



## OLLI POLICIES AND PROCEDURES

### THE OSHER LIFELONG LEARNING INSTITUTE

### AT STONY BROOK UNIVERSITY

Revised and Approved May, 2016

#### ARTICLE I – NAME

The name of this organization is the Osher Lifelong Learning Institute at Stony Brook University, herein referred to as OLLI at Stony Brook University, OLLI at SBU or OLLI.

#### ARTICLE II – PURPOSE

The purpose of OLLI at SBU is to provide a non-credit educational program specifically designed for mature adults age 50 and older. It functions in accordance with the mission of Stony Brook University to provide community outreach within an academic setting and in accordance with the lifelong learning mission of the Bernard Osher Foundation.

#### ARTICLE III – AFFILIATION

- 1) OLLI at SBU is a Stony Brook University program that is directed, administered and sponsored by the School of Professional Development, herein referred to as SPD. Its finances are managed through the Stony Brook Foundation, herein referred to as SBF.
- 2) OLLI at SBU is a participating program of the nationwide network of institutes collectively referred to as Osher Lifelong Learning Institutes.

#### ARTICLE IV – POLICY

- 1) **Policy Compliance** – The responsibility of ensuring compliance with all written policies and procedures lies with the Dean of the School of Professional Development and SPD designees.
  - a) Members must follow all University policies and procedures including those established by SPD and OLLI. Furthermore, members must specifically adhere to the University's Code of Conduct, the commitment to privacy policy that addresses the provisions of the Internet Security and Privacy Act, the Freedom of Information Law, and the Personal Privacy and Protection Law when serving on boards, committees or conducting workshops.
  - b) All publications and printed materials must conform to the University guidelines for style, usage and print procedures and include the Affirmative Action/Equal Employment Opportunity (AA/EEO) statement where appropriate. Additionally, publications should use the SBU/Osher Lifelong Learning Institute approved logos.

## ARTICLE V – MEMBERSHIP

- 1) **Eligibility** – 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. OLLI welcomes diversity in its membership and has no academic prerequisites.
- 2) **Workshops** – Workshops are the primary focus of the program. All members are eligible to register for any workshop, although enrollment in any particular workshop cannot be guaranteed.
  - a) Only OLLI members may attend workshops. Guests interested in membership may attend workshops upon receipt of a guest pass obtained through the OLLI office.
  - b) Workshop leaders must be members in good standing who are vetted by the Curriculum Committee and Advisory Board, and approved by the Director. No one shall be paid for leading a workshop.
- 3) **Extra-Curricular Activities** – Members are encouraged to participate in planned special events and trips and to participate in volunteer work for the program.

## ARTICLE VI – FINANCES

- 1) **Fiscal Year** – The fiscal year of OLLI is July 1 through June 30.
- 2) **Fiscal Responsibilities** – OLLI at SBU shall be self-supporting.
- 3) **Revenue** – Membership fees are the primary source of revenue for the program. Funds, endowments, gifts or other assets may be received on behalf of OLLI for the purposes of advancement of the program.
- 4) **Expenditures** – In accordance with approved budgets and University financial policies, all OLLI-related expenditures and disbursements will be managed by the Director and forwarded to SPD's Office of Finance and Administration for approval and processing.
- 5) **Fees** – The Membership fee shall be established jointly by SPD designees and the Director of OLLI after consultation with the Advisory Board. It will be implemented upon final review and approval by the Dean of the School of Professional Development and by the Stony Brook Foundation.
- 6) **Management and Reporting** – Management and reporting of all OLLI operating finances will follow University guidelines as defined by the Stony Brook Foundation. Management and reporting of all grants and endowments will follow their respective guidelines. The OLLI Director and SPD designees will oversee management of all financial operations of OLLI in accordance with the annual budget approved by the Dean of the School of Professional Development.

