

**Bylaws**  
**Osher Lifelong Learning Institute at Furman University**  
**(OLLI at Furman)**  
**May 20, 2014**

**Article I—Name:**

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

**Article II—Purpose/Mission/Vision:**

1. OLLI at Furman is a part of the Division of Continuing Education at Furman University and is operated according to established University and State policies.
2. OLLI is located in the Herring Center for Continuing Education on the Furman campus.
3. The purpose and mission of OLLI is to be a member run, member driven, diverse learning community of senior adults engaged in non-credit educational courses and programs, social opportunities and physical activities that inspire students to stay mentally and physically active in a supportive, nurturing and fulfilling university environment.
4. The vision of OLLI strives to be the premier adult lifelong learning community in Greater Greenville and a leading program in the network of Osher Lifelong Learning Institutes.
5. The vision of OLLI is to energize the mind and body through a diverse and stimulating offering of courses, seminars, trips and social activities conducted in enriching physical and social environments.
6. The vision of OLLI is to foster member participation and fulfillment, encourage understanding and respect for others and promote intergenerational involvement with the Furman University and Greenville communities.
7. The vision of OLLI is that the evolving success of the program will be measured by the enthusiasm and excitement exhibited by members for the courses, instructors and various programs, by member participation in the operation of the program, by retained and increased membership and by the sense of community members share with one another.

**Article III—Membership:**

1. OLLI at Furman is a member run, member driven organization.
2. 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.
3. An annual membership fee will entitle the member to participate in OLLI classes and activities, receive all membership publications and communications, hold office on the OLLI Council and vote, and use Furman facilities as allotted.
4. Membership fees will be set by the OLLI Council, with oversight approval by Furman University, Division of Continuing Education.

5. Members are welcome to volunteer for special projects on behalf of OLLI. However, they must obtain approval from Council prior to beginning the project, and they must update Council on their progress periodically. If funds will be required for the project, approval by Council must be obtained prior to beginning or continuing the project.

#### **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, establishes operating policies and procedures with guidance from the OLLI Director and with recommendations from OLLI committees and is subject to oversight approval by Furman University.
3. The Council, with the OLLI Director, is the governing body of OLLI at Furman. The Council consists of current OLLI members. Officers of the Council will be President, Vice President/President Elect, and Vice President Administration. The Council also consists of six elected At-Large Members, the Chairs of Standing Committees and the OLLI Director.
4. The officers will be elected by the membership at the spring meeting and luncheon.
5. The At-Large Members are elected for one term of three years. The term of two of the At-Large Members will expire annually.
6. 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.
7. Vacancies occurring on the Council are filled by the President in consultation with the Council to fill the term which has not expired.
8. The Council will meet regularly at least four times a year as scheduled by the President.
9. A majority of the Council members present at a meeting shall constitute a quorum for conducting business.
10. All Council and committee meetings are open to all members. Visiting members may comment, but not vote on matters under consideration.
11. The President conducts all Council meetings in consultation with the OLLI Director.
12. Council members who fail to attend two consecutively scheduled meetings may be replaced by the President.
13. The Council oversees the curriculum, activities and general operation of OLLI with the coordination of the OLLI Director.
14. The Executive Committee consists of the President, two Vice Presidents and the OLLI Director.
15. The Executive Committee meets as required.

#### **Article V—Committees:**

1. Standing Committees are established by the Council. The President, with the approval of Council, 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.
2. Current Standing Committees reporting to the Vice President/President Elect are Instructor Support, Curriculum, Social and Senior Leaders Greenville; and those reporting to the Vice President Administration are Finance and Governance, Volunteer, Outreach and Newsletter Editor. The Long Range Planning Committee is chaired by the Immediate Past President and reports to the President.

The current Standing Committees' duties are:

- a) The Instructor Support Committee works to integrate new instructors into the OLLI program, to introduce/recognize instructors and to provide specific skill training to all instructors.
  - b) The Curriculum Committee plans the curriculum of classes which will be offered each term.
  - c) The Social Committee plans social activities, trips and events for OLLI at Furman.
  - d) The Finance and Governance Committee makes recommendations for the disposition of funds and fees, the administration of OLLI, and other OLLI administrative matters referred to the Committee. Non-budget expenditures exceeding \$1,000 must be approved by the Committee, and those over \$5,000 must be presented as a motion to the Council for approval.
  - e) The Newsletter Editor produces *Gray Matters* at least four times each year.
  - f) The Long Range Planning Committee updates a rolling five-year plan for the future of OLLI. The Immediate Past President will automatically become the Chair of the Committee. The Committee membership is comprised of at least four members selected by the current Chair and other volunteers.
  - g) The Outreach Committee strives to enhance the diversity of the OLLI membership and provides an interaction and coordination with other community organizations.
  - h) The Volunteer Committee solicits volunteers for the office, committees and other projects.
  - i) The Senior Leaders Greenville Committee has the goal of challenging the senior population to get involved and become voices for the rapidly growing number of seniors in our community.
  - j) The addition of a new committee or disbanding of an existing committee requires a majority vote by Council.
3. Chairs of Standing Committees serve for at least one year and no more than three consecutive years on the same committee. They may return after a one-year absence
  4. Standing Committee members are recruited by the Committee Chair for at least one year. Names of committee members are reported to the Council.
  5. The Director of OLLI, the President of the Council, the Vice President/President Elect and the Vice President Administration are ex-officio members of all Standing Committees.

#### **Article VI—Nomination and Election Procedures:**

1. The Ad-hoc Nominating Committee is composed of the Vice President/President Elect who is the Chair, the Chair of the Volunteer Committee and three to five members appointed by the Vice President/President Elect. Of the five Committee members, at least one and not more than two may also be members of the Council. The Committee is established by the beginning of the Winter Term.
2. The Nominating Committee determines the qualifications and availability of candidates and decides on the slate to be presented to Council.
3. Election of the officers (Vice President/President Elect, Vice President Administration and two At Large Members) is held at the Annual Meeting/Spring Luncheon in the spring of each year.
4. Names of the members of the Nominating Committee are 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 Annual Meeting/Spring Luncheon in OLLI Notes. Members wishing to make additional nominations may do so prior to the annual meeting or at the time of the election, provided the proposed nominee has been contacted and has given consent.

#### **Article VII—Administration:**

1. The 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 which is recommended by the Vice President Administration and the Finance and Governance Committee in consultation with the Director of OLLI, agreed upon by the Council, and approved by Furman University.
3. OLLI will operate on the same fiscal year calendar as the University (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 calculation and spending of the distribution is outlined in the Osher Lifelong Learning Institute Endowment Agreement dated February 12, 2009.

#### **Article VIII—Rules of Procedures:**

1. Except as specified in the Bylaws, procedures 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, such as email, 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 Annual Meeting/Spring Luncheon at which the Bylaws are presented.

#### **Article X—Amendments:**

1. Written notice in OLLI Notes of the proposed amendments must be provided at least two weeks before the meeting.

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