



BYLAWS

Worcester Institute for Senior Education
at Assumption University

Approved by the Membership
at the Annual Meeting
May 30, 2024

ARTICLE I: NAME

The name of the organization shall be WORCESTER INSTITUTE FOR SENIOR EDUCATION (WISE) AT ASSUMPTION UNIVERSITY.

ARTICLE II: AFFILIATION

- 1) WISE is a program sponsored by the School of Graduate Studies of Assumption University, Worcester, Massachusetts.
- 2) WISE functions within the principles outlined in the mission of Assumption University and all its Policies.
- 3) WISE complies with all Assumption University Policies, as well as State and Federal Laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.

ARTICLE III: PURPOSE AND MISSION

The purpose and mission of WISE shall be to provide life-long learning opportunities for older adults through a member-directed organization where an excellent curriculum is offered in a collaborative culture of learning and active participation through volunteering and co-curricular opportunities. WISE fosters a culture of teamwork, participation, respect, acknowledgement, inclusivity and transparency.

ARTICLE IV: MEMBERSHIP

- 1) Membership shall be open to all older adults upon payment of the specified dues as set by the WISE Council.
- 2) All Members who are current in their full-year or half-year dues shall have voting privileges.
- 3) Dues paying Members will obtain the benefits of membership at WISE for the duration that their Membership is valid.

ARTICLE V: DUES

- 1) Fees for Membership dues shall be reviewed annually by the Finance Committee and approved by the WISE Council.
- 2) Fees shall be based on the cost of running the WISE program.
- 3) The details of fees and membership categories shall be outlined in the Document, "WISE Policies".

ARTICLE VI: ORGANIZATION

The WISE program shall be administered by a council of members (the "WISE Council"). The WISE Council shall have final decision-making authority in connection with the

operation of WISE except for the decision-making duties reserved to Assumption University pursuant to the currently in-force Memorandum of Understanding.

Membership on the WISE Council, any Standing Committee, or any Task Force shall be limited to WISE members whose dues payments are current.

A. WISE Council

- 1) The WISE Council shall consist of at three At-Large members together with one representative of each Standing Committee, and the Director, who is an *Ex Officio* non-voting member.
- 2) A slate of three candidates for the At-Large WISE Council positions shall be prepared each year by the WISE Council. Any WISE member with voting privileges at the next upcoming annual meeting may place names in nomination. The Council shall actively solicit nominations from the membership each year during April. The final slate of three candidates shall be voted on at the Annual Meeting of the membership.
- 3) If at any time prior to May 1 of any fiscal year, the number of At-Large Council members falls below three the Council shall appoint interim At-Large members to serve until the next following Annual Meeting of the Membership, when the new slate of three At-Large candidates can be voted on.
- 4) A simple majority of the Council membership shall constitute a quorum.
- 5) The Council shall establish policies by consensus or, if that is not achieved, a simple majority vote.

B. Standing Committees

- 1) The Standing Committees shall be:
 - a. Curriculum Committee
 - b. Finance Committee
 - c. Membership Committee
 - d. Development Committee
 - e. Events Committee
 - f. Technology Committee
- 2) Additional Standing Committees may be established or eliminated from time to time by the Council.
- 3) Each Standing Committee shall establish its own membership, organization, and timetable for meetings and shall be accountable to the Council.
- 4) The Director of WISE shall be an *Ex Officio* non-voting member of all Standing Committees.

C. Task Forces

- 1) Special or Ad Hoc Task Forces may be appointed by the WISE Council or by any Standing Committee from time to time and charged to accomplish a specific, time-limited function or to have a specific focus.

- 2) Each Task Force shall establish its own meeting timetable and shall be accountable to the Council or to the Standing Committee that created it.

D. Staff

- 1) The WISE Director and Program Assistant shall be employees of Assumption University.
- 2) The Director shall report to the WISE Council. The At-Large members of the WISE Council shall have responsibility for conducting an annual performance review of the Director.
- 3) The Program Assistant shall report to the Director. The Director shall have responsibility for conducting an annual performance review of the Program Assistant.
- 4) The duties and responsibilities of the Director and Program Assistant shall be spelled out in their respective job descriptions.

ARTICLE VII: FISCAL YEAR

The fiscal year shall be June 1 through May 31 of the following year.

ARTICLE VIII: MEETINGS OF THE MEMBERSHIP

- 1) The Annual Meeting of the WISE voting Members shall be held in May of each year for the election of At-Large Council Members as well as for conducting business or planning as needed.
- 2) An extraordinary meeting of the WISE voting Members may be called by one of the following:
 - a. A simple majority of the WISE Council.
 - b. A simple majority of the voting members of WISE by written or electronic signature.
- 3) Meetings and voting may be held in person or electronically.

ARTICLE IX: HIRING OF THE DIRECTOR

- 1) For the Director position, the WISE Council shall establish a Search Task Force that shall include a member appointed by the Assumption University Director of Human Resources, if they chose to participate. The Search Task Force shall report its progress and final recommendations to the WISE Council, which shall make the final recommendation to Assumption University Director of Human Resources for the position.
- 2) For the Program Assistant position, the Director shall conduct a search process with the participation of at least one of the WISE Council members.
- 3) Final approval of the recommended candidate for Director or Program Assistant shall be contingent on the approval of the Assumption University Dean of the School of Graduate Studies or their delegate.
- 4) If the Council determines that the Director or Program Assistant should be terminated, it shall so inform the Assumption University Director of Human Resources and the Dean of the School of Graduate Studies.

ARTICLE X: APPOINTMENT OF CURRENT OR RETIRED ASSUMPTION FACULTY

- 1) Prior to approaching a current or retired Assumption Faculty member to teach a course in the WISE program the Curriculum Committee shall inform the Assumption Dean of the School of Graduate Studies, whose approval must be received before that Faculty member can teach in the WISE program.

ARTICLE XI: AMENDMENT OR MODIFICATION OF BYLAWS

- 1) Any amendments or modifications to the Bylaws shall be voted on at the Annual Meeting or a specially called meeting, in person or electronically for this purpose, provided that all WISE members have been notified of the proposed change(s) at least fifteen days prior to the Annual or Special Meeting.
- 2) Proposed amendments must be submitted to the WISE Council at least thirty days prior to the membership meeting.
- 3) Amendments and modifications shall be passed by a majority vote of the members present in-person or electronically at the Annual or Special Meeting.

ARTICLE XII: RULES OF ORDER

- 1) All meetings of the WISE Council and all Standing Committees shall be conducted informally, except that any part of the meeting shall be conducted according to the Revised Robert's Rules of Order if requested by any of the voting members present.

ARTICLE XIII: ACCEPTANCE OF BYLAWS

- 1) These Bylaws will be effective immediately upon acceptance by the WISE Membership.

Bylaws Revision History

Effective Date	Date of approval by		
	WISE Council	President, Assumption University	WISE Membership
May 30, 2024	May 5, 2024		May 30, 2024
May 27, 2021	March 17, 2021	March 18, 2021	May 27, 2021
June 15, 2020	March 11, 2020	April 1, 2020	June 15, 2020
June 4, 2019			June 4, 2019
June 15, 1994			June 15, 1994