THE BYLAWS OF THE MEMBERSHIP COUNCIL OF THE
OSHER LIFELONG LEARNING INSTITUTE AT
CALIFORNIA STATE UNIVERSITY
CHANNEL ISLANDS

Preamble

1. History:

Beginning in the Fall of 2002, the Bernard Osher Foundation created a nationwide network of Osher Lifelong Learning Institutes (OLLI) on university campuses in all 50 states and the District of Colombia. To quote the Osher Foundation website:

“There is considerable variation among the Osher Institutes but the common threads remain: Non-credit educational programs specifically developed for seasoned adults who are aged 50 and older; university connection and university support; robust volunteer leadership and sound organizational structure; and a diverse repertoire of intellectually stimulating courses.”

In his wisdom, Mr. Osher insisted that no further requirements be imposed as to how each program was to be organized. In 2004, the newest campus of the CSU system, California State University Channel Islands (CSUCI) was invited to apply, and the first classes began that year under the leadership of Dr. Marty Kaplan, who set the high academic standards we enjoy and ran the program for the first eight years until his retirement in 2012.

In the spring of 2012, a group of student members raised questions about a reported deficit budget for the upcoming year and the resulting proposed changes in fees by requesting documentation of the program’s finances. In the course of this investigation it became evident that taking an active role in directing the program, in accordance with the Osher Foundation guidelines, was a stated responsibility that the student membership had yet to assume, so the group took the task upon themselves.

An interim Steering Committee addressed the immediate tasks of raising funds for the projected deficit, renewing Publicity and Outreach efforts to bring in new members, and taking on greater responsibilities for the development of curriculum. The Membership Council and Steering Committee and the basic organization were authorized by a general meeting of student members on June 6, 2012. These actions were confirmed by the fall meeting of the new Membership Council on August 27, 2012.

The student organizing efforts were met with enthusiasm and the full support of Program Director Nick Fuentes and Extended University Vice President Dr. Gary Berg. In the course of the 2012-2013 school year, the program grew in numbers and in depth, and the membership provided $15,000 in financial support. The first OLLI Bylaws were drafted in 2013 and became effective when passed by the Membership Council on August 20, 2013.

2. Intent:
We, the student-members of OLLI-CSUCI, are resolved to continue building a high-quality, self-governing and self-sustaining program of, for and by our community of senior learners, in full cooperation with our host university.

It is our intent to work with the University to achieve and maintain complete transparency and accountability for the OLLI-CSUCI funds administered by CSUCI-EU (Extended University).

It is also our intent to seek ways to support the University with our presence as an organization fully involved in the life of the campus.

Bylaws

I. General

A. Names, membership and Logo:

1. As required by the Osher Foundation, the name of the program is the “Osher Lifelong Learning Institute at California State University, Channel Islands.” The authorized acronym for the program is “OLLI-CSUCI” or (for internal purposes only) “OLLI”

2. The Membership Council of OLLI-CSUCI is the name of the governing body of the program.

3. The Logo for the program and the Membership Council consists of the Osher logo with the CSUCI Dolphin above, the full name Osher Lifelong Learning Institute, the tagline “Curiosity Never Retires” and the CSUCI logo.

4. Design integrity of the Logo shall be maintained by the Membership Council. Use of the OLLI-CSUCI name and logo by other than OLLI-CSUCI standing committees must be authorized by the Steering Committee of the Membership Council.

B. Purpose:

In accordance with Osher Foundation guidelines and in full partnership with the CSUCI Extended University, subject to State of California, California State University and Extended University policies, the Membership Council of OLLI-CSUCI exists to ensure that our program offers diverse, high quality, accessible and affordable university level educational programs and associated activities to those fifty years of age or better, living in and around Ventura County.

C. Amendment:

Amendments to the bylaws shall become effective on a pending basis when passed by the Steering Committee, but do not become part of the document until ratified by action of the Membership Council at a general or special meeting within sixty days of the Steering Committee meeting.

