

**SOUTHEAST TUCSON CAMPUS OF  
THE OSHER LIFELONG LEARNING INSTITUTE  
AT THE UNIVERSITY OF ARIZONA  
OPERATING GUIDELINES  
Adopted December 31, 2014**

**ARTICLE I - GENERAL STATEMENTS**

Section 1: The name of this organization is the Southeast Tucson Campus of the Osher Lifelong Learning Institute at the University of Arizona (OLLI-UA). The Southeast Tucson program may hereafter be referred to as OLLI-UA Southeast Tucson Campus or OLLI-UA SE.

Section 2: The OLLI-UA Southeast Tucson Campus shall abide by all statutes and bylaws of OLLI-UA.

Section 3: The mission of this organization is, like that of its parent organization, 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.

Section 4: OLLI-UA SE pledges to follow the guidelines of non-discrimination on the basis of race or ethnicity, gender or sexual orientation, or of any other protected class.

**ARTICLE II – GOVERNANCE**

Section 1: For items pertaining only to OLLI-UA SE, all decisions shall be made by a Campus Council elected by the 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 SE's Campus Council shall be composed of at least Seven members, each of whom will be elected to serve a two-year term with half of the members up for election each year. 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 thirteen months or longer, it will be considered a full term.

Regular attendance at the Council meetings is expected of all voting members. Failure to attend more than two meetings, not including the months of July and August,

may be considered grounds for removal. In exceptional cases, meetings may be attended by means of electronic media.

Section 4: The OLLI-UA Program Manager 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 SE), the Campus Council shall elect from its 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 SE. The Council shall also elect its representatives to the OLLI-UA Board in accordance with the Bylaws. These representatives do not have to be members of the OLLI-UA SE Campus Council. If the Chair is one of the elected representatives to the Board, then the Vice-Chair will be a *Non-Voting* representative.

If the Chair's term on the Council expires at the end of his or her service as Chair, then he or she shall 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:

**Curriculum** – charged with developing the curriculum for each term of the SE Tucson Campus and with the recruitment and development of qualified study group leaders. Facilities, Audio-Visual and Classroom Hosts will also be coordinated by the Curriculum Committee.

**Marketing** - charged with promoting the OLLI brand and increasing membership.

**Fund Raiser** – To meet the Sustainable Fundraising OLLI measure, develop an ongoing fundraising process.

**Scholarship** – Review requests for scholarships to the Tucson Southeast campus. Maintain appropriate records to ensure compliance with the scholarship rules.

**Social** - charged with facilitating social.

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 calendar year, not including the months of July and August, may be considered grounds for removal. In exceptional cases, 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.

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 on-line 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.

### **ARTICLE III – MEMBERSHIP**

Section 1: The membership shall be composed of those people who specifically enroll in the SE Campus by remitting any required fees. Those members of OLLI-UA from other OLLI-UA campuses who may attend one or more classes at the SE Campus, subject to the Bylaws, or any other invitees, will not be considered OLLI-UA SE 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 present.

There will be no absentee or proxy voting. Additional general membership meetings may be called with appropriate notification.

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 January 1.

### **ARTICLE IV - CONFLICT OF INTEREST POLICY**

OLLI-UA SE shall adhere to the OLLI-UA Board Bylaws Conflict of Interest Policy with the following modification (adopted from the George Mason University OLLI Handbook):

Instructors or coordinators presenting OLLI courses or special events may not promote or sell products or services in which they have a financial interest except under the following conditions:

- (a) A person presenting an OLLI course or special event may:

Mention or describe products or services by generic categories that are relevant to the subject matter of the course or special event, even if the presenter has a financial interest in a product or service falling within the generic category.

Mention books, websites or other widely available sources of information that are relevant to the subject matter of the course or special event, even if the presenter has a financial interest in the sources of information, provided the presenter identifies his or her interest.

(b) OLLI may arrange with a presenter of a course or special event to sell his or her book, music, song, or other work that is the central focus of the course or special event at the close of or immediately following the course or special event and, in the case of books, allow signing by the author. OLLI may procure copies of the items from an authorized sales outlet and collect funds from the sale, provided it is established beforehand that OLLI will be reimbursed for any unsold copies.

#### **ARTICLE IV – AMENDMENT**

These Operating Guidelines may be amended at any time by vote of the membership. Proposed amendments must be brought before the Campus Council for approval. Once the Council reviews the amendment(s) to establish that there is no conflict with the values, governing documents, mission and/or goals of the Campus or OLLI-UA, the proposal(s) will be sent to the membership for approval by a two-thirds votes of those responding within the time parameters established by the Council.