

OLLI-UA

Board Policy
Manual

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Annual Calendar Policy

Effective Date	10/31/15, 11/03/18
Date Approved	11/03/18
Authored By	Board Policy Committee (April, 2018)
Authorized By	Corporate Board
Bylaws Reference	Article 10.3

Definitions

Policy Purpose

To establish a calendar for the smooth administration of the Board and OLLI-UA.

Current Policy Statement

July	Beginning of Fiscal / Membership Years. Executive Committee sets agenda for August.
August	Executive Committee Meeting: - Evaluation of Goals and Objectives of previous year - Planning for current and future years
September	Board Meeting; Committee Review / Evaluation – Continuation or Cessation
October	
November	Board Meeting
December	Board Meeting (if needed)
January	Board Meeting / Budget Requests to Campuses
February	Executive Committee Meeting / Nominating Committee Meeting
March	Campus Annual Meetings / Elections Board Meeting
April	OLLI-UA Annual Meeting - Election of Board Officers - New Board Members Orientation
May	Board Meeting (if needed)
June	---

Responsible Parties

- Board President
- Board Executive Committee

Implementing Procedure

Balloting Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 6

Definitions

Policy Purpose

To establish a procedure for conducting votes by members.

Current Policy Statement

OLLI-UA shall use an electronic messaging system to hold elections for campus councils, 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.

Responsible Parties

- OLLI-UA Staff

Implementing Procedure

Bank Account Limits Policy

Effective Date	2/15/14
Date Approved	12/5/15, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Bank Account: the corporate checking account at Wells Fargo Bank in the name of OLLI-UA.

Members' Endowment: individual donor gifts made to OLLI-UA and held in an account at Vanguard.

Agency Account: operating funds of OLLI-UA held by the University of Arizona.

Policy Purpose

To avoid excessive monthly checking account fees.

Current Policy Statement

The permissible range for the balance in the corporate account is \$1,000 to \$3,500.

Responsible Parties

- Corporate Finance Committee
- Corporate Treasurer

Implementing Procedure

The Corporate Treasurer will maintain the balance by coordinating transfers to and from the Members' Endowment and/or the Agency Account as needed.

Board Vacancies Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 7.8 and Article 8.2 (b)

Definitions

Policy Purpose

To provide a replacement policy for positions on the Corporate Board.

Current Policy Statement

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

Responsible Parties

- Campus Councils

Implementing Procedure

Budget Change Policy

Effective Date	12/11/09
Date Approved	12/05/15, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Campus Council: governing body of a local campus as recognized by the OLLI-UA Board of Directors.

CFC: Corporate Finance Committee, a standing committee of the Board of Directors.

Fiscal year: corporate year beginning July 1st and ending June 30th.

Policy Purpose

To rescind a policy dating from December 11, 2009 which required Board approval for expenditures of \$1,000 or more over budget. Campus councils are given discretion to adjust their budgets throughout the fiscal year without specific Board approval.

Current Policy Statement

Campuses should alert the CFC and the Board to any significant budget over-runs if and when anticipated. This policy, and the rescinding of it, did not / does not affect a Campus's ability to move funds between budget line items.

Responsible Parties

- Campus Treasurer

Implementing Procedure

Campus Membership Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Board Policy Committee (April, 2018)
Authorized By	Corporate Board
Bylaws Reference	Article 5

Definitions

Fiscal year: July 1 through June 30

Policy Purpose

To define who can obtain membership in OLLI-UA and to define the terms associated with membership.

Current Policy Statement

Membership terms and fees in OLLI-UA are defined by campus. Each campus determines and recommends a fee structure/term to the Board for approval based on budget and curriculum offerings. Each campus should be financially self-sustaining in most circumstances.

Membership terms and fees are evaluated annually by the Campus Councils to ensure the offerings meet the needs of current and prospective members.

Responsible Parties

- Campus Councils (Membership, Finance and Curriculum Committees)
- Corporate Finance Committee
- Corporate Board

Implementing Procedure

Code of Conduct Policy

Effective Date	1/12/19
Date Approved	1/12/19
Authored By	Board Policy Committee (April 2018) per CaPE
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Prohibited Conduct: includes, but is not limited to:

1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.
2. Endangering, threatening, or causing physical harm to any OLLI-UA member or instructor, the community at large, or to oneself, or, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
3. Forgery, falsification, fabrication, unauthorized alteration, or misuse of documents, records, or identification, including, but not limited to, electronic software and records; or misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the university or belonging to another person or entity.
4. Unauthorized presence in or unauthorized use of university property, resources, or facilities, or any property, resources or facilities the university has leased, rented, or secured for an OLLI-UA activity.
5. Unauthorized access to, disclosure of, or use of any document, record, or identification, including but not limited to, electronic software, data, and records.
6. Interfering with or disrupting OLLI-UA-sponsored, university-sponsored, or community-sponsored activities, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.

