - MEMBERSHIP

Membership shall be open to all persons aged 50 and over upon receipt of annual dues. All ENCORE members are volunteers who donate their time for the benefit of the organization and are not paid for their services. Membership is required for enrollment in classes. The membership year shall begin September 1 and end August 31 of the following year.

A. Dues are established by the Board.

- a) Persons joining from July 1 to December 31 of each year are entitled to membership through August 31 of the following year at the one-year rate of membership.
- b) Persons joining from January 1 to June 30 of the year are entitled to membership through August 31 of that year at dues of half the rate of full-year membership.

B. Guest Privileges.

- a) A non-member may attend any two class sessions as a guest.

b) After two such guest visits, if the non-member wishes to continue attending classes, membership is required through payment of the appropriate dues.

C. Refunds.

a) Membership dues will be refunded only when requested within two weeks of payment.

b) No refunds will be allowed after two weeks except in extreme or unusual situations, the merits of which shall be judged by a special committee comprised of the President, the Vice President, and the Chair of the Membership Committee.

D. Gift Membership.

a) The ENCORE Board and Committee Chairs may award a Gift Membership to individuals who have demonstrated exceptional dedication and commitment to ENCORE by teaching or otherwise contributing to further the mission of the organization.

b) Gift Memberships are good only for the membership year following the award and are not transferable.

c) Recommendations of eligible individuals, along with an account of their ENCORE related activities, should be submitted by the chairpersons of the individual committees to the Board no later than one month before the Annual General Membership Meeting. The Board will make the final selections.

ARTICLE IV - FISCAL YEAR

The fiscal year shall be July 1 to June 30.

ARTICLE V - BOARD

A. The Board shall consist of eight members. The President, Vice President, Treasurer, and Secretary shall be elected from the general membership at the Annual General Membership Meeting. Also, the immediate Past President shall be a member of the Board. Additional Board members shall be the committee-elected chairs from Curriculum Committee, Membership Committee, and Trip Committee. CCC shall appoint an ex-officio liaison member to serve on the Board. The CCC liaison is a non-voting member. All other Board members will have equal voting rights.

B. The Board positions of President, Vice President, Secretary, and Treasurer shall be elected at the Annual General Membership Meeting. Terms of office shall be July 1 to June 30.

- C. Officers shall be elected for a term of one year. After completion of the one year term, an officer can stand for reelection for no more than two additional years.
- D. The Board shall meet monthly. Special meetings may be called by the President, the CCC liaison, or any four (4) Board members upon notification of all Board members. The secretary shall record the names of those present at all meetings. A quorum shall consist of a minimum of four (4) members in attendance at any meeting.
- E. The Board is responsible for all financial and administrative decisions for ENCORE.
- F. Board meetings are open to all of the membership.

ARTICLE VI - OFFICERS

- A. The officers of the Board shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President.
- B. The President shall preside at all Board meetings and perform all such duties as are usually undertaken by a presiding officer. The President shall be a non-voting member of all committees. The President shall preside over all general membership meetings.
- C. The Vice President shall serve in the absence of the President and perform any other duties assigned by the President.
- D. The Secretary shall take notes at each meeting and prepare written minutes which shall be distributed to the Board and interested members by request prior to the next Board meeting. A copy shall be kept for the archives.
- E. The Treasurer
 - a) The Treasurer shall maintain all financial records, and prepare financial reports for each regularly scheduled Board meeting and Annual General Membership Meetings.
 - c) The treasurer shall work with the ENCORE Board in submitting annual budgets and amendments as needed.
- F. Any office of an elected officer that becomes open mid-term may be filled by the Board by appointment until the next Annual General Membership Meeting.

ARTICLE VII - COMMITTEES

- A. The standing committees shall be the Curriculum, Membership and Trip Committees. They derive their members from ENCORE members who are interested in the respective tasks of the standing committees. The chairs of these committees are elected annually among the members of each committee and will be Board members. Committee Chairs will not be subjected to term limits.
- B. The Curriculum Committee shall plan appropriate courses for each program term to support and advance the educational goals of ENCORE.
- C. The Membership Committee shall recruit and promote retention of members
- D. The Trip Committee shall organize and administer all trips, ensuring that trips have an academic component.
- E. An ad hoc Nominating Committee of three or five persons shall be established annually by the Board. The committee shall recommend a slate of nominees to the Board for the upcoming election of officers at the Annual General Membership Meeting. The Nominating Committee may submit to the Board more than one candidate for any of the offices. Members of the Nominating Committee shall not be eligible for election to the Board. In cases where such members wish to be nominated, they must resign from the Nominating Committee. In order to maintain the odd number requirement of the membership, the president shall immediately appoint (a) substitute member(s).
- F. Additional ad hoc committees may be established by the Board as needed.
- G. Each committee Chairperson shall maintain the committee records book and transmit it to the next Committee Chair.

ARTICLE VIII - MEETINGS

- A. The Annual General Membership Meeting shall be held not later than the 15th of June of each year.
- B. Notice of the Annual General Membership Meeting date, time, site, and proposed agenda, and financial statements to include a proposed annual operating budget shall be mailed to the membership at least two weeks prior to the meeting.
- C. Other meetings of the membership may be called by the Board, as needed.

ARTICLE IX - BUDGETS

- A. The Board shall prepare an annual operating budget to be approved by members at the Annual General Membership Meeting.
- B. Each of the standing committees shall submit its proposed annual budget to the Board for approval no later than the last Board meeting before the Annual General Membership Meeting.
- C. Each of the standing committees shall manage its own annual committee budget.

ARTICLE X - CHANGES AND REVISIONS

Bylaws may be amended upon recommendation of the Board to the membership at the Annual General Membership Meetings and with an affirmative vote of the majority of members present.

ARTICLE XI- DISSOLUTION

In the event of dissolution or liquidation of ENCORE, and after payment of all liabilities, remaining assets shall be distributed to the CCC (Scholarship) Foundation.