## ARTICLE VII – ORGANIZATIONAL STRUCTURE

- 1) **Organizational Structure** – The OLLI program organizational structure consists of member volunteers (an Advisory Board, standing, organizational, and ad hoc committees), and University employees who are assigned to administer the program (an OLLI Director, OLLI staff and SPD leadership). Together, the parties represent the general membership and are responsible to ensure that the purpose and the mission of the OLLI program are carried out according to University guidelines.
  - a) **OLLI Director** – The Director of OLLI at SBU manages the program on behalf of the University, promotes the interests of OLLI within the University, and will:
    - i) Be responsible for all administrative and financial management of the program.
    - ii) Supervise the OLLI staff and oversee the office.
    - iii) Consult with the Advisory Board to establish policies, practices and guidelines for the program, meeting regularly with the OLLI President and working committees to coordinate OLLI efforts.
    - iv) Serve as an ex-officio member of all OLLI committees.
    - v) Oversee the volunteer service of the Advisory Board and Committee Chairs.
    - vi) Manage all classrooms, lecture halls, conference rooms, and any other campus arrangements per University guidelines.
  - b) **Assistant Director** – The Assistant Director of OLLI at SBU reports to the Director, and will:
    - i) Be responsible for the course catalog, workshop schedules and registration.
    - ii) Provide support for OLLI’s members, workshop leaders, and the Events and Trips Committee.
    - iii) Oversee office and registration volunteer activities.
  - c) **OLLI Support Staff** – Support Staff will report to the Director. Responsibilities are determined by the Director as defined in the staff position description.
  - d) **University Administration** – All University administrative matters conducted on behalf of OLLI at SBU shall be the responsibility of SPD designees.
  - e) **OLLI Advisory Board** – The Advisory Board represents the general membership. Through its various committees, it researches and recommends curriculum and program activities to the Director and general membership and supports their implementation.
  - f) **OLLI Committees** – The standing, organizational, and ad hoc committees report to the Advisory Board according to their charge.

## ARTICLE VIII – ADVISORY BOARD

- 1) **Definition** – The Advisory Board represents OLLI’s membership by supporting the OLLI Director and SPD leadership in the operations of the program. It embodies the abiding commitment of OLLI at Stony Brook University to involve its members in fulfilling its mission, which is to provide a non-credit educational program specifically designed for mature adults age 50 and older. Thus, the Advisory Board is accountable to OLLI’s membership and to Stony Brook University.
- 2) **Responsibilities** – The primary responsibility of the Advisory Board is to advise the OLLI Administration on curriculum, fees, budgets, planning, growth and development, and special events. Its charge is to oversee the activities of OLLI’s members and to address issues as they may arise, in coordination with the Director and SPD designees. The President, on behalf of the Advisory Board, shall report regularly to the general membership on actions taken by the Advisory Board.
  - a) The OLLI membership shall inform the Director and the Advisory Board of all matters that involve University administration and campus community resources.

- b) All attempts should be made to resolve OLLI issues with the Advisory Board and the Director. If still unresolved, the issue will be escalated to SPD leadership (or administration). If there is still no consensus on an issue of major importance, the issue will be jointly presented to the University Provost for resolution.
- 3) **Meetings** – The Advisory Board shall meet monthly during the academic year and at the call of the President. There should be at least three General Membership Meetings per year. The Advisory Board may adopt its own procedures for conducting meetings. New agenda items requiring an Advisory Board vote must be submitted to the President of the Board or the OLLI Director at least one week in advance. A special meeting may be scheduled to address the added agenda item. Other meetings may be convened, with at least one week's notice, at the discretion of the President, upon request of the OLLI Director or a simple majority of the OLLI Advisory Board members. A simple majority of the Advisory Board shall constitute a quorum.
- 4) **Composition** – The Advisory Board shall consist of the following member officers: (1) the President, President-Elect, Immediate Past President, and Secretary (elected – one-year terms), and the Members-at-Large (elected – two-year terms); and (2) Chairpersons of the Standing Committees (appointed – one-year terms with reappointment for no more than two additional years total).

Each member shall have one vote. Elections will be held in April and results will be publicized in May. Terms of office begin on the first Monday in July, consistent with the start of the membership year. Newly elected member officers shall attend all year-end meetings before their term begins.

Preferred qualifications for elected or appointed Advisory Board members should include leadership skills and experience in the public or private sector as related to each of the elected or appointed roles. Experience with not-for-profit organizations is a plus.

