



**New Frontiers**  
For Lifelong Learning

**Operating Procedures**

Approved by Membership 11/8/12

## **OPERATING PROCEDURES New Frontiers for Lifelong Learning (NFLL)**

### **Preamble**

New Frontiers for Lifelong Learning is a membership learning organization and program designed to help meet the educational needs and interests of the growing number of retired, and semi-retired active adult men and women through non-credit courses and other lifelong learning activities. The organization seeks to meet its goals by recognizing and utilizing the unique experience, capabilities, and diversity of active adult students and, thereby, to build a self-governing and self-sustaining community of students that becomes an integral part of the College and the community. New Frontiers for Lifelong Learning is sponsored by Mesa Community College (MCC) and the Maricopa County Community College District (MCCCD).

### **Article I. Name**

The name of the organization is New Frontiers for Lifelong Learning (NFLL).

### **Article II. Purpose**

The purpose of NFLL is to provide opportunities for the intellectual and cultural growth of its members in a pleasant, social atmosphere. It offers a comprehensive array of stimulating activities, including classes, workshops, study groups, social events, leadership and civic engagement opportunities. Classes may be held on or off the campuses. Members should be committed to exploring ideas, developing new skills, and enjoying the camaraderie of a community of active adults who come from diverse educational, social, ethnic, economic and career backgrounds.

### **Article III. Membership**

#### **Section 1**

Membership is open to individuals interested in lifelong learning.

#### **Section 2**

Membership is contingent upon payment of a membership fee. The Council shall set the fee amount and term. NFLL pays the College an annual membership fee. Refunds may be determined at the discretion of the President or Treasurer. All refund requests must be submitted in writing.

#### **Section 3**

A meeting of the current general membership shall be held at least once each calendar year to elect members of the Council and to conduct business. This general membership meeting will be held during October/November. At any general membership meeting New Frontiers business may be conducted.

\* Approved at June 2012 Council Meeting and approved by MCCCD Legal Counsel July 2012. Not binding until approved by a majority of the Membership attending the November 2012 General Meeting.



**Section 4**

Members shall be notified of each general membership meeting at least two weeks prior to the date of the meeting.

**Article IV. Governance**

**Section 1**

The activities of NFLL shall be coordinated by a governing council. The Council shall consist of Council President, Vice President, Secretary, Treasurer, the Chair and Vice Chair for each NFLL standing committee, two members at large and the most recent Past President. The NFLL liaison designated by MCC shall be an ex-officio member of the Council without vote. A parliamentarian with no voting rights may be appointed by the President.

**Section 2**

The Council shall, subject to the policies of MCCCCD and the College, determine policies and procedure, direct activities and administer all the affairs of NFLL. All decisions relating to the expenditure of NFLL funds or receipt of grants or donations are subject to compliance with the financial, accounting, procurement, management and other procedures of MCCCCD including, where applicable, approval of its governing body.

**Section 3**

The officers of the Council: President, Vice President, Secretary, Treasurer and two Members-at-Large shall be elected to one year terms by the NFLL membership at the Fall General Membership Meeting. No elected member of Council shall serve more than three consecutive terms in any one office.

**Section 4**

No member of the Council shall serve in more than one position on Council at the same time.

**Section 5**

The Council shall meet a minimum of six times a fiscal year. Regular council meetings will be open to all members of NFLL.

**Section 6**

A majority of the Council shall constitute a quorum for conducting business. *Robert's Rules of Order* shall be used in the conduct of the Council meetings. A copy of *Robert's Rules of Order* will be available for reference.

**Section 7**

The President may establish ad-hoc committees and appoint individuals to those committees to carry out functions of the Council.

**Section 8**



The President, or a council member designated by the Council, shall serve as liaison from NFLL to the College and shall work directly with the College liaison to help further the mission of NFLL and coordinate communications between NFLL and the College.

### **Section 9**

Council vacancies can occur by resignation or extended absence. The Council shall fill vacancies on the Council from members of NFLL until the next regular election. In the case of the President, the Vice President shall succeed. In extenuating circumstances, a special election may be held.

## **Article V. Nomination and Election**

### **Section 1**

Election of Council Officers shall be conducted at the Fall General Membership Meeting.

### **Section 2**

The President shall ask the Past President of New Frontiers to serve as the Nominating Committee Chair. Should the Past President be unwilling to serve, the President shall select a Nominating Committee Chair. The Nominating Committee Chair shall then select four additional members. No more than one additional member of the current Council may serve on the Nominating Committee. The remainder will be selected from the membership at large.

### **Section 3**

The Nominating Committee shall propose candidates for council officers and members at large. Candidates must have agreed to be members of NFLL for the term of office.

### **Section 4**

Names of candidates shall be mailed at least two (2) weeks in advance of the General Membership Meeting.

### **Section 5**

Additional nominations may be taken from the floor at the General Membership Meeting. Floor nominations must have the consent of the individuals nominated and their commitment to be members of NFLL for the term of office.

