

Wabash Area Lifetime Learning Association, Inc.

MISSION STATEMENT

The mission of the Wabash Area Lifetime Learning Association, Inc. (WALLA) is to offer intellectual, cultural, and social opportunities for individuals 50 years of age and older.

BY-LAWS

ARTICLE I - NAME

The name of the organization shall be Wabash Area Lifetime Learning Association, Inc. (WALLA). It is affiliated with the Road Scholar program and Purdue Office of Engagement.

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 – PARTICIPANTS

1. Participation shall be open to persons 50 years of age and older. There are no other prerequisites.
2. The WALLA participation year shall run from May 1 through April 30 of the following year.
3. The Board of Directors shall establish class registration fees for participants.
4. Participants have the following benefits: attending classes, participating in special events, becoming a member of the Board of Directors, serving on committees, and voting at the Annual Meeting.
5. A special participants' meeting may be called upon written request to the President by ten active participants in which the reason for the special meeting is clearly stated and justified. Active participant is defined as someone who has engaged in trips or classes within the last two years or four sessions.

ARTICLE IV- BOARD OF DIRECTORS (Board)

1. The governing body shall be a 20-member volunteer Board, elected by the participants at the Annual Meeting. Members of the Board will serve for three-year terms on a rotating basis, but not to exceed two consecutive three-year terms. In addition, if the Past President's term has ended, the past president shall serve one year as an ex-officio member with vote. A representative from Purdue's Office of Engagement shall serve as ex-officio member of the Board without vote. Other ex-Officio members may be appointed as appropriate.
2. The Board shall establish policies, institute programs and activities, and be responsive to the wishes and needs of the members.
3. 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.
4. 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.
5. 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.
6. The President shall appoint a WALLA participant to complete an unexpired term should a vacancy occur.
 7. All regular Board meetings shall be open to any WALLA participants in good standing. No voting privileges are implied.

ARTICLE V - EXECUTIVE COMMITTEE OF THE BOARD

The Executive Committee shall consist of the officers of the Board, the immediate Past President, and the liaison from Purdue Extended Campus.

The Executive Committee shall:

1. Establish the time of meetings
2. Meet prior to each Board meeting
3. Handle matters needing immediate attention
4. Keep abreast of the overall status of WALLA and make recommendations to the Board

ARTICLE VI - OFFICERS OF THE BOARD

The President shall:

1. Prepare the agenda for and preside at all Executive Committee meetings, Board meetings
2. Appoint chairs of all standing committees and other committees that may be established
3. Appoint a chair of the Board Development Committee which, at the Annual Meeting, shall present a slate of nominees for election to the Board for the ensuing year
4. Appoint a chair of the Officer Nominating Committee. The committee shall consist of active past presidents 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
5. Appoint Ad Hoc committees as needed and appoint replacements for unexpired terms, in consultation with of the chair of Board Development, should a vacancy occur
6. Appoint replacement(s) for officers during the course of the year if such action is needed, as directed by the Board
7. Appoint an historian to maintain a permanent history of WALLA's activities and programs
8. Call special meetings of the Board when necessary
9. Call a special Annual meeting, when necessary, the purpose of which shall be stated in the call. A two-week notification shall be given prior to the meeting.
10. Serve as an ex-officio member of all standing committees except the Executive Committee, which the President chairs
11. Ensure that a coordinated program for the ensuing year, including classes, projects, and activities, be developed and provided for participants.

The Vice President shall:

1. Assist the President in the performance of his or her duties
2. In the absence of the President, perform all the functions of the President
3. Be responsible for organizing the Annual Meeting

4. Be responsible for new board member orientation.

The Secretary shall:

1. Record and distribute minutes of Executive and Board meetings
2. Carry out correspondence as directed by the President
3. Notify appropriate personnel of all Executive and Board meetings
4. Maintain a list of Board members, including phone numbers and email addresses
5. Maintain copies of all official records relating to WALLA.

The Treasurer shall:

1. Manage WALLA funds with the approval of the Board
2. Work with the Purdue Office of Engagement liaison, as appropriate, in matters relating to finances
3. Prepare and submit a financial report at Board meetings, the Annual Meeting and other meetings, as requested by the President.

ARTICLE VII- STANDING COMMITTEES

Committee chairs are appointed by the President and should be prepared to report monthly to the board and submit an annual report.

Finance and Budget Committee shall:

1. Prepare an annual budget, in consultation with appropriate committees and persons, for approval by the Board
2. Engage in long range financial planning
3. Review all contracts and other financial obligations entered into by WALLA.
4. Review the financial transactions consummated by the treasurer on an annual basis
5. Submit an annual audit to the Board for inclusion in the Annual Report.

Curriculum Committee shall:

1. Identify and be responsive to curriculum interests of participants
2. Plan and carry out the curriculum
3. Provide the Publicity Committee with appropriate information
4. Evaluate and make changes, as needed, in the curriculum
5. Determine the needs and reserve classroom space accordingly
6. Oversee classroom use by fall and spring luncheon activities
7. Submit an annual budget to the Finance and Budget Committee.

Special Events Committee shall:

1. Plan and provide social and recreational events
2. Be responsible for hosts and hostesses and for refreshments, as appropriate
3. Submit an annual budget to the Finance and Budget Committee.

Publicity Committee shall:

1. Prepare and disseminate information, supplied by committees, concerning the purpose and programs of WALLA to potential participants, supporting groups, and the general public
2. Prepare a bi-monthly newsletter to be mailed to participants and posted on the WALLA Web site
3. Prepare additional publications as appropriate
4. Submit an annual budget to the Finance and Budget Committee.

Programming Committee shall:

1. Oversee the development, organization, and implementation of all WALLA learning and enrichment activities that normally occur outside the traditional fall and spring WALLA semesters
2. Monitor program planning expenses to be reimbursed
3. Work in parallel and coordinate activities with the standing Curriculum Committee
4. Submit an annual budget to the Finance and Budget Committee.

Audio Visual/Technology Committee shall:

1. Purchase, or otherwise acquire, with Board approval, AV equipment and supplies to accommodate the needs of WALLA courses and programs
2. Develop and provide training for new committee members in the setup and operation of AV equipment for WALLA programs and events
3. Maintain an AV equipment inventory record in the WALLA office
4. Submit an annual budget to the Finance and Budget Committee
5. Act as advisors to any committee needing assistance with technology.

Office Advisory Committee shall:

1. Maintain office volunteer schedule
2. Maintain the WALLA database that includes historical data of participation, and paper and digital copies of WALLA newsletters
3. Maintain office supply needs
4. Participate in the upkeep of the office organization, attractiveness and cleanliness
5. Submit an annual budget to the Finance and Budget Committee.

ARTICLE VIII- ANNUAL MEETING

1. The Vice President shall determine the date of the WALLA Annual Meeting.
2. Those present shall constitute a quorum.
3. The Board of Directors shall be elected at the Annual Meeting.

ARTICLE IX-AMENDMENTS

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

ARTICLE X-PARLIAMENTARY AUTHORITY

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