

**POLICIES OF LEARNING IN RETIREMENT, INC. doing business as
the OSHER LIFELONG LEARNING INSTITUTE at THE UNIVERSITY OF
GEORGIA (OLLI@UGA)**

Adopted: October 16, 2002

Revised: July 21, 2004, October 19, 2005, April 28, 2006, April 24, 2008, June 14, 2010

A. BOARD OF DIRECTORS

1. Election of Board Members

In order to provide opportunity for more OLLI@UGA members to serve on the Board of Directors, (herein after referred to as Board) at least three of five persons nominated each year shall be selected from outside those serving on the current Board. In order to maintain a balanced Board, the president shall advise the Nominating Committee concerning any relevant needs for specific experience. Other criteria for nomination to the Board shall be a minimum of one year OLLI membership and prior participation on a committee or as an active volunteer. At the time of nomination the prospective Board Member should be given a copy of the Board Member and Organizational Responsibilities.

2. Protection of Board Members

OLLI@UGA will purchase and maintain necessary policies to insure the organization against risk. Types of insurance policies shall at a minimum include:

2.a. General Liability (personal and property damage and punitive damage).

2.b. Nonprofit Officers and Directors' Liability (also known as association professional liability).

2.c. Fiduciary Liability (Performance Bond for the Treasurer).

3. Attendance at OLLI@UGA Board Meetings

A Director who finds it necessary to be absent from a regularly scheduled meeting of the Board is responsible for requesting an excused absence from the President in advance, for arranging for a substitute to fulfill any responsibility which will be missed, and for notifying the President at the time the excuse is requested who will be the substitute. (See also, Bylaws, Article Seven)

3.a. The President shall invite the liaison between the University of Georgia and

OLLI@ UGA, or his/her designee, to sit as an ex-officio member of the Board. The Board has, in addition, approved ex-officio representatives from The Athens Area Council on Aging, The UGA Retirees Association and, also, The Retired Educators Association to sit on the board.

3.b. The OLLI Program Director will serve as an ex-officio member of the board and all standing committees.

3.c. All pre-planned motions to be brought before the Board shall be printed out and handed to the Secretary prior to the start of the meeting. All spontaneous motions shall be written out and handed to the Secretary prior to leaving the meeting.

4. Proxy Voting

Board members who cannot attend a Board Meeting will be permitted to vote by proxy on items that appear in the circulated meeting agenda. Proxy votes must be received in writing, by email or by USPS, by the Board Secretary with a copy to the President at least one day in advance of the meeting.

B. STANDING COMMITTEES: SELECTION AND GENERAL RESPONSIBILITIES OF COMMITTEE MEMBERS (*with the Exception of the Nominating Committee*)

1. Standing Committee Chairs are appointed by the Incoming President with board approval (Bylaws Article Ten). Committee Chairs should have knowledge and experience in the area they are being asked to serve.

2. Standing Committee Chairs are appointed for one-year terms and may be reappointed for additional terms by the incoming president.

3. Committee Chairs are urged to select Vice-Chairs who could act in the absence of the Chair. The committee Vice-Chairs will be approved by the President for one year terms and may be re-appointed.

4. A committee member who has several unexcused absences during a single year may be replaced.

5. The President and Program Coordinator shall be considered ex-officio members of all standing committees and shall be notified of all committee meetings.

6. Each standing committee Chair shall be responsible for providing each committee member, the President, and the Program Coordinator in advance the purpose/agenda for each committee meeting, and for distributing to all of the above copies of the minutes of the previous meeting.

7. Each committee chair shall submit to the President, no later than the June Board meeting, a summary of the year's activities committee achievements, and recommendations for conduct of the committee's business during the coming year.

8. New Committee Appointments

Committee chairs are selected by the incoming President. Following the election conducted at the annual membership meeting, the incoming President shall consult with the outgoing chair of each standing committee to receive recommendations for members. Committee Chairs are requested to contact all OLLI@UGA members who indicate interest in serving on the committee in a timely fashion and to inform them of committee meeting dates and times.

C. THE NOMINATING COMMITTEE

1. The Nominating Committee is a standing committee and shall consist of a Chair and four additional members elected at the Annual Meeting. (Bylaws, Article Eleven) Candidates for the Nominating Committee should currently be actively involved in the organization.

2. The Newsletters will list the members of the Nominating Committee and their contact information in each issue. They will also be listed on the OLLI@ UGA website without contact information. The President will issue a notice to the membership, to include the committee members and their contact information, via the listserv when the Nominating Committee is convened for the annual slate. Members are encouraged to let the Nominating Committee know of their own interest in serving or of members they would like to recommend for nomination.

3. The Nominating Committee will provide the ballots for the election at the annual meeting. The ballots will have no markings that could identify the member voting.

D. MEMBERSHIP INFORMATION

1. Classes

Classes and Special Interest Groups are open to members only. Members have priority for social activities, travel, Lunch and Learn Lectures, and Special Interest Group activities, with non-members welcome on a space available basis.

