

**CIRCLE OF SCHOLARS BY-LAWS  
AS AMENDED AND ADOPTED JUNE 2009**

**ARTICLE I – NAME**

The name of the organization shall be The Salve Regina University Circle of Scholars. It shall be affiliated with the Elderhostel Institute Network. It is sponsored by Salve Regina University in Newport, Rhode Island.

**ARTICLE II – PURPOSE**

The purpose of the Circle shall be:

1. To foster the interests of the members in continuing education on a non-credit basis.
2. To promote quality programs for its members.
3. To provide opportunities for members with common interests to follow those interests.
4. To encourage member participation in study and discussion.

**ARTICLE III – MEMBERSHIP**

Membership shall be open to all adults age 50 or over upon payment of membership fees.

**ARTICLE IV – FISCAL YEAR**

The fiscal year shall be July 1 to June 30.

**ARTICLE V – OFFICERS**

The officers shall be President, Vice President and Secretary.

1. Officers shall be elected from the membership at the annual meeting. Terms of office are for two years.
2. The Vice President may succeed the President at the end of the two-year term.
3. Vacancies which may occur shall be filled by the Executive Committee for the remainder of the term.

**ARTICLE VI – COMMITTEES**

All activities of the Circle will be under the supervision of one of the following committees:

1. The Executive Committee will consist of the elected officers, the immediate past president, the Chairperson of the Curriculum Committee and one non-voting Salve Regina University representative appointed by the University's President. Chairs of other committees will attend Executive Committee meetings as required.
2. There are four other committees: Curriculum, Membership, Public Relations and Nominating. On each committee there is a chairperson appointed by the Executive Committee and any number of members selected by the committee chairperson to include a Secretary to take minutes and to keep committee records. The term for a member of a committee shall be three years. The chair of each committee will keep a record of the appointment and end of terms dates of members of his/her committee. Terms of members should be staggered so as to retain continuity of experience. The chair may reappoint members as necessary to retain expertise. The President and Vice President shall be ex-officio, non-voting members of the Curriculum Committee.
3. The Membership Committee and Public Relations Committee will be activated by the Executive Committee as needed and when so activated their responsibilities will be enumerated in Article VII below.
4. Nominating Committee: At least six weeks prior to the end of the President's term of office, he or she will appoint three members of the Circle to serve on the Ad Hoc Nominating Committee. They will prepare a slate of officers to be presented and voted upon at the annual meeting. The President may be a member of this committee.
5. Such other committees as the Executive Committee deems necessary on an ad hoc basis.

## ARTICLE VII – COMMITTEE RESPONSIBILITIES

1. The Executive Committee shall:
  - a. Provide leadership for the Circle and be responsible to the needs of the members.
  - b. Provide the connecting link between the Circle and Salve Regina University and ensure compatibility between the Circle's needs and requirements and the University's available resources and facilities.
  - c. The President shall present a financial report at the annual meeting.
  - d. After review by the Executive Board, all records and documents generated by each committee plus minutes of all meetings will be maintained by the President.
2. The Curriculum Committee shall:
  - a. Plan seminars, events and programs for members in response to their interests.
  - b. Find the facilitators for the recommended seminars each semester.
  - c. Present the committee's recommendations for seminars, events and programs to the Executive Committee for review.

- d. Prepare and present the draft copy for the bulletin announcing semester seminars to the Executive Committee for review.
3. The Membership Committee shall:
    - a. Recruit new members and be a resource for new members to learn about the Circle and its activities.
    - b. Conduct membership surveys to, inter alia, solicit course suggestions and recruit seminar facilitators.
    - c. Approach former members to renew their memberships.
  4. The Public Relations Committee shall:
    - a. Inform the public and the University community of the Circle's purpose and scheduled seminars, events and programs.
    - b. Be responsible for distributing Circle literature throughout the community.
    - c. Submit all copy for newspaper articles to the Circle liaison, a member of the University staff, for processing.

#### ARTICLE VIII – MEETINGS

1. The annual meeting shall be held during May or June at which time officers shall be elected.
2. Other meetings of the membership may be called by the Executive Committee as needed.
3. The Executive Committee shall meet at least quarterly.
4. Chairpersons of the committees will meet their members whenever necessary.
5. Roberts Rules Revised shall govern the conduct of the annual meeting.

#### ARTICLE IX – FEES

1. Membership and registration fees will be set by the Executive Committee.
2. New members joining the Circle after the fall session will join for 50% of the Membership Fee.
3. To be eligible to take a seminar, an individual must have paid both the course registration and membership fees.
4. In the event The Circle of Scholars ceases to function any remaining funds will be transferred to the sponsoring institution.

#### ARTICLE X – ADMENDMENTS

These by-laws may be amended by a two-thirds vote of the membership present at the annual meeting provided that all members are sent notification of proposed changes at least two weeks prior.