

## **POLICIES AND PROCEDURES OF RENESAN INSTITUTE FOR LIFELONG LEARNING**

### **I. INTRODUCTION**

RENESAN Institute for Lifelong Learning (hereinafter RENESAN) promotes active learning as a lifelong process by providing programs that reflect the interests and diversity of the northern New Mexico community. RENESAN encourages intellectual, emotional, and social growth by sponsoring courses, lectures, and other events that promote understanding and appreciation of a wide spectrum of subjects involving human achievement and the natural world.

RENESAN is governed by written Bylaws and written Policies and Procedures. The Bylaws and the Policies and Procedures are reviewed by the Committee on Governance on at least a biannual basis.

These Policies and Procedures may be amended by favorable vote of two-thirds of those Board members present and voting at a general or special meeting of the Board, provided that all members of the Board have received a copy of the proposed amendment(s) and been notified at least ten (10) days prior to the meeting.

RENESAN is committed to treating all persons associated with the organization in any capacity appropriately and with dignity and respect. Any concerns or questions related to this policy, or its application, should be addressed to the Executive Director or the President. Alternately, questions or concerns may be addressed to any Board member.

### **II. BOARD OF DIRECTORS**

#### **A. BOARD MEMBERSHIP**

1. In accordance with the Bylaws (Article IV, Section B) any member of the Board may propose additional at-large members to the Board for its approval, up to the maximum allowed under the Bylaws.
2. In accordance with the Bylaws (Article 4, Section B.3), Board members may be removed by petition submitted to any Officer. The Board member whose term is in question will be given an opportunity to respond to the petition either orally or in writing at the choice of that Board member. The Board will decide whether or not the Board member will be removed, and the decision of the Board will be final.
3. If an officer requires an extended absence, the President may, with the approval of the Board, appoint an interim replacement.

#### **B. EXECUTIVE COMMITTEE**

1. The Executive Committee makes decisions that require action between scheduled Board meetings and performs additional duties as necessary. The Committee reports to the Board about any actions taken at the next scheduled Board meeting.

2. The Executive Committee may meet and vote on actions either in person or via electronic means.

#### C. SELECTION OF OFFICERS

1. Each year, the Board establishes an ad hoc Nominating Committee to identify potential officers for the coming fiscal year.
2. The President, with Board approval, appoints the Chair of that committee. The President may not serve on the Nominating Committee.
3. Each Spring the Board will hold a meeting to review the recommendations of the Nominating Committee and select officers for the coming fiscal year.
4. All Board members will be notified at least ten (10) days in advance of that meeting. The notification will include a slate of officers for the next fiscal year.
5. Vacancies may be filled in accordance with the Bylaws (Article V, Section C).

#### D. BOARD MEETINGS

1. Dates, times, and locations of the meetings of the Board of Directors shall be set by the President in consultation with Board members.
2. Committee chairs should timely prepare and submit reports or other official documents for consideration at Board meetings.
3. The RENESAN office maintains a copy of the minutes as approved by the Board.

### III. EXECUTIVE DIRECTOR

The Executive Director has powers and duties to:

- A. In coordination with the Board and with its approval, develop, implement, and update a strategic plan;
- B. In coordination with the Finance Committee, develop an annual budget for Board approval;
- C. Ensure compliance with applicable laws and statutes to maintain good standing as a nonprofit organization;
- D. Oversee day to day operations of the organization, to include personnel and resource management, in a manner consistent with RENESAN's mission and annual budget;
- E. Enter into contracts, agreements, and partnerships that are consistent with RENESAN's mission and annual budget;
- F. Serve as the public representative of RENESAN; and
- G. Ensure that RENESAN curriculum and programming aligns with the strategic vision, scope of mission, operational priorities, and budgetary constraints of RENESAN.

### IV. COMMITTEES

#### A. STANDING COMMITTEES

1. Each standing committee performs the tasks and activities identified in its statement of objectives, and as designated by the Board, to operationalize the RENESAN strategic plan.
2. RENESAN's standing committees are Curriculum, Executive, Finance,

Fundraising, Governance, and Marketing & Outreach.

