

GUIDELINES
OSHER LIFELONG LEARNING INSTITUTE
AT THE UNIVERSITY OF CONNECTICUT
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99 East Main Street, Waterbury, Connecticut 06702

ARTICLE I
NAME OF ORGANIZATION

The name of this organization will be Osher Lifelong Learning Institute (OLLI) at the University of Connecticut (UConn).

ARTICLE II
PURPOSE

OLLI is a membership-driven educational organization designed:

- A. To provide stimulating learning opportunities and special activities for its members through non-credit courses, lectures, and other activities.
- B. To encourage the development of leadership among its members and to encourage the members to share their knowledge and expertise with others.
- C. To create opportunities for meaningful interaction inside and outside the classroom.

ARTICLE III
MEMBERSHIP

Membership will be generally open to anyone fifty (50) years of age or older who, upon payment of established fees, is eligible to participate in all OLLI activities.

ARTICLE IV
LEADERSHIP COUNCIL

A. Definition: The Leadership Council is the principal advisory representative body of the OLLI members and will operate under these guidelines as adopted by the Leadership Council or may be established by the OLLI Director and UConn Waterbury Administration. The OLLI Director leads the organization and serves as the administrative liaison to UConn concerning legal, financial and policy related issues. All decisions of the Leadership Council must be in compliance with the policies of the campus and the University and must be approved by OLLI and campus administration. The Leadership Council has no financial or liability responsibilities.

B. Roles and Responsibilities: The Leadership Council will seek to fulfill these roles and responsibilities under the direction of OLLI's administration and that of the Waterbury campus.

1. To develop, revise, and monitor implementation of the current and future plans of OLLI.

2. To assess OLLI's policies and membership procedures.
3. To ensure that OLLI's courses and events reflect members' interests.
4. To establish and maintain the standing and ad hoc committees of OLLI.
5. To approve policies and procedures of all standing and ad hoc committees.
6. To approve the establishment of clubs and other organized activities.

C. Leadership Council Membership:

1. The officers of OLLI and of the Leadership Council will be one and the same.
2. The number of Leadership Council members will be no fewer than eleven.
3. The members of the Leadership Council will be the President, Vice President, Secretary, Assistant Secretary, Immediate Past President, Chairpersons and Co-chairpersons or their designees from each standing committee, up to three (3) UConn Faculty Liaisons, and no fewer than four (4) Members-at-Large. The OLLI Director and his/her representative(s) will be ex-officio members.
4. Leadership Council members are requested to attend all scheduled meetings. Failure to attend three consecutive meetings without a reason may result in a request from the presiding President for dismissal.
5. Special advisor status will may be granted to a Leadership Council member who identifies a special need or circumstance requiring extended absences from attendance at Leadership Council meetings. Special advisor status may be granted to no more than three (3) Council members at any given time.
6. Should a Council member resign, he/she will notify the Leadership Council President in writing. The Council President will notify the OLLI Director. The Nominating Committee will make its recommendation for a replacement.
7. Should an Executive Council member or Member-at-Large resign, he/she will notify the Leadership Council President in writing. The Council President will notify the OLLI Director. The Nominating Committee will make its recommendation for a replacement.

**ARTICLE V
OFFICERS AND COUNCIL MEMBERS**

Section 1. The Officers of OLLI at UConn/Waterbury and its Leadership Council will be the President, Vice President, Secretary, and Assistant Secretary.

Section 2. The Executive Board of the Leadership Council will be the President, Vice President, Secretary, and Assistant Secretary. The Executive Board will meet regularly. The OLLI Director will be an ex officio member of the Executive Board.

Section 3. Terms of office for each Leadership Council officer position and member-at-large will be for two (2) years with eligibility for a second consecutive term. Additional terms may be considered after an absence of one year.

Section 4. No later than the February Leadership Council meeting, the slate of officers and members-at-large will be proposed to the Leadership Council by the Nominating Committee.

Section 5. These officers and members-at-large will be endorsed for a two-year term by the majority vote of the members of the Leadership Council present at a Leadership Council meeting no later than the March meeting. The Vice President has the choice to succeed or not succeed the President at the end of the President's term.

Section 6. Terms of office begin after the last day of Spring Semester.

Section 5. Duties of Office:

A. President: The President will:

1. Preside at and conduct all OLLI members and Leadership Council meetings.
2. Serve, along with the OLLI Director, as an ex-officio member of all committees except the Nominating Committee.
3. Appoint the chairperson of the Nominating Committee to serve a two-year term to begin at the May Leadership Council meeting.
4. Maintain communication with the OLLI Director and his/her staff.
5. Represent the OLLI members at external meetings and gatherings where representation is desired.
6. Serve as a member of the Leadership Council for two (2) years after completion of his/her term as President.

B. Vice President: The Vice President will:

1. Preside at all general meetings of the OLLI members and Leadership Council in the absence or inability of the President or when requested.
2. Serve as the representative of the OLLI President when requested.
3. Act as liaison for the Leadership Council and provide assistance as required.

