

## **Bylaws**

Osher Lifelong Learning Institute at The University of Alabama  
Revised and Approved May 5, 2016.

### **Article I**

#### *Name*

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

### **Article II**

#### *Purpose*

The purpose of this organization is to offer educational courses and experiences as well as social functions tailored to adults who wish to enhance their learning and interactions with other adults having similar interests. To create a premier national lifelong learning program, OLLI will draw on the strengths of its membership, as well as active and retired faculty and staff, alumni, friends, facilities and the resources of The University of Alabama.

### **Article III**

#### *Relationship to The University of Alabama*

#### Section 1

OLLI is a volunteer led organization in the College of Continuing Studies (CCS). The CCS administration assumes legal responsibility for all decisions made by the OLLI organization. With advice from the OLLI Board of Directors, the CCS administration is responsible for fiscal matters, contractual issues, policy setting, and curriculum approval.

#### Section 2

The CCS administration has the authority to rescind any action of the organization.

### **Article IV**

#### *Membership*

#### Section 1

Membership is open to adults.

#### Section 2

Membership dues and course fees will be established by the CCS administration on recommendations of the OLLI Board of Directors.

### Section 3

Members are entitled to vote, hold office, serve on the Board of Directors and committees, attend social events, and register for classes with payment of applicable fees.

### Section 4

The membership year is ~~September 1 through August 31~~ twelve (12) months from the date of initial membership in OLLI.

### Section 5

Databases that contain personal identifying information of the members of OLLI are the property of OLLI/CCS. The information contained within the database shall not be shared with any person or entity outside of OLLI/CCS.

## **Article V**

### *Annual Meeting*

#### Section 1

The OLLI annual meeting will be held each spring, with time and place to be determined by the Board of Directors. The meeting will be publicly announced 30 days in advance.

#### Section 2

The quorum for the annual meeting will be 50 members.

## **Article VI**

### *Elections*

A. Except for the President, aAll officers and Members-at-Large will be elected by the members at the OLLI annual meeting unless in circumstances otherwise described in these Bylaws. Newly elected officers and Members-at-Large will assume their official duties seven days following their election.

B. Until a Vice-President for Long-Range Planning, who has been elected under the succession provisions described in Article VII, Section 1 of these Bylaws, finishes his or her two-year term as Vice President, the President shall be elected for a single one-year term of office.

**Article VII**  
*Board of Directors*

~~The officers of this organization will be~~

Officers

A.

Section 1

~~A.~~ President. The President shall preside at the OLLI annual meeting, at all special meetings of the membership, and at all meetings of the Board of Directors.

The President will appoint the chairpersons of all committees, except those chaired by an Officer, under these Bylaws; the Historian; and the Parliamentarian; subject to the approval of the Board of Directors. At the annual meeting, the President will present a report of the activities of OLLI for the preceding year. The President is an ex-officio member of all committees, except the Nominating Committee. At the expiration of his or her term as President, he or she shall assume the position of Immediate Past President.

~~B.~~A. Vice-President for Long-Range Planning. In the absence of the President, the Vice-President for Long-Range Planning will perform all presidential duties. The Vice-President for Long-Range Planning will chair the Committee for Long-Range Planning. At the expiration of his or her term as Vice-President for Long-Range Planning, he or she shall automatically assume the office of President, without a separate election.

~~C.~~B. Vice-President for Curriculum. The Vice-President for Curriculum will chair the Curriculum Committee. In the absence of the President and the Vice-President for Long-Range Planning, the Vice-President for Curriculum will perform all presidential duties

~~D.~~C. Vice-President for OLLI at the University of Alabama, Gadsden Campus. The Vice-President for the Gadsden Campus will chair the Advisory Committee for the operations of the Gadsden Campus OLLI Program and shall be elected by the membership of the Gadsden Campus.

~~E.~~D. Secretary. The Secretary will keep a record of annual meetings, special meetings of the membership, and Board of Directors meetings. This officer will also maintain membership and course enrollment reports and send notice of meetings as required.

~~F.~~E. Treasurer. The Treasurer will chair the Finance Committee. The treasurer will make a financial report at least once each semester (three reports each year) to the Board of Directors and at the Annual Meeting of OLLI. Additional reports may be made as necessary.

## Section 2

### *Other Members of the Board of Directors*

- A. Members-at-Large. Two Members-at-Large will be elected from the Tuscaloosa area membership, and one Member-at-Large will be elected from the Gadsden membership. One additional Member-at-Large will be elected from each chapter that has met the following criteria: (1) a membership of at least 100 fee-paying members, (2) an established teaching location, and (3) a locally developed faculty. When the Board has determined that a chapter has met these criteria, the chapter members shall be entitled to elect a Member-at-Large at the time of the next Annual meeting.
- B. Chairpersons of Standing Committees, other than those chaired by Officers, as described above.
- C. A designee of the Dean of CCS, for program.
- D. A designee of the Dean of CCS, for the Bryant Conference Center.
- E. Immediate Past President
- F. Parliamentarian. The Parliamentarian will ensure that the meetings of the Board of Directors, special meetings and annual meetings of the membership are conducted in accordance with Roberts Rules of Order, Newly Revised, and the OLLI Bylaws.
- G. Historian. The Historian will compile and preserve the documents that reflect OLLI's history.

