

Procedure Manual

MILE

"WHERE LEARNING NEVER RETIRES"

The MILE Advisory Board would like to extend sincere thanks to Loretta Rubin, past Board Chair (1918-22), and Rebecca Danchak, past Advisory Board Member (2021-23) whose vision, diligence, and plain hard work have made it possible for all MILE members to better understand how MILE works through this revised (2023) version of the MILE Procedure Manual.

**Nancy Rogalsky -- Chair MILE Advisory Board
February 2024**

Mission of MILE

Middlesex Institute for Lifelong Education (MILE), a not-for-profit organization, was originally established as the Middlesex Adult Learning Center (MALC) in 1993. It was a member of the Elderhostel Institute Network and co-sponsored by the Middlesex Community Technical College (MxCTC), recently known as Middlesex Community College (MxCC), and now CT State Community College Middlesex. By vote of the members, MALC was renamed the Middlesex Institute for Lifelong Education (MILE) in 2005.

MILE continues to be dedicated to the belief that it is "never too late to learn". Its mission is to enrich the intellectual, social, and cultural lives of adults aged 50 and over who share a love of lifelong learning.

MILE is all-volunteer run with programs offered for and attended by members. We welcome all engaged learners from Greater Middlesex County and beyond.

A word about the 2023 Revision...

This Procedure Manual was first conceived and codified by Judy Cook, MILE Advisory Board Chair (2014-2018). By doing so, Judy articulated and formalized policies and practices that have been

evolving since MILE's inception in 1993. In that spirit, the 2023 revision serves as a blueprint for MILE's current organizational structure and ways of doing business. It previously was amended in 2017, 2018, 2019, 2020.

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BY-LAWS

ARTICLE I – NAME

The name of the organization is Middlesex Institute for Lifelong Education. (hereinafter referred to as MILE)

ARTICLE II – PURPOSE

The purpose of MILE is to offer educational programs for adults aged 50 and older. MILE is an all-volunteer, not-for-profit organization, with programs designed for and attended by members.

ARTICLE III – SPONSOR

MILE is sponsored by CT State Community College Middlesex. A formal agreement is signed annually with the College. A per-member fee structure for use of facilities and services is included.

ARTICLE IV – FISCAL and PROGRAM YEAR

The MILE fiscal year starts on July 1 and ends June 30. Programs are offered during the CT State Community College Middlesex academic year.

ARTICLE V – MEMBERSHIP

1. Membership in MILE is open to adults aged 50 and over, on a non-discriminatory basis upon payment of an annual fee.
2. Members in good standing have the power to:
 - a. Elect officers to the Advisory Board (hereinafter referred to as “The Board”) at the Annual Meeting.
 - b. Amend or adopt new By-laws at a duly called Annual Meeting or Special Meeting of members if the proposed amendments are included in the call to the meeting.
 - c. Volunteer on committees of their choice.

ARTICLE VI – ADVISORY BOARD

1. An Advisory Board manages MILE; each member has one vote.

OFFICERS
Chair
Vice Chair
Secretary

Treasurer

OTHERS (See Article VIII, B, 1)

Standing Committee Chairs

Other Members

2. Elected Officers of the Board serve for a two-year term and may be reelected for an additional term. An officer may be elected again after a period of two years.
3. Any Board member who is absent for three consecutive meetings without adequate explanation may be removed from the Board.
4. Any appointed Board Member may be removed by the Chair for sufficient cause.
5. All interim vacancies on the Board may be filled by the Board. The replacement term will be the remainder of the vacated position.
6. The Board ordinarily meets on the second Tuesday of the month and at other times as called by the Chair.
7. At any meeting of the Board, a majority of the Board constitutes a quorum.

ARTICLE VII – REMOVAL OF ADVISORY BOARD OFFICERS

1. The Board may remove an officer if that individual becomes a deterrent to the operation of the Board.
2. The officer must be notified of the proposed removal in writing.
3. A vote on the proposed removal will be held at the meeting of the Board following the notification. Prior to the vote, the officer may present a statement to the Board regarding the issue(s). The officer in question must abstain from this vote.
4. Should the officer be absent from the meeting at which the vote is conducted, the vote will still occur. The vote to remove an officer must have a two-thirds majority. Delays for extenuating circumstances may be granted if the Board sees fit.
5. Removal from office also constitutes removal from the Board.