#### **Advisory Board Member Elected Officers**

- a) **President** – The President oversees the Advisory Board, and shall assume the office after serving as President-Elect. The President shall have the following duties and responsibilities: (1) develop agendas and preside at all meetings of the Advisory Board and general membership; (2) serve as an ex-officio member of all committees except the Nominating Committee; (3) maintain a working relationship between the Advisory Board, the Director and SPD designees; (4) create new committees and appoint committee chairpersons subject to the approval of the Advisory Board and Director; (5) perform all such other duties appropriate to the position. At the conclusion of the term of office, the President shall automatically become the Immediate Past President.
- b) **President-Elect** – The President-Elect shall work closely with the President to provide continuity in the program, and shall serve as an ex-officio member of all committees except the Nominating Committee. The President-Elect shall perform such other functions as the President may designate. In the temporary absence of the President, the President-Elect shall perform all the duties of that office. The President-Elect shall become the new President at the end of the President's term.
- c) **Immediate Past President** – The Immediate Past President shall provide continuity in leadership from their prior experience and through active participation on the Advisory Board. The Immediate Past President may perform other functions as designated by the President.
- d) **Secretary** – The Secretary shall record, report, and maintain the minutes of the Advisory Board and general membership meetings and announce results of elections. The Secretary shall compile and maintain a register of all motions and formal actions approved by vote of the Advisory Board or general membership. The Secretary may be re-elected for no more than two (2) additional consecutive terms.

- e) **Members-at-Large** – There shall be one (1) Member-at-Large for every 200 paid members of OLLI. The number of active, paid members in the current year shall determine the number of Members-at-Large to be elected at the annual election. The Members-at-Large shall represent the general membership and shall perform such other functions as the President may designate. A Member-at-Large may not be immediately re-elected.

#### **Advisory Board Appointed Chairpersons of Standing Committees**

All Standing Committee Chairpersons shall be appointed by the President, in consultation with the OLLI Director and with the approval of the Advisory Board. Chairpersons serve one year terms with no more than two (2) consecutive terms on a given committee.

- f) **Co-Chairpersons of the Curriculum Committee** – There will be two co-chairpersons of the Curriculum Committee.
- g) **Chairperson of the Growth and Development Committee** – The OLLI President shall serve as the Chairperson of the Growth and Development Committee.
- h) **Budget Advisor** – The Budget Advisor (Chairperson) may be assisted by an appointed alternate budget advisor.

### **ARTICLE IX – COMMITTEES**

- 1) **Standing Committees** – The Advisory Board shall establish and maintain the following standing committees:
  - b) The **Curriculum Committee** shall work with the Curriculum Committee Chairperson, the Advisory Board, the Director, and designees from SPD to establish and present curriculum policy, to develop new curricula, and to offer OLLI workshops and other curricular activities each semester.
  - c) **The Growth & Development Committee** shall work with the Growth & Development Committee Chairperson, the Advisory Board, the Director, SPD, Stony Brook Foundation, and the University Advancement Office to develop and oversee subcommittees for Fundraising and Planning. Standing committee members include the President as Chairperson, President-Elect, Immediate Past President, and the Director.
    - i) **Fundraising** – The Fundraising subcommittee will develop a fundraising plan to augment the operations budget when needed, to fund special projects, and to build and maintain an appropriate cash reserve fund for OLLI. The Budget Advisor will be a standing member of the Fundraising subcommittee.
    - ii) **Planning** – The Planning subcommittee will develop, revise and monitor implementation of OLLI’s long-range strategic plan. The Budget Advisor will be a standing member of the Planning subcommittee.
  - d) The **Budget Advisor, with the assistance of his/her appointed alternate advisor**, shall solicit input from the advisory board and shall advise and assist the Director, SPD’s Dean and the Dean’s designees in the development and approval of an annual operating budget. The Budget Advisor and his/her alternate will also work with the SPD Finance Office to provide regular financial reports when available to the Advisory Board and to the membership at scheduled General Membership Meetings.
- 2) **Organizational and Ad Hoc Committees** – The President and the Advisory Board, in consultation with the OLLI Director, may create committees and appoint chairpersons as needed to develop recommendations on membership policy and carry out tasks for OLLI. All committees shall operate subject to the review of the Advisory Board and in accordance with the charge provided by the President. In consultation with the

President, the organizational and ad hoc Committee Chairpersons shall appoint voting members of their respective committees.

