

Bylaws
OSHER Lifelong Learning Institute at Furman University
(*OLLI at Furman*)
Proposed Amendments September 3, 2009

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Article I—Name:

The name of this organization shall be Osher Lifelong Learning Institute at Furman University (OLLI at Furman).

Article II—Purpose:

1. OLLI at Furman is a membership organization which provides opportunities for continued learning and friendship through classes and activities suitable for [senior](#) adults.
2. OLLI at Furman provides a climate where members are encouraged to participate in the planning, operation, and evaluation of the program.
3. OLLI at Furman is a part of the Continuing Education Department of Furman University, and is operated according to established University and State policies.
4. [OLLI at Furman has a Mission Statement which complements the Purpose.](#)

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Article III- Membership:

1. Membership is open to adults who have a desire for continued learning. No specific previous educational experience is required. There is no specified age [however the target demographic is the senior adult learner.](#)
2. [An annual](#) membership fee will entitle the member to participate in OLLI at Furman classes and activities, [to receive all membership publications and communications.](#) to hold office and vote, and to use Furman facilities as allotted.
3. Membership fees will be set by the OLLI at Furman [Council](#), with oversight approval by Furman University.
4. All [Council](#) members and Committee Chairs must be members of OLLI at Furman to hold office.
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Sustaining members are those unable to enroll in regular OLLI at Furman classes, but who wish to remain informed of OLLI at Furman events and to be supportive of the OLLI at Furman program.

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Article IV—Governance:

1. OLLI at Furman has its own [Executive Committee, Council, Standing](#) Committees and Bylaws [providing continuity, responsibility and authority for issues in a timely manner.](#)
2. The [Council](#) plans activities and programs for OLLI at Furman, establishes operating policies and procedures with guidance from the [Program](#) Director of OLLI at Furman and with recommendations from OLLI at Furman Committees and is subject to oversight approval by Furman University.

3. The Council is the governing body of OLLI at Furman, The Council consists of current OLLI at Furman members. Officers of the Council will be President, Vice President Member Services, who will be the President-elect, and the Vice President Administration, The Council also consists of three elected At-Large Members, the Chairs of Standing Committees and the Program Director.
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 - Deleted: The position of Treasurer will be held by the Director of OLLI at Furman.
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 4. The officers will be elected by the membership,
 5. The At-large Members are elected for one term of three years. The term of one of the At-Large Members will expire annually. No member whether elected at large or appointed as Chair of a standing committee, shall serve in the same position as a Council member for more than three successive years.
 6. Vacancies occurring on the Council are filled by the President in consultation with the Council to fill the term which has not expired.
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 7. The Council will meet regularly at least four times a year as scheduled by the President.
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 8. A majority of the Council members present at a meeting shall constitute a quorum for conducting business.
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 9. All council and committee meetings are open to all members. Visiting members may comment, but not vote on matters under consideration.
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 10. The President conducts all Council and general meetings in consultation with the Program Director of OLLI at Furman.
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 11. Council Members who fail to attend two consecutively scheduled meetings may be replaced by the President
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 12. The Council oversees the curriculum, activities, and general operation of OLLI at Furman with the guidance of the Program Director of OLLI at Furman.
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 13. The Executive Committee consists of the President, two Vice Presidents and the Program Director.
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 14. The Executive Committee meets at least monthly as required.
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- Article V—Committees:**
1. Standing committees are established by the Council. The President may appoint Ad Hoc committees as deemed necessary for the efficient conduct of OLLI at Furman. The Chairs of all such committees will report at the regular Council meetings.
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 2. Current standing committees reporting to the Vice President Member Services are, Faculty Development, Membership, Curriculum, and Events and Excursions; and those reporting to the Vice President Administration are Finance and Governance, Communications, Newsletter Editor, and Building Fund Raising. The Long Range Planning Committee is chaired by the Immediate Past President and reports to the President. Each Vice President, Immediate Past President and Committee Chairs will have one vote.
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 - Deleted: Membership, Publicity, Special Events, Newsletter
- The current standing committees' duties are:
- a) The Faculty Development Committee keeps a record of potential instructors and provides training for new instructors, working in conjunction with the Curriculum Committee.
 - Deleted: The Curriculum Committee will plan the curriculum of classes which will be offered each term.

b) The Membership Committee will provide support services to new and returning members, and encourage members to participate. It will be comprised of the Vice President Member Services, as Chair, along with the three At-Large Members, and others as the Chair deems necessary.

