

WOFFORD COLLEGE

Lifelong Learning at Wofford

Advisory Committee Bylaws

Revised May 2017

Article I-Name

The name of this organization is the Lifelong Learning at Wofford program. (LLL or Lifelong Learning at Wofford).

Article II-Mission and Vision

1. Lifelong Learning at Wofford is a part of Wofford College and is in full support of the mission statement of Wofford College which reads: Wofford's mission is to provide superior liberal arts education that prepares its students for extraordinary and positive contributions to society. The focus of Wofford's mission is upon fostering commitment to excellence in character, performance, leadership, service to others and life-long learning."
2. Lifelong Learning at Wofford has its own mission statement as a program which reads: Lifelong Learning Mission Statement: Wofford's Lifelong Learning Program aims to encourage and promote the school's commitment to fostering life-long learning, leadership, and service to others in an atmosphere that provides stimulating academic and extracurricular opportunities to adult lifelong learners. We aim to encourage and support adult learners with courses, seminars, presentations, trips and social activities designed to provide a respectful, diverse, and stimulating environment for learning and socialization.

Article III-Membership

1. Lifelong Learning at Wofford is a member-governed, member-taught, and member-driven program.
2. Membership is open to all adults who have a passion for lifelong learning and affecting their community in a positive way. Previous experience and credentials are not required for membership which, while open to all adults in intended primarily for the senior adult learner. The program intends to provide opportunities for many generations of adult learners to socialize and learn together.
3. Membership in the Lifelong Learning Program is determined by the payment of a yearly fee.
4. Membership fees will be determined by the Advisory Committee.

5. The current membership fee is \$50 per year. This fee entitles members to participation in events held on campus through the Lifelong Learning Program, the ability to register for courses each semester, and the right to receive materials sent out by Lifelong Learning at Wofford. Materials sent may include email correspondence and posted mail publications.

Article IV-Volunteers

1. Lifelong Learning at Wofford is a program that encourages members to volunteer within their communities.
2. Volunteerism with Lifelong Learning at Wofford is appreciated and encouraged, but not necessary for membership.
3. Volunteers are encouraged to represent Lifelong Learning at Wofford in a number of ways, but should a volunteer wish to represent Lifelong Learning at Wofford in a public manner (such as at a Wellness Fair or at a conference), permission must be obtained from the director and the Advisory Committee.

Article V-Governance

A. Governing Body

1. Lifelong Learning at Wofford is governed by a number of people and Committees. The current governing members of Lifelong Learning at Wofford are the Director of Lifelong Learning at Wofford, the Associate Provost for Administration, a faculty member at Wofford College with a particular passion and interest in the program, and four to six members of an Advisory Committee, which shall be made up of elected Lifelong Learning members. This may include current instructors, learners, or members of the community. Affiliation with Wofford College is not necessary, but committee members must be directly involved with promoting the mission and vision that Wofford College has for the Lifelong Learning Program.
2. The purpose of the Advisory Committee is to work closely with the Director of Lifelong Learning at Wofford to support the goals and directives of the program.
3. The Advisory Committee members shall be elected each spring at the end of the spring semester at a meeting appointed by the Chair of the Advisory Committee and the director. To be considered for membership, interested parties should submit a letter of interest along with the Committee Application form to the committee at least a month before the spring semester meeting.
4. The committee shall elect a Chair and Vice-Chair of the Advisory Committee, with the elected officials obtaining the majority of the votes of the quorum present.
5. The terms of service shall be three years, and committee members can serve a total of three terms. Note: Special exceptions shall be made for the original committee members in the interest of having a complete committee at all points during the year.
6. The committee may conduct independent meetings, but shall report to the Director and/or the Chair.

7. Advisory Committee members who fail to attend two consecutive meetings during the year may be replaced by the Chair with approval from the director.
8. Should an Advisory Committee member be deemed unable to perform his/her responsibilities,- or represent Lifelong Learning at Wofford in an improper way, the member may be replaced by the committee if 2/3 of the committee agrees that replacement is necessary.

B. Responsibilities of Advisory Committee

1. The committee shall review the program content periodically and recommend additional content or removal of existing content. This review shall include evaluations by course participants.
2. The committee shall review at least semi-annually the faculty teaching in Lifelong Learning at Wofford. This review shall be based on evaluations provided by the participants as well as reports and observations by the committee members.
3. The committee shall evaluate proposed course material for appropriateness consistent with the ideals of the program and the college.
4. The committee shall support the director in publicizing the program. This support shall include reviews of brochures, web content and mailings. Additional support shall be conducted in the form of speaking to individuals and groups about the program, its goals, and Wofford College.
5. The committee shall meet at least four times each year. This schedule should include meetings at the middle of and at the conclusion of each term. The Chair or the Director may call additional Committee meetings as needed.
6. All agendas for the committee meetings must be submitted to the Chair for inclusion in the meeting schedule. Topic submissions should be received by the Chair at least one week before the meeting is scheduled to take place. Upon receiving the topic submissions, the Chair shall create an agenda and distribute a copy to each Advisory Committee member.

Article VI-Amendments

1. Amendments to the Lifelong Learning at Wofford Bylaws may be proposed at least two weeks before a scheduled meeting.
2. Amendments to the Lifelong Learning Bylaws may be adopted and implemented upon receiving 2/3 of the votes of the Committee present at the meeting.