

**CIRCLE OF SCHOLARS BY-LAWS
AS AMENDED AND ADOPTED MARCH 2013**

ARTICLE I – NAME

The name of the organization shall be The Salve Regina University Circle of Scholars.

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 a variety of 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 an annual membership fee.

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 officer's term.

ARTICLE VI – COMMITTEES

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

1. The Executive Committee will consist of the elected officers, the immediate past president, the Chairperson of the Curriculum Committee and the Salve Regina

- University program coordinator appointed by the University's President. Chairs of other committees will attend Executive Committee meetings as required, but will not be voting members of the Committee.
2. The Curriculum Committee will have a chairperson appointed by the Executive Committee with a term of office corresponding to that of the president, and any number of members selected by the chairperson. The Curriculum Committee chairperson shall keep such records as necessary. Members of the Curriculum Committee shall serve at the pleasure of the chairperson, who will keep a record of the appointment and end of terms dates of members of his/her committee. The President, Vice President and Salve Regina University program coordinator shall be ex-officio, non-voting members of the Curriculum Committee.
 3. 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.
 4. The Executive Committee may appoint such other committees as it 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 of the Circle's needs and requirements and the University's available resources and facilities.
 - c. After review by the Executive Committee, all records and documents generated by each committee, including minutes of all Executive Committee meetings, will be maintained by the President. A copy will be kept by the Circle of Scholars program coordinator and forwarded to Archives.
2. The Curriculum Committee shall:
 - a. Plan seminars, events and programs for members in response to their interests.
 - b. Select facilitators for the recommended seminars each semester and evaluate facilitators' performance.
 - c. Present the committee's recommendations for seminars, events and programs to the Executive Committee to review and approve.
 - d. Prepare and present the draft copy for the bulletin announcing semester seminars to the Executive Committee for review.

ARTICLE VIII – MEETINGS

1. The annual meeting shall be held during May or June. At meetings in odd numbered years, 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 with their members whenever necessary.
5. Rules of fairness shall govern the conduct of the annual meeting.

ARTICLE IX – FEES

1. Membership and registration fees will be set by the Executive Committee in consultation with and with the concurrence of Salve Regina University.
2. The fee for new members joining the Circle after the fall session will be 50% of the Annual Membership Fee.
3. To be eligible to take a seminar, an individual must have paid both the course registration and membership fees.

ARTICLE X – AMENDMENTS

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 thereto.