

RISE BYLAWS

ARTICLE ONE

NAMES AND OFFICES

The name of this organization shall be Rivier Institute for Senior Education (RISE). The principal office shall be located at Rivier University in Nashua, New Hampshire.

ARTICLE TWO

PURPOSE

The purpose of RISE shall be to provide a quality educational opportunity for seniors in the greater Nashua area and beyond. RISE shall achieve this by being a member-directed learning center where active participation and fellowship are key concepts.

ARTICLE THREE

AFFILIATION

RISE shall operate under the sponsorship of Rivier University of Nashua, New Hampshire, and is an affiliate of the Road Scholar Institute Network (RSIN). RISE is an integral part of the Rivier University community, committed to the formation of intellect and character, the search for social justice, and active service to others. The RISE program shall respect and further the mission of Rivier University.

ARTICLE FOUR

MEMBERSHIP IN RISE

Membership and Qualifications. Membership shall be open to all persons 55 years of age and older who are actively involved in the RISE Program as participant or facilitator. Members are eligible for election to the RISE Council. The primary responsibilities of the membership shall be the election of the Officers, the Council and Members-at-Large and the amendment of these Bylaws of RISE.

ARTICLE FIVE

MEETINGS OF THE MEMBERS

5.1 RISE Meetings. RISE meetings may be held in person or virtually, relative to current practice, as determined by the Executive Committee in consult with the RISE Coordinator and River University.

5.2 Annual Meeting. The Annual Meeting of the RISE membership shall be held each year, toward the end of the Spring Semester, or at such other time as may be determined by the President of RISE, in consult with the RISE Coordinator, for the purpose of election of the Officers, the Council and Members-at-Large of RISE and for the purpose of transacting any other RISE business that may come before the meeting. The minutes of the Annual Meeting shall be provided to the full RISE membership prior to the next Annual Meeting.

5.3 Special Meetings. Special Meetings may be called at any time by the President of RISE or by a majority of the RISE Council. (See Section 6.1)

5.4 Notice of Meetings. Notice to the RISE membership, stating the date, place, and time of Annual and Special Meetings, shall be emailed and a copy posted near the RISE office and in designated public areas by the RISE Coordinator (or designee) at least ten (10) calendar days in advance of the meeting.

5.5 Quorum. After the appropriate notification of members, a quorum for annual and special meetings shall consist of at least 50% of the RISE Council together with other RISE members in attendance.

5.6 Voting. All action taken by the membership shall be by a majority vote unless otherwise provided by these Bylaws.

ARTICLE SIX

RISE COUNCIL

6.1 Composition and Responsibilities of the Council. The RISE Council shall consist of the Officers of RISE, the Chairpersons and Associate Chairpersons of the standing committees, and a maximum of ten (10) Members-at-Large from the RISE membership. The RISE Coordinator shall be an ex-officio non-voting member of the Council.

The primary responsibilities of the RISE Council shall be overseeing program and procedure development.

6.2 Election of the Council. Election of Council members shall be held at the Annual Meeting of the RISE membership. The Officers and Chairs of the standing committees shall be members of the Council by virtue of their office. Members of the Council shall retain membership in RISE for the duration of their terms. (See Article Four – Membership.)

6.3 Term of Office. The term of office for each member of the Council shall be one (1) year. No member of the Council shall serve for more than three (3) consecutive terms in the same office. At least a one (1) year hiatus must intervene after three (3) consecutive terms before a member of the Council is eligible for re-election. The term limits will allow for the desired rotation of Council membership while retaining continuity of leadership.

6.4 Meetings of the Council. Regular meetings of the Council shall be held at least four (4) times a year at such date, place and time as shall be determined by the President of RISE, in consult with the RISE Coordinator. Special meetings may be called at any time by the President or by a majority of the members of the Council.

Notice of meetings of the Council shall be provided via email by the RISE President (or designee) to each Council member at least ten (10) calendar days before the meeting.

6.5 Quorum. At least seven (7) Council members present at any regular or special meeting shall be necessary and sufficient to constitute a quorum for the transaction of business.

6.6 Voting. All action taken by the Council shall be by majority vote unless otherwise provided in these Bylaws.

6.7 Vacancies. Vacancies on the Council may be filled by the President at any time prior to the next annual meeting.

ARTICLE SEVEN

OFFICERS OF RISE

7.1 Officers. The officers of RISE shall be a President, Vice-President, Secretary, Treasurer, Immediate Past President and Coordinator.

7.2 Term of Office. The term of office for each officer shall be one (1) year. No officer shall serve in the same office for more than three (3) consecutive terms. Officers should ordinarily serve for three (3) consecutive terms. At least a one (1) year hiatus must intervene after three (3) consecutive terms before an officer is eligible for re-election to the same office. This term limit does not apply to the RISE Coordinator.

7.3 Responsibilities of the President. The President shall serve as the spokesperson for the RISE program, shall preside at all meetings of the RISE full membership (example, Annual Meeting), the Council and the Executive Committee, and have the right to vote on all matters. The President may have other duties as the Council may recommend.

7.4 Responsibilities of the Vice-President. In the absence of the President, the Vice-President shall perform the duties of the President and other duties as the President assigns.

