

LEARN-Wichita

Local Education Adult Resource Network-Wichita

Chart and Bylaws

I. Name & Purpose:

The consortium is a non-profit, educational organization established to promote adult educational programs in the south central Kansas area that have a site presence in Wichita. The full name of the organization is: LEARN-Wichita (**L**ocal **E**ducational **A**dult **R**esource **N**etwork-Wichita). Specifically, the organization:

- A. Organizes, schedules, and conducts educational fairs in order to benefit civic, corporate, and community partners and to foster the pursuit of lifelong education;
- B. Maintains a directory and/or website that lists participating member institutions, school representatives, and a variety of educational programs available to the working adult;
- C. Promotes valuable interaction among member institutions for information sharing and professional development; and
- D. Promotes economic and area workforce development through the pooling of educational resources.

II. Membership:

- A. *Academic Membership* in the Consortium consists of the following:
 - 1. The academic institution must be an institution of higher education, which is fully accredited (**not** just in-candidacy status) by the Higher Learning Commission or one of its regional counterparts, and which has facilities in Wichita and/or the surrounding area.
 - 2. The academic institution must be willing, through its representatives, to actively participate in Consortium activities and fulfil its share of responsibilities within the Consortium. Member responsibilities include attending regular meetings, sharing information, coordinating education fairs, serving on the Consortium board and on other committees as needed.
 - 3. The academic institution's membership application must be approved by a majority vote of the Consortium membership.
 - 4. The academic institution member must pay in full the annual Consortium membership dues required. These dues are payable July 1 of each year. Members whose dues are not paid in full by August 31 will have their membership dropped and will have to reapply to join the Consortium.
 - 5. Academic members may exercise **one vote per institution** (not per representative).

B. *Associate Memberships* are available training or continuing education institutions with no accreditation or accreditation *other than that* specified under the authority of the Higher Learning Commission, North Central Association or one of its regional counterparts. These organizations may apply for membership to the Consortium at any time to become Associate members; however, they will be subject to approval on an individual, case-by-case basis: they pay dues; they must be approved by a majority of the Consortium; they are listed as Associate members in Consortium literature; *but they have no voting rights and may not serve as officers of the Consortium.*

1. Associate institutions are entities which do **not** meet academic accreditation criteria and which maintain an “in-candidacy” status with the Higher Learning Commission or one of its regional counterparts.
2. Associate institutions must be willing, through its representatives, to actively participate in Consortium activities and fulfil its share of responsibilities within the Consortium. Member responsibilities include attending regular meetings, sharing information, coordinating education fairs, and serving on committees as needed.
3. The Associate institution’s membership application must be approved by a majority vote of the Consortium membership.
4. The Associate institution must pay in full the annual Consortium membership dues required. These dues are payable July 1 of each year. Members whose dues are not paid in full by August 31 may have their membership dropped and will have to reapply to join the Consortium.

C. Application Process for New Members:

1. **Entities seeking memberships** in the Consortium should complete and submit to the Secretary/Treasurer a membership application.
2. **Applicants selected for membership** must have an appointed representative attend the next regularly scheduled Consortium meeting to present information about their institution and be available for questions from the group. The Consortium may discuss and/or decide to vote on the application on that day or it may table the discussion until the next meeting. Applicant/s will be notified as to the status of their application request/s.
3. **Approved applicants**, via their appointed representatives, should present a check in the amount of the annual dues to the Consortium Secretary/Treasurer at the next regularly scheduled meeting.

Note 1: Application for membership in no way implies that membership will be awarded or assured to the applicant.

Note 2: Applications may be rejected by the Consortium for any reason.

Note 3: Dues may be prorated to no less than half the annual membership dues based on new member’s acceptance date. Dues may be periodically changed by the Consortium.

D. Privileges. All members enjoy:

1. Representation at each Consortium meeting;
2. Inclusion in Consortium literature, activities, and other media venues;
3. Exhibition at any open Education, Career and/or Benefit Fair;
4. Participation in professional networking and relationship-building opportunities.

