

# ACADIA LIFELONG LEARNING CENTRE

## ADVISORY BOARD OPERATING GUIDELINES

(As at September 21, 2017)

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**1. NAME**

The Organization shall be known as the Acadia Lifelong Learning Centre, hereafter referred to as the Centre.

**2. PURPOSE**

Administered by Open Acadia, and under the direction of the Centre’s Board with significant input from the Centre’s membership, the Centre provides educational opportunities for adults.

**3. OBJECTIVES**

The objectives of the Centre are:

- 3.1. to share the intellectual and cultural resources of Acadia University with the community;
- 3.2. to enrich the lives of adults in the community by providing opportunities for intellectual stimulation through courses, lectures, workshops, and other programs; and,
- 3.3. to provide a mechanism for providing meaningful lifelong learning opportunities.

**4. DEFINITIONS**

- 4.1. “Centre” means Acadia Lifelong Learning Centre.
- 4.2. “Board” means the Advisory Board of the Acadia Lifelong Learning Centre.
- 4.3. “Member” means any individual who has paid their annual membership fee.
- 4.4. “Open Acadia” refers to the organizational and administrative structure within Acadia University that offers flexible programming and learning opportunities to Acadia students and the greater community

**5. MEMBERSHIP**

- 5.1. All persons who support the objectives of the Centre are eligible for membership in the Centre.
- 5.2. Membership in the Centre requires the payment of an annual membership fee, the amount of which shall be as determined from time to time by Open Acadia.

- 5.3. The membership period runs from August 1 of one year to July 31 of the following year.
- 5.4. Membership fees paid after August 1 shall not be pro-rated.
- 5.5. Membership is not transferable.
- 5.6. Notwithstanding subsections 5.1 to 5.5, and subject to the payment of the appropriate course fee, anyone is able to enroll in courses available through the Centre calendar.

## **6. OPERATING PRINCIPLES**

- 6.1. Fee-based Centre courses shall be self-funded.
- 6.2. Fees for fee-based Centre courses shall be established by Open Acadia upon advice from the Board.
- 6.3. Centre Courses shall not knowingly duplicate courses offered elsewhere in the local community.

## **7. MEMBERSHIP PRIVILEGES**

Members of the Centre are entitled to the following:

- 7.1. participation in Centre activities, some of which may be subject to the payment of additional fees;
- 7.2. reduction in course fees;
- 7.3. attendance and voting at any meeting of the Centre membership;
- 7.4. Board membership and Board officer eligibility;
- 7.5. Acadia University credit course auditing, provided that such Members have reached the age of 50; and,
- 7.6. other privileges as determined from time to time.

## **8. THE BOARD OF THE CENTRE**

- 8.1. Board members shall serve without remuneration.
- 8.2. Only Members shall be eligible for election to the Board.

- 8.3. The number of elected Board Members shall not be more than twelve (12) and no fewer than six (6).
- 8.4. Board Members are elected for a term of three (3) years.
- 8.5. Notwithstanding Section 8.4, a Board member's initial term may be fewer than three (3) years in order to ensure operational continuity and retention of 'corporate memory' through staggered Board Member turnover.
- 8.6. Elections of new Board Members shall take place at the Annual General Meeting.
- 8.7. The Board will, no fewer than 30 days before the Annual General Meeting where new Board members are to be elected, invite nominations from Members who are willing and able to serve as Board Members.
- 8.8. A Board Member may be removed from the Board by a resolution of the Board.
- 8.9. If a Board Member seat is vacated, another Member may be invited to join the Board to fill this vacancy until the following Annual General Meeting
- 8.10. Meetings of the Board shall be held as often as the business of the Centre may require, but no fewer than six (6) times per year, and shall be called by the Chair with reasonable notice.
- 8.11. A Board quorum shall be one half (1/2) of Board members.