C. Secretary. The Secretary will:

1. Prepare the monthly Leadership Council meeting agenda in conjunction with the OLLI President.
2. Take and record accurate minutes of the meetings of the Leadership Council, and general meetings of the OLLI membership.

D. Assistant Secretary: The Assistant Secretary will:

1. Take and record accurate minutes of the meetings of the Leadership Council, and general meetings of the OLLI membership in the absence or inability of the Secretary or when requested.
2. Report to the Leadership Council at the May meeting the term status of the executive officers and Members at Large so that the Nominating Committee will know which offices need candidates for the next year.
3. Maintain a record of terms of appointment of Council Members.

E. Members-at-Large: The Members-at-Large will:

1. Familiarize themselves with issues of interest or concern to OLLI members, and represent the OLLI members.
2. Members-at-Large may be considered for future Leadership and Committee positions.

Section 6. Any officer or member-at-large who does not perform his/her assigned duties may be subject to recall.

ARTICLE VI COMMITTEES

The Leadership Council will authorize, establish and maintain the standing committees and ad hoc committees of OLLI. These committees will include, but are not limited to: Clubs and Activities, Curriculum, Voices and Visions Editorial, Membership, Newsletter, Nominating, Travel, and OLLI Cafe.

All committees will have elected or appointed Chairpersons and Co-Chairpersons. Each Chairperson will serve a two-year term, after which there will be a re-election or reappointment. Election or re-appointment cycle to be determined by the Committee.

A report of committee activities will be presented at the Leadership Council meeting.

Committees will meet at least three (3) times per year.

Committees will draft their committee policies and procedures for review and approval by the Leadership Council. A final copy will be provided to the OLLI office. Committee policies and procedures are subject to review every two years.

Participation in any OLLI club and/or committee will require an active paid OLLI at UConn membership.

An OLLI member will be eligible to chair and/or co-chair only one committee at a time. (Exceptions may be made with majority vote approval by the Leadership Council.) It is recommended that each committee have no fewer than three members.

Should a chair or co-chair of a committee resign, the committee will make its own recommendations for a replacement for that position.

At the Leadership Council May meeting, all committee chairs will verbally share and reflect on their committee's activities for the academic year.

A. Clubs and Activities: Purpose is to identify, establish and coordinate clubs and activities with an educational element which may be of interest and enjoyment for the OLLI members.

B. Curriculum Committee:

Purpose is to facilitate the advancement of curriculum at OLLI at UConn through review of current course offerings, identifying topics of interests of OLLI members, and recruit and support additional instructors, and research programs at other OLLI Institutes.

C. Membership Committee: Purpose is to recruit new members by organizing and implementing community outreach. The Committee will also provide hospitality to existing members with support from OLLI staff where appropriate.

D. Newsletter Committee: Purpose is to print a weekly newsletter during the Fall and Spring semesters. The design and production of the newsletter are accomplished with assistance from the OLLI staff.

E. Nominating Committee: Purpose is to recommend the slate of officers and members-at-large to the Leadership Council at the February meeting each year and to maintain a running list of interested members during the year. The Nominating Committee Chairperson shall be chosen by the President of the Leadership Council for a two-year term starting in May.

F. OLLI Café Committee: Purpose is to identify and schedule a variety of speakers for the lunchtime presentation series that will be of interest to the OLLI members.

G. Travel Committee: Purpose is to provide cultural, social, and educational travel experiences for OLLI members.

H. Voices and Visions Editorial Committee: Purpose is to coordinate all aspects (except printing and payment) of the yearly publication of "Voices and Visions" which showcases submissions from the general OLLI population of original writings, artwork, and photography.

ARTICLE VII MEETINGS OF MEMBERSHIP

Section 1. Special meetings may be called by the President and may also be called by written request of thirty (30) members of the organization. The purpose will be stated in the call. Written notification of such meetings will be given at least two weeks prior to the meeting. A minimum of 10% of OLLI members will constitute a quorum. Voting will be by voice unless otherwise requested.

ARTICLE VIII MEETINGS OF THE LEADERSHIP COUNCIL

Section 1. Meetings of the Leadership Council will be called by the President monthly except in July and December. Special meetings may be called by the President and/or by written request of members of the Leadership Council.

Section 2. Two-thirds of the voting members of the Leadership Council will constitute a quorum. In the absence of a quorum or in the event of an emergency, the President may consult with the OLLI Director, available officers and Council members and act on behalf of the Leadership Council. A written report of any action taken will be sent to all Council members as soon as possible.

Section 3. Voting will be by voice unless otherwise requested.

Section 4. Any OLLI member may attend a Leadership Council meeting as an observer only.

ARTICLE IX NOMINATIONS AND APPOINTMENTS

Section 1. The names and contact information of those who constitute the Nominating Committee will be reported to the OLLI members.

Section 2. If a member of the Nominating Committee wishes to be considered as a candidate for the position of President, Vice President, Secretary, or Assistant Secretary, that member must resign from the Committee. An Alternate will be appointed by the OLLI President to fill the vacancy.