Disruptive behavior includes conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting, or which interferes with the ability for normal business, operational, or recreational activity to occur. This includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operations of OLLI-UA or location of an OLLI-UA activity.

Civil expression of disagreement, during times when the instructor permits discussion, is not in itself disruptive behavior and is not prohibited.

Examples of disruptive behavior for in-person classes include, but are not limited to:

- Repeated tardiness
- Repeatedly entering, leaving or moving around the classroom
- Electronic devices going off in class
- Making or receiving personal phone calls or text messages during class
- Yelling
- Use of abusive or insulting language or repeated profanity
- Use of aggressive or threatening language
- Unsolicited conversation
- Repeatedly interrupting the instructor or other students
- Aggressive body movements
- Invading someone's personal space
- Actions that violate standards of behavior established by the class instructor

7. Stalking (as defined in the [University of Arizona Student Code of Conduct](#), section E (19)), or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.

8. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or [University of Arizona Nondiscrimination and Anti-Harassment Policy](#).

9. Sexual misconduct, including sexual harassment, as defined in the [University of Arizona Student Code of Conduct](#), section E (18).

10. Use, possession, display, or storage of any weapon (as defined in the [University of Arizona Student Code of Conduct](#), section E(25)), dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on university property, at a university sponsored activity or in violation of law or university policy, is not permitted, with the following exception: Subject to A.R.S. § 12-781 and other applicable law, a person may lawfully transport or lawfully store a firearm that is both 1) in the person's locked and privately owned motor vehicle or in a locked compartment on the person's privately owned motorcycle, and 2) not visible from the outside of the motor vehicle or motorcycle, although the university may require that vehicles transporting or storing firearms be parked in alternative parking as described in A.R.S. § 12-781.

11. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not

apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized university officials.

12. Commission of any offense prohibited by state or federal law, local ordinance or university policy. Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

Policy Purpose

Programs at OLLI-UA strive to address the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the community are necessary for the fulfillment of such goals. The OLLI-UA Code of Conduct is designed to promote this environment.

The OLLI-UA Code of Conduct sets forth the standards of conduct expected of members who choose to participate in OLLI-UA programs.

Current Policy Statement

OLLI-UA participants shall conduct themselves according to this Code of Conduct. Engaging in Prohibited Conduct as described in Definitions above may result in OLLI-UA deciding, in its sole discretion, to remove a member from an OLLI-UA program.

Responsible Parties

- Campus Conduct Panel
- Campus Councils
- Director of Continuing and Professional Education

Implementing Procedure

Creation of Campus Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 10.7

Definitions

Policy Purpose

To establish the conditions under which a new campus can be created.

Current Policy Statement

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, email 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 which must include the functions of Chair, Vice-Chair, Secretary, Treasurer, Curriculum Chair, Membership Recruiter, and Social Chair;
- a proposed curriculum for an initial, trial term; 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.

- 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.

- 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 time-line for meeting these goals.
- 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 time-line for the establishment of a full Campus with representation on the Board.

Responsible Parties

- Corporate Board
- Prospective Campus

Implementing Procedure

Dissolution of Campus Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 10.7

Definitions

Policy Purpose

To define the conditions under which a Campus can be dissolved.

Current Policy Statement

The Board should review the status of each Campus on a regular basis to determine that

- the Campus' membership is stable and continues to grow;
- the Campus remains financially secure; and
- 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 time-line. 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.

Responsible Parties

- Corporate Board
- Campus leadership

Implementing Procedure

Fee Waiver Policy

Effective Date	1/20/18
Date Approved	1/20/18, 11/03/18
Authored By	OLLI-UA Membership Fee Waiver Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Membership Fee Waiver (MFW): the award of all or some of the fees associated with campus membership, based on a submitted application.

Policy Purpose

To ensure an opportunity for membership for those potential members who otherwise could not belong to OLLI-UA for financial reasons.

To provide guidance to the OLLI-UA Campus Councils and their Campus Membership Fee Waiver Committees (formerly known as Scholarship Committees).

Current Policy Statement

- The membership fee waiver is for membership fees only and does not include consideration of transportation, parking, or costs associated with individual study groups.
- The approval of a membership fee waiver shall give the applicant full membership in OLLI-UA, and full rights and privileges of an OLLI-UA member, for the period approved.
- No one member will be eligible for a membership fee waiver for more than two years. No more than two members per household shall be granted a membership fee waiver in a given period.
- Each Campus Council will have the authority to award however many Waivers it deems appropriate within a year. However, a ceiling totaling 30 waivers in total per annum across all campuses is in place; with the Corporate Board able to revisit this ceiling at the request of the Campus Council Chairs.

