



**Policies & Procedures of the Osher Lifelong Learning
Institute at California State University, Chico**

MAY 2015

POLICIES AND PROCEDURES

This document replaces all previous editions of the Constitution and Bylaws of the Osher Lifelong Learning Institute at California State University, Chico

Article I. NAME

The name of this organization shall be the OSHER LIFELONG LEARNING INSTITUTE AT CALIFORNIA STATE UNIVERSITY, CHICO, hereinafter referred to as OLLI at CSU, Chico, or OLLI.

Article II. MISSION

OLLI at CSU, Chico will provide for mature learners an enriched environment for learning, teaching, and social interaction. This will primarily be accomplished through participatory classroom experiences in a wide range of academic areas presented by peer leaders.

Article III. AFFILIATION

1. The organization operates under the auspices of the Center for Regional and Continuing Education. Its finances are managed through the CSU, Chico Research Foundation.
2. The organization shall not affiliate with local, state, or national organizations which require affiliates to support specific positions which contravene policy of the California State University or California State University, Chico.
3. The organization operates within the network of the nationwide Osher Lifelong Learning Institutes.

Article IV. POLICY

1. The organization shall not support or oppose any political party, candidate, or political issue.
2. The membership list and personal information to include names, addresses, phone numbers, and e-mails shall not be used for non-organizational related activities or fundraising without the expressed consent of the general membership.
3. Classes shall not be used to promote political positions or candidates.
4. Classes shall not be used to sell or promote products or services, or to generate client lists.
5. The organization shall adhere to all administrative, financial, and operational policies as set forth by the California State University; California State University, Chico; California State University, Chico Research Foundation; and California State University, Chico University Foundation.

Article V. MEMBERSHIP

The organization is available to any person who has reached the minimum age of fifty (50), or who is retired, and who has paid membership fees. Spouses of current members are eligible for membership.

Article VI. ADVISORY COUNCIL (hereinafter referred to as the AC)

1. The AC shall be comprised of:
 - a) General Chair
 - b) Membership Committee Chair
 - c) Scholarship and Fundraising Committee Chair

- d) Events Committee Chair
 - e) Curriculum Committee Chair
 - f) Communications Committee Chair
 - g) Chair-Elect for elected AC positions
 - h) Program Director
2. AC members, except for program director, shall be elected by the OLLI general membership in April. The terms of office for AC Chairs have been staggered to preserve continuity on the AC from year to year. Consequently, the election of Chair-Elects will also be staggered to coincide with their designated Chair position's election cycle.
 3. Incoming AC members will be installed at the May AC meeting.
 4. Chairs and/or Chair-Elects will begin their tenure July 1.
 5. Chairs will serve a term of two years, ending June 30.
 6. Chair-Elects will serve a one-year term as "chair-in-training," ending June 30. A Chair-Elect shall succeed to his/her designated Chair position upon the expiration of the Chair's term of office, or due to any vacancy in that office.
 7. The term of any Chair may be extended for a maximum of one term at the Program Director's sole discretion.
 8. An AC member may be removed by a two-thirds vote of those attending an OLLI membership meeting.
 9. Any AC member who misses more than two (2) AC meetings without notice will be considered to have resigned and may be replaced by the AC.
 10. The AC will make appointments to fill any AC vacancies.
 11. Four AC members will be considered a quorum.

Article VII. FINANCIAL REQUIREMENTS

1. The organization shall be self-supporting through membership fees, fundraising, and proceeds from the Osher endowment.
2. This organization shall adhere to the financial reporting requirements as defined by the CSU, Chico Research Foundation.
3. Should the organization disband, funds in the OLLI operations account will remain in a Research Foundation account to be managed by Regional and Continuing Education.

