

Council Policies

OLLI-UA

Central Tucson Campus

Approved December 12, 2018

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Definitions

A Council Policy is a decision taken by the Council that must be voted on to approve, rescind, or modify. All Council Policies are subordinate to and must be aligned with Board Policy and Board By-Laws.

A Guideline can be approved, rescinded or modified by the joint decision of the affected Committee Chair and the Council Chair.

1 History and Mission

- 1.1 The Central Tucson Campus (CTC) is part of the Osher Lifelong Learning Institute at The University of Arizona (OLLI-UA). The CTC was established in 1989 as the Tucson SAGE Society (Senior Achievement and Growth through Education Society), an affiliated organization of The University of Arizona (UA). SAGE later joined the OLLI network of institutes and changed its name after receiving its first grant from the Bernard Osher Foundation in 2006.
- 1.2 The CTC mission is to provide interactive high-quality lifelong learning opportunities pursuant to curricula, that includes study groups and programs led by members and others from the learning community.
- 1.3 The CTC is committed to working closely with the other campuses of OLLI-UA, by providing Board Members, volunteers and ideas to the Corporate Board. We are committed to a strong relationship with UA. We are committed to social and cultural programs for our members and maintaining a sense of community. We are committed to diversity in membership and programs. The CTC has helped OLLI-UA expand lifelong learning in southeast Arizona.

2 Membership

- 2.1 Membership categories are: Annual, Fall only, Spring-Summer only, Summer only, and Monsoon Only; with each category indicating the period when members may enroll in study groups. Membership categories available will be determined on an annual basis
- 2.2 All memberships are based on an academic year beginning July 1 through the following June 30.

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- 2.3 Terms of membership are determined by the CTC and approved by the Board.
- 2.4 Members have the right: to elect the Central Tucson Campus Council by secret ballot; to receive reasonable notice of, attend, and participate in Council meetings; to have access to the budgets, books, and records of the Council; to participate on any Council committee; and to have input on the establishment of dues, curricula, and other matters of interest to the CTC.
- 2.5 Members shall pay dues established by the Council, be the recipients of financial support, or receive special rights granted for participation.
- 2.6 All members, as defined by Board policy shall have one vote on each election or ballot issue.

3 Governance

- 3.1 As part of an Arizona non-profit membership corporation, the CTC is subject to the Charter, Bylaws, Affiliation Agreements and contracts of the Corporation and may promote its mission by establishing roles, responsibilities, and limitations for its members, officers, and agents.
- 3.2 The Council shall consist of eleven members, each serving a 2-year term.
- 3.3 The Council shall meet at least four times each academic year.
- 3.4 At the first Council meeting following the CTC Annual Meeting, officers shall be elected from its members, committee chairs shall be appointed as relevant, expiring Board positions (2-year term) shall be appointed in the following manner:
 - 3.4.1 The number of Corporate Board Member positions for each campus is allocated by the Board, in accordance with Board Policies, the CTC Council Chair will announce to the CTC membership which CTC Corporate Board Member positions are open for appointment in that year.
 - 3.4.2 Candidate information for the CTC Corporate Board positions will be made available at least 15 calendar days before the CTC Council meeting in which candidates are appointed to the Corporate Board.
 - 3.4.3 Board members do not have to be Council members.

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- 3.5 Appointment to the Corporate Board will be determined by a plurality of those CTC Council Members voting.
- 3.6 Meetings of the Council shall generally be conducted in person at the CTC facility, but in time-critical situations, may be conducted electronically, in whole or in part, at the discretion of the Chair.
- 3.7 A quorum for meetings of the Council shall be two-thirds of its members, rounded down (i.e., 7 is a quorum for 11 members). Decisions on issues requiring a council vote shall be by majority of members present.
- 3.8 The Council may adopt or amend policies, procedures, and other rules for the CTC by approval of two-thirds of the Council members present.
- 3.9 Any vacancy on the Council resulting from removal, resignation, or inability to serve, shall be filled by vote of the Council. Any vacancy open 30 days before Council elections should be filled through the election process. The term of the member elected to fill the vacancy shall be the unexpired term of the Council member being replaced. Any Council member who ceases to be a member of the CTC shall be removed as a member of the Council. Any Council member is subject to removal for cause by a two-thirds vote of the other Council members following a 15-calendar day notice specifying the cause and a full opportunity to be heard prior to the vote.
- 3.10 The Council shall establish and maintain archives, documents and records concerning the CTC, its history and activities.
- 3.11 The OLLI-UA Program Manager shall be a non-voting ex-officio member of the Council.

4 Elections

- 4.1 Voting for members of the Council shall occur before the CTC Annual Meeting where results will then be announced.
- 4.2 Candidate information and ballots shall be made available to members at least 15 days before the voting deadline. Members with email will receive voting materials and instructions electronically; members without email will be sent voting materials and instructions in paper form. Paper ballots and envelopes will also be made available at the campus.

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- 4.3 Paper ballots must be returned in a sealed envelope, with member name on the envelope. The sealed envelope must either be placed in the lock box in the lounge or mailed to the OLLI-UA office and received by the deadline. The OLLI-UA office staff will provide results of the election within three working days of the last day of voting.
- 4.4 All Council elections shall be by plurality. Candidates with the highest total number of votes shall be elected to fill the open positions.
- 4.5 Members of the Council shall assume their positions upon announcement of election results at the Annual Meeting.
- 4.6 Officers of the Council and the CTC Corporate Board Members shall assume their positions at the time of their election by the Council (See Section 3.4).

5 Committees

- 5.1 Committees shall include the following as needed:
 - 5.1.1 Election Committee – Conducts Council elections including the nomination and promotion of candidates
 - 5.1.2 Finance Committee – Develops an annual budget and provides periodic updates on financial status of CTC.
 - 5.1.3 Membership Committee – Develops and implements programs to promote and track membership in the Central Tucson Campus,
 - 5.1.4 Curriculum Committee – Develops curriculum each semester. Develops web registration material.
 - 5.1.5 Social Committee – Provides and promotes social functions.
 - 5.1.6 Hospitality Committee – Manage the CTC lounge
 - 5.1.7 Facilities Committee – Manage the CTC facility. Oversees facility security and access

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5.1.8 Communications Committee – Provides inputs to periodic publications such as newsletters and the preparation and distribution of other appropriate information concerning the CTC.

5.1.9 Audio/Visual (A-V) Tech Committee – Provides A/V support and training for SGLs and members.

5.1.10 Planning and Governance Committee– Leads discussion on what the organization will be in the future.

5.2 The Council or its Chair may also establish other committees with purposes and term lengths specified.

5.3 Committee members shall be selected from the membership of the CTC by the Council or the respective committee chair.

5.4 All committees shall prepare a succession plan to ensure that operations continue during volunteer turnover.

5.5 The Council Chair and the OLLI-UA Program Manager shall be ex-officio members of all CTC committees.

6 Positions on Issues

6.1 The Council shall not take positions on candidates for public office but may take positions on public issues related to the mission of OLLI-UA provided such action does not jeopardize OLLI-UA's tax status, consistent with OLLI-UA Board Policy.

7 Amendments

7.1 These Council Policies may be amended by a two-thirds majority vote of the members of the Council, or at a meeting of the CTC membership duly held, or by mail and e-mail ballots approved by a two-thirds majority vote of the Council members present.

8 Certification

8.1 These Council Policies were approved at a meeting of the Council as per Section 3.8, on December 12, 2018.

Secretary: Victoria Hahn Date: January 15, 2019