Responsible Parties

- Campus Council Chairs
- Campus Council Membership Fee Waiver Committee
- OLLI-UA Staff

Implementing Procedure

- Each Campus Council Chair, with input and approval of the Campus Council, shall appoint three “senior” Campus Members to serve on the Campus Membership Fee Waiver Committee. These three members of the Campus Membership Fee Waiver Committee shall be members in good standing and have at least one year’s experience as OLLI members.
- The Campus Council shall also publicize to the membership of the campus, from time to time, the existence of, and purpose of the Campus Council Membership Fee Waiver Committee.
- The Campus Council shall, when recommended for approval / disapproval by the Campus Membership Fee Waiver Committee, approve or disapprove each request for fee waiver and forward these decisions to the OLLI Office for statistical record-keeping.
- The three members appointed to the Campus Membership Council Fee Waiver Committee will designate one of their members as Chairperson.
- The Chairperson shall be the focal point for receipt of membership fee applications and report status of the committee and any requests for fee waiver received and under consideration by the committee to the Campus Council at each regularly scheduled meeting of the Campus Council.
- The Campus Membership Council Fee Waiver Committee shall meet in closed session each time that a fee waiver application(s) is received. The Chairperson shall then discuss each application with the committee.
- Discussions shall be held with the applicant, as necessary, to ascertain their understanding of the rights and responsibilities of membership (location of the campus, transportation constraints, study group subject matter, etc.); however, statement of the applicant’s circumstances on the application should suffice; although the Application Form will state “You may be contacted by the Campus Membership Fee Waiver Committee if more information is needed. Additional detailed financial information may be requested.”

- A decision shall be made to recommend approval / disapproval of the application to the Campus Council. Recommendation to the Campus Council shall be made by the Chairperson, keeping the name(s) and circumstances confidential.
- Upon approval / disapproval by the Campus Council, the Chairperson of the Campus Membership Fee Waiver Committee shall notify the applicant of their application's approval / disapproval,
- notify the OLLI-UA staff that dues are in part, or in whole waived for the appropriate period, all in the strictest confidence.
- The Campus Membership Fee Waiver Committee Chairman shall maintain adequate records to assure that recipients of Membership Fee Waivers are not approved for continued fee waivers past the two years allowed and that no more than two members per household are granted membership fee waivers during the same period.

Fiscal Year Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 4

Definitions

Policy Purpose

To establish a twelve month period in which to measure membership, calendar, financial and other annual functions.

Current Policy Statement

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

Responsible Parties

Implementing Procedure

Gift Policy

Effective Date	04/21/18
Date Approved	04/21/18, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

UAF: University of Arizona Foundation.

Annual drive: member fundraising effort undertaken by the Funds Development Committee on a calendar year basis.

Policy Purpose

To designate the depository for donated funds and maximize the benefit to OLLI-UA.

Current Policy Statement

All funds raised during the annual drive are deposited with UAF to maintain a strong relationship. Funds held by the UAF are not allocated by campus unless specifically authorized by the Board. Any single contribution of \$1,000 or over made after 3/31/18 will be deposited in the Members' Endowment at Vanguard.

Responsible Parties

- Corporate Finance Committee
- Funds Development Committee

Implementing Procedure

Staff requested to intercept and redirect all contributions over \$999 effective 4/01/18.

Grievance Policy

Effective Date	3/09/19
Date Approved	3/09/19
Authored By	Board Policy Committee (April 2018) per CaPE
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Policy Purpose

To provide a process for addressing allegations of harassment or of discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. Complaints not addressed through the Grievance Process are handled by the University of Arizona Office of Institutional Equity (<http://equity.arizona.edu/>).

Current Policy Statement

The Osher Lifelong Learning Institute (OLLI-UA) is committed to conducting our programs in compliance with our policies and Code of Conduct. This Grievance Policy applies to OLLI-UA program participants who believe they have been treated in a way that violates those policies.

Responsible Parties

- Campus Council Chairs
- OLLI-UA Program Manager
- Director, Continuing / Professional Education

Implementing Procedure

1. Attempt informal resolution.

Participants are encouraged to attempt to resolve concerns or complaints through discussion with the course instructor, the Campus Council Chair, or an OLLI-UA staff member.

2. Submit a formal grievance.

Grievances must be submitted to OLLI-UA in writing within one month of the occurrence, either via email to ollimail@email.arizona.edu or via mail to: Program Manager, OLLI-UA, 1955 E. Sixth Street, Tucson, AZ 85721.

The submission should include sufficient detail to allow OLLI-UA to understand and investigate the grievance including:

A clear statement that reports:

- the alleged conduct, including the date and location.
- the OLLI-UA Policy or Code of Conduct that the alleged conduct violates.
- the full name **and means of contact** of any individuals involved in the alleged conduct.
- any evidence available to support the grievance.

3. The grievance will be reviewed by OLLI-UA within two weeks of receipt. During the review process, OLLI-UA may contact the individual filing the grievance, and any other party relevant to the investigation. Once investigation is complete, OLLI-UA will provide the individual who filed the grievance with a written summary of grievance resolution.

