

WILLIAM A. KEESE SCHOOL OF CONTINUING EDUCATION 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 administered by an Administrative Council composed of the Officers and Committee Chairs.
2. In addition to these Bylaws, the responsibilities of the Officers and Committees shall be described in a Handbook of Job Descriptions (Handbook).

IV. Officers

1. The officers shall be a President, Vice President, Dean, Assistant Dean(s), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Registrar, Assistant Registrar, and the Catalog Editor(s).
2. Officers shall be nominated and elected at the April meeting of the Council.
3. The officers' term of office shall be two years commencing on June 1.
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 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, Chair of the Curriculum Committee, and 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 semester catalogs, 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 Catalog Editor(s) shall prepare a catalog of the School's offerings for distribution to the Asbury community.
12. The Administrative Consultant, appointed by the Executive Director of AMV, shall serve as an ex-officio member of the Council.
13. 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 their respective officers should the need arise.

14. In the event of a vacancy in one of the Officers or Committee Chairs, 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. Prior to each school semester the President shall convene a meeting to review preparations for the coming semester.
5. The President may call additional meetings.

VI. Committees

1. The School's standing committees are the Executive Committee, Curriculum Committee, Nominating 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. Any 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

shaping the School's curriculum and securing qualified presenters and leaders for educational events.

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 Jobs Descriptions consistent with the School's Bylaws. Changes in Jobs Descriptions shall be approved by the Council.
6. The Education Awards Committee shall carry out the School's Education Awards program, identifying Award recipients and arranging for the presentation of Awards.
7. 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.
8. The Publicity Committee shall work with the Officers and Committee Chairs to publicize the School's activities.
9. The Attendance Committee shall process preregistered and walk-in attendees for each session.
10. With the exception of the Executive Committee and the Curriculum Committee, Committee Chairs shall be nominated by the Nominating Committee and approved by the Council at its April meeting.
11. With the exception of 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 each 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 budget for the next 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 and maintain equipment 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 in excess of \$100 not included in the Budget must be approved in advance by the Council. Expenses less than \$100 and not included in the Budget must be approved by the President and the Treasurer.
9. Dated vouchers/invoices for services/purchases 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 Associates according to a 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 Awards 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 provided that 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 which shall perform a review of existing Bylaws and present proposed changes.

Approved by the Administrative Council
December 8, 2021