2. Members

Members will receive an invitation to renew their membership prior to January 1 or July 1, whichever is appropriate for the date of their annual membership.

A non-renewing member will be sent two more newsletters; at least one of these newsletters would include the next semester's course schedule. If there is no response the non-renewing member's name will be placed on an inactive membership list.

3. Collection of Survey/Membership Information

Collection of survey information from members shall be limited to the use of forms approved by the Board. Survey information is not available outside of OLLI@UGA; the data will be summarized without member names.

4. Membership information of OLLI@UGA will not be available outside of OLLI@UGA and its sponsors. The OLLI@UGA membership list is not available for distribution to any organization, club, agency or individual. Exceptions to this policy must be requested of, and approved by, the Board.

5. Addressing the Board: Any OLLI@UGA member may address the Board concerning an item on the agenda of a regular monthly board meeting. The member must communicate the intent and the agenda item to the President prior to the board meeting. The time limit of the comments is left to the discretion of the President.

6. (Bylaws Article Four) Open Meetings: Nominating Committee meetings, Executive sessions of the Board, and any committee meeting dealing with personnel issues are closed to the membership. All other Board meetings and Committee meetings are open to all members of this organization.

7. Communication with Members:

7.a. The primary method of communicating with the members is via the OLLI@UGA membership listserv and Newsletters.

7.b. Newsletters will be sent out to all members, affiliate chapter members, and partners on a regular basis. The newsletter is dependent upon the membership for articles. Members may choose to receive the Newsletters via email or USPS.

7.c. The OLLI website, OLLI.uga.edu, will be maintained with up to date information on classes, Lunch & Learn Lectures, Travel/Study and other OLLI membership events. The Board minutes will be posted on the website after they have been approved by the Board.

8. TUITION ASSISTANCE PROGRAM AND REQUESTS

OLLI@UGA has created a Tuition Assistance Fund to help minimize the financial barriers to taking OLLI classes or attending regularly scheduled OLLI sponsored events. If financial hardship is preventing a member of OLLI@UGA from taking OLLI courses, he/she is encouraged to complete a Tuition Assistance Application.

8.a. Applications for tuition assistance will be accepted during each registration period.

8.b. Applications will be reviewed within 7-10 working days of receipt and applicants then notified by telephone or e-mail regarding the outcome of the request.

8.c. All registered OLLI@UGA members shall be eligible for Fisher Fund tuition assistance upon simple oral or written application to the Program Director, such applications to remain confidential. Approved requests are limited to \$100.00 per person per semester, as credits to defray course and/or Lunch and Learn fees selected by the member. Applicants can apply in any number of succeeding semesters, with dollar ceiling limits recommended by the Finance Committee in consultation with the Development Committee and approved by the Board each semester in advance. The Program Director will have the authority to extend any tuition assistance request above the \$100.00 maximum on a case-by-case exception approved by the President.

8.d. The Program Director shall report after each semester's registration to the President and to the Board regarding the number of tuition assistance requests received and approved, and the dollar amount of tuition waivers granted. The Program Director, however, shall not identify the classes or events or any applicant by name.

E. COURSES AND EVENTS

1. Payments

1.a. Amounts paid for course fees and activity fees will be determined by the Board.

1.b. Class fees and fees for parking and or facilities will be separated effective Fall 2010.

1.c. Membership dues, course fees, activity fees and registration fees should be paid by checks made payable to OLLI@UGA and sent to the designated person.

1.d. All payments, including membership dues, activity fees, course fees, travel fees, social events, and clubs and activity fees, must be paid in advance. If these groups do not use OLLI@UGA facilities and/or require no expenditures by OLLI@UGA,

then no fees will be assessed.

2. Refunds

2.a. Refunds will be made to a member for tours/outings, social events, including lunch and learn events, only if written notice (or e-mail notice with a request for acknowledgement of receipt) of the withdrawal/cancellation is received by the tour/event coordinator at least 10 days prior to the date of the event. Full refunds will be made only if the member/s fees have not been paid for contracts required for the tours/outings/events or for nonrefundable event reservations, fees or tickets. Full refunds will be made for any OLLI@UGA tour/outing/social event that is canceled due to low enrollment.

2.b. Refunds will be made to a member for a course only if written notice or e-mail notice (with a request for acknowledgement of receipt) of withdrawal/cancellation is received by the class registrar at least 10 days prior to the first date of the class. The Class Registrar with the contact information will be listed in each Newsletter and in each Course Catalog.

2.c. If a course must be canceled due to low enrollment, illness, or an emergency (See also 3. Course and Event Cancellations below) a participant will receive a refund or may request that the fee already paid be applied toward another course offered during the same term.

2.d. All refunds will be made in a timely manner but refunds due to cancelled courses will normally be delayed until the registration process has closed for the semester in order that, when requested, the fees already paid can be efficiently applied toward another course being offered.

