

1. ACCIDENTS

In the event of an accident or injury involving any ILR member or paid employee, contact TCC (Tidewater Community College—Virginia Beach Campus) **TCC PUBLIC SAFETY 822-7777**. In case of a medical emergency, call 911.

2. ADMINISTRATORS

Administrators are hired by the Board and they are to assist ILR members with any questions related to ILR matters.

Administrators are expected to help the Board to achieve the goals of the ILR.

Individual work assignments and qualifications for these positions will be contained in an employee handbook made available to the administrators, the Board, and ILR members.

3. ALCOHOL POLICY

If the ILR offers an on-campus event in which alcohol is to be served, the ILR must first obtain permission from TCC.

Arrangements are made by the ILR Administrator.

If the event is held off campus, the ILR may serve alcohol without getting prior approval.

4. ANNUAL MEMBERSHIP MEETING

The Bylaws require an annual meeting in March, at which time the ILR members elect officers and vote on any other business, as necessary. At least 30 days prior to the meeting, members must be notified of the meeting date and all matters to be voted on.

- A. The ILR pays for the lunch of ILR Administrators.
- B. The Board should begin discussing the annual meeting no later than October of the previous year. Matters to be considered include:
 - 1. Meeting location and lunch selections: The Chairman of the Social Committee is responsible for reserving the meeting venue, selecting the luncheon menu and recommending the luncheon cost.
 - 2. Guest speaker: The Chairman of the Social Committee is responsible for engaging the luncheon speaker. The ILR pays for the speaker's lunch, the lunch of the speaker's guest, and usually pays the speaker an honorarium.
 - 3. Slate of Officers: The Nominating Committee Chairman is responsible for compiling a slate of officers for the coming year. The slate should be presented to the Board no later than the January Board meeting. The finalized slate of officers, with accompanying biographies, must be prepared in the proper format for mailing or distribution at the Annual Meeting at the discretion of the President and Board. The slate should be turned in to the Administrator's Office by approximately February 1st.
 - 4. Guests to be invited: The President of the Board proposes a list of guests to the Board of Directors by the January meeting. Upon approval of a list by the Board, the President invites the guests with the help of the Administrator. The ILR pays for the lunch of any invited guest.
 - 5. Past Presidents of the ILR are invited to the Annual Meeting with luncheon at their own expense.
 - 6. Bylaw changes and other matters to be voted on: The President is responsible for appointing a Board member to prepare any matters for vote in the proper format for mailing to the membership.

All materials to be mailed to the membership must be turned in to the Administrator's Office by February 1st.

7. Volunteer recognition /appreciation: The Volunteer Committee Chairman is responsible for any desired recognitions of volunteers for the past year.
8. Agenda for the meeting: The President presides at the Annual Meeting and is responsible for the agenda.

5. AUDIT/REVIEW

Every year, the Treasurer is requested to provide all financials for an annual review. The review is to be completed within 60 days of the end of the fiscal year.

A copy of the audit/review will be available in the ILR office.

6. BANK ACCOUNTS

The ILR maintains a checking account as required by the Commonwealth of Virginia. The bookkeeper reconciles the bank statements with oversight by the Treasurer.

The ILR maintains a reserve fund in the form of certificates of deposit which are held in the office safe. The Treasurer is responsible for the accounting of these certificates of deposit.

The President, Vice President, Treasurer, Secretary and Bookkeeper are authorized to sign checks. Credit cards are maintained for the Travel Committee; committee expenditures should be pre-authorized by the chairperson of that committee.

7. BOARD OF DIRECTORS

In Accordance with the Bylaws, the Board has general supervision of the affairs of the ILR. The Board establishes policy for all issues except those requiring a vote of the general membership.

The Board routinely meets on the second Wednesday of each month.

The Board is composed of the elected officers, the chairs of the standing committees, two elected members-at-large, and the immediate past president. The Administrators are non-voting members of the Board.

The Executive Committee Officers are: President, Vice President, Secretary, Treasurer and immediate past President.

8. THE PRESIDENT

The President is the chief executive of the ILR subject to the direction of the Board. He or she controls all business affairs and property of the Institute, including the following duties:

1. Supervises paid employees of the ILR and annually evaluates their performance. Performance evaluations are written, discussed with the employee, and a copy given to the employee.
2. Gets the combination to the safe and gives this combination to the Treasurer.
3. Signs bank signature cards on assumption of office as well as any other bank documents as required.
4. Presides at all meetings of the Board.
5. Is an ex-officio member of all committees except the Nominating Committee

THE IMMEDIATE PAST-PRESIDENT is an ex-officio member of the Board, and a voting member of the Executive Committee, for as long as the title applies to the individual holding this position.

