

**OSHER LIFELONG LEARNING INSTITUTE (OLLI)
AT CALIFORNIA STATE UNIVERSITY, CHICO
BYLAWS**

ARTICLE I – DUES

Annual dues shall be established by the general membership for the fiscal year July 1 through June 30 of the following year and reviewed yearly by the Board with recommendations made as appropriate. The dues shall not be prorated.

ARTICLE II - MEETINGS

1. The annual business meeting shall be held in April. At this meeting the members shall:
 - a) elect officers and directors;
 - b) adopt a budget;
 - c) establish dues;
 - d) transact such other business as may properly come before it.
2. Regular membership meetings shall be held at least twice each semester.
3. Special meetings of the general membership may be called by the President or the Board. Notice for a special general membership meeting shall be given by written notice mailed to all members at least five (5) days prior to such meeting.
4. Meetings of the Board shall be held at least once a month during each semester.
5. Special meetings of the Board may be called by the President, First Vice-President, or any three (3) members of the Board. Notice of a special meeting of the Board shall be given to all members of the Board at least three (3) days prior to such meeting.
6. Those attending the general membership meeting for the transaction of business shall be considered a quorum.
7. Eight (8) of the Board members qualified to vote shall constitute a quorum for the transaction of business at a Board meeting.

ARTICLE III – BOARD

1. The elected Board members and appointed standing Committee Chairs listed in the Constitution Article V, Section 1 have voting rights for transacting business. The immediate past president may sit as a non-voting ex-officio member of the Board.
2. The Board shall oversee the activities of the various Committees created by these Bylaws. It shall also set policy for the functioning of each Committee and for the activities developed for the general membership as needed.
3. The month prior to the annual business meeting the Board shall forward in writing to the membership, for adoption, its recommended budget, any proposed change in the dues, and any proposed change(s) in the Constitution and/or Bylaws.
4. The officers and directors shall hold office commencing with installation at the May general membership meeting and concluding the following year at the May general membership meeting. No elected officer may hold the same office for more than two (2) consecutive years.
5. In the event of a vacancy in an elected office, the President, with the approval of the Board, shall appoint a member to fill the unexpired term.
6. Any officer or director who misses more than two (2) Board meetings without notice will be considered to have resigned and may be replaced as indicated in Article III, Section 5.

ARTICLE IV – DUTIES OF OFFICERS, DIRECTORS, and ADMINISTRATIVE ASSISTANT

The duties of the Officers, Directors, and Administrative Assistant shall be as specified by these Bylaws.

1. The PRESIDENT shall:
 - a) prepare the monthly Board meeting agenda;
 - b) ensure that the Board takes action on particular items at the times specified in the Bylaws;
 - c) preside at all membership and Board meetings;
 - d) cast the deciding vote in the event of a tie vote on any matter before the Board or the membership;
 - e) appoint the Chairs of the committees, subject to approval of the Board;
 - f) be an ex-officio member of all committees except the Nominating Committee;
 - g) provide the newsletter editor with a monthly article;
 - h) prepare an annual report to be printed in the newsletter and presented at the April membership meeting;
 - i) maintain communication with the Administrative Assistant and the OLLI Program Coordinator.

The President may serve in various capacities on University boards.

2. The FIRST VICE PRESIDENT shall:
 - a) preside at all meetings of the members and the Board in the absence or inability of the President;
 - b) act as Parliamentarian. He/she will serve as the Chair of the Constitution and Bylaws Committee, should one be needed;
 - c) be responsible for the yearly Re-entry Student Scholarship fund drive;
 - d) serve in such other capacities as may be prescribed by the President or the Board.

3. The SECOND VICE PRESIDENT shall:
 - a) be Chair of the Program Committee;
 - b) perform such duties relevant to the position as the President or Board may designate.

4. The SECRETARY shall:
 - a) record proceedings of the Board and the general membership meetings;
 - b) provide a copy of the minutes to the Administrative Assistant to duplicate and mail to each Board member at least ten (10) days prior to the next meeting;
 - c) perform such tasks relevant to the position as may be requested by the President or the Board.