4. If OLLI-UA's decision is not satisfactory to the individual, the grievance may be escalated to Director, Continuing / Professional Education, who has oversight of the OLLI-UA program.

Investment Policy

Effective Date	05/15/08, 11/03/18
Date Approved	11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	Article 12

Definitions

Members' Endowment: Donor funds invested at Vanguard.

Policy Purpose

To fund the long term strategic objectives of OLLI-UA or an individual campus.

Proposed Policy Statement

- ***Strategic Considerations:*** Due to the inherent uncertainty of returns in the short term, funds transferred to this account should be considered a “long term” investment, for which there is no immediate need.
- ***Investment Objectives:*** The objective of the fund is the best possible return with minimal risk to principal. To that end, investments held by the fund will be widely diversified to include various classes of stocks and bonds.

Responsible Parties

- Corporate Finance Committee

Implementing Procedure

- There will be three authorized signatories on the Vanguard account, the President, the Treasurer and the member of the Finance Committee responsible for investments. Any one of these signatories may effect a transaction in the Vanguard account.
- An asset allocation policy will guide the investments, namely
 - Equities – 60%
 - Fixed Income – 40%

- The asset allocation policy will be reviewed annually, but changes in the allocation should be rare, since that would generally represent an effort to time markets, which is undesirable and ineffective over the longterm.
- Any recommended change in the allocation will be presented to the Board for review and approval.
- Since differing fund performances over time will cause the actual allocation to vary from our policy, we will rebalance by moving amounts between funds at least annually. In addition, if donations are added to the endowment during the year the investment of those funds will require Board approval.
- Withdrawals from the fund will be to fund major strategic objectives of OLLI-UA or an individual campus. It is not the intent to fund operating deficits.
 - Major withdrawals for strategic objectives are not limited but require careful Board consideration
- An annual investment report will be presented to the Board.

Liquor Policy

Effective Date	04/29/17
Date Approved	01/20/18, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Liquor: beer and wine. “Non-alcoholic” beer or wine is not included if the beer or wine has an alcohol content no greater than .05%. No distilled spirits or alcohol-fortified drinks are permitted at any time.

Options: Four different situations are covered by this policy, as follows:

Option	Facility Liquor License Status	Server	Need for License and Notice to Program Manager
1	State Licensed Facility	Facility Employee	None Required
2	Unlicensed Facility	Licensed Bartending Service	Campus to Obtain Necessary Special License
3	Unlicensed Facility	Bring You Own Bottle	Campus to Obtain Necessary Special License
4	Unlicensed Facility	No Liquor Either Provided or Permitted	None Required

Policy Purpose

To ensure OLLI-UA’s compliance with all applicable laws regarding the serving of alcoholic beverages at organized social gatherings. Arizona state law requires that organized parties or gatherings where liquor is provided either by an admission fee or by any outside group must be either a licensed facility or a special license must be obtained

Current Policy Statement

OLLI-UA’s policy is to fully implement Arizona’s laws and the University of Arizona’s regulations regarding the offering, serving, or drinking of liquor at either organized parties or gatherings conducted by or at any OLLI Campus. OLLI will not tolerate any deviations from this policy and will take appropriate actions in the case of any non-compliance.

Responsible Parties

Each Campus Council is responsible for ensuring that the following actions have been taken at either an organized party or a gathering at that Campus Council’s campus:

- Determined that all of Arizona’s laws and the University of Arizona’s regulations regarding the offering, serving, or drinking of liquor have been fully implemented.

- Properly exercised its discretion to approve the implementation of any of the four Options in this Policy Statement.
- Determined that a contract with the UA Catering Service has been entered into where required in accordance with this Policy Statement.
- Determined that the necessary liability event insurance has been purchased where necessary.
- Properly determined that good cause supported the exercise of its discretion and documented that exercise of discretion when granting an exception to the Option 3 limitations on attendees.

Implementing Procedure

Each Campus Council is authorized to exercise its discretion, subject to the limitations on the implementation of Option 3 as described below, to approve the implementation of any one of the four Options for a proposed organized party or gathering.

- Liquor may be served at any UA campus facility for an organized party or gathering, the purpose of which is either recreation, instruction, or any other activity, only if it is provided under a contract with the UA Catering Service.
- Where necessary, liability event insurance shall be purchased by the Campus Council that approved either the organized party or gathering. OLLI recommends that the insurance carrier should be The Event Helper (theeventhelper.com). Reimbursement for the insurance premium may be requested. If granted, reimbursement shall be from the Wells Fargo Account. See procedure following.

A Campus Council may approve the implementation of Option 3 only if the following conditions are met:

- All attendees are either:
 - OLLI-UA members;
 - invited guests of an OLLI-UA member;
 - Study Group Leaders (SGLs);
 - guests of SGLs; and
 - UA staff members.

Exceptions may be granted by the Campus Council for good cause shown.

