

Revised February 10, 2014

**Osher Lifelong Learning Institute
University of Nebraska – Lincoln
By-Laws**

ARTICLE 1. NAME

The name of the program is the Osher Lifelong Learning Institute at the University of Nebraska – Lincoln (hereafter known as OLLI at UNL or OLLI).

ARTICLE II. MISSION STATEMENT

The mission of OLLI at UNL is to promote lifelong learning by providing stimulating, congenial, and varied opportunities designed specifically for lifelong learners, primarily those 50 years and older.

ARTICLE III. STRUCTURE

- A. OLLI at UNL is part of the College of Education and Human Sciences (CEHS).
1. The Dean of CEHS, as the overseer of OLLI at UNL activities, is the liaison between OLLI at UNL and the Bernard Osher Foundation. The OLLI at UNL Coordinator reports regularly to the Dean.
 2. The OLLI Coordinator is the liaison between the Dean of CEHS and the OLLI Governing Council.
 3. The OLLI Council serves as an elected representative body acting on input from the Membership and suggesting policies and procedures to the OLLI Coordinator.
 4. The Committees are appointed bodies. Committee chairs report to the OLLI Council.
 5. The Membership may suggest policies and procedures to Committee members or to the OLLI Council.
- B. Funding is obtained from the Osher Foundation, memberships, class fees, and donations. The funds are administered within the University accounting system and expended at the pleasure of the Dean and the Dean's representatives.
- C. The By-Laws govern the operation of OLLI at UNL, and must be approved by a two-thirds vote of the Council.

ARTICLE IV. MEMBERSHIP

Membership is open to any individual upon payment of annual dues. Dues shall entitle all members to enroll in curricular offerings upon payment of the appropriate fees, to vote annually, and to participate in special events upon payment of appropriate fees.

ARTICLE V. COORDINATOR

The Coordinator manages the day-to-day operation of the OLLI office, provides liaison between the membership and the Dean, and generally represents OLLI to the public. The Coordinator is hired by the Dean under the Dean's list of desired qualifications.

ARTICLE VI. COUNCIL

A. Duties:

1. The Council will see that the policies established by mutual agreement between the Council, the Coordinator, and the University are disseminated to and carried out by the Membership.
2. The Council will work collaboratively with the Coordinator and will recommend actions regarding the curriculum, the budget, the class fee structure, recruiting, and the program sustainability.

B Responsibilities:

1. To ensure quality programs.
2. To ensure a positive learning environment.
3. To represent and advocate for members to the Coordinator.
4. To collaborate with the Coordinator on assessment and evaluation for program viability and strategic planning.
5. To encourage Membership participation.
6. To establish and oversee selected committees, permanent and ad hoc.
7. To approve committee actions.

C. Structure:

1. The Council shall consist of six Directors, elected by the Membership and the Chairs of the Standing Committees. Officers of the Council shall consist of a Chair, Vice-Chair, Secretary and Treasurer. Duties of all Officers and Directors shall be such as ordinarily pertaining to the offices. The Council acts for the Membership. The Vice-Chair shall act for the chair if needed.
2. The voting membership of the Council consists of the Officers, Directors and the Chairs, or Co-Chairs of Standing Committees.
3. The Council elects a Chair for a one-year term at the May Council meeting. The new Chair shall be elected from the full elected or appointed membership of the Council. The Council shall elect a Vice-Chair, Secretary and Treasurer for one-year terms at the first meeting of the new OLLI fiscal year. Two Directors are elected each year by the Membership for three-year terms. Replacement Directors may be elected to serve out vacant terms if necessary. Directors may seek reelection. The Chair may appoint a Member to fill a vacant Director position until the next scheduled election.
4. The Chair annually appoints the Vice-Chair, Secretary, Treasurer, and the Chairs of the Standing Committees, which shall consist of Curriculum, Finance, Fundraising, OLLI Insider, Marketing, Membership, Special Events, and Special Events-Arts. The Chair determines the charge to the Standing Committees.
5. The Executive Committee shall consist of the Chair, Vice-Chair, the Treasurer, and the Secretary, which may act for the Council between meetings of the Council.
6. Non-voting members of the Council are the Coordinator and Advisors to the Council. The Council may consider advisors from nominations from the Dean, Coordinator, or the Membership.

D. Nominations and Elections:

1. The Council shall elect the new Chair at its May meeting. The new Council Chair, elected Directors and appointed Committee Chairs assume their responsibilities on July 1. The Council shall elect a Vice-Chair, Secretary and Treasurer from its members at the first Council meeting of the fiscal year.
2. The Council Chair shall appoint a Nominating Committee composed of a Chair and three individuals from the Membership by April 1 each year. The Nominating Committee shall select and recommend to the Council a slate of candidates from the Membership.
3. The Council shall accept the Nominating Committee report by May 1 of each year. The slate and voting ballot shall be provided to the Membership.
4. The Nominating Committee Chair shall notify all candidates of the results of the election prior to the June 1 announcement to the Membership.

ARTICLE VII. AMENDMENTS:

- A. Any Council member or Member through a Council member may present a proposed change to the By-Laws.
- B. Proposed amendments must be presented in a Council meeting but shall not be voted on until the next scheduled Council meeting. All Council members must receive copies of the proposal in advance.
- C. Approval of amendments requires a two-thirds majority of Council members present. The approved change will take effect immediately.

ARTICLE VIII. PARLIAMENTARY AUTHORITY:

The current edition of Robert's Rules of Order shall govern meetings in all cases to which they are applicable and consistent with any special rules and order the OLLI at UNL may adopt.