

**Osher Lifelong Learning Institute (OLLI)
at the University of Nebraska-Lincoln**

Policies and Procedures

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 2. AFFILIATIONS

- A. OLLI at UNL is the beneficiary of an endowment grant from The Bernard Osher Foundation and, as such, operates in accordance with the Foundation's funding guidelines for Osher Institutes and the Endowment Agreement between the Osher Foundation, the University of Nebraska-Lincoln and the University of Nebraska Foundation. It also has access to the services of the National Resource Center for Osher Lifelong Learning Institutes (Osher NRC).
- B. OLLI at UNL is a program of the University of Nebraska-Lincoln and is housed in the College of Education and Human Sciences (CEHS). OLLI is subject to the policies and procedures of the university.
- C. To the extent any OLLI policies and procedures are in conflict with the bylaws, policies or procedures of the University of Nebraska Board of Regents, the University of Nebraska-Lincoln or CEHS, the university's bylaws, policies and procedures take precedence.

ARTICLE 3. PURPOSE STATEMENTS

- A. 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 50 years of age and older. This mission is accomplished by offering a variety of courses, cultural and social events, and travel opportunities.
- B. Vision Statement: OLLI at UNL will be a vital, diverse, member-driven program for adult learners.
- C. Value Statements: OLLI at UNL values the following:
 - 1. Excellence, innovation, creativity, and curiosity.
 - 2. Welcome diversity, equity, and inclusion.
 - 3. Collaboration among members to have a positive impact on OLLI.
 - 4. Collaboration with people in the community to support the mission and vision of OLLI.

ARTICLE 4. MEMBERSHIP

OLLI programs are designed for adults who are 50 years of age and older who pay a fee to become OLLI members. Members may participate in OLLI programs and vote in OLLI elections for Advisory Council representatives.

ARTICLE 5. ORGANIZATIONAL STRUCTURE

- A. OLLI at UNL operates within the College of Education and Human Sciences. The OLLI director reports to the dean of this college.
- B. The OLLI director manages the OLLI program on behalf of the university and promotes the interests of OLLI within the university and beyond. The director supervises the office staff, oversees the OLLI office and programs, and works with the Advisory Council to establish policies and procedures, and roles and responsibilities.
- C. The Advisory Council acts on behalf of the membership and is responsible for:
 - 1. Establishing, safeguarding and advancing OLLI's mission, vision and values.
 - 2. Reviewing and monitoring OLLI's financial position.
 - 3. Advancing OLLI's goals.
 - 4. Advising and supporting the OLLI director.

ARTICLE 6. ADVISORY COUNCIL

The Advisory Council works collaboratively with the OLLI director and recommends actions regarding programs, budget, fee structure, recruiting and program sustainability. It is composed of officers, elected Advisory Council representatives, standing committee chairs/co-chairs and the OLLI director.

- A. Responsibilities of Advisory Council members include the following:
 - 1. Be a current member of OLLI.
 - 2. Attend and participate in all regular and special council meetings.
 - 3. Be knowledgeable about current programs and activities.
 - 4. Participate in and promote OLLI programs and activities.
 - 5. Collaborate with the OLLI director in developing appropriate policies, procedures, roles, and responsibilities.
 - 6. Represent the OLLI membership, encouraging their participation, responding to their needs and advocating on their behalf.
 - 7. Perform other duties as needed.
- B. Composition and Terms of Office.
 - 1. Officers. Advisory Council officers include the chair, vice chair, secretary, treasurer and immediate past chair. The chair, vice chair, secretary and treasurer are elected to one-year terms. The chair automatically succeeds to the past chair position. (See Article 9.B.)

2. Advisory Council Representatives. The membership elects six Advisory Council representatives. Two representatives are elected each year to a three-year term. After the lapse of one year, a former Advisory Council representative who has completed two consecutive terms may be elected again to a three-year term and may be elected to another consecutive three-year term. (See Article 9.A.)
3. Standing Committee Chairs
 - a. In consultation with the OLLI director, the Advisory Council chair annually appoints the chair-of the following standing committees: Curriculum, Diversity, Events, Marketing, Membership, Resource Development and Travel and/or other committees approved by the Advisory Council. Chairs may or may not be reappointed.
 - b. Standing committee chair appointments are communicated to the Advisory Council at its August meeting.
 - c. Upon the recommendation of their respective standing committee chair, the Advisory Council chair may appoint a co-chair of that committee.
4. Vacancies.

