OLLI-UA
Policy / Procedure Manual

Related to Bylaws Article 1: Name.
-None-

Related to Bylaws Article 2: Mission.
-None-

Related to Bylaws Article 3: Definitions.
-None-

Related to Bylaws Article 4: Relationship to the University of Arizona.

Fiscal Year
OLLI-UA shall use the fiscal year determined by the University of Arizona.

Related to Bylaws Article 5: Membership.

Campus Membership
Membership in a Campus will derive from Membership in OLLI-UA. The Campus will determine the appropriate membership fees associated with the various membership terms as defined within the Policy Manual. This determination will be made with approval of the Corporate Treasurer and the Corporate Board as each Campus should be financially self-sustaining in most circumstances. It is assumed that individuals will choose to belong to the Campus that is most geographically convenient to his / her residence.

Membership Terms
Individuals are able to enroll as members for any of the following terms:
- Annual (the fiscal year of the University & OLLI-UA),
- Fall Term only,
- Spring-Summer Terms, and
- Summer Term only.

Termination of Membership
A member may be deprived of his / her membership within OLLI-UA by a vote of the Corporate Board at which the member is entitled to be present. Termination may only occur if the member has violated the University and / or OLLI-UA policies on ethical conduct or those defining disruptive behavior in the classroom. Renewal of membership for future terms may be blocked. No refund of funds, either full or pro-rata, shall be made.
Related to Bylaws Article 6: Member Rights.

Balloting

OLLI-UA shall use an electronic messaging system to hold elections of campus councilors, referenda on Bylaw amendment, and in any other situation that may arise where a vote of the membership is required. This applies whether the vote taken is restricted to a single campus or is OLLI-UA-wide. For those members unable to access the electronic messaging system, a paper ballot alternative will be made available. Details as to the distribution and collection of the paper ballots will be left to the staff to handle as expeditiously as possible.

Notice of Meetings

Ample notice shall be given to members of the following meetings at the Campus-level and above. All meetings are open to all members with the exception of those meetings involving personnel and/or disciplinary matters. These subjects will be handled in executive session.

Meetings:

- Campus Council Meetings,
- Annual Campus Meeting,
- Corporate Board Meetings, and
- Annual General Meeting of the Corporation.

Related to Bylaws Article 7: Campuses.

Creation of Campuses

Any individual may propose the creation of a Campus within the framework of OLLI-UA. This individual may or may not be a member or staff member of OLLI-UA. The proposal to create a campus should include the following:

- a declaration of intent to join the OLLI-UA system and abide by all Bylaws & Policies;
- a list of a minimum of twenty-five (25) interested individuals with names, addresses, e-addresses, telephone numbers, and signatures – with the understanding that it requires fifty (50) individuals to be a functioning campus;
- a list of proposed leaders for said Campus that must include the functions of Chair, Vice-Chair, Secretary, Treasurer, Curriculum Chair, and Membership Recruiter;
- a proposed curriculum for an initial, trial term;
- a facilities / venue plan; and
- a budget for such a term including any request for start-up costs from OLLI-UA.

This packet is to be presented to the OLLI-UA Corporate Board for consideration. The Board will issue one of three decisions:

- 1) The Board may decide that internal conditions within OLLI-UA prevent further expansion at the time or that the geographic area covered by the proposed Campus is too far afield to be practical at the moment or too close to an existing Campus.
• 2) The Board may decide that the criteria for establishment of a Campus have not been met. The Board will offer suggestions and render assistance to correct the situation. The Board will establish a timeline for meeting these goals.

• 3) The Board may decide that the establishment of a new Campus is warranted. If so, the Board will offer suggestions and render assistance to bring this to fruition. The Board will establish a timeline for the establishment of a full Campus with representation on the Board.

**Dissolution of Campuses**

The Board should review the status of each Campus on a regular basis to determine that a) the Campus’s membership is stable or growing; b) the Campus remains financially secure; and c) the Campus has a sufficient volunteer base for the efficient operation of the curriculum, social events, and other aspects of Campus activity.