- All liquor will be brought personally by the attendees or their invitees.
- No money will be collected from any attendees or invitee for the liquor either as a payment or as a corkage fee.

=====OLLI-UA EVENT LIABILITY COVERAGE PROCEDURE=====

A. Complete the online application form at theeventhelper.com.

B. <https://www.theeventhelper.com/>

1. The insured is OLLI-UA
 1955 E. 6th Street
 PO Box 210184
 Tucson, AZ 85721-0184

2. The defaults for coverage and limits are acceptable.

3. Most events can be described by the following categories.

For Over 100 People:

- Business Party - No Charge for Admission / Invite Only
- Business Party with Cover Charge or Ticket for Admission

For up to 100 People:

- Dinner
- Luncheon
- Meeting - Indoor

4. Do not add additional insureds unless required by your venue.

5. Pay with your credit card.

B. Complete the OLLI-UA alcohol application.

C. Apply for reimbursement to the Corporate Treasurer*. Email is acceptable.

1. Reimbursement form. A W-9 is not required.

[http://olli.arizona.edu/sites/default/files/tmp/Reimbursement Form Final February 2015.pdf](http://olli.arizona.edu/sites/default/files/tmp/Reimbursement%20Form%20Final%20February%202015.pdf)

2. A copy of your receipt.

3. Information about your event (announcement, attendees.

*Nancy Sohn
560 E. Glenhurst Dr.
Tucson, AZ 85704
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Membership Count Policy

Effective Date	10/31/15, 11/03/18
Date Approved	11/03//18
Authored By	Board Policy Committee (April, 2018)
Authorized By	Corporate Board
Bylaws Reference	Article 8.3

Definitions

Calculation Date: Established annually in Corporate Finance Committee calendar after all campuses are in session.

Policy Purpose

To provide a consistent basis for counting members of OLLI-UA by Campus.

Current Policy Statement

- 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.
- **Financial Purposes:** Membership counts will be based on the current fiscal year and consist of
 - all unduplicated members for the current fiscal year as of the calculation date, plus
 - all members from the prior fiscal year special sessions who are not already included.
 - Membership is awarded to the campus first purchased during the fiscal year.
 - All annual members count as a whole and other session members count as one half.
- **Board Director allotments:** Membership counts will be based on the current fiscal year and consist of
 - all unduplicated members for the current fiscal year as of the calculation date, plus

- all members from the prior fiscal year special sessions who are not already included.
- Membership is awarded to the campus first purchased during the fiscal year.
- All annual and other session members count as a whole.

Responsible Parties

- Corporate Finance Committee
- OLLI-UA staff

Implementing Procedure

The Treasurer will notify OLLI-UA staff as to a calculation date based on the budget calendar.

Staff will calculate membership counts on a per Campus basis.

Membership on the Corporate Board Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 8.2

Definitions

Policy Purpose

To define the composition of the Corporate Board of Directors.

Current Policy Statement

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 to membership 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.

Responsible Parties

Implementing Procedure

- 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.

Notice of Meeting Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 6(b) and Article 6(c)

Definitions

Policy Purpose

To establish policy with respect to open meetings.

Current Policy Statement

Ample notice shall be given to OLLI-UA 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.

Responsible Parties

- Corporate Board
- Campus Councils

Implementing Procedure

Petty Cash Policy

Effective Date	01/28/17
Date Approved	01/28/17, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Policy Purpose

To facilitate routine small expenditures by members for Campus or Corporate expenses. Small purchases are submitted for reimbursement in bulk to reduce the time and expense involved with the reimbursement process.

Current Policy Statement

A campus petty cash account, under the control of the Campus Treasurer, will be funded at the beginning of the fiscal year through a check from Wells Fargo. The amount will be set by the Corporate Finance Committee.

Responsible Parties

- Corporate Finance Committee
- Corporate Treasurer
- Campus Treasurers

Implementing Procedure

- The current maximum set by the Corporate Finance Committee is \$ 500.
- Members incurring expenses covered by OLLI operating accounts will submit the receipts to the Campus Treasurer, and if approved by him / her, will be reimbursed in cash.
- The receipts must be for cash or in the name of the Campus Treasurer. If a credit card charge, the Treasurer should sign the receipt. No non-reimbursable charge should be on any receipt.

- Periodically, but no longer than 45 days after the first receipt date, the Campus Treasurer should submit a reimbursement request to the OLLI-UA office with original receipts for payment by the University.
- All such expenses should be submitted and reimbursement received before the fiscal year-end so that funds can be restored to Wells Fargo.

Policy Manual Maintenance Policy

Effective Date	12/05/15
Date Approved	12/05/15, 11/03/18
Authored By	
Authorized By	Corporate Board
Bylaws Reference	Article 3.4

Definitions

Policy Purpose

To ensure that policies are reviewed and updated. A simple majority of a Board quorum is required to add, change or remove a policy.