The Advisory Council chair may appoint OLLI members to fill officer, Advisory Council representative and committee chair vacancies. These appointments will expire at the completion of the vacated terms.
5. The OLLI director. The OLLI director serves on the Advisory Council as an ex-officio, non-voting member.

C. Advisory Council Meetings.

1. Regular Meetings. The Advisory Council will meet the second Monday of the month from August through May, unless otherwise directed by the Advisory Council chair. An agenda will be distributed to Advisory Council members before the meeting.
2. Special Meetings. Special meetings, including a retreat, may be called by the Advisory Council chair, the vice chair if the chair is unable, or by any three members of the Advisory Council. The individual or members calling the meeting will **designate** the time, place and purpose of the meeting in a notice sent to each Advisory Council member at least seven (7) days before such meeting.
2. Voting. Each officer, each elected representative, and each chair of standing committees are voting members of the Advisory Council. Each standing committee is entitled to one vote, even if the committee has co-chairs.
3. Quorum. A quorum consists of a majority of the current voting Advisory Council members and is required to conduct business.

4. Council Action Without Meeting. The Advisory Council chair may ask the Advisory Council to take action by electronic voting in cases of time-sensitive or emergency circumstances. In such cases, a majority vote of the Advisory Council is required to approve an action. The vote and resulting action taken will be submitted for ratification at the next Advisory Council meeting.
5. Attendance. Members of the Advisory Council are expected to attend all Advisory Council meetings. However, members may participate in meetings from a distance using communication technology so long as all those participating in the meeting can hear one another.

D. Executive Committee Meetings.

Executive Committee meetings may be called by the Advisory Council chair or by the vice chair if the chair is unable. The individual calling the meeting will designate the time, place and purpose of the meeting in a notice sent to each member of the Executive Committee at least seven (7) days before such meeting unless an emergency requires fewer days' notice.

ARTICLE 7. OFFICERS

Together with the OLLI director, the following officers make up the Executive Committee: chair, vice chair, secretary, treasurer and immediate past chair. Roles and responsibilities are described below.

- A. Chair. The chair provides leadership and direction to the Advisory Council and to the membership by helping all council members understand their responsibilities for policy development and program oversight. Responsibilities include the following:
1. Attend OLLI events throughout the year to provide visible leadership and support for the organization.
 2. Preside over regular and special Advisory Council meetings.
 3. Act as a spokesperson for the organization as appropriate.
 4. Facilitate communication among the Advisory Council, OLLI staff and OLLI membership.
 5. Support and communicate regularly with the OLLI director.
 6. In collaboration with the OLLI director:
 - a. Provide orientation sessions for new Advisory Council representatives.
 - b. Prepare agendas for Advisory Council meetings.
 - c. Monitor Advisory Council follow-through on assigned tasks.
 - d. Appoint standing committee chair and provide guidance.
 - e. Lead the development of the annual action plans for Advisory Council's review, revision and approval.
 - f. Pursue strategic planning, assessment and evaluation activities as appropriate.

