

OLLI's Operating Policies

I. Purpose

These Operating Policies apply only to the Osher Life Long Learning Institute, henceforth called OLLI, as one of the programs of the Osher Lifelong Learning Institute at the University of Southern Maine.

II. Affiliations

The Osher Lifelong Learning Institute at the University of Southern Maine is a department within the Division of University Outreach that administers four programs at the University of Southern Maine:

- A. The academic program, also named the Osher Lifelong Learning Institute, referred to in this document as OLLI and to which these operating policies apply;
- B. The Maine Senior College Network;
- C. The Research Collaborative;
- D. The National Resource Center for Osher Lifelong Learning Institutes.

In addition to these operating policies, OLLI shall be governed by the policies, practices and procedures of the University of Southern Maine.

The Board of Trustees is the legal governing body of the University of Maine System and nothing within these operating principles shall be construed as granting OLLI the authority to act outside the policies of the Board of Trustees. The Board of Trustees reserves the right to suspend, amend or otherwise alter these operating principles if the Board finds at any time that the provisions of these operating principles are contrary to the policies of the Board of Trustees.

III. OLLI Mission

To provide intellectually stimulating learning opportunities and special activities for its members.

IV. OLLI Membership

Membership shall be open to anyone 50 years of age or older who, upon payment of an annual fee, is eligible to participate in all OLLI activities.

V. Leadership Council

A. Definition: OLLI shall be assisted in its governance by a Leadership Council representing its participating members. As a constituent part of a department of USM, the Council has no administrative oversight and no financial or liability responsibilities common to boards of incorporated entities. The Leadership Council's authority rests solely upon the abiding commitment of OLLI at USM to involve its members in fulfilling its purpose. Thus, it is morally accountable to OLLI's membership and USM.

B. Role and Responsibilities:

1. To assure that OLLI's courses and events are consonant with membership interests and needs;
2. To determine OLLI's policies and membership procedures;
3. To advise OLLI's administration about the use of OLLI funds;
4. To develop, monitor and revise, as needed, OLLI's long-range plan.

The Leadership Council shall seek to fulfill these roles and responsibilities in partnership with OLLI's Administration.

C. Council Membership: The members of the Leadership Council shall be elected at a regular **May** meeting of the Council in accordance with quorum and voting guidelines listed below. This process shall be facilitated by submission of a slate of proposed members and officers to the Council by the Nominating Committee two weeks in advance of the meeting.

The number of Council members shall be no less than eleven (11) and no more than twenty (20)

Terms of office are three years, with eligibility for a second consecutive term. Members who rotate-off the Council will be eligible to return after one year. Vacancies may be filled at any regular meeting of the Council, with the terms of vacated positions remaining the same. Terms begin with the September meeting and end after May meeting.

D. Resignations: Should a Council member wish to resign, he or she shall notify the Chair of the Council in writing and the Chair shall refer the matter of filling the vacancy to the Nominating Committee. When filling vacancies, the Nominating Committee shall make its recommendations to the Leadership Council in writing two weeks in advance of the meeting when votes are slated to take place.

E. Minimum attendance requirements: Council members are required to attend a minimum of three (3) meetings annually. If a member is unable to meet this requirement, or misses three (3) consecutive meetings at any time, the Chair of the Council shall refer the matter to the Nominating Committee for a recommendation about replacing the member.

F. Ex-officio: Ex-officio members shall permanently include OLLI's Assistant Director for Program. Ex-officio members participate under terms and conditions at the discretion of the Council.

G. Officers: A Chair, Vice-Chair, and Secretary shall be members of the Council and elected at a regular meeting of the Leadership Council in accordance with quorum and voting guidelines. Terms of office shall be one year, with eligibility to serve three consecutive terms.

Responsibilities of the officers are as follows:

1. **The Chair:** Coordinates the work of the Council; convenes, and facilitates regular and special meetings of the Council; prepares meeting agendas in consultation OLLI's Assistant Director for Program; and is lead spokesperson for the Council. The Chair is an ex-officio member of all committees, with the exception of the Nominating Committee.
2. **The Vice-Chair:** Assists the Chair in his/her duties.
3. **The Secretary:** Assures recording of Council meetings and maintenance of all Council records.

H. Meetings. The Council shall meet bi-monthly from September through May and the meetings are open to all OLLI members. A member wishing to make a presentation should notify either the Chair of the Council or OLLI's Assistant Director for Program at least two weeks in advance of the meeting.

Additional meetings may be convened, with at least two weeks notice, at the discretion of the Chair or upon request by OLLI's Assistant Director for Program or three of the Council's members.

Agendas for meetings shall be proposed to the Council by the Chair after consultation with OLLI's Assistant Director for Program. Proposed agendas shall be sent to Council members, with requests for their input at least two weeks in advance of a meeting.

I. Votes and quorums. A quorum is half the membership of the Council, and passage of motions requires affirmative votes from a majority of those present.