Current Policy Statement

- The Policy Manual should be reviewed on an annual basis.
- Sixty days prior to the Annual meeting, the Board Secretary should provide members with the most current copy of the Policy Manual for review.
- Any additions, deletions, or corrections should be acted on prior to the Annual Meeting during which the Policy Manual should be affirmed.

Responsible Parties

Maintenance of the Policy Manual is the responsibility of the Board Secretary.

Implementing Procedure

Additions to the Policy Manual

- Policies that arise from Board committees should be fully developed within committee and presented to the Board Secretary and Board President for inclusion on the next agenda. A recommendation to approve is expected from the committee.
- These policies should not be part of the consent agenda, but should allow for Board discussion. Once approved, they will be added to the Manual as proposed, or with Board amendments.
- A simple majority of a quorum present is needed for approval.

- Other new policies, the needs for which develop outside of committee, may be placed on the Board agenda through the Board Secretary or the Board President, for discussion and vote, or assignment to an ad hoc committee.

Removal from the Policy Manual

- Policies that no longer serve the needs of the organization may be voided by a simple majority of the Board's quorum present.
- A voting member of the Board or a campus representative may bring the question to the Board.

Purchasing, Reimbursement Policy

Effective Date	09/23/17
Date Approved	09/23/17, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Policy Purpose

To provide guidance for purchasing items, tickets, and obtaining reimbursements for purchases. (Also see Travel Reimbursement Policy.)

Current Policy Statement

OLLI-UA members are to conform with procedures established in conjunction with University of Arizona for all purchases.

Responsible Parties

- Corporate Treasurer
- Council Treasurer
- Program Manager

Implementing Procedure

Purchases by UA

The preferred method for OLLI-UA purchases is through a Disbursement Voucher which is the University's way of issuing a check. Request for purchases of budgeted Items should be forwarded to the OLLI-UA Office as described below. No reimbursement Is then required.

- Requestor (generally a Council member or Committee head) should send an e-mail to the Council Treasurer with vendor name, address, contact information, item description, date needed, and shipping instructions.
- The Treasurer will verify the budget status, and if approved, forward request to the OLLI-UA Office.
- The Office will place the order, confirming the transaction to the Requestor and the

Council Treasurer. If none of the University payment methods (check, invoice, P-Card, etc.) are acceptable to the vendor, the Program Manager will notify the Requestor and the Treasurer to purchase for reimbursement.

Purchases by member

When a member makes a reimbursable purchase, he/she should realize reimbursement could take as long as 3-4 weeks plus extra time over UA vacation closures. Also, a W-9 must be on file with the University.

<https://olli.arizona.edu/sites/default/files/tmp/W-9.pdf>

The member should provide the Campus Treasurer with

- name / address, contact information (email, phone), and original receipts. No personal items should be commingled on the receipt, and nothing should be written on the receipt
- total amount requested
- description of event for which items were purchased
- list of attendees for business meeting or business entertainment,
- If the items are an approved expense from University controlled funds, the Campus Treasurer will provide information to the OLLI-UA Office to request the reimbursement.
- If payable from OLLI-UA funds (Wells Fargo account), the Corporate Treasurer will issue a check.

The reimbursement form is here:

<https://olli.arizona.edu/sites/default/files/tmp/Reimbursement Form Final February 2015.pdf>

Ticket Purchases

Periodically OLLI-UA will arrange for group-discounted tickets to local theatres. In general, these venues request a single payment for all tickets as a condition of the discounted price. Payment for attendance at these events should be made by check, payable to OLLI-UA. Checks may be collected by the organizing member.

Such checks will be deposited in the Wells Fargo checking account by the Campus Treasurer, and the Corporate Treasurer will write a check to the appropriate vendor.

Refund Policy

Effective Date	11/13/15
Date Approved	01/28/17, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Policy Purpose

To standardize the responses to members who request membership fee refunds.

Current Policy Statement

Any request for the refund of membership fees should be referred to the Campus Council Chair for consideration. Items to be considered should include timing of request, and stated reason. Requests received 30 days after the semester start date should be approved only under extraordinary circumstances. All requests are to be resolved within 10 days of receipt.

Responsible Parties

- Corporate Treasurer
- Council Chairs
- Program Manager

Implementing Procedure (01/28/17)

The overall guidelines for dealing with refund requests are:

- Respect for the member's position
- Consideration of the impact on the reputation of OLLI-UA

All requests for refunds should be referred to the campus council chair. This individual is most apt to be aware of the situation around the request, and the most capable of learning the details quickly.