Should the Board determine that there is an issue with a Campus on any of these criteria, the Board shall meet with the Campus leadership to determine the best course of action to remedy the situation. There shall be established a plan of action with an appropriate timeline. This information must be conveyed to the membership of the Campus. One course of action could be to merge one or more Campuses into a more viable alternative.

Should this plan of action fail, it may be determined by the Campus leadership and the Board that the operation of the Campus should cease. If the decision is to combine one or more Campuses, then the assets and liabilities of the several Campuses shall accordingly be redistributed within the OLLI-UA structure. If the decision is to dissolve the Campus completely, then the assets and liabilities of the Campus revert to the Board on behalf of OLLI-UA.

**Related to Bylaws Article 8: Corporate Board.**

**Membership on the Corporate Board**

The OLLI-UA Corporate Board shall comprise:

• the Program Manager of OLLI-UA, *ex-officio*;
• a representative of each Campus Council, whose duty is to express Campus concerns, *ex-officio*, non-voting;
• Directors allocated among members from the various Campuses to be determined on a proportional basis with a minimum of one from each Campus, whose duty is to OLLI-UA overall; and
• if the Board deems it appropriate, representatives from the community and / or relevant community groups whose interests intersect with OLLI-UA.

At this time, the number of Directors allocated from the various Campuses shall be set at ten (10). Directors may serve two consecutive two-year terms. Once an individual has been off the Corporate Board for a period of one year, that individual is eligible to serve as a Director again. Should an individual fill a vacancy on the Corporate Board, created for any reason, and should the period of time remaining on the term be less than one full year, that partial term will not be counted towards the term limits imposed herein.
Membership Counts

1) Membership counts for purposes of reporting to The Osher Foundation will be made in accordance with the guidelines established by that Foundation at the time of the request.

2) Membership counts for Board membership apportionment will be based on the previous fiscal year as established by the University of Arizona.

Removal from the Corporate Board or as an Officer thereof.

A member of the Corporate Board may be removed for cause. An officer of the Board may be deprived for cause of his / her office on the Corporate Board with or without being additionally removed from the Corporate Board. The Corporate Board will vote in executive session on the matter. A two-thirds vote is necessary. The member has the option to be present. Cause for removal includes, but is not limited to, violation of the Code of Conduct, a conflict of interest, or non-fulfillment of duties.

Board Vacancies

A vacancy on the Corporate Board shall be filled by the Campus concerned following the regular election procedures.

Related to Bylaws Article 9: Corporate Board Committees.

-None-

Related to Bylaws Article 10: Responsibilities of the Corporate Board.

Annual Calendar

The Board establishes the following calendar for the smooth administration of the Board and OLLI-UA.

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July</td>
<td>Beginning of Fiscal / Membership Years. Executive Committee sets agenda for August.</td>
</tr>
<tr>
<td>August</td>
<td>Board Retreat – Evaluation of Goals &amp; Objectives Achieved in Previous Year – Planning for Current Year &amp; Future</td>
</tr>
<tr>
<td>September</td>
<td>Committee Review / Evaluation – Continuation or Cessation</td>
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<tr>
<td>October</td>
<td>Board Meeting</td>
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<tr>
<td>November</td>
<td>All OLLI member gathering</td>
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<tr>
<td>December</td>
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<tr>
<td>January</td>
<td>Board Meeting / Budget Requests to Campuses</td>
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<tr>
<td>February</td>
<td>Executive Committee Meeting / Nomination Committee established</td>
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<tr>
<td>March</td>
<td>Campus Annual Meetings / Elections</td>
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<tr>
<td>April</td>
<td>OLLI Annual General Meeting / Election of Board Officers / New Board Orientation</td>
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<tr>
<td>May</td>
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<tr>
<td>June</td>
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Related to Bylaws Article 11: Conflict of Interest.  
-None-

Related to Bylaws Article 12: Investments.  
-None-

Related to Bylaws Article 13: Indemnification.  
-None-

Related to Bylaws Article 14: Record Keeping.  
-None-

Related to Bylaws Article 15: Amendments to These Bylaws.  
-None-

Related to Bylaws Article 16: Dissolution of the Corporation.  
-None-