E. Responsibilities:

1. It is the responsibility of each Academic and Associate member to coordinate two education fairs per year (July 1-June 30). An education fair includes a minimum of three other member schools.
2. Members will attend four of the six scheduled meetings per year (July 1-June 30).
3. Academic members meeting criteria E1 and E2, annual dues are \$100; Academic members who fail to meet criteria E1 and E2, annual dues are \$175.
4. Associate members meeting criteria E1 and E2, annual dues are \$175; Associate members who fail to meet criteria E1 and E2, annual dues are \$250.
5. Professional courtesy is expected when coordinating education fairs with employers.

III. Structure:

The Consortium is a democratic organization that accomplishes its workload and objectives through a system of board members and active committees composed of volunteers from Consortium member representatives. Direction is provided through a group of officers who each serve two-year terms.

A. Consortium Representatives

Academic, Associate and Affiliate member institutions may appoint one or more representatives to attend Consortium functions; however, qualified Academic and Associate member institutions are the only members eligible to ***exercise votes and hold office*** in the Consortium.

B. Consortium Officers

1. CHAIR— An elected representative who:
 - a) Conducts the regular meetings of the Consortium;
 - b) Serves as the primary spokesperson for the Consortium;
 - c) Oversees the development of agendas for all Consortium meetings;
 - d) Reviews all membership applications and brings forward appropriate applications for consideration by the Consortium membership;
 - e) Monitors the progress of Consortium committees toward stated objectives.
2. VICE CHAIR— An elected representative who:
 - a) Assumes the duties of the CHAIR in his/her absence;
 - b) Supports the CHAIR in oversight of all marketing and managerial aspects of Consortium business;

- c) Assists the CHAIR in monitoring the progress of Consortium committees;
 - d) Oversees the development of the website, media releases, brochures and other Consortium promotional venues directed by the Chair, as well as providing leadership to committees or individuals appointed to assist with these efforts;
 - e) Other duties as assigned or as needs arise.
3. SECRETARY/TREASURER — An elected representative who:
- a) Oversees and records member attendance, and records & distributes minutes of all regularly scheduled Consortium meetings;
 - b) Maintains application requests for membership, all forms and documents related to the business of the Consortium, and a current roster of all Consortium representatives;
 - c) Reproduces and distributes information to the Consortium membership, as directed by the CHAIR;
 - d) Collects, records and deposits all dues payments to the Consortium account;
 - e) provides a funds status report, and disburses funds as directed by the CHAIR;
 - f) Develops an annual budget for Consortium funds and submits the budget to the Consortium membership annually;
 - g) Overseas and assists with the development of budgets for special projects of the group;
 - h) Other duties as assigned or as needs arise.
4. EDUCATION FAIR COORDINATOR—An elected representative who:
- a) Coordinates all special events and education fairs and provides reports of all activities to the VICE CHAIR, and to the membership annually;
 - b) Appoints Consortium contacts for unassigned or “blind” requests for education fairs, and monitors the conduct of all open education fairs;
 - c) Oversees the development of forms, flyers, surveys and other instruments used in open education fairs and special events;
 - d) Maintains a record of members' coordination of education fairs, and provides an overall report to the membership annually;
 - e) Other duties as assigned or as needs arise.

C. Election of officers:

1. Election of officers will be held every two (2) years at the July meeting of the Consortium. Terms for all offices will be effective from the election date until June 30 of the second year and include the following positions: CHAIR, VICE CHAIR, SECRETARY/TREASURER, and EDUCATION FAIR COORDINATOR.
2. Each officer must be from a different school, i.e. no one school may have more than one representative serve as an officer during the same two-year concurrent term.
3. The board of elected officers will propose a slate of eligible candidates for the first and subsequent elections.

D. Calendar of Activities:

The Consortium operates on a fiscal year (July 1 through June 30) with the following activities taking place during the year (Consortium meetings take place 6x a year on the second Friday of the month from 11:30 a.m. – 1:00 p.m. except as noted).

IV. Miscellaneous:

- A. Meeting dates are subject to change; advance notice to be provided to the membership.
- B. The Bylaws are subject to amendment or modification as needed.
- C. An annual LEARN scholarship will be awarded to an adult student. A yearly LEARN Scholarship Committee will be formed that will determine the criteria for the scholarship, facilitate the process and determine the winner. Notification will be given to the Consortium by the LEARN Scholarship Chair.