- a) **Organizational committees** shall have ongoing responsibilities for various assigned OLLI functions and shall continue year-to-year as needed. The Chairperson(s) of each committee shall serve for the duration of the President's term and can be re-appointed for no more than two (2) consecutive terms. Examples of Organizational committees include but are not limited to the following:
    - i) **Arts Council** – Organizes exhibits of members' art to be displayed each semester, including a reception open to all members, and encourages writing, photo and film-making groups to showcase their work at OLLI.
    - ii) **The Chronicles** – Monthly on-line newsletter containing articles for and about OLLI members, with photos of OLLI events.
    - iii) **Conversation Partners** – Volunteers meet individually with SBU graduate students who need to practice speaking English at a convenient time for both.
    - iv) **Events and Trips** - Assist the OLLI office and approved professional event and trip vendors with the selection, planning, and implementation of member opportunities for educational trips and enriching cultural experiences.
    - v) **Member Relations and Support** – Provides information and outreach to members, especially new members. Arranges for volunteers to help with events, dinners, registration and other functions as needed.
    - vi) **Sunshine** – Responds appropriately for OLLI as members encounter major changes in their lives.
  - b) **Ad hoc committees** shall be formed as needed and disbanded upon the completion of their task. Each ad hoc committee will receive its charge from the President and will report back to the Board and make recommendations as needed. Other ad hoc committees may also be recommended by the Dean of the School of Professional Development, SPD designees, or the Director of OLLI.
- 3) **Nominating Committee** – The Nominating Committee is charged with the nomination of candidates who can commit to serve the terms of said office for the annual election and elections to fill vacancies of OLLI officers and Members-at-Large. The Nominating Committee will also be responsible for tallying the ballots of all elections. The President, in consultation with the Advisory Board, shall appoint a chairperson and three additional members to a Nominating Committee in November. Members who served on the committee in the previous year and those wishing to be considered as a candidate for an elected Advisory Board position are ineligible. These names will be reported to the membership in The Chronicles and by email no later than February. The Director shall serve as the fifth member and an advisor of the Nominating Committee. Voting members of the Advisory Board are ineligible to serve on any Nominating Committee.

## ARTICLE X – ELECTIONS OF OFFICERS AND MEMBERS-AT-LARGE

- 1) **Nominations for Annual Elections** – After informing the Advisory Board of the results of its work, the Nominating Committee shall present its slate of candidates to the general membership with reasonable lead time prior to the scheduled general election. Other nominations may be presented by any member at the Advisory Board meeting prior to the scheduled general election. Such nominations must be seconded and the nominee must indicate his or her willingness to serve.
- 2) **Annual Elections of Officers and Members-at-Large** – The annual elections of OLLI officers and Members-at-Large shall be decided by a plurality of all OLLI members voting by secret ballot in a general

election. The Advisory Board shall provide notice of the annual election, the procedures to be followed, and a list of all candidates to the general membership in a timely manner prior to the casting of ballots. The Nominating Committee shall tally the ballots and the Secretary shall announce the results. If there is only one nominee for each office, the Secretary may be instructed to cast a ballot for each single nominee, on behalf of the membership.

- 3) **Vacancy of Office** - If a permanent vacancy occurs in any elected office, the Advisory Board shall confirm the vacancy. Candidates to fill vacancies shall be selected by a special Nominating Committee appointed by the President, approved by the Advisory Board, and filled by election by the general membership. The following special rules shall apply to individual officers:
- a) **President** - In the case of a vacancy in the office of President, the President-Elect shall immediately assume all the functions and responsibilities of the President. If more than six months remains in the term of office, the President-Elect shall serve the balance of the regular term as President. If less than six months remains in the term, the President-Elect shall serve as President for the balance of the term, as well as the year following.
  - b) **President Elect** - In the case of a vacancy in the office of President-Elect the office shall be filled by a special election of the general membership.
  - c) **Immediate Past President** - In the case of a vacancy in the office of Immediate Past President, the office shall remain vacant for the remainder of the term. In the case of a concurrent vacancy in the office of the President and the President-elect, the most recent immediate past President shall be asked to call and preside over an emergency Advisory Board meeting for the purpose of filling said vacancies.
  - d) **Secretary** - In the case of a vacancy in the office of Secretary, the President shall appoint a temporary replacement until a special election is held.
  - e) **Members-at-Large** - In the case of a vacancy in an office of Member-at-Large, the office shall remain vacant until the next general election is held.

#### ARTICLE XI – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern all OLLI meetings. The Director, the President or committee chair may appoint a parliamentarian.

#### ARTICLE XII – AMENDMENTS

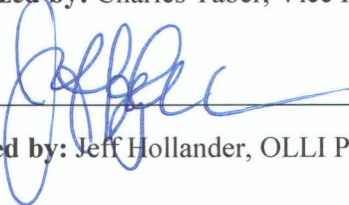
All proposed amendments to the policies and procedures shall be submitted to the Director and Advisory Board for consideration who will then recommend amendments to be submitted to the Dean of the School of Professional Development for consideration and approval.



Authorized by: Charles Taber, Vice Provost

4/29/2016

Date



Reviewed by: Jeff Hollander, OLLI President

6/29/2016

Date