In general:

- Requests for refunds based on unavailability of a desired course(s) must be received within the first two weeks of a semester. Prospective members must be strongly discouraged from joining OLLI-UA based on the availability of one specific course. Discover OLLI-UA presentations should emphasize this point, stressing instead the community aspect of our programs and the variety of classes that we offer. This fact should be stipulated on the web site.
- Refunds for medical reasons should be based on the level of participation that the member was able to achieve and when the request for refund was received. The recommendation for a refund should consider:
 - the member's intent to participate and how and why that changed. E.g. an annual member who became incapacitated in late October and requested a change to fall-only status.
 - the level of financial concern expressed by the member dealing with a serious health issue
 - the impact of a policy-based decision on the member and their discussion of it in the community
- Refunds for reasons other than class availability and incapacity should be jointly decided by the council chair and a member of the OLLI-UA staff.
- All requests for refunds should be given high priority with a decision reached as soon as possible (preferably within 48 hours), communicated to the member by the council chair, and processed by the UA staff within 5 business days after the original payment clears.
- A member of the OLLI-UA staff has the ability to bypass normal procedures if faced by unusual circumstances that cause them to grant a refund when requested. These circumstances are to be documented and sent to the council chair within 48 hours.

Removal from Corporate Board Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 8.2(a)

Definitions

Corporate Board: a Director of the OLLI-UA Corporate Board of Directors.

OLLI-UA: 501(c)(3) affiliated with the University of Arizona.

Policy Purpose

To codify the conditions upon which a Board Director or an Officer of the Board may be removed from office.

Current Policy Statement

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 ethics, a conflict of interest, or non-fulfillment of duties.

Responsible Parties

- Corporate Board

Implementing Procedure

Reserve Policy

Effective Date	04/11/17
Date Approved	04/29/17, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Operating (Agency) Account: members' dues, miscellaneous income, and funds allocated to campus accounts by the UA Business Manager.

Operating Reserve for OLLI-UA: Year End Cash Balance of the Operating (Agency) account.

Restricted Reserves: earmarked reserves carried by a campus for a specific purpose for a specified length of time as approved by the Finance Committee and the Board.

Policy Purpose

To provide for the following:

- Cover downturns in income,
- Allow purchase of large assets or programs,
- Respond to unanticipated problems or opportunities
- Provide a readily available transparent home for operating surpluses.

Current Policy Statement

- The on-hand target balance is between 6 and 9 months of the operating budget.
- A campus may restrict reserves by a simple majority vote of the Board upon recommendation of the Corporate Finance Committee.
- Restricted Reserves may be identified for a period of two years by a campus when related to facility needs, with reevaluation as necessary.

Responsible Parties

- UA Business Manager
- Corporate Treasurer
- Corporate Finance Committee
- Corporate Board

Implementing Procedure

- The Treasurer reviews monthly budget reports prepared by the Business Manager for any unexpected results. Regular meetings are held with the Business Manager and the Program Manager to discuss any concerns.
- Corporate Treasurer reports to Corporate Board if the target balance goal deviates by more than one month in either direction.
- The Board determines the appropriate action for restoring compliance with the operating reserve target whether by waiting for reserve contributions to compensate or searching for additional funds.
- The Corporate Finance Committee considers requests for restricting reserves and the resulting effect on the campus budget when determining whether it should recommend to the Board that a campus be permitted to restrict reserves. Generally, the request involves an item that was in a prior year's budget but not expensed.

Retention Policy

Effective Date	03/25/17
Date Approved	03/25/17, 11/03/18
Authored By	Corporate Treasurer
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Policy Purpose

To provide record keeping uniformity for the Corporation.

Current Policy Statement

The Corporation will adopt the record keeping protocol prepared by the National Council of Nonprofit Associations.

Responsible Parties

- All Board and Council Secretaries
- All Board and Council Treasurers
- All Board and Council Committee Chairs

Implementing Procedure

See following page.

OLLI-UA DOCUMENT RETENTION POLICY DATED 3/25/2017

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Curriculum records; attendance records	7 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, bylaws and charter	Permanently
Social events attendance	3 years
Tax returns and worksheets	Permanently

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SGL Cross Campus Policy

Effective Date	05/24/15, 08/21/17
Date Approved	09/23/17, 11/03/18
Authored By	Subcommittee on SGL Stipends
Authorized By	Corporate Board
Bylaws Reference	

Definitions

SGL: a Study Group Leader who is a Member of an OLLI-UA campus.

Policy Purpose

The purpose of the policy is to foster a shared resource approach among the campuses, to increase support for our smaller campuses and to recognize the out-of-pocket expenses incurred by members who travel to lead courses.

Current Policy Statement

Any OLLI-UA member may receive a stipend for travel for leading a Study Group away from his / her home campus with the approval of the Curriculum Committee of the receiving campus and within the financial limits provided by the Board in its annual budget. This Pilot Program will extend through Spring of 2019 (not including summer sessions) and will be funded by the requesting campus.

Responsible Parties

- Member SGL's
- Campus Curriculum Chairs
- Campus Treasurers

Implementing Procedure

- A member interested in presenting a course outside of the home campus presents a proposal to the Curriculum Chair of the receiving campus. Campus Curriculum Chairs may approach SGLs from other campuses, informing that CampusCurriculum Chair as a courtesy.
- If the course is accepted, and within the budget of the receiving campus, the course will be offered by the receiving campus.