Section 3. Any OLLI member who wishes to be an officer or member-at-large of the Leadership Council will submit a letter of request to any member of the Nominating Committee at any time. If an OLLI member submits his/her request to the OLLI office or any other Leadership Council member, the recipient will refer the OLLI member to the Nominating Committee.

Section 4. To promote continuity, nominations and appointments for different offices and positions will take place on even and odd years.

- Even years:
 - President
 - Assistant Secretary
- Odd years:
 - Vice President
 - Secretary

Section 6. The Nominating Committee will propose a slate of officers to the OLLI Leadership Council no later than the last day of February.

Section 7. The slate of officers and members-at-large will be endorsed by the Leadership Council prior to submission to the OLLI Director and UConn Waterbury Administration.

Section 8. The UConn Waterbury Administration will provide the final approval of the slate of officers prior to the last Friday of the OLLI Spring Semester.

Section 9. The names of the new officers of the OLLI Leadership Council will be published in the next OLLI Newsletter after their appointment.

ARTICLE X PARLIAMENTARY PROCEDURES

The rules contained in Robert's Rules of Order Newly Revised will govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Guidelines and any special rules or order the organization may adopt.

ARTICLE XI NON-DISCRIMINATION POLICY

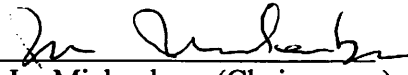
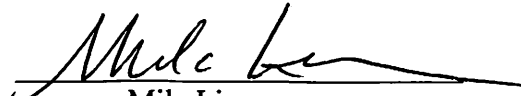
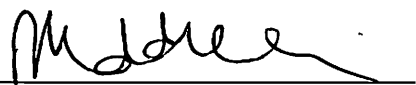
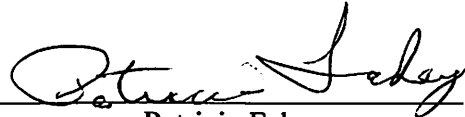
OLLI is subject to and protected by the University of Connecticut non-discrimination policy. The complete policy can be accessed here: <https://policy.uconn.edu/wp-content/uploads/sites/243/2018/12/Policy-Against-Discrimination-BOT-August-1-2018-SH-12-7-2018.pdf>

ARTICLE XII AMENDMENT OF GUIDELINES

These Guidelines may be amended by an affirmative vote of two-thirds of the Leadership Council and approval by the OLLI Director and UConn Waterbury Administration. Amendments will be proposed to the OLLI Director and UConn Waterbury Administration only by the Leadership Council and only after two-thirds of the Leadership Council have voted in favor of the proposed amendment.

These amended Guidelines were adopted on _____ 2019, at a duly-convened Leadership Council meeting of the Osher Lifelong Learning Institute at the University of Connecticut; Waterbury Campus; Waterbury, Connecticut.

GUIDELINES AD HOC COMMITTEE MEMBERS:

 Dr. Ira Mickenberg (Chairperson)	 Mila Limson
 Fiona de Merell (advisory)	 Patricia Fahey

LEADERSHIP COUNCIL MEMBERS:

Ira Mickenberg, Leadership Council President

Richard Albro, Curriculum Committee co-chair

Merle Arcovio, Membership Committee co-chair
Nominating Committee co-chair

Nancy Blomstrom, Newsletter co-chair

Joyce Conlan, Asst. Secretary

Ned Conlan, Nominating Committee co-chair

Joyce DeCesare, De Cesare Renaissance Fund

Polly Merriman, Travel Committee co-chair

Tim Padgett, Membership Committee co-chair

Pat Fahey, Member-at-Large

Julie Fernandez, OLLI Cafe Committee co-chair

Mary Fitzpatrick Peitler, Secretary

Joseph Gambini, Member-at-Large

Bob Grady, Newsletter co-chair

Rosalie Griffin, Curriculum Committee co-chair

Liz Hanahan, *Voices and Visions* Editorial Committee co-chair

Fred Krug, Member-at-Large

Mila Limson, Leadership Council Vice-President
OLLI Cafe co-chair

Raymond Lynch, Member-at-Large

Ann Rompre, Travel Committee co-chair

Nancy Via, Clubs & Activities co-chair

Delma Way, Clubs & Activities co-chair

Nancy Whitney, *Voices and Visions* Editorial Committee co-chair

UNIVERSITY REPRESENTATIVES:

Dr. Laura Donorfio – Human Development and Family Studies

Dr. Linda Halgunseth - Human Development and Family Studies

OLLI and UConn Administration

These amended Guidelines were approved by OLLI and UConn Waterbury Campus administration on:

4 / 23 / 2019

OLLI at UConn Director:

UConn Waterbury Campus Administration:



Fiona de Merell
Director Osher Lifelong Learning Institute
University of Connecticut, Waterbury



Dr. William J. Pizzuto
Campus Director
University of Connecticut, Waterbury

Record of Previous Amendments to OLLI Guidelines:

December, 2016