

BYLAWS OF
STIMULATING OPPORTUNITIES AFTER RETIREMENT (SOAR)

Approved July 5, 2001
Amended November 8, 2002
Revised November, 2005
Revised and Approved May 12, 2006
Corrected May 24, 2006

Article I. Name. The name of the organization shall be Stimulating Opportunities After Retirement (SOAR).

Article II. Purpose. SOAR is a non-profit, participatory organization of persons committed to life-long learning. SOAR is dedicated to meeting the intellectual and cultural needs of its members through shared learning experiences.

Article III. Affiliation. SOAR shall be affiliated with the State University College at Potsdam, New York (SUNY Potsdam) and the Elderhostel Institute Network.

Article IV. Board of Directors. There shall be a Board of Directors consisting of no more than fifteen (15) active members. All officers shall be members of the Board. The Chair of SOAR shall be the Chair of the Board of Directors. The Board of Directors shall be the primary policy-setting body. Any unexpired term shall be filled by appointment by the Board of Directors.

Article V. Membership and Dues. Membership shall be open to all persons upon payment of annual dues. The dues shall be fixed by the Board of Directors or by vote of the membership at the annual meeting. There shall be no other qualifications for membership. Members are entitled to participate in any of the classes or programs that are offered. Additional charges may be necessary for some activities.

Article VI. Staff. SOAR shall employ staff as deemed necessary by the Board of Directors. Between meetings of the Board, staff shall report to the Executive Committee.

Article VII. Meetings

Annual Meeting. An annual meeting of the membership shall be held. All active members shall be notified in writing, telephone, or email sent at least two weeks in advance of the Annual Meeting. Prior to issuing the meeting notice, the Executive Committee shall appoint a Nominating Committee of three active members who do not hold office. Officers and other Directors shall be elected at the Annual Meeting. The Annual Meeting quorum shall be ten percent (10%) of the current membership, or 20 members, whichever number is less. A majority of the members present shall be required to make decisions.

Other Meetings of the Membership. Other meetings of the membership may be called by the Board of Directors as needed, or by petition of 10% of the active members. No business shall be conducted unless a quorum consisting of 10% of the members is present, or 20 members, whichever number is less. A majority of the members present shall be required to make decisions. The Board Chair or the Chair's designee shall chair all meetings of the membership.

Board of Directors. The Board of Directors shall meet at least once every quarter. More frequent meetings may be called as necessary. The Board Chair shall preside at all meetings of the Board of Directors. A quorum shall consist of a simple majority.

Committees The Executive Committee shall consist of all elected officers. The SUNY Liaison shall be a non-voting member, ex officio. The Committee shall meet at least quarterly.

Committees. Other committees shall meet as needed, at the call of the respective chairs.

Conduct of Meetings. Roberts Rules of Order, Revised, shall be invoked as needed to govern the conduct of all meetings.

Article VIII. Officers. The Officers of SOAR shall be: Chair, Vice-Chair, Secretary, and Treasurer. The Officers shall serve one-year terms by election of the members at the Annual Meeting. The Chair may serve no more than two consecutive terms. In the event of incapacity or absence, the order of succession shall be as appears above. Any unexpired term shall be filled by appointment by the Board of Directors.

Article IX. Standing Committees. Standing committees of SOAR shall be as follow:

Executive, made up of the Chair, Vice-Chair, Secretary, Treasurer, one member elected at large, and the SUNY Liaison. The Liaison may not vote. No voting member may serve more than six consecutive years on the Executive Committee (limit may consist of any combination of offices).

Curriculum. The membership shall include the Vice-Chair of the Board and at least two members at large not serving on any other committee. The Curriculum Committee shall report to the Executive Committee.

Membership and Publicity. The membership shall include the Secretary and at least two members at large not serving on any other committee. The Membership and Publicity Committee shall report to the Executive Committee.

Administration and Finance. The membership shall include the Treasurer and at least two other members not serving on any other committee. The Administration and Finance Committee shall report to the Executive Committee.

The Chair shall serve ex officio on all committees, but may not vote. Chairpersons of standing committees shall be designated by the

Executive Committee. The committee chairperson shall designate members of the committee.

Article X. Committee Responsibilities.

Executive

1. Approve and coordinate all standing and special committees and committee activities.
2. Maintain liaison with SUNY Potsdam and Elderhostel Institute Network.
3. Staff relations.
4. The Executive Committee may act for the Board of Directors when the Board is unable to take timely action. It may also act between Board meetings on matters that the Board specifically directs it to handle. All policy decisions taken by the Executive Committee will be reported to the Board of Directors when it next convenes, and are subject to the Board's approval.

Curriculum

1. Develop curriculum, including recommending standards for the learning experience.
2. Recruit instructors and study group facilitators.
3. Provide Membership Committee with curriculum promotional material.

Membership and Publicity

1. Promote membership.
2. Keep the community informed of SOAR goals and activities.
3. Provide members with information about programs.

Administration and Finance

1. Make recommendations concerning organizational structure and Bylaws.
2. Prepare annual budgets and long-term financial plans, and recommend annual dues.
3. Be responsible for providing physical facilities for SOAR activities.

4. Maintain membership and financial data.
5. Investigate sources of outside funding.

Article XI. Ad Hoc and Special Committees. The Board Chair, with the consent of the Executive Committee, shall create ad hoc and special committees and name the members.

Article XII. Amendments. These Bylaws may be amended at the Annual Meeting, or other meeting of the membership, by two-thirds vote of the members present.

SOAR\approved bylaws 07-05-2001