7.5 Responsibilities of the Secretary. The Secretary shall be responsible for recording the minutes of the meetings of the RISE full membership (example, Annual Meeting), the Council, and Executive Committee. The minutes of the meetings of the Executive Committee and the

Council shall be distributed to their respective members. The Secretary may perform other duties as the President assigns.

7.6 Responsibilities of the Treasurer. The Treasurer shall serve in consult with the RISE Coordinator and Rivier University to provide current financial reports to the Executive Committee, Council, and the RISE full membership at the Annual Meeting.

7.7 Responsibilities of the Immediate Past President. The Immediate Past President will serve in an advisory capacity to the newly elected president to assist in smooth transition of leadership roles.

7.8 Responsibilities of the Coordinator. The RISE Coordinator, an employee of Rivier University, for such period as the University shall determine, shall assist with the management of RISE operations and programs according to the mission and goals of Rivier University. Responsibilities include overseeing curriculum development, recruitment of facilitators, and course scheduling. The RISE Coordinator is responsible for fiscal management of the RISE program; including, forwarding all revenue received by RISE and all RISE expenses to the appropriate office of Rivier University for deposit or payment in accordance with its established financial policies. Funds for the RISE/Rivier Scholarships shall be forwarded to the Rivier University Advancement Office. The Coordinator shall be ex-officio, non-voting member of all committees and shall be a source of guidance and assistance to all committees.

ARTICLE EIGHT

COMMITTEES OF THE COUNCIL

8.1 Standing Committees. The standing committees of the Council shall be the Executive Committee, Curriculum Committee, Membership Committee, Nominating Committee, and Publicity Committee. The President of RISE, in consult with the Executive Committee, shall appoint or discontinue any ad hoc committees necessary to conduct the business of RISE.

8.2 Responsibilities of Standing Committees.

(a) Executive Committee. The Executive Committee shall consist of the President, the Immediate Past President, Vice-President, Secretary, Treasurer, and a non-voting Coordinator. The President shall be the Chair of the Committee. The Committee shall meet at the call of the President. The Executive Committee shall have full authority to act for the Council on urgent matters between regular meetings of the Council. All actions of the Executive Committee shall be reported at the next regular meeting of the Council. The Executive Committee may have other duties as prescribed by the Council.

(b) Curriculum Committee. The Curriculum Committee shall be instrumental in recommending the courses and facilitators for each semester; reviewing site locations for the course; reviewing the semester calendar which shall be compatible with the Rivier University calendar and schedule; reviewing the content and presentation of course descriptions for each

semester; providing facilitator orientation sessions; and offering opportunities for feedback concerning facilitators and courses. The Curriculum Committee shall collaborate with the Membership Committee and the RISE office regarding mutual activities.

(c) Membership Committee. The Membership Committee shall participate in the recruitment of new members, and involvement and communication with current members. Responsibilities include developing and arranging for special events, social gatherings, holiday celebrations, and field trips. The Membership Committee shall work in collaboration with the Curriculum Committee, Council, and the RISE office.

(d) Publicity Committee. The Publicity Committee shall be responsible for working with the RISE Coordinator and Rivier University to insure dissemination and publication of RISE news to the wider regional community through press, digital and electronic media outlets.

(e) Nominating Committee. The Nominating Chairperson, in consult with the chairs of the Curriculum and Membership Committees shall present a preliminary slate of nominees for Officers, the Council, and Members-at-Large for approval by the Executive Committee prior to the Annual Meeting. The Committee will present the slate to be voted upon by the full membership at its Annual Meeting. Nominations will be accepted from the floor and must be seconded.

(f) Members-at-Large. Members-at-Large are elected annually and serve as members of the RISE Council. A maximum of ten (10) members are elected. Responsibilities are to serve as a member of the RISE Council and attend all meetings and to serve as a liaison between the RISE membership and the RISE Council.

8.3 Committees. The President shall have the powers with respect to Committees as set forth in Section 7.3 and 8.1. The Chair and Associate Chair of each standing Committee shall be a member of the Council. Committee chairs shall ensure the availability of reports of committee meetings, present reports of such meetings at the following Council meeting and submit these reports to the RISE Coordinator.

8.4 Powers of Committees. Committees are designed to enable the Council to function more efficiently and effectively. Committees have the power to recommend except as otherwise provided in these Bylaws. All action resulting from Committee work is subject to review and acceptance by the Council.

8.5 Quorum. A majority of Committee members present at a meeting shall constitute a quorum, and recommendations shall require a majority vote, unless otherwise provided by the Bylaws.

ARTICLE NINE

AMENDMENT OF BYLAWS

These Bylaws may be amended or repealed in whole or in part by vote of two thirds (2/3) of the membership present at any Annual or Special Meeting, except that any amendments or repeals shall first be submitted to the appropriate Officer of Rivier University for approval. The substance of proposed amendments or repeal of the Bylaws must be included in the notice of the meeting sent to the membership ten (10) days prior to the Annual or Special Meeting.

These Bylaws, after approval by the appropriate officer of Rivier University, shall become effective upon the date of approval by the Membership.

Original Bylaws dated 6-4-1998

Updated Bylaws dated 4-25-2008, Revised 2011

Revision October 2012

Updated Bylaws dated 4-27-2015, Revised 2015

Amendment of Bylaws dated 3-9-2017

Updated Bylaws dated 4-6-2017, Revised 2017

Updated Bylaws dated 4-27-2021, Revised 2021