3. Standing committee chairs may invite persons who are not Board members to join their standing committee.
4. At least one Board member will serve on each standing committee.
5. No person may chair more than one standing committee.
6. Standing committee chairs are responsible for oversight of committee operations, which include, for example:
  - a. appointing and removing members of their committees;
  - b. assuring active, ongoing participation of committee members;
  - c. developing and updating a statement of objectives and responsibilities of the committee;
  - d. designating a member to conduct committee business and attend Board meetings in the absence of the chair; and
  - e. preparing and submitting written reports in advance of Board meetings.

#### B. AD HOC COMMITTEES

1. The Board establishes ad hoc committees as needed.
2. At least one Board member will serve on each ad hoc committee.
3. An ad hoc Committee Chair may invite persons who are not Board members to join their ad hoc committee.
4. Neither the President nor the Treasurer may serve on any committee that is established to review the result of any external financial review.

#### C. MEMBERSHIP OF PRESIDENT ON COMMITTEES

1. Except as otherwise provided in the Bylaws and Policies and Procedures, the President of RENESAN may, at their discretion, serve as a voting *ex officio* member of any committee.
2. The President must serve on the Executive Committee.

#### D. MEMBERSHIP OF EXECUTIVE DIRECTOR ON COMMITTEES

1. Except as otherwise provided in the Bylaws and Policies and Procedures, the Executive Director of RENESAN serves as a voting *ex officio* member of all committees.
2. The Executive Director ensures that committee activities align with the strategic vision, scope of mission, operational priorities, and budgetary constraints of RENESAN.
3. The Executive Director is not a voting member of the Executive Committee.

### V. FINANCES

#### A. FISCAL STEWARDSHIP

1. The Finance Committee exercises oversight of the accounting systems and financial reports.
2. The Treasurer or Executive Director may open, manage, and close financial accounts with written Board approval.
3. RENESAN securely maintains financial records to ensure compliance with all requirements necessary to maintain good status as a 501(c)(3) organization in

the State of New Mexico.

4. As required by law, RENESAN undergoes an external financial review. The review is managed and presented to the Board by an ad hoc committee. Neither the President nor the Treasurer may serve on that committee.

#### **B. CONTROL OF EXPENDITURES**

1. "Payments" may include expenditures in the form of paper checks, electronic funds transfers, debit card purchases, or cash.
2. The Executive Committee may give written authorization to staff, Board members, or committee chairs to make expenditures on behalf of RENESAN.
3. Payments for budgeted RENESAN expenditures (e.g., rent, honoraria, publications, and similar items) may be issued by the Executive Director.
4. Payments for non-budgeted expenditures of \$3,000 or less may be issued by the Executive Director, except when the Executive Director is the recipient. In the latter case, written approval of the Executive Committee is required.
5. Payments for non-budgeted expenditures above \$3,000 require prior written approval by the Executive Committee and may be issued by the Executive Director.
6. RENESAN maintains an account with an associated debit card. Authority to use or delegate the use of this card for budgeted expenditures rests with the Executive Director.
7. A minimum of \$100.00 is kept as a petty cash fund which is overseen by the Executive Director. Expenditures from this fund are reconciled at the end of each semester by the Executive Director and the Bookkeeper.

### **VI. CURRICULUM**

The Board will periodically review and approve the following:

- A. Fees for courses, lectures, and trips.
- B. Compensation for instructors, to include mileage and supplies.
- C. Scholarship policies.
- D. Withdrawal, cancellation, and refund policies.

### **VII. RENESAN DOCUMENTS**

RENESAN's publicly accessible records are available for inspection, by appointment, in the RENESAN office. There may be a charge for copies of these documents.

### **VIII. CHARITABLE CONTRIBUTIONS**

RENESAN may accept charitable contributions which are acknowledged in accordance with Federal and State requirements. As appropriate, an acknowledgement includes a reference to the purpose of the contribution.