ARTICLE VIII – ADVISORY BOARD DUTIES and RESPONSIBILITIES

A. OFFICERS

1. The Chair is an *ex-officio* member of all standing and *ad hoc* committees and presides at Advisory Board and Member meetings. The Chair performs other duties as requested by the Board including forming a Nominating Committee that presents the slate of officers at the Annual Meeting in even years.
2. The Vice Chair, in the absence of the Chair, assumes a leadership role and performs duties requested by the Chair or the Board.
3. The Secretary takes Minutes of the Board meetings, signs the approved Minutes, presides at Board meetings in the absence of both the Chair and Vice Chair, and performs such duties as requested by the Chair or the Board. Copies of the Minutes are sent to the Advisory Board members, the College Liaison and filed electronically in the MILE Advisory Board Google folder.

4. As the financial officer of MILE, the Treasurer processes bills for payment upon approval of the Board, reports on financial matters at Board meetings, prepares the proposed annual budget at the direction of the Board, coordinates with the CT State Community College Middlesex Finance Department, and performs other duties as requested by the Chair or the Board.

B. STANDING COMMITTEES, OTHER MEMBERS, AND AD HOC COMMITTEES

1. STANDING COMMITTEES are: Curriculum, Audio-Visual, Monitors, and Hospitality.

The Chairs:

- a. Are appointed by the Advisory Board Chair with the approval of the Board.
- b. Coordinate the activities of their respective committee.
- c. Select members of each committee.
- d. Commit to a minimum two-year term.

2. OTHER MEMBERS who coordinate tasks:

- a. Immediate Past Chair serves for a one-year term to ensure a smooth transition
- b. Membership Coordinator
- c. Email Coordinator
- d. Telephone Coordinator
- e. Webmaster
- f. Members-at-large (up to 4) represent the general membership

3. AD HOC COMMITTEES

With the approval of the Board, its Chair may establish *ad hoc* Committees (e.g., By-laws Revision, Budget, Nominating), appoint Chairs, and define their duties. *Ad hoc* Committees remain in existence as long as the Chairs and Advisory Board determine they are needed.

ARTICLE IX – COLLEGE LIAISON BOARD MEMBER

The College Liaison Board Member is an employee of our sponsor who serves with the consent of the Advisory Board and is *ex-officio* acting in an advisory capacity.

ARTICLE X – MEMBERSHIP MEETINGS

1. The Annual Meeting of Members is held in the spring at a location and time determined by the Board. The agenda for this meeting includes presentation and approval of reports by the Chair and Treasurer, and other appropriate business that requires member review and approval. Also, in even years, the nomination and election of the slate of officers takes place.
2. Members who are present at the Annual Meeting constitute a quorum. A majority vote at any meeting is representative of the entire membership.

3. A Special Meeting may be called by a majority of the Board or by the Board Chair upon receipt of a petition signed by 30% of the MILE members.

ARTICLE XI – AMENDMENTS

1. These By-laws may be amended or new by-laws adopted at a duly called Annual or Special Meeting of the membership.
2. Passage requires two-thirds of the members present voting for approval.

ARTICLE XII – ADDENDUM

No member may commit MILE's sponsorship or cooperation unless authorized by the Board.

Amended and Adopted April 2023

THE ADVISORY BOARD

The Advisory Board is comprised of MILE members who are responsible for the management of the organization. The Board is charged with carrying out MILE's mission through strategic planning, budgeting, and oversight. As articulated in the By-laws, the Advisory Board is led by its Officers, Committee Chairs, and other Members.

The Board meets monthly, generally on the second Tuesday, and at other times as called by the Chair. A majority of those present constitutes a quorum. Recurring agenda items include reports by the Treasurer, College Liaison, and all other committee reports, as well as approval of the upcoming semester calendar.

Specific Recurring Agenda Items:

August - MILE academic year begins. Board members receive updated Board roster, organizational chart, and list of Advisory Board meeting dates. Also, approval of the agreement with the College, discussion of Red Moon Fest sponsorship, and planning for the MILE Fall Orientation occur.

