



Local Educational Adult Resources Network

CHARTER

I. Purpose:

The Local Educational Adult Resources Network (LEARN) is an organization established to promote adult educational programs along Colorado's Front Range. Specifically, LEARN:

- A. Organizes, schedules, and conducts educational fairs at civic and corporate sites.
- B. Maintains a website that lists educational programs available to the working adult.
- C. Invites and promotes valuable cross-feed among member institutions for information sharing and professional development.
- D. Provides other programs and services, as applicable.

II. Membership:

A. **Eligibility.** Membership in LEARN is limited to academic institutions meeting the following criteria:

1. The academic institution must be an institution of higher education which is fully accredited by the North Central Association or one of its counterparts, and which has facilities and/or operations within the state of Colorado. Institutions in candidacy status are not eligible.
2. The academic institution must be willing, through its representatives, who are regular employees¹ to actively participate in LEARN activities and fulfill its share of responsibilities within LEARN. Member responsibilities include attending monthly meetings, coordinating education fairs and serving on the LEARN board and various committees as the need arises.
3. The academic institution's membership application must be approved by a majority vote of the LEARN membership.
4. The academic institution member must pay in full the annual LEARN membership dues required. These dues are payable July 1st of each year. It is the member's responsibility to obtain an invoice from the LEARN treasurer. Members whose dues are not paid in full by July 1, will have their membership dropped and will have to reapply to join LEARN.

¹ Note: Regular employees, as opposed to statutory employees or independent contractors, are defined as individuals who perform services subject to the will and control of an employer, as to both what must be done and how it must be done. The employer has the right to discharge the employee, and the employer supplies the employee with tools and a place to work. The employer has the responsibility to withhold and pay federal, social security, and Medicare taxes on wages of salaries paid to an employee.

B. Application Process.

1. Academic institutions seeking LEARN membership should write a letter on their letterhead to the LEARN President requesting membership. The letter should state that they meet the criteria set forth in II.A.1 and 2 above.
2. The appointed representative should attend the next LEARN meeting and give a five minute presentation about their institution to the LEARN members and be prepared to answer questions. The applicant will be asked to leave the room momentarily while the LEARN members discuss and then vote on the requested membership.
3. If accepted, the applicant's representative will be asked to provide the LEARN treasurer with a check in the amount of the annual dues.

C. Privileges. The academic institution member:

1. Should be represented at each LEARN meeting.
2. May exercise one vote in all LEARN proceedings
3. May exhibit² at any open LEARN educational fair.

D. Non-Member Participation. Local, non-member schools that are accredited by the Higher Learning Commission, and are a member of North Central Association, may attend LEARN education fairs by invitation.

1. Each non-member school will be charged \$50 per fair, which must be paid to the LEARN treasurer one week prior to the event.
2. It is the responsibility of the LEARN member who is coordinating the fair to ensure that both the non-member school and the company requesting non-member participation are made aware of the non-member fee and respective policy during the initial coordination of the fair.

III. Structure:

LEARN is a democratic organization that accomplishes its workload and objectives through a system of board members and active committees composed of volunteers from the LEARN representatives. Direction is provided through a group of officers elected annually.

A. LEARN Representatives:

LEARN member institutions may appoint one or more representatives to attend LEARN functions. Each member institution, however, may only cast one vote in LEARN proceedings.

² An additional, separate membership is warranted for a particular division or program within one academic institution if one or more of the following criteria apply. The division or program:

- Wants to have a separate table at LEARN fairs.
- Conducts its own marketing separate from the academic institution.
- Has its own admissions procedure separate from the academic institution.

All potential attendees must RSVP directly to the LEARN member coordinator before the date of the education fair. Individual LEARN members should inform affiliates that they have to share a table if they do not have a separate membership.

B. LEARN Officers:

1. **President** – An elected representative who:
 - a) Serves as the primary spokesperson for LEARN.
 - b) Develops agenda for and conducts all LEARN meetings.
 - c) Reviews all membership applications for completeness and brings forward appropriate applications for consideration by the LEARN membership.
 - d) Monitors progress of LEARN committees toward stated objections.
2. **Vice President** – An elected representative who:
 - a) Assumes the duties of the President in the President's absence.
 - b) Coordinates the schedule of, appoints LEARN contacts for, and monitors the conduct of all LEARN educational fairs.
 - c) Maintains a record of member's coordination forms/evaluations for education fairs and provides this list to the LEARN membership at least annually.
3. **Secretary** – An elected representative who:
 - a) Records member attendance
 - b) Records and distributes minutes of all LEARN meetings
 - c) Maintains a current roster of all LEARN member representatives
 - d) Reproduces and distributes information to the LEARN membership, as directed by the president.
 - e) Ensures updates of LEARN online directory monthly and other printed publications annually.
 - f) Maintains the LEARN binders for new members.
4. **Treasurer** – An elected official who:
 - a) Collects, records, and deposits all dues payments to the LEARN account.
 - b) Disburses funds as directed by the president
 - c) Provides a monthly fiscal report at each LEARN meeting
 - d) Develops and submits an annual budget for LEARN funds to members annually.
5. **Technology Advisor** – An elected official who:
 - a) Oversees the LEARN website
 - Collects information/corrections/additions to be submitted to the website host on a monthly basis.
 - Makes suggestions regarding the improvement of the website.
6. **Election of Officers:**

Is held annually at the May LEARN meeting. Officers elected include the Vice President, the Secretary, the Treasurer, and the Technology Advisor. The incumbent Vice President will assume the President's position upon the annual installation of officers effective at the June LEARN meeting.

C. Calendar of Activities:

LEARN operates on a fiscal year (July-June) basis with the following activities taking place during the year. LEARN meetings take place on the first Wednesday of each month from 10:00 – 11:30 AM except as noted.

July	Membership payments due (Treasurer) Vote on dropped memberships Budget submission to membership (Treasurer) LEARN flyers printed (Secretary)
August	No LEARN meeting
September	LEARN flyers distributed to members
December	Annual Holiday Party
January	No LEARN meeting
February-June	Invoices for dues distributed at monthly meeting

Calendar, continued:

April	Call for officers nominations (President)
May	Election of Officers (President)
June	New Officers take positions