## Section 3

### *Terms of office*

- A. All officers will ~~be elected~~ serve for a two-year term, except as described in Article VI, Section B, above. Except for the President and Vice-President for Long-Range Planning, t They are eligible to be elected for ~~a~~ second consecutive term in their position, but not to a third consecutive term. The President may, with the approval of the Board of Directors, waive this requirement.
- B. The Immediate Past President will continue to serve on the Board until the current President transitions into the role of Immediate Past President.
- C. Members-at-Large will be elected for a two-year term, after the initial year for Members-at-Large to be added to the Board. In the initial year, one Member-at-Large from the Tuscaloosa area and one from the Gadsden membership will be elected to a one-year term. A second Member-at-Large from the Tuscaloosa area will be elected to a two-year term. They are eligible to be elected to a second term in their position.
- D. Officers and Members-at-Large who have fulfilled their terms of office in their current positions may be elected to a different position on the Board.

Section 4  
*Board Procedures*

The Board of Directors of OLLI at the University of Alabama, which is formally established by this section, is the governing authority for the organization and may, subject to the limitations of Article III, Relationship to the University of Alabama, carry out the duties located throughout the Bylaws, wherever located, and such other generally accepted Board duties as may become necessary. The Board may meet and conduct official business by teleconference or by telephone conference call or by mail or by other information technology as deemed necessary by a majority of the Board. All officers must be current members of the University of Alabama Osher Lifelong Learning Institute at Tuscaloosa, at Gadsden, or at a location that has met the criteria established under Article VII, Section 2.A, above. The Board is authorized to call special meetings when necessary. A quorum of the Board shall consist of a simple majority of the entire Board.

**Article VIII**  
*Committees*

Section 1

Standing Committees:

- A. Finance Committee. The Finance Committee, chaired by the Treasurer, will develop and recommend annual budgets to the Board of Directors and ensure that financial procedures are consistent with CCS policies.
- B. Curriculum Committee. The Curriculum Committee, chaired by the Vice-President for Curriculum, will plan, implement and evaluate all OLLI courses and programs.
- C. Membership Committee. ~~This~~ The Membership committee will build and sustain a strong and active OLLI membership.
- D. Social Committee. The Social Committee will promote interaction among the OLLI members by planning and implementing social occasions on a regular basis.
- E. Marketing/Publicity Committee. The Marketing/Publicity Committee will work with the CCS marketing staff to develop and implement marketing for OLLI activities and to work to provide appropriate publicity for OLLI and its activities.
- F. Long-Range Planning Committee. The Long-Range Planning Committee, chaired by the Vice President for Long-Range Planning, will be responsible for the strategic planning for OLLI, as well as for assessing internal and external trends and functions affecting the organization.
- G. Advisory Committee for OLLI at the University of Alabama, Gadsden Campus. This committee, chaired by the Vice-President for Gadsden Campus, will be selected by the membership of the Gadsden Campus and will be responsible for the functions of curriculum, social membership, elections, and marketing as well as other matters specific to the program. This committee will work in concert with the Board of Directors.

Section 2

The chairpersons of the Standing Committees will be responsible for recruiting and involving OLLI members on their committees.

Section 3

The Nominating Committee will be a three-member, ad hoc committee appointed by the President. It will annually nominate a slate of officers and Members-at-Large to guide OLLI for the next year.

Section 4

Vacancies:

- A. Members of the Board who are unable or unwilling to fulfill their responsibilities, as evidenced by repeated failure to attend Board meetings, may be removed from their positions by the President, acting with the advice and consent of the Board.
- B. If the office of President becomes vacant, such office will be filled by the Vice-President for Long-Range Planning for the remainder of the term. If the offices of President and Vice President for Long-Range Planning become vacant, the Vice-President for Curriculum will become President for the remainder of the term. For vacancies in any other Director's position, the President, with consent of the Board of Directors, will appoint a replacement for the remainder of the term of the person whom they replace.

**Article IX**

*Establishment of Chapters*

The Board of Directors may, at its discretion and working with local interested citizens, establish Chapters of the OLLI program at The University of Alabama at locations in addition to Tuscaloosa and Gadsden. The terms and conditions of membership, and the establishment and scheduling of presentations, shall be carried out in a method best suited to the particular location in order to provide opportunities for continuing education. Such chapters must be established and operated in accord with policies and procedures of the College of Continuing Studies and in coordination with the OLLI Board of Directors. Chapters may be disestablished when, in the judgment of the Board, they are no longer fulfilling the mission.

## **Article X**

### *Establishment and Operation of a System of Grants to Participants*

The Board of Directors may, at its discretion, establish a program of financial grants to be made available to individual members for the purpose of making full participation in the OLLI program possible for those members. The terms and conditions for this program, including application procedures, selection of recipients, and conditions under which grants may be awarded, will be established at the discretion of the Board, and the Program may be terminated at any time by the Board. A report on management of the grant money will be made to the Board at least once each semester, though additional reports may be made as necessary.

## **Article XI**

### *Amendment to the Bylaws*

The bylaws may be amended at the annual meeting by a two-thirds vote of those present. Proposed amendments will be made available to the membership seven days prior to the annual meeting.

## **Article XII**

### *Parliamentary Authority*

The rules contained in *Roberts Rules of Order, Newly Revised*, will govern the organization in all cases in which they are not inconsistent with the Bylaws.