- When the course has been completed, the SGL will receive a stipend based upon the stipend schedule.
- Campuses may adjust the number of sessions if they stay within budget.

STUDY GROUP LEADER CROSS-CAMPUS STIPEND SCHEDULE SPRING 2018

RECEIVING CAMPUS	FROM	STIPEND PER SESSION**	NUMBER OF SESSIONS	BUDGET
Tucson*	Green Valley	\$25.00	4	\$100
	Northwest (Location 1)		2	
	Northwest (Location 2)		2	
	Southeast	22.50	4	90
			Campus Total	
Green Valley	Tucson	25.00	4	100
	Northwest (Location 1)	-	2	
	Northwest (Location 2)		2	
	Southeast	27.50	4	110
			Campus Total	
Northwest (Location 1)	Tucson	10.00	6	
	Green Valley	35.00	6	
	Southeast	35.00	4	
Northwest (Location 2)	Tucson		6	
	Green Valley		6	
	Southeast		4	
			Campus Total	
Southeast	Tucson	22.50	12	270
	Green Valley	27.50	12	330
	Northwest (Location 1)		2	
	Northwest (Location 2)		2	
			Campus Total	
Semester Total				

*Tucson includes both the Central Tucson day program and the Tucson Evening Campus

**Stipends are based on mileage between campus centers at the reimbursement rate in effect under the UA's mileage reimbursement policy at the time of the first class session.

Termination of Membership Policy

Effective Date	10/31/15
Date Approved	10/31/15, 11/03/18
Authored By	Ad Hoc Committee on the Bylaws
Authorized By	Corporate Board
Bylaws Reference	Article 5.1

Definitions

Policy Purpose

To define the terms and conditions for membership removal.

Current Policy Statement

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 policies 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.

Responsible Parties

- Corporate Board

Implementing Procedure

The Corporate Board will consider expulsion of a member upon request for a hearing from any member of the organization.

Travel Reimbursement Policy

Effective Date	09/23/17
Date Approved	09/23/17, 11/03/18
Authored By	Corporate Finance Committee
Authorized By	Corporate Board
Bylaws Reference	

Definitions

Policy Purpose

To exclude members from travel reimbursements while allowing reimbursement for non-members complying with the regulations of the University of Arizona. Also see SGL Cross Campus Policy.

Current Policy Statement

OLLI-UA members are not eligible for reimbursement of travel expenses such as mileage, parking, tolls etc. regardless of purpose. Travel expense to the OLLI National Convention (normally by the Board President) is the one exception, and must be approved in advance.

Responsible Parties

- Corporate Treasurer
- Campus Treasurer
- OLLI-UA staff

Implementing Procedure

Travel: Non-member

On occasion, a non-member of OLLI-UA may be eligible for travel reimbursement connected with an OLLI-UA study group or event. This reimbursement must be included in the campus budget and must abide by University and OLLI-UA guidelines which include:

- travel must be in excess of 25 miles one-way
- timely submission must be made by the Campus Treasurer or Corporate Treasurer to the OLLI-UA Office – within 30 days of travel

- W-9 must be submitted unless already on file. The form is here:

<http://uas.arizona.edu/business-office/forms/fw9.pdf>

- non-member must provide beginning and ending odometer readings or Google Maps/Map Quest calculation
- non-member must provide origin and destination address
- form “**OLLI-UA REQUEST FOR REIMBURSEMENT - NON-MEMBER TRAVEL**” must be submitted to the OLLI-UA office in accordance with the requirements listed
- reimbursement will be based on the current UA rate per mile

OLLI-UA REQUEST FOR REIMBURSEMENT NON-MEMBER TRAVEL

CAMPUS: Green Valley ☐ Southeast ☐ Corporation ☐
Central Tucson ☐ Northwest ☐ OLLI After Hours ☐

Please complete this form when requesting funds for reimbursement. Submit within 30 days following the last travel date. Requests submitted more than 30 days after last date of travel will not be honored. Page 2 of this form with dates of travel must be attached.

Questions may be addressed to _____

Select one:

- ☐ I have a W-9 on file, or
☐ A W-9 form is attached

Name: (Please print) _____

Address where check should be sent: (Please print)

Study Group taught or purpose of travel:

Start Address: _____

Destination Address: _____

Signature: _____ Date: _____

Approved by: _____ Date _____
(Program Manager, Corporate or Campus Treasurer)

OLLI-UA REQUEST FOR REIMBURSEMENT NON-MEMBER TRAVEL

Name: (Please print) _____

	Date	Odometer Reading Start or Start Address	Odometer Reading End or Destination Venue	Round Trip Miles Calculated
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
			Total Miles Claimed:	