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c) The Curriculum Committee will plan the curriculum of classes which will be offered each term.

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d) The Events and Excursions Committee will plan social activities, trips and events for OLLI at Furman.

Deleted: The Long-Range Planning Committee will up-date a rolling three-year plan for the future of OLLI at Furman. The immediate past President will automatically become the chair of the Long-Range Planning Committee. The committee membership will be comprised of the previous year's chair and at least four members appointed by the current chair.

e) The Finance and Governance Committee makes recommendations for the disposition of funds, fees and administration of OLLI at Furman, and other OLLI at Furman administrative matters referred to the committee. Unusual expenditures exceeding \$1,000 will be reviewed and must be presented as a motion to the Council for approval.

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f) The Communications Committee will ensure that the OLLI at Furman program is publicized to the Greenville community and provide communications to the OLLI at Furman members as appropriate.

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g) The Newsletter Editor will produce Gray Matters at least 4 times each year.

Deleted: Special Events Committee will plan social activities and special events for OLLI at Furman.

h) The Building Fund Raising Committee develops a program to raise funds to build a building on the Furman Campus for OLLI at Furman.

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i) The Long-Range Planning Committee will up-date a rolling five-year plan for the future of OLLI at Furman. The Immediate Past President will automatically become the chair of the Long-Range Planning Committee. The committee membership will be comprised of at least four members selected by the current chair and other volunteers.

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j) The Outreach Director provides an interaction and coordination with other community organizations and activities in life long learning.

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3. Chairpersons of standing committees are approved by the President in consultation with the Council, and will serve for at least one year.

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 Deleted: Each committee chair will be responsible for recommending a an OLLI at Furman member who will act as the Vice Chairperson/Chair-Elect for the present year and then will become the committee chair the following year. The OLLI at Furman President-elect has final approval of Chair-elect selections.

4. Standing committee members are recruited by the Committee Chair for at least one year. Names of committee members are reported to the Council.

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6. The Program Director of OLLI at Furman, the President of the Council, the Vice President Member Services/President Elect and the Vice President Administration are ex-officio members of all standing committees.

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Article VI—Nomination and Election Procedures:

1. The Ad-hoc Nominating Committee will be composed of the Vice President Member Services who is the Chairperson and four members appointed by the Vice President Member Services. Of the five committee members, at least one and not more than two may also be members of the Council. The committee will be established by the beginning of the Spring Term.

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2. Election of the officers, (Vice President [Member Services](#)/President Elect, [Vice President Administration](#) and one of the At-Large Members), is held at the annual meeting in the spring of each year.

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3. The Nominating Committee determines the qualifications and availability of candidates, and decides on the slate to be presented.

4. Vacancies on the Nominating Committee are filled by the Vice President [Member Services](#).

5. Names of the members of the Nominating Committee will be published in the weekly OLLI [Notes](#), and members are encouraged to make suggestions to the Committee. The slate of nominees will be published at least two weeks prior to the elections [in OLLI Notes](#). Members wishing to make additional nominations may do so at the time of the election, provided the proposed nominee has been contacted and has given consent.

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Article VII—Administration:

1. The [Program](#) Director of OLLI at Furman is appointed by the University with specified duties and responsibilities.

2. OLLI at Furman will operate under an annual budget, or a budget for each term, which is recommended by the [Vice President of Administration and the Finance](#) and Governance Committee in consultation with the [Program](#) Director of OLLI at Furman, agreed upon by the [Council](#), and approved by the University.

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3. OLLI at Furman will operate on the same fiscal year calendar as the University (currently July 1 through June 30), deposit all funds in a separate account with the University, and be audited in accordance with University policy.

4. [The Executive Committee with the approval of the Council will appoint a Vice President Administration to serve until the next membership meeting in 2010.](#)

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Article VIII—Rules of Procedures:

1. Except as specified in the Bylaws, procedures will follow the most recent Robert's Rules of Order.

2. All decisions are reached by majority vote of those in attendance except where other provisions have been made in these Bylaws.

Article IX—Adoptions:

These Bylaws shall become effective upon adoption by a two-thirds vote of those members present at the meeting at which the Bylaws are presented.

Article X—Amendments:

1. Amendments to these Bylaws must be adopted by two-thirds of the members present at any regular General Membership meeting.

| 2. Written notice in [OLLI Notes](#) of the proposed amendments must be provided at least two weeks before the meeting.

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