3. Course and Event Cancellations

3.a. OLLI Classes and events will follow the UGA policy of closure and cancellation for inclement weather or other emergencies.

3.b. Courses and events may be canceled due to lack of financial support, lack of participants, or withdrawal by the instructor.

3.c. The Committee Chair involved, with approval of the President, may cancel events or courses with a negative financial status, or may recommend approval of a subsidy of these to the Board using funds derived from over-subscribed events/courses.

4. Course Feedback

4.a. Survey Form: OLLI@UGA monitors the quality of the courses offered to the membership through a feedback survey filled out by each student in each class. The surveys are tallied and entered into a single page report by the Class Facilitator and then sent to the Curriculum Committee chair within two weeks of class completion. At the end of each session the Coordinator of Facilitators will provide a brief report of the findings from the class surveys and the recommendations.

4.b. Class Facilitators: A host/hostess is provided for each OLLI course through the Class Facilitator group. The facilitator assists the presenter/instructor and the students as needed before and during the course sessions.

5. Reimbursements for OLLI expenditures by members and class presenters will be made by the Treasurer. The Reimbursement form with description of the expenses and receipts attached should be sent to the OLLI@UGA offices: River's Crossing 850 College Station Road, Athens, Georgia 30602-4811 as soon as possible. If receipts are not available, a detailed description of the purchase must be provided along with a statement explaining why the receipts are not available.

6. Honoraria

No honoraria are to be paid to course instructors. Instructors from outside Athens-Clarke County and its adjacent counties may be reimbursed for travel at the current state rate.

7. Transportation for Travel/Study Trips

Commercial transportation will be used whenever feasible for group travel. When smaller groups make large buses impractical, OLLI@UGA members may make their own travel arrangements.

D. MISCELLANEOUS

1. Dispersal of Funds: Funds will only be disbursed in accordance with the approved OLLI@UGA budget or budget amendments approved by the Board of Directors of OLLI@UGA. Funds residing in the Arch Foundation at UGA designated for the benefit of OLLI@UGA will be disbursed as approved by the Board of Directors of OLLI@UGA.

2. Condolences: Secretary should be notified of the death of a member in order to

write a note of condolence from OLLI@UGA.

3. For-Profit Advertising

No presentations on behalf of “for-profit” enterprises may be made to the to the Olli@UGA membership which would affect our tax-exempt status.

4. Distributing Information from Other Organizations

OLLI@UGA will distribute items of interest or benefit to our members via electronic mail or newsletter from our own organization, other OLLI’s, our partners in the Department of Lifelong Education, Administration and Policy (LEAP), the Gerontology Center, The Institute of Higher Education, The University of Georgia, The Athens-Clarke County Regional Library, the Athens Community Council on Aging, and other educational opportunities deemed to be of interest to the members.

All notices submitted for the OLLI@UGA membership list-serve must be approved by the President, or in the President’s absence, by the President-Elect.

5. Research Participation

Request from our partners in the Department of Lifelong Education, Administration and Policy (LEAP), the Gerontology Center, the Institute of Higher Education, the University of Georgia, and the Athens Community Council on Aging for OLLI@UGA members to participate in research projects or interns should be submitted to the President of OLLI@UGA. Two copies of a written summary of the research proposal should be provided and should include the date of approval by the University of Georgia’s Human Subjects Committee. The president may confer with the Gerontology Center about research projects or interns. The president approves or denies the request and determines how the request should be brought to the attention of OLLI@UGA members.

5.a. The request for participation may be sent by the project’s sponsor to a mailing list of OLLI@UGA members who have indicated interest in receiving such information.

5.b. The request may be put in a regular OLLI@UGA mailing or it may be sent out to members over the e-mail-telephone list. This would need to be a brief explanation of the project, and it should include a way for members to get additional information either by phone or e-mail.

6. Awards

Awards have been a vital aspect of OLLI@UGA to recognize members whose dedication and assistance have facilitated the operation of the organization. Selection of those to receive awards is based upon the following guidelines:

6.a. An award to the President in recognition of his/her leadership, guidance and hard work.

6.b. The Carol Fisher Memorial Award to recognize persons (up to three) for long and significant contributions to the functioning of OLLI@UGA. Candidates are to be selected by the President with written recommendations from the Board.

6.c. Each Presenter/instructor will receive a thank you letter and a coupon for a free OLLI course or Lunch & Learn from the Class Facilitator at the completion of the course.

6.d. Speakers at the general meeting, etc., will receive a “thank you” letter from the Secretary.

6.e. Board members will be recognized in a manner which the President feels is appropriate.

7. Archives

The Historian of the Osher Lifelong Learning Institute at The University of Georgia shall maintain the LIR/OLLI history collection, Number 07-031, at the Hargrett Rare Books and Manuscript Library at The University of Georgia.

8. Amending Policies: The Board Policies of OLLI@UGA may be amended by a majority vote of the Board Members. Amendments to the Board Policies must be introduced at one regularly scheduled Board Meeting (a first reading) and then voted on at a subsequent meeting.