Article VIII. MEETINGS

1. The month prior to the annual business meeting the AC shall forward in writing to the membership:
 - a) a list of candidates for the AC
 - b) a copy of the budget, to include membership fees, for the upcoming academic year
 - c) any proposed change(s) to the *Policies and Procedures* document
2. The annual business meeting and reception for peer leaders shall be held in April. At this meeting the members shall:
 - a) elect AC members
 - b) receive the budget
 - c) transact other business as may properly come before it
 - d) thank and acknowledge the efforts of the peer leaders
3. The AC will determine the yearly schedule of general membership meetings.
4. Special meetings of the general membership may be called by the AC.
5. Notice for a special general membership meeting shall be communicated to all members at least five business days prior to such meeting.

6. Meetings of the AC shall be held at least once a month during each semester of the 2012-2013 year. In the following years they will be held on an *as needed* basis as determined by the AC. AC meetings are open to all OLLI members. Date, time, and place of meetings will be published.
7. Special meetings of the AC may be called by three (3) members of the AC. Notice of a special meeting of the AC shall be given to all members of the AC at least three (3) days prior to such meeting.
8. Those attending the general membership meeting for the transaction of business shall be considered a quorum.

Article IX. RESPONSIBILITIES

1. The ADVISORY COUNCIL as a whole shall:
 - a) determine subject and authorship of monthly newsletter article
 - b) determine which AC member(s) will attend other membership meetings as needed
 - c) serve as a facilitator between the membership and the CSU, Chico OLLI administration
 - d) recruit new members to the organization
 - e) be responsible for setting social calendar
 - f) create special-purpose committees, as needed
2. The AC CHAIR shall:
 - a) prepare the AC meeting agenda and run the meeting
 - b) preside at all meetings of the general membership
 - c) prepare an annual report to be presented at the April membership meeting and to be printed in the May newsletter
 - d) maintain communication with the program director and program assistant
3. The PROGRAM DIRECTOR shall serve as the managing employee for OLLI at CSU, Chico. This position reports to the Dean of Regional and Continuing Education. The program director shall, after consultation with the AC, prepare an operations budget each year and establish the membership fee amount for the upcoming year. The program director is an employee of the CSU, Chico Research Foundation, and the official job duties are determined by the Dean of Regional and Continuing Education. The official job description is on file in the OLLI office.
4. The PROGRAM ASSISTANT shall provide a full range of office support functions. This position reports to the Program Director. The program assistant is an employee of the CSU, Chico Research Foundation, and the official job duties are determined by the Center for Regional and Continuing Education. The official job description is on file in the OLLI office. An overview of duties includes:
 - a) act as liaison with the general public
 - b) process and provide documents needed to conduct AC business
 - c) work closely with committee chairs to provide such assistance as needed to carry out committee responsibilities
 - d) maintain a database for OLLI membership, correspondence, and organizational records
 - e) process and maintain records of all invoices, deposits, and disbursements
 - f) e-mail newsletters and other documents to members with e-mail
 - g) print and mail newsletters and other documents to members who receive them by USPS
 - h) process reservations and meal choices for any luncheons
 - i) prepare name tags for luncheon attendees
 - j) record AC meeting minutes and distribute to AC members

5. The MEMBERSHIP COMMITTEE CHAIR and the committee are responsible for outreach and recruitment of new members, and the retention of current members. They shall:
 - a) network with current members to identify potential outreach opportunities
 - b) contact and speak to service clubs and organizations, retired member groups, and community organizations
 - c) recruit well-informed members to assist in this project as needed
 - d) coordinate activities with the Communications chair and the OLLI program director
 - e) contact former members who did not re-join
 - f) ensure a membership committee presence at OLLI meetings and activities

6. The SCHOLARSHIP & FUNDRAISING COMMITTEE CHAIR and the Committee are responsible for:
 - a) Prime Timers Re-Entry Scholarship to provide assistance to CSU, Chico re-entry students. They shall:
 - Conduct annual fund drive through direct mail and personal contact to secure funds sufficient to support one or more scholarships
 - Work with the CSU, Chico Financial Aid Office to select scholarship recipients
 - b) Fundraising to augment the OLLI operations account. They shall:
 - Identify and pursue additional sources of funding from other foundations; individual donors to include members; *friends* of OLLI; and organizations and businesses in the CSU, Chico OLLI service area.

