

BYLAWS
For
New Knowledge Adventures
An Institute for Learning in Retirement

Idaho State University
Pocatello, Idaho
Revised and Adopted by NKA Membership May 2018

I. NAME

The name of this organization shall be NEW KNOWLEDGE ADVENTURES (NKA) Pocatello, Idaho.

II. PURPOSE

New Knowledge Adventures shall be a participatory and self-directed group which furthers the well-being and intellectual pursuits of its members within the setting of the Idaho State University community.

III. RELATIONSHIP TO ISU

New Knowledge Adventures shall be a membership organization working with Idaho State University's Office of Continuing Education. It shall function in accordance with these Bylaws and any amendments hereto.

IV. MEMBERSHIP

Membership shall be open to all persons 50 years or older and abide by the provisions of these Bylaws and who have paid his or her dues.

V. OFFICERS AND MEMBERS-AT-LARGE

- A. The elected officers shall be the President, President Elect, Secretary and Treasurer.
- B. There also shall be three Members-At-Large who will be elected by the membership to serve on the Board of Directors. Members-At-Large will serve two year terms. One member will be elected in even years and 2 members will be elected in odd years.
- C. Election of officers and Members-At-Large shall take place during the annual meeting held in May of each year. All elected officials shall take office at the conclusion of the meeting.
- D. All elected officials shall be current members of NKA.
- E. The duties of the officers and Members-At-Large shall be as follows and include responsibilities of job descriptions as revised in spring, 2017:

1. President

- a. Act as Chief Executive and Ceremonial Officer of NKA.
- b. Preside over the General Meetings of the membership and meetings of the Executive Committee and the Board of Directors.
- c. Develop the agenda for the meetings of the Executive Committee, the Board of Directors, and the General Meetings of the membership.
- d. Function as the Executive Officer in connection with all operations of NKA.
- e. Seek implementation of decisions reached by the Executive committee and Board of Directors.
- f. Report to the membership at all General Meetings on the activities of NKA.
- g. Appoint all committee chairs.
- h. Act as an ex-officio member of all standing committees.

2. President Elect

- a. Act for the President in his/her absence and assist in carrying out the duties of the President.
- b. Assume the Presidency the following year.

3. Secretary

- a. Handle correspondence on behalf of the Board of Directors and the Executive Committee.
- b. Keep minutes of all General Membership meetings and Board of Directors meetings.

4. Treasurer

- a. Control NKA financial affairs in accordance with ISU policies.
- b. Present a proposed budget for the up-coming year. This budget will be voted on at the May meeting of the General Membership.
- c. Prepare and present a report on the financial status of NKA at the annual meeting of the General Membership.
- d. Report current financial status and financial activity at each meeting of the Board of Directors.

5. Members-At-Large

- a. Duties of the Members-At-Large are contained in job descriptions created by the Board of Directors, 12-04-08 and revised spring, 2017, and may be modified by the President and the Board as needed.

6. Past President

- a. Act as a voting member of the Board of Directors until his/her successor becomes the Past President.
- b. Participate as a member of the Executive Committee.
- c. Organize the nominating committee for the new slate of officers for the upcoming year. All past presidents are invited to participate on this committee. The slate of officers should be presented to the Board of Directors prior to the general election in May of each year.

VI. BOARD OF DIRECTORS

- A. The Board of Directors shall be the policy making body of NKA. The Board shall adopt by a majority vote such standing rules as are necessary to carry out the functions and objectives of NKA.
- B. The voting members shall consist of elected officers, the Past President, who shall serve until his/her successor becomes the Past President, three Members-At-Large, and the chairs of all standing committees.
- C. A designated member of the Office of Continuing Education at ISU shall be a non-voting member.
- D. A majority of voting members of the Board of Directors shall constitute a quorum.
- E. The Board of Directors shall meet at least quarterly. Meetings shall be announced and shall be open to all members as observers. They may speak if called upon by the Chair, but have no vote.

VII. EXECUTIVE COMMITTEE

The Executive Committee shall be the policy implementing body of NKA. Membership shall consist of the elected officers, the Past President and the non-voting representative of the Office of Continuing Education, ISU.

VIII. COMMITTEES

- A. The Board of Directors shall establish such standing committees as are required to accomplish the objectives and functions of NKA. These committees shall operate under rules established by each committee and approved the Board of Directors.
- B. The Nominating Committee shall consist of all available past presidents and shall be chaired by the immediate Past President. The current President shall not serve on this committee.
- C. The President may, as the need arises, appoint ad hoc committees for specific purposes. Such committees shall disband at the completion of the assigned task(s).

IX. VOTING

- A. All members of NKA are eligible to vote in any General or special meeting of the membership.
- B. One fifth of the membership or one hundred members, whichever is the smaller number, shall constitute a quorum.
- C. The officers and Members-At-Large will be elected by secret ballot at the annual meeting of the membership held in May of each year. However, if a single slate is presented and there are no nominations from the floor, voting may be by a show of hands. If it is deemed appropriate by the Board of Directors, voting may be conducted by mail.
- D. Vacancies in the elected officers may be filled by appointment by the President with approval of the Board of Directors.

X. MEETINGS OF THE GENERAL MEMBERSHIP

Annual meeting of the General Membership shall be held during the month of May of each year. Special meetings may be called by the President with approval of the Board of Directors or may be called if requested by 1/5 of the membership or 100 members; whichever is the smaller number shall constitute a quorum.

XI. FUNDS

All funds shall be deposited and disbursed through ISU's Office of Continuing Education as the fiscal agent of NKA.

XII. PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with the rules contained in the latest edition of Robert's Rules of Order except where these rules are inconsistent with the Bylaws and any standing rules.

XIII. AMENDMENTS TO THESE BYLAWS

- A. These Bylaws may be amended at a General Meeting or a special meeting of the members, all of whom have been notified of the proposed amendments at least two weeks prior to the meeting.
- B. Amendments to these Bylaws require a majority vote of those present and voting provided a quorum is present. Voting may be conducted by mail if deemed appropriate by the Board of Directors.

XIV. TERMINATION

These Bylaws and NKA itself may be terminated by a majority vote of those present and voting at a General Meeting or a special meeting called for this purpose, provided that a quorum is present.

XV. ADOPTION OF THESE BYLAWS

These Bylaws and any amendments hereto shall become official when adopted by a majority vote of the members present and voting at a meeting called for this purpose, provided that a quorum is present.

Approved: By

New Knowledge Adventures
President

Date

By

NKA Secretary

Date