### **Section 6**

Voting for Council members shall be by either written ballot or voice vote as recommended by the Council.

## **Article VI. Committees**

### **Section 1**

The primary activities and functions of NFLL shall be planned and implemented by Five Standing Committees: (1) Curriculum, (2) Membership, (3) Social, (4) Volunteer, (5) Communications.



**Section 2**

Committee membership shall be open to any member of NFLL, and all members shall be encouraged to participate in one of the Standing Committees.

**Section 3**

Prior to February 1, each Standing Committee shall elect committee officers of Chair, Vice Chair, and Recorder, for one-year terms, beginning February 1. No current Council officer or Council Member at Large shall serve.

**Section 4**

The Chair and Vice Chair of Standing Committees shall represent their committees on the NFLL Council. If unable to attend, the Chair and Vice Chair of a standing committee may designate in advance of a Council meeting other committee members to represent the committee and vote.

**Section 5**

Chairs of standing committees may establish subcommittees and appoint members of NFLL to those committees to carry out specific functions belonging to the committees.

**Section 6**

All committees shall hold regular meetings at a time and place agreed upon by the committee members. All committee meetings will be held, if possible, prior to Council Meeting. Regular committee meetings will be open to all members of NFLL.

**Section 7**

In lieu of Chair and Vice Chair, the elected incumbents may choose to operate as Co-Chairs.

**Article VII. Finance and Administration**

**Section 1**

**Budget**

NFLL shall develop and adopt an annual budget in accordance with College and MCCC Finance Policies and Procedures. The NFLL Council shall approve and submit the budget to the membership. The Council may amend this budget during the year. Announcement of all amendments shall be given to all members after Council approval. The current annual budget shall be posted on the NFLL website.

**Section 2**

**Monthly Finance Reports**

Monthly finance reports showing all revenues, expenditures, and fund balances shall be prepared by the Council Treasurer. Reports shall be presented and approved as part of the NFLL Council regular monthly meetings. Reports shall be posted on the NFLL website and made available to NFLL members upon request.



### **Section 3**

#### Protection of Information

Membership lists, NFLL documents, financial data and other related information, will be used only for NFLL purposes, and will not be shared with other organizations, subject to public records law requirements.

### **Section 4**

#### Publications and Communications

All NFLL publications, including newsletter mailings, correspondence and other documents shall be reviewed and approved by a representative of the Council. All publications and communications shall contain primarily information about NFLL/College, activities, programs and events. Articles may be edited according to NFLL policy, College policy and available space. New Frontiers shall strive to work cooperatively and collaboratively with other lifelong learning organizations. While the focus of the communications committee should be on activities sponsored by NFLL, the communications committee shall endeavor to make NFLL members aware of other lifelong learning opportunities available to them. NFLL may actively publicize lifelong learning opportunities offered by others and may ask others to publicize NFLL opportunities open to non-members.

### **Section 5**

#### General Membership Meeting

A meeting of the current members shall be conducted at least once each calendar year to elect members of the Council, to hear committee reports and to conduct other business. Members shall be notified of each general membership meeting at least two weeks prior to the date of the meeting. Notice shall include proposed meeting agenda and other appropriate documents.

### **Section 6**

#### Meeting Rules and Procedures

All meetings of the NFLL Council, committees, sub-committees and other administrative groups shall use *Robert's Rules of Order, Revised* to conduct business. All meetings are open to NFLL members.

### **Section 7**

#### Council Manual

A Council Manual shall be written and maintained by the Council. Copies of the Council Manual are to be made available to all members upon request and by posting on the NFLL website. The Council will conduct an annual review of the Manual and recommend appropriate changes.

### **Section 8**

#### Operating Procedures

Copies of the Operating Procedures are to be made available to all members upon request and by posting on the NFLL website. The Council shall review the Operating Procedures at least once every three (3) years and recommend appropriate changes.



**Section 9**

MCCCD/NFLL Memorandum of Understanding

There shall be a written Memorandum of Understanding between MCCCD and NFLL. It shall set forth the duties and responsibilities of MCCCD, the College and NFLL. It will be reviewed and approved as needed by the College and the Council. The Memorandum of Understanding with MCCCD will be posted on the NFLL website.

**Section 10**

Non-Discrimination

In accordance with Policies of MCCCD and the College, NFLL does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability and veteran status.

**Article VIII. Amendments**

**Section 1**

Proposed Amendments

Operating Procedure amendments may be proposed by the Council or by written petition signed by at least 25 percent of the NFLL members.

Section 2

Procedure

Amendments must be reviewed and recommended by the Council. In the case of amendments offered by written petition, the Council shall review the petition and make a recommendation to the membership. Proposed amendments, including those by written petition, must be sent to all members at least two weeks prior to the General Membership Meeting Date.

**Section 3**

Approval

Amendments must be approved by the College and approved by a majority vote of NFLL members attending the General Membership Meeting.

**Article IX. Adoption**

These Operating Procedures shall become effective upon approval by the NFLL membership, the College and MCCCD.

