

BYLAWS for
New Knowledge Adventures
An Institute for Learning in Retirement
Idaho State University
Pocatello, Idaho
Revised Fall 2003
Adopted by NKA membership May 25, 2004
Reformatted Spring 2009

I. NAME

The name of this organization shall be **NEW KNOWLEDGE ADVENTURES (NKA)** at Idaho State University (ISU).

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 university community.

III. RELATIONSHIP TO ISU

New Knowledge Adventures shall be a membership organization under the administrative auspices of Idaho State University's Office of Continuing Education. It shall function in accordance with these Bylaws and any amendments hereto subject to approval by the President of ISU or by a designated representative of the President.

IV. MEMBERSHIP

- A. Membership shall be open to all persons 50 years or older who are willing to abide by the provisions of these Bylaws and who have paid his or her dues. A spouse or one adult associate is also welcome to join.
- B. A designated representative of the Office of Continuing Education at ISU shall be an ex-officio nonvoting member of NKA.

V. OFFICERS AND MEMBERS-AT-LARGE

- A. The elected officers shall be the President, Vice-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.
- 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 this annual meeting. All elected officials shall be current members of NKA.
- D. The duties of the officers and Members-At-Large shall be as follow:
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 Committee and the Board of Directors.
 - c. Develop 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. The President shall be an ex-officio member of all standing committees.
- 2. Vice-President/President Elect
 - a. Act for the President in his/her absence and assist in carrying out the duties of the President.
 - b. Assume 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 fiscal 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 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 may be modified by the President and Board of Directors as needed.

VI. BOARD OF DIRECTORS

The Board of Directors shall be the policy making body of NKA. All decisions shall be consistent with ISU policy. The Board shall adopt by a majority vote such standing rules as are necessary to carry out the functions and objectives of NKA.

- A. 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.
- B. A designated member of the Office of Continuing Education at ISU shall be a non-voting member.
- C. A majority of voting members of the Board of Directors shall constitute a quorum.
- D. The Board of Directors shall meet at least quarterly. Meetings shall be announced and shall be open to all members.

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 the objectives and functions of NKA. These committees shall operate under rules established by each committee and approved by 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

The 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 twenty (20) or more members of NKA.

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 one month prior to 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.
- C. Amendments must be approved by the President of ISU or his/her designee.

XIV. TERMINATION

These Bylaws and NKA itself may be terminated by the President of ISU or by the 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 upon approval by the President of ISU and 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:

Arthur C. Vailas PhD, President Date
Idaho State University

Barbara Bain, President Date
New Knowledge Adventures

Victoria Bañales, Director Date
Office of Continuing Education and
Conferences

Carol Stirling, Secretary Date