September - MILE Fall Orientation is held. MILE View for upcoming semester is distributed.

October/November - MILE Fall Semester is held.

January - Midyear MILE View is distributed.

January/February - MILE Intersession is held via Zoom. Planning for Spring Orientation is initiated.

February - MILE Spring Orientation is held. The *Ad Hoc* Budget Committee is formed under the leadership of the Treasurer.

March - The *Ad Hoc* Budget Committee presents a draft budget to the Board for review, discussion, and approval. In even years, a Nominating Committee is convened to propose a Slate of Officers.

March/April - MILE Spring Semester is held. The Board votes on the allocation of funds for MILE Scholarships. Scholarship(s) are awarded to returning, non-traditional students over the age of 25 with a minimum grade point average of 3.0. Financial need also is considered.

April - Annual Meeting of the Members takes place a week after the end of the semester. The agenda, current and proposed financial statements are sent to members for their review prior the Annual

Meeting. The current and proposed budgets are presented for approval at the Annual Meeting. In even years, a Slate of Officers is offered to members for a vote.

June - Final MILE View for the academic year is sent. MILE fiscal year ends on June 30th.

July - MILE fiscal year begins. Summer break for the Advisory Board.

The Budgeting Process

The budgeting process is an annual occurrence. At the February Advisory Board meeting, an *Ad Hoc* Budget Committee is formed under the leadership of the Treasurer. It consists of five (5) Advisory Board members and the Chair as a non-voting member. The Treasurer presents the recommended budget to the Board in March. At that time, Committee Chairs may request changes to their portion of the budget. After discussion, adjustments may be made. The agreed upon proposed budget is offered for approval to the Advisory Board at the April meeting and subsequently voted on by the membership at the Annual Meeting later that month.

Executive Committee Meetings

An Executive Committee meeting may be called by the Chair to expeditiously resolve a single pressing issue. The Executive Committee is comprised of the Chair, Vice Chair, Secretary, Treasurer, Immediate Past Chair and College Liaison, as well as any other appropriate members of the Board. The Advisory Board is informed of any outcomes in writing by the next regularly scheduled meeting.

ADVISORY BOARD OFFICERS

Duties of the Advisory Board Chair

The Chair is responsible for advancing MILE's mission by leading the Advisory Board and serving as a conduit from MILE to the CT State Community College Middlesex. The By-laws spell out the duties and responsibilities required of the Chair. The Chair serves for a two-year term and may be reelected for an additional two years with a limit of four years. The Chair presides over the MILE Advisory Board meetings and the Orientation Sessions at the start of each semester. The Chair sends out the agenda for the monthly Advisory Board Meeting. The Chair develops the agenda for the Board Meetings based on the monthly schedule (*see page 6*) as well as any other relevant topics.

The Chair is an *ex-officio* member of all committees and receives copies of their work. The Chair attends the monthly Curriculum Committee meetings. Further, the Chair, as a representative of the Board, coordinates with the College where MILE's interests are involved and is the signatory on the yearly Statement of Understanding between MILE and CT State Community College Middlesex.

Duties of the Immediate Past Chair

The Immediate Past Chair assists in the smooth transition of leadership to the newly elected Advisory Board Chair. The Past Chair provides guidance and support as requested the current Chair. As such, he or she serves for a maximum of one academic year as articulated in the By-laws.

Duties of the Advisory Board Vice Chair

The Vice Chair assumes a leadership role on the MILE Advisory Board by directing and guiding projects or committees as requested by the Chair. One such responsibility is organizing the Fall and Spring Orientations. Another is tracking attendance for every class during each semester and reporting those findings to the Board.

Serving on the Executive Committee, the Vice Chair participates in discussions about issues affecting MILE and its members. In the absence of the Chair, the Vice Chair performs all leadership responsibilities as described above.

Duties of the Advisory Board Secretary

The Secretary is responsible for documenting and disseminating the official records of MILE. In advance of each monthly meeting, the Secretary sends the draft minutes of the prior month to all members and the College Liaison via email. The Secretary takes minutes of the monthly Advisory Board and Annual Meetings of the Members. The incumbent presides at Advisory Board meetings in the absence of both the Chair and Vice Chair and performs such duties as requested by the Chair or the Advisory Board. Following each meeting, the approved minutes and all other appropriate documents are filed electronically in the MILE Advisory Board Google folder. The Secretary updates and sends the MILE Board Roster annually to each member of the Advisory Board.