5. The TREASURER shall:
 - a) reconcile all deposit and check requests with Research Foundation statements each month and present a report to the Board at its monthly meetings. The report should include not only the amounts of income and expense, but also the source of income and the type of expense;
 - b) be a member of the Budget Committee and as such assist in preparing an annual budget prior to the annual business meeting in April each year;
 - c) assume any additional responsibilities relevant to the position as may be determined by the Board.

6. The four (4) DIRECTORS shall represent the general membership. The President shall assign them to a Committee in their area of interest, with the approval of the Board. In addition, the President shall assign one (1) of these Directors to serve an interim assignment on the Budget Committee. The four (4) Directors shall choose a Nominating Committee for the officers of the subsequent year, according to the procedure outlined in Article V, Section 1.

7. The ADMINISTRATIVE ASSISTANT shall provide a full range of office support functions, including:
 - a) acting as liaison with the general public;
 - b) processing and providing documents needed to conduct Board business;
 - c) working closely with committee Chairs to provide such assistance as needed to carry out committee responsibilities;
 - d) maintaining a data base for OLLI membership, correspondence and organizational records;
 - e) processing and maintaining records of all invoices, deposits and disbursements.

ARTICLE V – NOMINATIONS and ELECTIONS

1. In November a NOMINATING COMMITTEE of five (5) members, with two (2) alternates, shall be chosen by the four (4) Directors. The names of the Nominating Committee will be presented to the Board by the Directors as an information-only item. The Directors shall convene the first meeting of the Nominating Committee to give instructions to the Committee members regarding their job. The Directors shall request that the nominating Committee select one of the Committee members to serve as the Chair. If the Committee is unable to select a Chair, the Directors shall appoint one of the Committee members to serve as Chair. An officer may not serve as a member of the Nominating Committee. The names of those who constitute the Nominating Committee shall be reported no later than the February newsletter.
2. If a member of the Nominating Committee wishes to be considered as a candidate for an elected Board position, that member must resign from the Committee and be replaced by an alternate before the Committee considers further candidates for that elected position. The names of those who constitute the Nominating Committee shall be reported no later than the February newsletter.
3. Names of candidates proposed by the Nominating Committee shall be published no later than the March newsletter, which shall state that additional nominations may be made from the floor with the prior consent of the proposed nominee.
4. Officers and Directors shall be elected at the annual business meeting held in April, with installation at the May general membership meeting.

ARTICLE VI – COMMITTEES

Following installation in May the President, with approval of the Board, shall appoint persons who are to be responsible for the activities of the various OLLI Committees. Each of these appointees, hereafter referred to as committee ‘Chairs,’ may serve as a committee of one or may recruit assistants as needed. Chairs serve for one (1) year concurrently with the elected Board. The incoming President has the option of re-appointing the current committee Chairs to serve for one additional year.

1. The PROGRAM COMMITTEE, whose Chair shall be the Second Vice President, shall be responsible for:
 - a) providing programs and/or speakers for the general membership meetings and for other meetings, functions and special luncheons as requested by the Board;
 - b) submitting the list(s) of all prospective programs and speakers to the Board for approval at the beginning of each semester;
 - c) securing the meeting room for the general membership meeting via the Administrative Assistant;
 - d) requesting and ordering equipment as needed for the monthly meetings and other Board-sanctioned functions;
 - e) providing, for timely publication, information regarding general meetings, including biographical sketches of speakers when appropriate;
 - f) ensuring that programs and speakers are introduced appropriately at meetings;
 - g) furnishing names and addresses to the Administrative Assistant for confirmation and/or thank-you letters;
 - h) complying with the requirements of CSU, Chico.

