

**OSHER LIFELONG LEARNING INSTITUTE AT THE UNIVERSITY OF ARIZONA'S
GREEN VALLEY CAMPUS**

OPERATING GUIDELINES

Adopted December 10, 2016

ARTICLE I - GENERAL STATEMENTS

Section 1: The name used by this campus is Osher Lifelong Learning Institute at the University of Arizona, Green Valley Campus (OLLI-UA, GV). The Green Valley program may hereafter be referred to as OLLI-UA Green Valley Campus or OLLI-UA Green Valley, or OLLI-UA in Green Valley, or OLLI-UA GV.

Section 2: The OLLI-UA Green Valley Campus shall abide by all statutes, agreements, bylaws, policies, and procedures of the 501(c)(3) organization, OLLI-UA and policies of the University of Arizona.

Section 3: The mission of this campus is, like that of OLLI-UA: to provide a quality lifelong learning experience through a broad range of educational activities for adult learners in its geographic region. Such experience shall include and emphasize, but not be limited to, peer-directed study, social functions, and other events and activities. The goal of such experience is to provide intellectual stimulation, cultural enrichment, and social interaction, as well as to foster a spirit of community within its region.

ARTICLE II - GOVERNANCE

Section 1: For items pertaining only to OLLI-UA GV, all decisions shall be made by a Campus Council elected by active members of the Campus. The Campus shall operate according to the policies of OLLI-UA. The Campus Council shall, when it deems advisable, request that the OLLI-UA Board of Directors re-examine policy and other issues.

Section 2: OLLI-UA GV's Campus Council shall be composed of eleven members, each of whom will be elected to serve a three-year term. In case of a tie vote, the Council will determine the winner by secret ballot.

Section 3: The Campus Council members shall be eligible to hold two successive terms in office before rotating off for at least one year. Vacancies shall be filled by action of the Council. Any appointee shall serve out the remaining term of the person being replaced. If the period of the appointment is twenty-five months or longer, it will be considered a full term.

Section 4: The OLLI-UA Program Manager, or OLLI-UA staff designee, shall be an *ex-officio* non-voting member of the Campus Council and will be invited and encouraged to attend Campus Council meetings.

Section 5: Following the Annual Meeting of OLLI-UA GV, the Campus Council shall elect from its voting members the following officers: Chair, Vice-Chair, Secretary, and Treasurer. These officers shall have the duties and responsibilities normally associated with those positions. The Treasurer will consult with the Treasurer of the OLLI-UA Board of Directors and with the appropriate University staff member in handling any funds necessary for OLLI-UA GV. The Council shall also elect its representatives to the OLLI-UA Board in accordance with the Bylaws. These representatives do not have to be voting members of the OLLI-UA GV Campus Council.

If the Chair's term on the Council expires at the end of his or her service as Chair, then he or she may remain available, as needed, in an *ex-officio* non-voting capacity for a period up to three months.

Section 6: The Campus Council shall establish the following committees:

- Marketing - charged with promoting the OLLI-UA brand in conjunction with OLLI-UA Program Manager and increasing membership.
- Curriculum - charged with developing and scheduling the curriculum for each term.
- Social - charged with facilitating social events and the Dinners-at-Home program.
- Venues - charged with finding suitable venues for the study groups and maintaining appropriate relations with the representatives of those facilities.
- Audio-Visual/Technology - charged with procuring and maintaining equipment necessary for the delivery of the curriculum and with providing training in its use.
- Classroom Hosts - charged with recruiting and training classroom hosts for each study group.

The Campus Council may also establish any *ad hoc* committees as needed, with missions and term length specified.

The Chairs of standing committees will be expected to train assistants or successors and to remain available in an advisory capacity, as needed, for a period up to three months after the expiration of their terms.

Section 7: Attendance Requirements and Removal for Cause

Attendance at the Council meetings is expected of all voting members. Failure to attend more than two meetings in one term year, not including the months of July and August, may be considered grounds for removal. A Council member may attend via electronic means. Any member may also be removed from the Council by a two-thirds vote on good cause shown, whenever in the judgment of the Council the best interests of the Council would be served. These provisions shall apply to Committee Chairs and Board Representatives, as well as to voting Council members.

Section 8: The Campus Council shall hold regularly scheduled meetings that will be open to all members. Likewise, all committee meetings shall be open, with the exception of any nominating committee or discussion of personnel matters. All meetings shall be governed by *Robert's Rules of Order*.

Section 9: Any time that action is needed by the Council in the absence of a regular meeting, or between regularly scheduled meetings, the Chair may call for an online vote that shall be considered valid if all voting members are notified at least two days in advance and at least a quorum participates. If a Council member cannot attend a scheduled meeting, participation by means of electronic means may be allowed and any vote so submitted will be valid. A Quorum is the Simple Majority of seats filled by Council members.

ARTICLE III - MEMBERSHIP

Section 1: The campus membership shall be comprised of individuals who have paid their fees for the current term in the OLLI-UA GV Campus. Those members of OLLI-UA from other OLLI-UA campuses who may attend one or more classes at the GV Campus, subject to the Bylaws, or any other invitees, will not be considered OLLI-UA GV members.

Section 2: There shall be an Annual Meeting of the general membership at which time reports shall be given on the Campus's status and at which any necessary business shall be conducted. The Chair of the Campus Council shall set the agenda. A quorum for the meeting will be those active members present.

There will be no absentee or proxy voting. Additional general membership meetings may be called with appropriate notification as required by the OLLI-UA Board Policy Manual.

Section 3: Voting for members of the Campus Council shall take place before the Annual Meeting so that results may be announced at that time. Voting will be conducted electronically for all members with e-mail addresses; those without such addresses will be mailed ballots. Terms on the Campus Council shall begin on April 1.

ARTICLE IV - CONFLICT OF INTEREST POLICY

OLLI-UA GV shall adhere to the OLLI-UA Board Bylaws Conflict of Interest Policy with the following modification:

A course which consists of a description or explanation of goods and/or services sold, offered, or provided by the SGL in his/her current profession or business shall not be considered appropriate. If a student asks an SGL for details or opinions on products or services that relate to the subject being taught, and the SGL has a financial interest in said products and services, the SGL should offer to answer the question after the class has ended. Written materials on said products and services can be provided to students only upon their request.

ARTICLE V - AMENDMENT

These Operating Guidelines may be amended at any time by vote of the membership through the following process:

- Proposed amendments are submitted to or by any Council Member.
- Council Executives and OLLI-UA Program Manager review the amendment(s) to establish that there is no conflict with the values, governing documents, mission and/or goals of OLLI-UA or the GV Campus.
- Campus Council reviews, discusses, and votes on the proposed amendment(s).
- The proposal(s) are sent to the membership for approval by a two-thirds vote of those responding within the time parameters established by the Council.