9. THE VICE PRESIDENT

The Vice President provides assistance to the President as requested, and performs the following duties:

1. Undertakes projects, inquiries, committees and similar activities as assigned.
2. Signs bank signature cards on assumption of office.
3. Presides at meetings and/or other functions in the absence of the elected President.
4. Keeps abreast of past and present actions of the Board, in preparation for possible assumption of the presidency.
5. Attends all meetings of the Board.

10. THE SECRETARY

The Secretary takes minutes of each Board meeting and any other called meetings, as requested by the President of the Board, and performs the following duties:

1. Sends copies of minutes to all Board members, and the ILR Administrator.
2. Keeps an up-to-date secretary's notebook for signed minutes, including amendments as necessary at the office for the current year. Other minutes and attachments are filed in a locked cabinet in the ILR office.
3. Prepares minutes of the March Annual Meeting and sends copies of the minutes as described.
4. Performs duties and activities as requested by the President.
5. Attends all meetings of the Board.

11. THE TREASURER

The Treasurer has the following duties:

1. Signs bank card on assumption of office.
2. Prepares an annual budget and submits it to the Board for approval before the beginning of each fiscal year.
3. Reports to the Board periodically (at least quarterly) on the status of current expenses and income, and compares these figures with previous years.
4. Submits financials for an annual review within 60 days at end of the fiscal year.
5. Makes suggestions to the Board, regarding methods of increasing income or reducing expenses, as necessary.
6. Oversees the reconciliation of the monthly bank account and statement
7. Is responsible for any certificates of deposit in the office safe.
8. Files all necessary tax forms in a timely manner.
9. Attends all meetings of the Board.

NON-OFFICER BOARD MEMBERS

12. THE TWO AT-LARGE BOARD MEMBERS

These members serve as a channel of communication between the general membership and the Board, and to that end, make themselves available to the general membership as much as practicable; their tasks include the following:

1. Have the specific responsibility to become acquainted with the members, be alert to their concerns, and bring these concerns, suggestions, needs, or criticisms to the attention of the Board.
2. Research and answer all questions related to the ILR Bylaws.
3. Serve as ex-officio members of the Nomination Committee.
4. Attend all meetings of the Board.

13. COMMITTEE CHAIRPERSONS

Committees will choose their own chairperson with approval of the President.

The Bylaws provide for standing committees: Communication & Technology, Curriculum, Membership, Nominating, Publicity, Social, Travel and Volunteer.

The chairpersons of these committees are voting members of the Board with one vote per committee.

14. COURSE ENROLLMENTS, CANCELLATIONS AND REFUNDS

The recommended minimum class enrollment is 10, but may be held upon the discretion of the Curriculum representative.

When a member cancels their enrollment in a class, social event or a trip, ILR will retain a fee for administrative costs. The remainder of the fee will be returned to the member if the deadline for cancellation is met. See the class schedule for details about deadlines for cancellations. Refunds will be in the form of a check.

If the ILR cancels the event, no administrative fee will be charged.

15. GUEST POLICY

Guests must be sponsored by a member who is attending the event. An individual may be a guest only once per year. Guests will only be accepted when there is a vacancy after the registration deadline for the event.

16. INCORPORATION

The ILR was incorporated on May 2, 2003 and registered with the State Corporation Commission. The annual registration fee must be paid by May 31st each year. Further documents pertaining to the incorporation are on file in the ILR office.

17. INSURANCE

ILR events on the TCC campus are covered by state insurance for community colleges.

Any ILR-sponsored event occurring off-campus will be covered by the ILR liability policy.

A copy of the policy is kept in the safe in the ILR office.

18. MEMBERSHIP DUES

The membership year runs from June 1 to May 31. In accordance with the Bylaws, any changes to the membership dues must be announced to the membership.

19. PARTNERSHIP BETWEEN TCC AND ILR

The ILR will be hosted by TCC. ILR will cooperate with the requirements of TCC as much as possible while using TCC facilities. The principal point of contact between TCC and the ILR will be with the TCC Provost.

An agreement between the ILR and TCC will be kept in the ILR office.

20. TAX-EXEMPT STATUS

The ILR is a tax-exempt, non-profit, public charity organization under section 501 (c) (3) of the Internal Revenue Code. Documentation of this status is available in the ILR office.

21. WEBSITE

ILR maintains a website that contains the current program schedule and membership information. All additions and changes to this website are approved by the Board of Directors prior to publication.

INDEX

1. Accidents	1
2. Administrators	1
3. Alcohol Policy	1
4. Annual Membership Meeting	1-2
5. Audit/ Review	2
6. Bank Accounts	2
7. Board of Directors	2
8. The President	2
9. The Vice President	3
10. The Secretary	3
11. The Treasurer	3
12. At-Large Members (2)	3
13. Committee Chair Persons	4
14. Course Enrollment, Cancellations, Refunds	4
15. Guest Policy	4
16. Incorporation	4
17. Insurance	4
18. Membership Dues	4
19. Partnership Between TCC and ILR	4
20. Tax Exempt Status	4
21. Website	4