7. Participate in the OLLI director's annual performance evaluation.
 8. Maintain contact with the dean of the College of Education and Human Sciences.
 9. Lead regular reviews of the Policies and Procedures document.
 10. Perform other duties as needed.
- B. Vice Chair. The vice chair assists the chair in providing leadership and direction to the Advisory Council and to the membership. Responsibilities include the following:
1. Preside at all Advisory Council meetings in the absence of the chair.
 2. Perform duties in support of the chair as assigned.
 3. Attend OLLI events throughout the year to provide visible leadership and support of the organization.
 4. Assume the office of the chair for the remainder of the term, should the chair position become available.
 6. Perform other duties as needed.
- C. Secretary. The secretary oversees record-keeping activities for the OLLI Advisory Council and the Executive Committee. Responsibilities include the following:
1. Prepare the minutes of the Advisory Council and the Executive Committee meetings.
 2. Ensure all approved minutes are on file in the OLLI office and on the OLLI website.
 3. Perform other duties as needed.
- D. Treasurer. The treasurer collaborates with the CEHS Business Office and the OLLI director regarding financial management and fiscal controls. Responsibilities include the following:
1. Review and report revenues and expenses at the Advisory Council meetings.
 2. Chair the Budget Committee, which develops and recommends the annual budget.
 3. Present, in collaboration with the OLLI director, the annual budget for Advisory Council review and recommendation.
 4. Perform other duties as needed.
- E. Immediate Past Chair. The immediate past chair works closely with the chair, providing continuity and advice. Although primarily functioning as a consultant, the immediate past chair will chair the Nominating Committee. By April of each year, the immediate past chair will update OLLI's two history documents: SAGE-OLLI Historical Timeline and Membership Fees History.

ARTICLE 8. COMMITTEES

Committees are established by the Advisory Council to work with OLLI staff and collaborate with other committees in carrying out the work of OLLI at UNL.

OLLI members are eligible to serve on committees. OLLI staff members may serve as liaisons to committees. See OLLI at UNL's Roles and Responsibilities documents for details regarding each standing committee's specific responsibilities.

A. Standing Committees.

1. **Executive Committee.** The Executive Committee is composed of the officers of the organization and the OLLI director.
 - a. The Advisory Council officers are voting members of the Executive Committee. The OLLI director is a non-voting member of the Executive Committee.
 - b. The Executive Committee may act for the Advisory Council between Advisory Council meetings. Any actions taken by the Executive Committee will be submitted for ratification at the next Advisory Council meeting.
 - c. The Advisory Council chair may ask the Executive Committee to take action by electronic voting in cases of time-sensitive or emergency circumstances. In such cases, a majority vote of the Executive Committee is required to approve an action. The vote and resulting action taken will be submitted for ratification at the next Advisory Council meeting.
2. **Budget Committee.** The Budget Committee is chaired by the treasurer and includes the Advisory Council chair and the Resource Development Committee chair. The Advisory Council chair may appoint additional OLLI members with knowledge and skills in finance and budgeting to the committee. The Budget Committee is responsible for making recommendations and assisting in the development of the annual budget. This committee also conducts monthly budget reviews.
3. **Nominating Committee.** The Nominating Committee is chaired by the immediate past chair of the Advisory Council. In consultation with the current Advisory Council chair, the past chair recruits at least three additional members to serve on this committee, one or more of whom must be an Advisory Council member.

If the past-chair position is vacant, the Advisory Council chair will appoint a Nominating Committee chair. The Nominating Committee is responsible for preparing 1) a slate of nominees for the Advisory Council representative positions and 2) a slate of nominees for the Advisory Council officer positions. (See Article 9.)

4. The **Curriculum Committee** is responsible for identifying, developing, and delivering appropriate courses.
 5. The **Diversity Committee** is responsible for identifying and helping to advance the inclusivity and diversity of OLLI's membership and curriculum.
 6. The **Events Committee** is responsible for helping to plan extra-curricular activities and social events for the membership.
 7. The **Marketing Committee** is responsible for OLLI's marketing plan, promotional materials and techniques, and communication with members and non-members. Its purpose is to maintain excellent communications with all OLLI audiences.
 8. The **Membership Committee** is responsible for attracting and retaining members by assessing interests and recommending activities that encourage participation in all aspects of OLLI. It is charged with fostering the development of Interest Groups.
 9. The **Resource Development Committee** is responsible for generating sufficient supplemental funding and support to assure the long-term growth and sustainability of the OLLI program at the University of Nebraska-Lincoln.
 10. The **Travel Committee** is responsible for identifying and recommending travel opportunities to the travel vendor and OLLI staff and promoting these to the membership.
- B. **Membership of Standing Committees and Subcommittees.** Unless otherwise specified in these Policies and Procedures, the chair-of each committee or subcommittee recruits OLLI members to serve on committees and subcommittees. Committee composition will vary depending on the nature of responsibilities and number of willing volunteers.
- C. **Special Committees.** Special committees may be established by the Advisory Council to accomplish a specific task. The Advisory Council chair will designate the charge to a special committee, set terms of committee appointments, appoint the chair and select its members. OLLI members who are not Advisory Council members may be appointed to serve on special committees.

