



**Osher Lifelong Learning Institute
at the University of Delaware in Dover**

Bylaws

August 2020

Article I

MISSION

The mission of the Osher Lifelong Learning Institute at the University of Delaware in Dover (OLLI) is to provide opportunities for intellectual development, cultural stimulation, personal growth and social interaction for people age 50 and over in an academic cooperative run by its members who volunteer their time and talents. The program is centered on classes developed and led by fellow members.

Article II

RELATIONSHIP to the UNIVERSITY of DELAWARE

OLLI is a unit of the University's Division of Professional and Continuing Studies (the Division).

Staff

The Division employs paid staff as its representatives at OLLI.

Program Manager – Manages all operations involved in the development and implementation of the OLLI Dover and OLLI Sussex institutes; develops collaborative relationships with non-profits in Kent and Sussex Counties and individual UD departments; and strategizes to create OLLI statewide programming.

Program Coordinator – Develops opportunities to expand, diversify and support OLLI program initiatives. Administrative tasks include budgeting, support of database functionality and providing customer service to OLLI members.

Classroom/AV Support Staff - Provides classroom and technical support to volunteer instructors and staff administrators.

Administrative Assistant – Manages office foot traffic and provides support for the OLLI Dover Council and committees.

OLLI Council may have up to two representatives serve on any search committee. Committee participants will be required to attend search team training. Final selections are at the discretion of the position supervisor.

Annually, the Council chair shall gather information from members of the Dover Council regarding the performance of the Program Manager during the prior year, and shall convey in writing such information to the head of the Division. This should be completed by January 31st of each year, before the annual evaluation of the Program Manager conducted by the University,

Financial Matters

The Division serves as the fiscal agent of OLLI and assumes responsibility for all fiscal matters of the program. The fiscal year is that of the university and runs from July 1 to June 30. The Program Manager, in consultation with the Council, is responsible for submitting a balanced budget to the UD budget office by January of each year.

Article III

MEMBERSHIP

OLLI members must be at least 50 years old or a spouse/partner of a member of that age. Potential members under the age of 50 may attend with approval from the program manager. Members complete the registration form and pay the membership fee. Members may participate in courses and activities of the program and are encouraged to be involved in its continued growth. Memberships are offered each semester.

Instructors who have been accepted to teach, but who do not pay the membership fee, are not eligible to participate in courses. They may serve on committees or as non-voting Council members with approval from Council.

Article IV

COUNCIL PURPOSES

Council manages the program to maintain high standards and good experiences for the members.

Council represents the membership and works with the University of Delaware through the program manager and with the other Lifelong Learning programs.

Council maintains continuing communication and exchanges with the membership and the University. No later than April 30 of each year, the Council shall publish a written Annual Report, to be sent to all members electronically and posted on the website.

Council establishes and provides oversight for the volunteer committee structure as described in Article VIII and documented in *OLLI Dover Council/Committee Responsibilities*.

Article V

COUNCIL MEMBERS and OFFICERS

Nine voting members will serve three-year terms on Council with three elected each year by the Council. No Council member may be elected for more than two consecutive terms. Terms begin and end at the start of the May Council meeting. If a Council member cannot complete a term, the chair will appoint and the Council will approve a member to complete the term. If a Council member does not remain an OLLI member, his or her term shall be terminated. If a Council member fails to attend three out of six consecutive Council meetings, his or her term shall be reviewed by the Council and may be terminated by a majority vote of the other Council members.

The immediate past Council chair serves as a non-voting ex officio member of the Council for one year. The program manager is a non-voting ex officio member of the Council and the program coordinator and administrative assistant are non-voting participants in Council meetings. The chair may also appoint community liaisons who participate in Council meetings but are non-voting Council members.

Council will elect annually from its membership a chair, a vice-chair and a secretary. The chair, vice-chair and secretary may be re-elected but may serve no more than their two consecutive terms on Council.

The chair presides at Council meetings. The agenda is developed by the chair and program manager and communicated to Council members. The Council chair appoints committee chairs for one year who may be reappointed, but may serve no more than their two consecutive terms on Council.

The vice-chair assists the chair and performs all duties of the chair if the chair is absent.

The secretary publishes and maintains records of Council meetings.

Article VI

NOMINATIONS and ELECTIONS

In January, the chair appoints a Council member to chair the nominating committee. The nominating committee chair appoints two or more additional committee members. Nominations are solicited simultaneously from both the Council and the general membership. The general membership is notified in January that nominations are open and that nomination forms, which must be endorsed by two additional members, are available. Nominees must have been members for a minimum of one full calendar year prior to the election.

After careful review, the nominating committee presents proposed nominees, as well as a proposed slate of officers, to the Council at its March meeting. The proposed Council nominees must be willing to serve as a chair or member of a committee. Current Council members whose terms are expiring but would like to extend to a 2nd term are automatically included on the ballot.

At the April meeting, Council elects three new Council members. The May meeting is opened by the outgoing chair. The first item of business is the election of the new Council chair

who then presides over the election of the vice-chair and secretary, making further appointments and conducting the remainder of the meeting. Council terms begin and end at the May Meeting.

Article VII

MEETINGS

Regular Meetings

The Council meets once a month, in person or virtually, at least nine times per year. A quorum consists of a majority of voting council members. Minutes of each meeting shall be posted on the bulletin board and/or the website.

Council meetings are open to the general membership to observe. Members who would like to address the Council must submit a written request of no more than 1-page to the Council chair, who will then ascertain whether to refer their request to a committee or to place them on the agenda of the next Council meeting.

Special Meetings

The chair may call a special meeting of the Council whenever he or she deems it necessary or whenever three or more elected Council members make written request to the chair. Notice of the meeting and the matter(s) to be considered, shall be sent to each Council member at least 48 hours prior to the special meeting. No business other than that specified in the written notice shall be transacted at the special meeting.

General Membership Meeting

A meeting of the general membership shall be held at least once annually. The Chair, with the advice of Council, shall determine the date and time.

Article VIII

COMMITTEES

In accordance with both the University of Delaware's and The Bernard Osher Foundations's outreach goals OLLI provides opportunities for volunteer engagement and leadership. The Council has several committees devoted to specific areas of program development including but not limited to academic affairs, member relations, travel, special events and finance. Ad hoc committees may be established by the Council on an as-needed basis. Committee chairs are appointed by the Council chair. Committee chairs then appoint additional committee members. Committee chair and member appointments last for one year, but may be renewed as appropriate. The Council will maintain a document, entitled *OLLI Dover Council/Committee Responsibilities*, which outlines specific roles and responsibilities of the Council's committees.

Article IX

AMENDMENTS

These bylaws may be amended by an affirmative vote of two-thirds of the Council members at any regular Council meeting. Written notice of the proposed changes must be given at least a week in advance with the notice of the meeting.

Adopted by a vote of the Founding Committee on April 11, 2012.

Revised by a vote of the Council on March 11, 2014.

Revised by a vote of the Council on November 2, 2015.

Revised by a vote of the Council on May 2, 2016.

Revised by a vote of the Council on September ??, 2016.

Revised by a vote of the Council on August 7, 2017

Revised by a vote of the Council on May 7, 2018

Revised by a vote of the Council on October 8, 2018

Revised by a vote of the Council on August 18, 2020