Duties of the Advisory Board Treasurer

(See APPENDIX A for details and operational descriptions)

The Treasurer is the financial officer of MILE and reports monthly on fiscal matters to the Advisory Board and annually at the spring Membership Meeting. Further, the incumbent prepares the annual budget, reports on its status monthly, and processes bills for payment following Board approval.

The Treasurer is responsible for:

- Tracking all MILE money deposited with CT State Community College Middlesex
- Submitting requisitions for payment of MILE Board-approved expenses to CT State Community College Middlesex
- Providing the MILE Advisory Board with a monthly financial statement
- Presenting Board-approved expenditures to the CT State Community College Middlesex Financial Department for processing
- Monitoring and reporting MILE's financial status and alignment with the sponsor's records

STANDING COMMITTEES

CURRICULUM COMMITTEE

(See APPENDIX B for details and operational descriptions)

The Curriculum Committee plans and organizes MILE course offerings in a wide range of disciplines without concern for credit, grades, or prerequisites. Each semester includes programming on a variety of topics such as:

- Art
- Culture
- Economics
- Health
- History
- Literature
- Music
- Science
- Travel

True to its mission, MILE strives to schedule a diverse array of offerings and presenters. Classes are conducted in person or virtually.

The Committee is charged with:

- Generating ideas and deciding which to pursue
- Contacting presenters and building a semester's calendar
- Assembling and posting program proposals on the Google Drive
- Finalizing the calendar based on information contained in the presenters' proposals
- Ensuring that thank you notes are sent to presenters in a timely fashion

Duties of the Curriculum Committee Chair

(See APPENDIX B for details and operational descriptions)

The Chair leads the meetings, brings information to the Advisory Board, and is responsible for:

- Keeping an ongoing list of potential programs and speakers
- Tracking communication with selected presenters
- Assigning members to introduce speakers and send them thank you notes
- Creating a master calendar that includes specific information for budgeting, the AV Chair, the website, and MILE members
- Sharing current master calendar and Minutes at the monthly Advisory Board meeting
- Coordinating the completion of room reservations, presentation descriptions, audio-visual needs, trips, and securing off-site venues when needed

Duties of the Trip Coordinator

(See APPENDIX B for details and operational descriptions)

Under the purview of the Curriculum Committee, day trips are organized, planned, and promoted by the Trip Coordinator. Two trips are scheduled each semester and may require an additional fee. Typically, one trip is by bus and the other by car. Attendance is open to all members and guests are welcome on a space available basis.

Duties of the Google Driver

(See APPENDIX B for details and operational descriptions)

The Google Driver is responsible for managing and maintaining information entered onto the Curriculum Committee's Google Drive. This may include entering and retrieving program proposals, correspondence, and other relevant information for committee members and the website. The Google Driver updates templates and creates new folders for each semester.

Duties of the Program Publications Coordinator

(See APPENDIX C for details and operational descriptions)

The Program Publications Coordinator organizes class descriptions and registration forms for the Fall, Winter, and Spring terms based on the MILE calendar. Information for these publications is retrieved from documents on the Curriculum Committee's Google Drive. This material is emailed to the membership and posted on the MILE website.

AUDIO-VISUAL COMMITTEE

(See APPENDIX D for details and operational descriptions)

Duties of the Audio-Visual Chair

The Audio-Visual (AV) Chair is responsible for ensuring technical support for in-person and Zoom programming. This includes receiving files and introductory videos from the presenters for posting on the website. The incumbent also assures that the equipment needed for each program is working properly. The Chair leads a team of MILE volunteers who serve as AV techs and schedules them for each presentation, as well as assigning hosts and cohosts for virtual offerings.

MONITORING COMMITTEE

(See APPENDIX E for details and operational descriptions)

Duties of the Monitor Chair

The Monitor Chair is responsible for scheduling volunteers to check-in MILE members at each presentation. The names of the monitors for each week are sent to the Email Coordinator for distribution to members. The incumbent prepares materials and signage for each session and provides training.