**ARTICLE 9. ELECTIONS OF
ADVISORY COUNCIL REPRESENTATIVES AND OFFICERS**

- A. The OLLI membership elects Advisory Council representatives. (See Article 6.)
1. The Nominating Committee presents a slate of candidates for the Advisory Council representative positions with at least two candidates for each open position selected from the OLLI membership. The slate is presented at the Advisory Council's regular April meeting.
 2. The Nominating Committee and OLLI staff conduct the elections for representative positions in May, following procedures on file in the OLLI office.
 3. The Nominating Committee chair notifies all candidates of the results of the election prior to the June announcement to the OLLI membership.
- B. The Advisory Council elects the Advisory Council officers. (See Article 6.)
1. The Nominating Committee presents a slate of officers with at least one nominee for each officer position, except immediate past chair, at the Advisory Council's regular April meeting. Additional nominations from the floor will be accepted at the election of officers at the Advisory Council's regular May meeting.
 2. The chair and vice chair nominees must be members of the Advisory Council at the time of their nomination and election.
 3. The secretary and treasurer nominees must be OLLI members at the time of their nomination and election.
 4. The Advisory Council elects the chair, vice chair, secretary and treasurer to one-year terms at its May meeting.
 5. Newly elected officers and representatives assume their responsibilities on July 1.
 6. The outgoing chair automatically becomes the past chair. If the new chair is elected to a second term, the past chair continues in that position for a second year.
 7. The chair and vice chair are eligible for re-election and are eligible to serve two consecutive terms. The secretary and treasurer are eligible for re-election and are eligible to serve five consecutive terms.

ARTICLE 10. CONFLICT OF INTEREST

Whenever an Advisory Council member has a financial or personal interest in any matter coming before the council, whether direct or indirect, the affected member will fully disclose the nature of the interest and withdraw from discussion, lobbying and voting on the matter and recuse himself or herself from the meeting. The minutes of the meetings at which votes are taken shall record such disclosure and abstention.

ARTICLE 11. FISCAL POLICIES

- A. The fiscal year is July 1 to June 30.
- B. In collaboration with a representative from the CEHS Business Office, the Budget Committee prepares OLLI's annual budget. A recommended budget is presented to the Advisory Council at its May meeting for consideration. The council votes to forward the recommendation to the OLLI director. The OLLI director presents the budget to the dean of CEHS for approval.
- C. Funding sources include grants, endowed funds, non-endowed funds, OLLI course and membership fees and contributions. The funds are administered within the UNL accounting system as coordinated by the CEHS Business Office and expended as authorized by the dean of CEHS or the dean's representatives.

ARTICLE 12. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, most recent edition, will govern meetings in all cases to which they are applicable and consistent with any rules of order that OLLI at UNL may adopt.

ARTICLE 13. AMENDMENTS

- A. Any Advisory Council member or OLLI member, through an Advisory Council member, may present proposed changes to these Policies and Procedures.
- B. Proposed amendments will be presented in an Advisory Council meeting but will not be voted on until the next scheduled Advisory Council meeting. All Advisory Council members will receive copies of the proposal in advance.
- C. Approval of amendments requires a two-thirds (2/3) majority of the Advisory Council membership.
 - 1. An amendment to these Policies and Procedures will be subject to the approval of the dean of CEHS.
 - 2. The approved change will take effect upon ratification by the Advisory Council.

May 14, 2018. OLLI at UNL Policies and Procedures approved by the OLLI Advisory Council
April 13, 2020 Review and revision Approved by OLLI Advisory Council
June 8, 2020 Amended by the OLLI Advisory Council
March, 2021 Amended by OLLI Advisory Council
September 2022 – OLLI at UNL Policies and Procedures approved by OLLI Advisory Council