

KEESE SCHOOL BYLAWS

I. Name

This organization shall be known as the William A. Keese School of Continuing Education (School) in honor of William A. Keese, a resident of Asbury Methodist Village (AMV) who provided major leadership in the School's founding and early history.

II. Purpose

The purpose of the resident-run School is to provide educational programs and cultural events for the benefit of AMV residents.

III. Administration

1. The affairs of the School shall be directed by an Administrative Council (Council), which shall consist of the School's officers and committee chairs.
2. In addition to these Bylaws, the responsibilities of the officers and committees shall be set out in a Handbook of Job Descriptions (Handbook).

IV. Officers

1. The officers shall be the President, Vice President, Dean, Assistant Dean(s), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Registrar, and Assistant Registrar.
2. Officers shall be nominated and elected at the final spring meeting of the Council.
3. The officers' term of office shall be two years, commencing on June 1 of the year they are elected.
4. The President, Dean, and Treasurer may not be elected to more than two consecutive terms.
5. Officers shall be responsible for keeping their job descriptions in the Handbook current and consistent with the Bylaws. Changes shall be approved by the Council.
6. The President shall be the general administrative officer of the School, responsible for coordinating the work of the officers, Council, and committees; calling and presiding over Council meetings; and communicating with relevant organizations. The President shall serve as

an ex officio member of all Standing Committees. The President may appoint Special Assistants to assist in the work of the Council for limited periods of time. The immediate Past President shall serve as an ex officio member of the Council.

7. The Dean shall serve as the operating officer of the School's educational program, as Chair of the Curriculum Committee, and as an ex officio member of all Standing Committees.
8. The Secretary shall record and maintain the minutes of all meetings of the Council, maintain a file of curriculum program announcements and changes, current Bylaws, current Handbook, working documents, and other documents of historical value, and shall send correspondence on the School's behalf when requested by the President or the Council.
9. The Treasurer shall be responsible for managing the School's finances, receiving fees, donations, and other income, dispersing funds as approved by the Council, maintaining the School's financial records, and reporting on the School's finances at Council meetings. The Treasurer shall also coordinate recording and reporting of funds with the Coordinating Council of Asbury Village (CCAV) and the Asbury Foundation as needed.
10. The Registrar shall receive and maintain records of registrations for School events and shall provide registration information to other officers and committees as appropriate.
11. The Vice President, Assistant Dean(s), Assistant Secretary, Assistant Treasurer, and Assistant Registrar shall assist their respective officers as requested and be available to assume the duties of those officers should the need arise.
12. If an officer or committee member is no longer available, a replacement shall be nominated by the Nominating Committee and elected at the next Council meeting. The President shall appoint an interim officer or chair to act until the next Council meeting.

V. Meetings

1. Two-thirds of the members of the Council present shall constitute a quorum.
2. At least a week's advance notice of the meetings must be given.

3. The School's annual meeting shall be held in June and shall include a review of the previous academic year and the adoption of a budget for the following year.
4. Before each school semester the President shall convene a meeting to review preparations for the coming semester.
5. The President may call additional meetings.

VI. Standing Committees

1. The School's standing committees are the Executive Committee, Curriculum Committee, Nominating Committee, Information Processing Committee, Education Awards Committee, Arrangements Committee, Publicity Committee, and Attendance Committee.
2. The Executive Committee shall consist of the elected officers. It may be convened and chaired by the President, when necessary, to conduct the business of the School between meetings of the Council. Actions taken by the Executive Committee shall be reported to the Council at its next meeting.
3. The responsibilities and procedures of Committees shall be described in the Handbook. Committee chairs shall be responsible for keeping the Handbook's information current and consistent with the Bylaws. Changes shall be approved by the Council.
4. The Curriculum Committee, chaired by the Dean and including the Assistant Dean(s), shall assist the Dean and Assistant Dean(s) in developing the School's curriculum and securing qualified presenters and performers.
5. The Nominating Committee shall identify and nominate candidates for the School's officers and committee chairs. The Nominating Committee shall maintain the Handbook of Job Descriptions consistent with these Bylaws. Changes in job descriptions shall be approved by the Council.
6. The Information Processing Committee shall create and maintain an Information Management System including the Keese School website, catalog, and registration process. This committee also includes the Catalog Editor(s) who shall edit the catalog and other School offerings for distribution to the Asbury community.

7. The Education Awards Committee shall carry out the School's Education Awards Program, identifying award recipients and arranging for the presentation of awards.
8. The Arrangements Committee shall manage the logistical and physical arrangements for the School's activities. It shall maintain any equipment owned by the School and keep an inventory of such equipment.
9. The Publicity Committee shall work with the officers and committee chairs to publicize the School's activities.
10. Except for the Executive Committee and the Curriculum Committee, committee chairs shall be nominated by the Nominating Committee and approved by the Council at its final spring meeting.
11. Except for the Executive Committee, committee members shall be recruited by the chairs of those committees in consultation with the President and the Dean. It shall be a goal to have members representing each of the AMV independent living neighborhoods on every committee.
12. With the consent of the Council, the President may appoint ad hoc committees as necessary.

VII. Finances

1. The School's fiscal year shall begin on June 1 and end on May 31.
2. The School shall adopt a spending plan for each fiscal year at the Annual Meeting.
3. The School may establish and maintain such bank accounts as necessary. Keese School funds may also be held by CCAV and the Asbury Foundation.
4. The School shall assess fees for attendance at or participation in its events in amounts to be approved by the Council.
5. The School's expenses shall be the costs of operating its educational programs and funding the Education Awards.
6. The School may purchase equipment and services necessary for the support of its programs.
7. The School may provide honoraria to lecturers, performers, and instructors in a manner and in amounts approved by the Council.
8. Expenses more than \$100 not included in the Spending Plan must be approved in advance by the Council. Expenses less than \$100 and not

included in the Spending Plan must be approved only by the President and the Treasurer.

9. Dated vouchers or invoices for all purchases and services must be submitted to the Treasurer before payment is made.

VIII. Education Awards

1. The School shall solicit funds for Education Awards to be presented to AMV Dining Associates according to the schedule, selection criteria, and procedures approved by the Council.
2. The School shall coordinate with the Asbury Foundation for the receipt of tax-deductible donations in support of the Education Awards.
3. The Education Awards Committee shall be responsible for selecting Education Award recipients and presenting awards.
4. The Council shall determine the amount of the awards.

IX. Amendments

These Bylaws may be amended by a majority vote of the Council at any regular or special meeting, if notice of the proposed amendments is given in writing to all Council members at least two weeks in advance of the meeting. Periodically the President may appoint a Bylaws Review Committee that shall review existing Bylaws and present proposed changes.