VI. Committees

A. Names and charges. The Leadership Council shall establish and maintain the following six committees:

1. An **Executive Committee** to address issues brought to its attention for review and action as necessary. The committee shall report back to the Council at the next regular meeting.
2. A **Planning Committee** to develop, revise and monitor implementation of OLLI's long range plan;
3. A **Curriculum Committee** to make course and faculty selections consistent with OLLI guidelines and criteria listed below in VIII, A. and Appendix A.;
4. An **Events and Trips Committee** to plan and implement membership opportunities for enriching cultural experiences;
5. A **Nominating Committee** to identify and recommend council members and officers.
6. The **SAGE Committee** to plan and implement the SAGE Lectures Series.

Ad hoc committees shall be formed as needed and disbanded upon completion of their task.

Each committee shall receive its charge from the Council and report-back to the Council annually and make recommendations as needed. Each committee shall seek prior approval on all matters related to policy and procedure.

B. Committee Chairs. The policies and conditions for appointment of all committee chairs are as follows:

1. Chairs shall be selected and recommended by the Council Chair for approval by the Council at a regular meeting.
2. All committee chairs shall be members of the Council. Selected chairs, who are not already Council members, shall automatically become Council members upon their approval as chairs.
3. Persons who automatically become Council members as a result of committee chair status, shall have the option of continuing their service as Council members beyond their roles as chairpersons, consistent with rules governing Council terms of office.
4. Each committee chair may normally serve two consecutive three year terms, with the exception of the Nominating Committee Chair, who serves one three year term.

C. Structure and Composition

1. The **Executive Committee** shall have five (5) members, consisting of the three officers and two others chosen by the Chair of the Council. The Committee shall meet as needed, and regularly report back to the Council.
2. The **Planning Committee** shall have a maximum of ten (10) members, three of whom may be non-Council members. The Committee shall report to the Council annually about progress in meeting the mission, vision, goals and objectives of OLLI's long range plan.
3. The **Curriculum Committee** shall have at least seven (7) members not limited to Council membership and shall meet as needed.
4. The **Events and Trips Committee** shall have a minimum of eight (8) members not limited to Council membership, meet as needed, organize subcommittees and select sub-chairs at its discretion.
5. The **Nominating Committee** shall be composed of no more than five (5) members appointed by the Council, each of whom shall serve one three year term. It shall be the duty of committee members to seek input from OLLI's membership about potential Leadership Council members. In so doing, it shall develop its own method of gathering input from

OLLI's membership, which shall be reported to the Council. The Committee shall propose Council officers from among existing Council members. Its slate of nominees for both officers and members of the Council shall be submitted to the Council at least two weeks prior to a vote.

6. The **SAGE Committee** shall have a minimum of five members, not limited to Council members, and meet as needed.

VII. OLLI Administration

The Assistant Director for Program manages the OLLI program on behalf of the University, promotes the interests of OLLI within the University, and has legal fiduciary responsibility for the program. The Assistant Director for Program supervises the Program Coordinator, oversees the OLLI office, and works with the Council to establish policies, practices and guidelines for the program.

The Assistant Director reports to the Executive Director of the department, who oversees all the components of the Osher Lifelong Learning Institute at USM.

The Program Coordinator works on aspects of development and management of the courses and events. The Program Coordinator also manages the OLLI office and supervises the administrative volunteers. The Program Coordinator has major responsibility for the production of the course brochure; the registration system; the orientation and support of OLLI faculty, and the Events and Trips Committees.

VIII. Volunteers

A. Faculty: Selection of OLLI faculty is the responsibility of the Curriculum Committee. Qualifications include appropriate expertise in their field, experience in teaching and a desire to work with senior learners. Faculty members are responsible for selecting course material within the financial limits set by the Council and preparation of other materials such as course notes and audio/visual materials in conjunction with the OLLI office. Faculty members are unpaid volunteers.

B. Administrative Volunteers: Administrative volunteers shall perform various office functions which are assigned by the Program Coordinator or Assistant Director for Program. These duties include, but are not limited to, office work, mail preparations, book distribution and the OLLI Newsletter.

XIX. Finances

OLLI finances are recorded and managed by the Assistant Director for Program, who advises the Council on the financial status of OLLI. All financial dealings of OLLI shall be in accordance with established USM and UMS policies, practices, and procedures

X. Amendments

These operating policies may be amended by a two thirds vote of the Leadership Council after said amendments have been circulated at least two weeks prior to a regular meeting.

May 2006

Appendices

A. Curriculum Committee Guidelines

A balanced selection of courses will be identified to provide a breadth of offerings from major topical clusters, including but not limited to:

- A. Fine and Applied Arts
- B. Religion and Spirituality
- C. History and Social Science
- D. Math, Science and Technology
- E. Language and Literature
- F. Current Issues
- G. Health and Well Being
- H. Experiential and travel based learning
- I. Interdisciplinary

Spring and Fall classes will be set up by the Curriculum Committee. Winter and Summer classes will be set up by a sub-committee of the curriculum committee. The subcommittee will have its own chairperson.

B. Nominating Committee Guidelines

(to be possibly added)

(Note: Appendices C. and D. contain organizational charts.)