

QUEEN'S INSTITUTE FOR LIFELONG LEARNING

CONSTITUTION

ARTICLE I-NAME

The name of the organization shall be "Queen's Institute for Lifelong Learning", generally known and hereafter called **QUILL**.

ARTICLE II-PURPOSE

QUILL is a non-profit organization, associated with Queen's University, to encourage continuing education of the adult community by providing forums for participatory group study of topics chosen by its members.

ARTICLE III-MEMBERSHIP

Membership is open to all adults sympathetic to the aims implied by the name and to the purpose stated above regardless of age, residence or prior formal education, subject to the payment of the fees set by the Council.

ARTICLE IV-QUILL COUNCIL

a) **QUILL** will be managed by a Council composed of five Officers and the Chairs of the Standing Committees. The Officers shall be: Queen's Program Liaison, President, Past President, Secretary and Treasurer. The Standing Committees shall be: Sunday Program, Weekday Programs, Membership, Archivist and Publicity.

In addition, members-at-large may be elected to Council.

b) A Nominating Committee of 3 members shall be appointed by Council. Nominations for Council will be received by the Nominating Committee Those nominated must have agreed three weeks before the date of the Annual General Meeting to let their names be put forward.

c) Vacancies in the Council, that occur between Annual General Meetings, may be filled by appointment by Council to serve until the next Annual General Meeting. Members-at-large may also be appointed at any time by Council to serve until the next Annual General Meeting.

ARTICLE V-MEETINGS

a) The Annual General Meeting will be held immediately following the final Sunday lecture of the winter session or at such other time and location as determined by the Council.

b) Special General Meetings may be called by Council and must be called on written request signed by ten members.

c) Notice of Special General Meetings must be emailed to members and posted on the QUILL website fifteen days before the event. Notices will include the reason for the meeting and the agenda. Copies of reports from the officers and committee chairs as befits the meeting purpose will be available for the members at the meeting.

ARTICLE VI- RULES OF ORDER AND QUORUMS

a) The conduct of all meetings shall be governed by “Call To Order – Meeting Rules and Procedures for Non-Profit Organizations” by H. Perry : Big Bay Publishing, Owen Sound, Ontario.

b) A quorum of all general meetings shall be at least ten members, and for Council meetings, one-half of the members.

ARTICLE VII – AUDITORS & FINANCE

a) The finances will be reviewed for the Annual General Meeting by an appropriate committee appointed by the Council.

b) Signing authority for cheques shall be any two of the Treasurer, the President and one additional designated member of Council, chosen by Council. Amounts under \$200 may be authorized by the President; greater amounts require Council approval.

c) The fiscal Year shall be from April 1 to March 31 the following year.

ARTICLE VIII-CHANGES TO THIS CONSTITUTION

Changes to this Constitution require a two-thirds majority vote of those present at the Annual General Meeting or Special General Meeting.

ARTICLE IX- WIND-UP

On wind-up of QUILL for any reason, remaining assets will be donated to Queen’s University in support of lifelong learning programming.

BY-LAWS

BY-LAW I – DUTIES OF OFFICERS

The term of office for each position shall be two years. An officer may stand for re-election or acclamation to additional two year terms without limit.

PRESIDENT

- a) Provides leadership and guidance to the QUILL Council, its Officers and Committee Chairs to ensure timely compliance with their mandates; chairs meetings and prepares agendas; updates the QUILL website weekly with reminders of and updates to scheduled QUILL events.**
- b) Serves as an ex-officio member of all committees except the Nominating Committee.**
- c) Represents and speaks for QUILL to other organizations and advocates for QUILL within Queen's University.**
- d) Reports to the Council on actions taken by the President and prepares a written report for the Annual General Meeting.**

QUEEN'S PROGRAM LIAISON

- a) Acts as the main communication link between Queen's University and QUILL.**
- b) Provides advice and assistance with the content and presentation of the Programs.**

PAST PRESIDENT

Provides continuity and information from the Council of previous years.

SECRETARY

- a) Records the minutes of the meetings and distributes copies to the members in advance of the next meeting along with the notice of that meeting and its draft agenda.**
- b) Handles Council correspondence, including email inquiries, and maintains QUILL files.**
- c) Oversees the updating of the QUILL website and the preparation of the brochure at the beginning of each term;**

TREASURER

- a) Receives and disburses QUILL funds and records each transaction.**
- b) Issues cheques as requested by either the President, when the amount is within the authority of that office, or by the Council for larger amounts.**

c) Reports to Council a summary of transactions and month-end balance and prepares an annual statement for inclusion in the annual report by Council to the AGM.

d) In collaboration with other members of the Council, provides Council with an annual budget showing expected revenue and expenses and calculates the membership fee for the coming year.

BY-LAW II – STANDING COMMITTEES - TERMS OF REFERENCE

SUNDAY PROGRAM COMMITTEE

Prepares for Council approval, with the assistance of Council as a whole, a program of lectures for each semester, identifying dates, location, and ensures that speakers have been notified, have confirmed these dates, locations and timing.

Liaises with each arranged speaker to ensure any required equipment is available and operative. Gathers biographical information for the speaker; introduces and expresses thanks to the speaker.

WEEKDAY PROGRAMS

Coordinates the various lectures and programs to ensure that they have space reserved, there is no overlap between them and that program descriptions are included in the overall printed program and in QUILL publicity.

MEMBERSHIP

a) Strives to maintain and increase membership and participation in QUILL.

b) Keeps membership statistics and is charged with maintaining the data base.

ARCHIVIST

a) Keeps archives up to date and places material relevant to QUILL in the university archives.

PUBLICITY

a) Keeps QUILL's name in the public eye so as to increase participation in its program.

b) Composes public service announcements and other material concerning QUILL and its programs and disseminates it to appropriate print, audio and video media and selected bulletin boards in the area.

c) Reports to the Council and provides a written report for the AGM.