HOSPITALITY COMMITTEE

(See APPENDIX F for details and operational descriptions)

Duties of the Hospitality Chair

The Hospitality Chair leads the committee that provides refreshments for MILE special events, such as Orientations and Volunteer Recognition Luncheon. This includes assigning volunteers to set-up, host, and clean-up. The Chair also maintains an inventory of appropriate supplies stored in the MILE office and reorders them as needed.

OTHER MEMBERS OF THE ADVISORY BOARD

Duties of the MILE Membership Coordinator

(See APPENDIX G for details and operational descriptions)

The MILE Membership Coordinator is responsible for gathering and maintaining member information from the registration forms and tracking, recording, and updating changes in demographic data. The Coordinator collects the registration forms and fees and forwards them to CT State Community College Middlesex Enrollment Services personnel. This enables the sponsor to create student ID numbers and schedule times for photos. The membership roster is shared with the MILE Email Coordinator and the Advisory Board. The Coordinator's duties include providing membership lists to the Monitor, AV, and Email Committee Chairs. *(Note: Members' personal information is never released by MILE to any outside parties.)*

MILE does not refund membership fees once the semester begins. Requests for refunds are considered on a case-by-case basis. Refunds may be provided to a member who makes a request prior to the start of the fall semester and has not attended any MILE classes or events.

Duties of Members-at-Large

Members-at-Large represent the general membership and perform duties as requested by the Advisory Board. A maximum number of four (4) Members-at-Large are appointed by the Advisory Board Chair. As voting members, At-Large representatives attend all monthly Advisory Board Meetings and may serve on *Ad Hoc* Committees.

Duties of the Email Coordinator

(See APPENDIX H for details and operational descriptions)

The Email Coordinator is responsible for all communication with MILE members and those making inquiries about the program from the community. The Coordinator is a voting member of the

Advisory Board. Duties include checking MILE email messages, answering inquiries, and sending the weekly schedule to members including Monitor assignments and any special announcements. The Coordinator will send out only information pertaining to MILE, CT State Community College Middlesex and its sister organization, Castle Craig Adult Learning Center (CCALC).

Duties of the Telephone Answering Machine Monitor

(See APPENDIX I for details and operational descriptions)

The Telephone Answering Machine Monitor is responsible for checking and answering telephone inquiries on a regular basis. Any inquiries or questions that require a further response are referred to the Advisory Board. The Monitor records announcements such as weather-related school closures.

Duties of the Webmaster

(See APPENDIX J for details and operational descriptions)

The website serves as the primary source of information about MILE and its current offerings. The Webmaster is responsible for maintaining the MILE website, www.mileonline.org. This includes editing, revising, and updating on a weekly basis or as required. The website contains the current academic calendar, registration forms, description of classes and trips, as well as general information about the organization, its mission, history, and fee structure. One-minute introductory videos of current offerings, web-readied by the AV Chair, are uploaded by the Webmaster.

OTHER OFFERINGS

Great Decisions Discussion Forum

Great Decisions follows a curriculum developed by the Foreign Policy Association (www.fpa.org) and is facilitated by a MILE member. Great Decisions program materials present basic information on each topic. Participants read the topical section for that week, then come to each session to discuss their various points of view. Active participation is encouraged but not required.

Each semester there are four (4) sessions using the Great Decisions materials. Additionally, there is one (1) open discussion on current events with the topic chosen by participants.

In an age where political discourse has become more polarized, Great Decisions provides an excellent opportunity for open, fair, objective discussions and helps participants understand differing perspectives on these topics. Sessions are held at CT State Community College Middlesex on a morning specified by the Facilitator.

Participants are expected to obtain the Great Decisions program materials from FPA.ORG and read the topic sections prior to each session. The materials are purchased separately once a calendar year. Those who purchase materials in the spring do not need to repurchase them for the following fall semester. The books are available in print from FPA.ORG and various eBook formats such as Kindle and Apple books.

Duties of the Great Decisions Facilitator

The Facilitator is responsible for leading topic conversations. This is done by monitoring enrollment to ensure the consistency and size of the class is conducive to a lively discussion. Additionally, the Facilitator may add sessions on current events as appropriate.