7. The EVENTS COMMITTEE CHAIR and the Committee shall be responsible for hospitality and programs to include:
 - a) provide programs and/or speakers for meetings, activities, and other functions as requested by the AC
 - b) submit a list of prospective programs and speakers to the AC for approval at the beginning of each semester
 - c) request equipment as needed from the facility manager after consultation with the program director
 - d) provide information regarding speakers and special programs to the communications chair in a timely manner
 - e) ensure that programs and speakers are introduced at meetings
 - f) write confirmation and thank-you letters to speakers and performers
 - g) provide decorations, refreshments and name tags, as appropriate, for those meetings and activities approved by the AC
 - h) coordinate with facility managers for any approved social activities approved by the AC such as facility set-up, menu, number of attendees, reservations, serving schedule, parking, and access to building.
 - i) prepare name tags for AC, peer leaders, and committee members.
 - j) comply with the requirements of CSU, Chico

8. The CURRICULUM COMMITTEE CHAIR shall:
 - a) recruit a committee with a minimum of five (5) members
 - b) develop a list of potential classes and peer leaders
 - c) prepare a slate of proposed classes to be offered each semester
 - d) present to the AC the list of such classes no later than at the April AC meeting for the fall semester and the November AC meeting for the spring semester;
 - e) develop, in coordination with the program director, class schedules for disbursement to the general membership
 - f) conduct peer leader orientation before classes begin each semester
 - g) arrange for appropriate appreciation of peer leaders at end of each semester
 - h) participate in long-term planning activities as needed

9. The COMMUNICATIONS COMMITTEE CHAIR and the Committee, in coordination with the program director, shall:

- a) prepare and edit newsletter, and ensure its timely distribution
 - b) design fall and spring publicity campaigns
 - c) arrange fall and spring feature articles on upcoming classes in local newspapers (*Chico Enterprise-Record* and *Chico News & Review*) by contacting appropriate feature writers and lifestyle editors
 - d) prepare and send formal press releases about meetings and installation of new officers, as well as for other press-worthy events that may arise
 - e) take photos at meetings and gatherings and send to press, as appropriate
 - f) encourage members to take and submit photos to Communications Chair
 - g) request, through program director, that PSAs be run periodically on KCHO
 - h) request, through program director, that paid ads be placed in local newspapers
10. The CHAIR-ELECT position for each AC committee shall:
- a) act as an understudy to the current committee Chair
 - b) maintain a close working relationship with the Program Director and other members of the AC
 - c) carry out current Chairperson's duties in their absence or when requested
 - d) perform position-related tasks as requested by the current Chair, including participation on ad hoc committees
 - e) The Chair-Elect shall not have a vote at AC meetings unless expressly performing duties of the current Chair in their absence and upon request

Article X. NOMINATIONS AND ELECTIONS

- 1. A NOMINATING COMMITTEE will consist of four current OLLI members who have not served on the Nominating Committee in the previous year. Two alternates will also be selected by the same criterion. The program director shall serve as the fifth member of the Nominating Committee.
- 2. Nominating Committee members shall be chosen by the AC in November. Their names shall be reported no later than in the February Newsletter.
- 3. If a member of the Nominating Committee wishes to be considered as a candidate for an elected AC position, that member must resign from the Committee and be replaced by an alternate before the Committee considers further candidates for that elected position.
- 4. 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.
- 5. AC members shall be elected at the annual business meeting held in April and begin their tenure in July.

Article XI. AMENDMENTS

- 1. Proposed changes to this Policy and Procedures document may be submitted to the AC by any current OLLI member.
- 2. Proposed changes will be distributed to all OLLI members in advance of the April business meeting to provide an opportunity for membership feedback.
- 3. Proposed changes may be adopted in May by a majority vote of the seven-member Advisory Council.

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