

Doc#:SCP1		Issue Date: 3/14/18
Committee: Steering Council	Statement of Policies	Rev: 4/16/19

POLICIES of The Osher Lifelong Learning Institute at the University of Nevada, Las Vegas (“OLLI at UNLV”, hereafter known as OLLI)

ARTICLE ONE. MISSION

OLLI will provide, for mature learners, an enriched environment for learning, teaching, and social interaction. This will primarily be accomplished through participatory classroom experiences in a wide range of intellectually stimulating, non-credit courses and educational activities presented by a broad range of instructors affiliated with UNLV and OLLI.

ARTICLE TWO. AFFILIATION

Section 1. The Osher Lifelong Learning Institute at the University of Nevada, Las Vegas is a program within the Division of Educational Outreach.

Section 2. The organization operates within the network of the nationwide Osher Lifelong Learning Institutes subject to the terms and conditions of the Osher Foundation Agreement.

ARTICLE THREE. MEMBERSHIP AND FEES

Section 1. Membership. Membership is intended for any retired or semi-retired adult who complies with fee policies as determined by the Steering Council (hereafter known as “SC” or “Council”).

Section 2. Fees. Membership fees are established by a majority vote of the SC in accordance with the policies of the Nevada System of Higher Education Board of Regents.

Section 3. Other types of membership may be established by the SC.

ARTICLE FOUR. STEERING COUNCIL

Section 1. Scope.

- A. OLLI shall be assisted in its operational management by a SC representing its members.
- B. As OLLI is a program of UNLV, its SC has no administrative authority and no financial or other liabilities.
- C. The SC’s authority rests solely upon the abiding commitment of OLLI to involve its members in fulfilling its mission.

Section 2. Responsibilities. The SC responsibilities include:

- A. Assuring that courses and events are consistent with members’ interests.

Doc#:SCP1		Issue Date: 3/14/18
Committee: Steering Council	<h1>Statement of Policies</h1>	Rev: 4/16/19

- B. Establishing policies and membership procedures.
- C. Providing input to administration about operations and the use of OLLI funds.
- D. Developing OLLI's long-range plans for growth and sustainability in collaboration with UNLV administration.

Section 3. SC Membership.

- A. Election. The members of the SC shall be elected from the OLLI membership.
- B. Number. The SC shall consist of 11 voting members.
 - a. The OLLI Director is an ex-officio, non-voting member of the SC.
 - b. The Immediate Past Chair of the SC participates as an ex-officio, non-voting advisor to the Chair for one year.

Section 4. Election of Council Members

- A. The Council shall be elected by the OLLI general membership in April with their office to begin at the May Council meeting.
- B. In even years six (6) Members shall be elected to the Council, by majority of the votes of the entire OLLI membership casting votes in the annual general election, and in odd years five (5) Members shall be so elected.
- C. The annual election of Council Members shall be by means of electronic voting procedures as those procedures are set by the SC from time to time, including paper ballots for those without computer access, and shall take place on a date in April as determined by the Council.

Section 5. Term Limits

- A. All elected Council Members will serve a two-year term.
- B. Council Members may be re-elected to serve a second consecutive two-year term.
- C. Former Council Members shall not be eligible to run again until two years have elapsed.
- D. In the event an OLLI Member is appointed to fill a Council vacancy, if that Member fills the vacancy for less than one full year, that term shall not be counted in determining eligibility to run; if for more than one full year, that term shall be counted.

Section 6. Election of Council Officers

- A. The Council Officers are the Chair, Vice-Chair, Secretary and Budget Advisor.
- B. At the first meeting of the newly elected Council, all Officers for the ensuing year shall be elected for a one year term by a majority vote of the Council Members.

Doc#:SCP1		Issue Date: 3/14/18
Committee: Steering Council	<h1>Statement of Policies</h1>	Rev: 4/16/19

- C. Officers from the previous year who are then remaining on the Council shall be eligible for re-election to the same/another office.

Section 7 Council Procedures

- A. SC shall meet once per month, or as otherwise directed by the Council Chair.
- B. Council meetings shall be guided by *Robert's Rules of Order Newly Revised*, current edition.
- C. The SC Chair may authorize executive sessions of the SC.
- D. SC Vacancies: If a vacancy on the SC occurs, the SC Chair, with the approval of the SC, shall appoint a replacement to fill the vacancy for the remainder of the term.
- E. Quorum: Six (6) SC Members present at a meeting shall constitute a quorum for the transaction of business.
- F. Special Meeting: on not less than three (3) days prior notice to the SC membership, the SC Chair or any three (3) SC members may call for a Special Meeting.
- G. Voting: With the approval of the Chair, voting on matters on the agenda or for Council officers may be taken by electronic means, telephone, in-person or in writing.

Section 8. Council Member Responsibilities

- A. The SC Chair:
 - a. Shall develop and circulate SC meeting agendas and preside over SC meetings.
 - b. Shall preside over the SC and hold those responsibilities typically given to the title of president of such a council.
 - c. Shall be an ex-officio member of all Committees except for the Nominating Committee.
 - d. Shall appoint all Committee Chairs, subject to the approval of the SC, taking into consideration the recommendations of current committee members.
 - e. May appoint a parliamentarian to advise the SC chair regarding procedure.
- B. The Vice Chair:
 - a. Shall assume the responsibilities of the Chair in the event of the Chair's absence or incapacity.
 - b. Shall assume the office of Chair for the remainder of the term in the event that the office becomes vacant.
- C. Secretary:
 - a. Shall prepare, distribute and archive the minutes of all SC meetings.

Doc#:SCP1		Issue Date: 3/14/18
Committee: Steering Council	Statement of Policies	Rev: 4/16/19

- b. Shall distribute these minutes to all SC members and committee chairs no less than one week before the next regularly scheduled meeting.

D. Budget Advisor:

- a. Shall review and monitor the financial condition of OLLI and report to the SC at each meeting.
- b. Shall meet and coordinate with the OLLI Director to monitor accounts.
- c. Prepare an annual working budget for review and approval within the SC’s scope.

E. Members-at-Large will serve as liaisons with standing committees.

ARTICLE FIVE. STANDING COMMITTEES *(Amended 4/16/19)*

The steering Council has the authority to establish and eliminate standing and ad hoc committees by amending the standing rules. Upon adoption of this amendment, Articles 5 and 6 of the Statement of Policies enacted 3/14/18 become the standing rules unless amended thereafter by majority vote of the steering council.

ARTICLE SIX. *(Repealed 4/16/19)*

ARTICLE SEVEN. MISCELLANEOUS PROVISIONS

- A. In the event of a conflict between any provision of these Policies and any formal policy of UNLV, the policy of UNLV shall prevail, and all remaining provisions of these Policies shall remain in full force and effect.
- B. No OLLI member shall use the OLLI membership list or any classroom time or classroom roster to promote any enterprise for the purpose of personal profit. Violation of this provision shall cause automatic revocation of the violator’s membership upon approval of the SC.