

Operating Guidelines

OLLI-UA Northwest Tucson Campus

Article I - General Statements

Section 1: The name of this organization is the Northwest Tucson Campus of the Osher Lifelong Learning Institute at The University of Arizona.

Section 2: The Northwest Tucson Campus shall abide by all statutes and bylaws of the Osher Lifelong Learning Institute at The University of Arizona.

Section 3: The mission of this organization is, like that of its parent organization, the Osher Lifelong Learning Institute at The University of Arizona, to provide quality learning experiences through a broad range of educational *and* social activities for adult learners in its geographic region. The goal is to provide intellectual stimulation, cultural enrichment, social interaction and to foster a spirit of community within its region.

Section 4: The Northwest Tucson Campus pledges not to discriminate on the basis of race or ethnicity, gender or sexual orientation, religious or political affiliation, and physical handicap or medical condition. All facilities used by the Campus will be accessible to those with disabilities.

Article II - Governance

Section 1: For matters pertaining to the Northwest Tucson Campus, all decisions shall be made by a Campus Council elected by the members of the Campus. A quorum for the meeting will be those present. The Campus shall operate within the policies of the main program of the Osher Lifelong Learning Institute at The University of Arizona. The Campus Council shall, when it deems advisable, request that the Corporate Board of the Osher Lifelong Learning Institute at The University of Arizona re-examine policy and other issues.

Section 2: The Northwest Tucson Campus Council shall have a minimum of seven and a maximum of nine members. Council member terms will be staggered so that no more than 50% of the council turns over each year.

Section 3: Voting for members of the Campus Council shall take place annually before

the annual meeting. Voting will be conducted electronically for all members with e-mail addresses. Those members without such address will receive mailed ballots. Terms of office on the Council shall start at the close of the annual meeting after the election.

Section 4: The University of Arizona staff member serving as primary investigator for the funding grant from the Osher Foundation shall be an ex-officio member of this Campus Council. The Corporate Board of the Osher Lifelong Learning Institute at The University of Arizona shall be invited and encouraged to send a representative to Campus Council meetings, and that representative shall be recognized as an ex-officio member of the Council.

Section 5: The Campus Council shall elect from its regular members at its first meeting of the academic year, the following officers: a chair, a vice-chair, a secretary, and a treasurer. The officers shall have the duties and responsibilities normally accrued to those positions. The treasurer shall be specifically required to consult with the treasurer of the Osher Lifelong Learning Institute at The University of Arizona and with the appropriate University staff member in handling any funds necessary for the Northwest Tucson Campus.

Section 6: The Campus Council members shall be elected to two-year terms. Council members will be eligible to serve only two full successive terms in office before rotating off for at least one year. Exceptions may be made by a majority vote of the council. Vacancies between elections shall be filled by action of the Campus Council. Any appointee shall serve out the remaining regular term of the person being replaced. If the period of the appointment lasts more than six months, the appointee shall be considered to have served a full year.

Section 7: The Campus Council will establish the following to ensure the smooth operation of the Northwest Campus:

- A Curriculum Committee - charged with developing the curriculum for each term of the Northwest Campus and with the recruitment and development of qualified study group leaders.
- A Social Committee - charged with facilitating at least one social event for each term of the Northwest Campus program.
- A Facilities Committee - charged with finding suitable locations for the study groups presented by the Northwest Campus and maintaining appropriate relations with the proprietors of those facilities.
- A Membership and Outreach Committee - charged with 1. ensuring the continued growth of the campus membership in a manner that is reflective of the population of the campus service area and 2. the review of and subsequent recommendation to approve/deny membership fee waiver applications

The Campus Council may also establish the following committees:

- An Audio-Visual Committee - charged with maintaining the equipment necessary for the operation of the curriculum for the Northwest Campus Program.
- A Nominating Committee - charged with producing a slate of candidates for the Campus Council.
- A Marketing Committee-charged with producing ideas for the marketing of the Northwest Campus with the goal of increasing the membership and with implementing those ideas through and with the cooperation of the Corporate Board of the Osher Lifelong Learning Institute at the University of Arizona.

The Campus Council may also establish any ad hoc committee that might become necessary. Any such committee shall have its mission and duration included in its charge. In the absence of any of these committees, the council will become responsible to fulfill the duties as required.

Normally a committee will consist of, at least, a chair (council member) and two campus members. Except for the Nominating Committee, each committee chairperson normally should be a member of the Campus Council, and will also represent the council on corporate-level Board committees

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Section 8: The Campus Council shall hold regularly scheduled meetings, open to all members. Likewise, all committee meetings, except the Nominating Committee, shall be open to members.

Section 9: The Campus Council will be responsible for overseeing the use of funds donated or grants made to the Northwest Campus. All such funds will be handled appropriately through University of Arizona accounts.

Article III - Membership

Section 1: The membership of the Northwest Tucson Campus shall be: those people who specifically enroll in the Northwest Tucson Campus by remitting any required fees.

Section 2: Membership fees for the Osher Lifelong Learning Institute at The University of Arizona and the Northwest Tucson Campus are set by its Corporate Board. The Northwest Tucson Campus Council shall act as a consulting body to the Board on this issue.

Section 3: There shall be a general membership meeting annually at which reports shall be issued to the membership on the Campus' status, and at which any necessary business of the campus shall be conducted. The Chair of the Campus Council shall set the agenda. A quorum for the meeting will be those present. There will be no absentee or proxy voting. Additional meetings may be called with appropriate notification of the members.

Section 4: All members are reminded that this is a volunteer organization that will only succeed if they volunteer for election to the Campus Council or for appointment to one of the committees.

Article IV - Amendment

Section 1: These Operating Guidelines may be amended at any time by vote of the membership. Proposed amendment(s) with justification must be brought before the Campus Council for their approval. Once the Campus Council reviews the amendment(s) to establish that there is no conflict with the values, mission, and goals of the Campus, said amendment(s) will be sent to the membership at the next scheduled election for approval.