## **9. OFFICERS**

The following officers shall be elected by the Board at the first Board meeting following the Annual General Meeting:

- 9.1. Chair
- 9.2. Vice Chair
- 9.3. Secretary

## **10. DUTIES OF OFFICERS**

The duties of the Officers shall be as follows:

- 10.1. The Chair shall:
  - 10.1.1. prepare and circulate the agenda in advance of each Board meeting;

- 10.1.2. chair meetings and facilitate the efficient conduct of business and effective participation of all those present;
  - 10.1.3. not normally vote, unless such a vote is necessary to break a tie vote;
  - 10.1.4. ensure compliance with these Centre Operating Guidelines;
  - 10.1.5. be an ex officio member of every working committee;
  - 10.1.6. communicate with Open Acadia staff, Board Members, and others, between meetings as necessary; and,
  - 10.1.7. be spokesperson for the Board as necessary.
- 10.2. The Vice Chair shall:
- 10.2.1. stand in for the Chair as necessary.
- 10.3. The Secretary shall:
- 10.3.1. take minutes at Board meetings, including Special and Annual General Meetings, recording Board member attendance and regrets.
  - 10.3.2. ensure the timely completion of minutes of meetings; and,
  - 10.3.3. ensure the distribution of approved minutes as appropriate.

## **11. COMMITTEES**

- 11.1. The Board shall rely on a permanent Program Committee to advise it on courses, lectures, workshops and other programs and associated faculty and shall identify its Chair and Membership.
- 11.2. The Board may, from time to time, establish any other committee to examine and attend to specific needs of the Centre and shall identify the specific duties and responsibilities as well as the Chair and Members of such committees.
- 11.3. Each Board Member shall assist in the undertaking of activities that support the duties and responsibilities of such committees.
- 11.4. In the event that the Program Committee is the only Committee of the Board it shall be a Committee of the Whole.
- 11.5. Committees shall report about their activities at each meeting of the Board

## **12. PROGRAM COMMITTEE**

The Program Committee shall:

- 12.1. advise the Board on proposed courses, lectures, workshops and other programs and associated faculty and work with Open Acadia staff to ensure their implementation;
- 12.2. work with Open Acadia staff to ensure that all operational details associated with courses, lectures, workshops and other programs are attended to;
- 12.3. provide attendees with feedback questionnaires to gather information on completed courses, lectures, workshops and other programs;
- 12.4. from time to time, solicit recommendations from Members for future courses, lectures, workshops and other programs; and,
- 12.5. work with Open Acadia staff to plan a Fall Potluck.

## **13. MEMBERSHIP MEETINGS**

### **13.1. Procedure**

- 13.1.1. The Chair of the Board shall preside as Chair at every membership meeting.
- 13.1.2. In the event that the Chair is unable to Chair a meeting, the Vice Chair shall do so. If both the Chair and Vice Chair are absent, any other board member may chair a meeting.
- 13.1.3. The Chair of any membership meeting will vote only in the event of a tied vote.

### **13.2. Annual General Meeting**

- 13.2.1. The Annual General Meeting of the Centre shall be held at a time and place of the Board's choosing.
- 13.2.2. Notice of the Annual General Meeting of the Centre shall be communicated to all Members not fewer than fourteen days prior to the date of the meeting.
- 13.2.3. The Notice of the Annual General Meeting shall include the agenda for the meeting and a general outline of items to be presented.

13.2.4. No business shall be transacted at the AGM unless a quorum of members is present at the commencement of such business and such quorum shall consist of a minimum of 18 people, including board members

13.2.5. Every member of the Centre shall have one vote and no more. There is no proxy voting.

13.2.6. The order of business at the Annual General Meeting of the Centre shall be set by the Board and shall, at a minimum, include the following:

- review of the minutes of the preceding Annual General Meeting and of any intervening Extraordinary General Meeting;
- business arising out of the minutes;
- report of the Chair;
- reports of Committee Chairs;
- election of Members of the Board for the ensuing year;
- Special Resolutions; and,
- General comments from Members.

### **13.3. Extraordinary General Meeting**

13.3.1. An Extraordinary General Meeting of the Centre may be called by the Chair, by the Board, or by the Director of Open Acadia, at any time.

13.3.2. An Extraordinary General Meeting shall be called by the Chair of the Board if requested in writing to the Chair, including by electronic means, by at least twenty five percent (25%) of the Members.

13.3.3. All other procedures relating to an Extraordinary General Meeting shall be the same as those for an Annual General Meeting.

## **14. REPEAL AND AMENDMENT OF GUIDELINES**

These Guidelines may be repealed or amended by Special Resolution at an Annual General Meeting or Extraordinary General Meeting.