2. The TOUR COMMITTEE Chair shall be responsible for:
 - a) planning and implementing educationally-oriented, enjoyable field trips;
 - b) submitting suggested tour plans to the Board for approval;
 - c) providing the Administrative Assistant with tour information, together with a reservation form, to be mailed with the OLLI newsletter in time to meet reservation deadlines, if any;
 - d) providing the OLLI Project Coordinator with upcoming tour information for posting on Website;
 - e) publicizing tours and taking sign-ups for proposed trips at the general membership meetings;
 - f) monitoring, in cooperation with the Administrative Assistant, the number of reservation checks received for a given trip, by a specified date, to ensure that the fees paid by participants will cover expenses;
 - g) complying with the requirements of CSU, Chico.

3. The HOSPITALITY COMMITTEE Chair shall be responsible for:
 - a) providing decorations and refreshments for the monthly meetings and other functions as requested by the Board,
 - b) coordinating with other committees and facility manager for the December and May annual luncheons to include the following: facility set-up, menu, numbers, reservations, name tags, serving schedule and access to building.
 - c) coordinating efforts with all other Committee Chairs and Administrative Assistant as needed.

4. The MEMBERSHIP COMMITTEE Chair shall be responsible for:
 - a) ensuring adequate staffing at the “Welcome Back” gathering each semester to facilitate providing information to prospective members and to collect dues from those ready to become members;
 - b) turning over to the Administrative Assistant the dues monies collected from enrollees;
 - c) providing name tags/badges at “Welcome Back” and monthly general meetings;
 - d) obtaining the membership file from the Administrative Assistant at two weeks into each semester;
 - e) checking the membership file against class attendance records to make sure attendees have paid dues.

5. The PUBLICITY-PUBLIC RELATIONS COMMITTEE Chair, in cooperation with other OLLI committees, the Board President and the OLLI Program Coordinator, shall provide information to the public about OLLI objectives and activities.

6. The NEWSLETTER COMMITTEE, in consultation with the President, shall prepare and edit a monthly newsletter as requested by the Board. The Editor shall ensure that it is printed for timely distribution to members and prospective members.

7. The CURRICULUM COMMITTEE Chair shall be responsible for:
 - a) recruiting a committee with a minimum of three (3) members;
 - b) developing a list of potential classes and peer leaders;
 - c) preparing a slate of classes proposed to be offered each semester;

- d) presenting for Board approval the list of such classes no later than at the April Board meeting for the Fall semester and the November Board meeting for the Spring semester;
 - e) developing class schedules for disbursement to the general membership;
 - f) arranging for peer leader orientation prior to class registration each semester;
 - g) conducting the Welcome Back-Registration meeting in August and January of each year;
 - h) arranging for appropriate recognition of peer leaders at end of each semester;
 - i) participating in long-term planning activities as needed.
8. The BUDGET COMMITTEE shall be composed of the Treasurer, one Director, and a non-Board member selected by the Treasurer and the Director. The Treasurer shall not be eligible to serve as Chair. The Committee shall:
- a) be appointed in November of each year;
 - b) prepare an annual budget for the organization;
 - c) submit the proposed budget to the Board for approval no later than the February Board Meeting;
 - d) ensure that the recommended budget is sent to each member the month prior to the annual business meeting in April.
9. OTHER COMMITTEES may be established by the Board as needed.
The President may make appointments to committees with approval by the Board as the need arises.

ARTICLE VII – AMENDMENTS

- 1. Upon recommendation of the Board on its own initiative or upon a request submitted in accordance with paragraph two (2) herewith, the “Constitution” and/or the “Bylaws” may be amended or revised at a specified membership meeting following notice in writing mailed to every member at least ten (10) days prior to such meeting.
- 2. Requests for amendment or revision may be submitted to the Board by a petition signed by at least five (5) members. The Board shall make its recommendations for or against requests within thirty (30) days.
- 3. Even if a properly submitted request is not recommended by the Board, such request shall nevertheless be submitted to the membership for action in accordance with notice provisions of paragraph one.

ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall govern where applicable.

Amended – April 4, 2007

Amended – May 3, 2006

Amended – June 1, 2005

Amended – April 6, 2005

Amended – May 7, 2003