

# By-Laws

## Peer Learning Partnership at Anne Arundel Community College

(As amended by the PLP membership on September 19, 2008 and June 12, 2009)

### Article I. Name of the Organization

The name of the organization shall be the Peer Learning Partnership at Anne Arundel Community College, hereinafter referred to as the PLP.

### Article II. Purpose

The purpose of the PLP is to operate as a self-governing organization which offers opportunities for lifelong learning, cultural and intellectual enrichment, and social interaction for adults. It uses the expertise and talents of its members in the teaching/facilitating of subjects and other activities recommended by its members and approved by the Board of Directors.

### Article III. Membership

Section 1. Membership is open to any adult without regard to race, creed, color, national origin, or disability.

Section 2. No previous educational experience is required as a prerequisite for membership.

Section 3. Requirements for membership include an interest in a continuing learning experience, support of the program through participation, and the payment of established dues and course fees.

### Article IV. Membership Meetings

There will be at least one annual general membership meeting of the PLP in each calendar year. Additional general membership meetings of the PLP may be called at any time by the Board of Directors of the PLP upon 15-days prior notice. Fifteen percent (15%) of PLP members (as defined in Article III above) shall constitute a quorum at any membership meeting.

### Article V. Dues and Fees

PLP dues and course fees shall be established by the Board of Directors upon recommendation by the Treasurer. Dues and course fees shall be reviewed at least annually by the Board.

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## Article VI. Board of Directors and Officers

The officers of the PLP shall consist of the following, all to be elected for two-year terms at annual general meetings of the membership:

- \* President
- \* Vice-President
- \* Secretary
- \* Treasurer

In addition to the officers, chairpersons of the PLP's standing committees and up to three members at large shall serve on the Board of Directors. Five members of the Board shall constitute a quorum at any Board of Directors meeting. Meetings of the Board may be called at any time by the President, but shall take place at least quarterly. All members of the PLP may attend Board meetings.

At the general membership meeting of the PLP membership, at which these by-laws shall be approved, the President, Secretary, and one at-large member shall be elected for a two-year term, while the Vice-President, Treasurer and any other at-large Directors shall be elected for a one-year term. Thereafter, all Officers and Directors shall be elected for two-year terms as specified in the first paragraph of this Article.

The Board of Directors shall have power to:

- Generally supervise the affairs of the PLP,
- Establish standing committees and/or *ad hoc* committees as required,
- Authorize the officers and chairpersons of the standing committees and *ad hoc* committees to take specific action necessary for the current welfare of the PLP,
- Appoint a member of the PLP to fill a vacant position on the Board of Directors.

The AACC staff designee shall be an ex-officio member of the Board without voting privileges.

## Article VII. Committees

Chairpersons of standing committees and/or *ad hoc* committees may be appointed by the President as required to meet the needs of the PLP. Such appointments shall be approved by the Board of Directors.

The standing committees of the PLP are:

- \* Curriculum Committee (CC)
- \* Marketing and Public Relations Committee
- \* Hospitality and Outreach Committee (H&O)
- \* Fridays with Friends Committee (FwF)
- \* Newsletter Committee

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The purposes of the standing committees are:

## **Curriculum Committee**

The Curriculum Committee is responsible for soliciting course proposals and recruiting facilitators from the membership. The committee selects courses, develops a schedule for each semester, and submits these to the Steering Committee (Board of Directors) for approval. The committee also assists facilitators with technical help by arranging for training sessions with the College.

## **Marketing and Public Relations Committee**

The purpose of the Marketing and Public Relations Committee is to retain and expand membership in the PLP by promoting the organization through the following activities:

- \* Developing a strategy to recruit new members and to encourage existing members to renew their membership.
- \* Ensuring that an accurate member database is maintained.
- \* Using media contacts, the Internet, targeted mailings, and AACC's PR resources to reach the general public
- \* Using AACC's PR resources, the Internet, and targeted mailings to reach PLP members, past PLP members, and PLP prospects.
- \* Providing press releases as needed.
- \* Conducting activities necessary to accomplish the committee's purpose.

## **Hospitality and Outreach Committee**

The purpose of the Hospitality and Outreach Committee is to:

- \* Develop a social component that encourages partnership and camaraderie
- \* Meet with new members and encourage their participation in the PLP
- \* Plan and organize and expand social events.
- \* Oversee the publishing of the PLP Newsletter
- \* Coordinate the activities of any clubs sponsored by the PLP.

## **Fridays with Friends Committee**

The Fridays with Friends Committee is responsible for planning and leading discussion groups on Fridays throughout the calendar year. The committee will consist of a chair and group leaders each responsible for a regularly recurring general theme, and other members as appropriate. General themes will be proposed by the committee and approved by the Board of Directors. The committee also assists in locating speakers, technical help with audio/visual equipment and all other assistance as required to promote and conduct an interesting and stimulating set of programs.

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## **Newsletter Committee**

The purpose of the Newsletter Committee is to prepare and publish a newsletter. The newsletter will be published at regular intervals, at least two issues a year. The committee will consist of the editor (chair) and others with the skills or experience to assist with the newsletter. The purpose of the newsletter is to publish information pertaining to the PLP and of interest to a large number of PLP members. Occasional supplements may showcase PLP activities, members, or their work. The newsletter may also be used for recruitment and to present the PLP to the public.

## **Article VIII. Amendments to the By-Laws**

Amendments to the by-laws may be proposed by any three members of the PLP. The Secretary shall send notice of such proposed amendments to all members at least 30 days before the next general membership meeting. A two-thirds vote of all members present shall be necessary for adoption of any amendment to the by-laws.

## **Article IX. Duties of Officers**

The President will preside at meetings and be an ex-officio member of all committees. The President or his/her delegate shall be responsible for managing the relationship with Anne Arundel Community College.

The Vice-President will assist the President and preside at meetings in the absence of the President. In the event that the office of the President becomes vacant, the Vice President shall become President for the unexpired term.

The Secretary will keep an accurate record of all transactions of the PLP, to include the minutes of all general membership and Board of Director meetings. The Secretary shall conduct such correspondence of the Board as may be necessary.

The Treasurer shall be responsible for preparing an annual budget and presenting this to the Board of Directors for approval. In conjunction with the presentation of the annual budget, the Treasurer will be responsible for recommending dues structure and course fees. At least quarterly the Treasurer will present a financial report to the Board detailing the financial condition of the PLP. The Treasurer shall be responsible for ensuring the collection of membership dues and course fees and shall establish appropriate fiscal policies and procedures.