II. Organization
A. **The Membership Council of OLLI-CSUCI**

1. **Membership**
   a. The Membership Council of OLLI-CSUCI consists of all students registered for at least one four-week course in an academic session.
   b. Membership in the Council is also extended to those who wish to join without taking classes but enroll with the associate membership fee. Associate members may participate in OLLI extra-curricular activities.
   c. Per OLLI requirements, both regular and associate membership is restricted to people aged 50 and better.
   d. The period of membership extends from the time of enrollment until the beginning of the next fall term.

2. **Rules of order:**
   a. Meetings of the Membership Council, the Steering Committee and all Standing Committees shall be conducted in accordance with the latest edition of Roberts Rules of Order.

3. **Annual Meeting:**
   a. The Membership Council shall meet at least once annually, within thirty days following the start of classes in the fall.
      (1) The agenda of the annual organizational meeting shall include: consideration of proposed changes to the By-Laws, the opening of the election period for two members of the Steering Committee; and review of the accomplishments, proposed policies and plans of the Steering Committee and standing committees.
      (2) The terms of off-going standing committee chairs end at the close of the annual meeting of the Membership Council.
      (3) The terms of off-going Steering Committee Members-at-large shall end at the completion of the electronic vote prescribed by sub-paragraph d. below.
   b. The Chair of the Steering Committee shall preside at meetings of the Membership Council. The Chair of the Nominating Committee shall preside over the elections. The Nominating Committee shall place in nomination the names of two or more candidates selected from those who have offered to serve on the Steering Committee.
   c. Nominations for Steering Committee will be entertained from the floor. Candidates nominated from the floor must have agreed to serve.
   d. Without objection, votes in the Membership Council shall be by show of hands, except for the vote for new members-at-large of the Steering Committee, which shall be by electronic media. The electronic vote shall remain open for one week from the date of the meeting. The results of the electronic vote shall be recorded in the published minutes of the meeting.

4. **Special meetings of the Membership Council** may be called by the Steering Committee Chair at the direction of the Steering Committee. A special meeting shall be called in response to a petition challenging the Steering Committee presented by 5% or more Membership Council members.

5. The Agenda and Minutes of the Membership Council meeting shall be posted on the OLLI-CSUCI website.

B. **Steering Committee**

1. **Responsibilities**
a. The Steering Committee is the governing body of the OLLI program. It sets the goals and develops and implements the programs of the Institute in the name of the Membership Council to which it reports annually.

b. The Steering Committee shall charter and direct the policies and programs of standing committees to carry out the will of the Membership Council.

c. The Policies and Procedures established by decisions of the Steering Committee shall be collected in a separate document and reviewed on an ongoing basis.

2. Membership
   a. The voting membership of the Steering Committee consists of six members-at-large elected by the Membership Council, (the “elected members”) plus the chairs of the standing committees.
   b. If an elected member leaves the Steering Committee between the fall organizational meetings of the Membership Council, a replacement to serve the remainder of that member’s term shall be appointed by the Steering Committee Chair, with the advice and consent of the Steering Committee.

3. Officers of the Steering Committee
   a. Officers are the Chair, Vice-Chair and Secretary
   b. Officers shall be elected by the Steering Committee from among the elected members at the first steering committee meeting in the fall term. They may be recalled at any time by a majority vote of no-confidence by the Steering Committee.
   c. The duties of the Chair are to preside at meetings of the Steering Committee and Membership Council and to perform other functions as called for in the bylaws or established by the Steering Committee.
   d. The duties of the Vice Chair are to preside in the absence of the Chair and to carry out such duties as may be assigned by the Chair.
   e. The duties of the Secretary are to keep records of meetings of the Steering Committee and Membership Council and to see that they are available on the OLLI-CSUCI website. The Secretary shall also be the custodian of the archives, and shall provide reasonable access to all documents on request of a Membership Council member or CSUCI staff.
   f. Members-at-large may be requested to chair special committees.

4. Steering Committee Terms of Office:
   a. Elected members serve three years, and may be reelected to the same office after one year out of office.
   b. Those members who have served one or two years of their terms by the end of SY 2013-2014 will have their terms extended to the full three years.
   c. Ex-officio members (Standing Committee chairs) serve at the pleasure of their committees.

5. Meetings:
   a. The Steering Committee shall meet monthly, or at the call of the Chair.
   b. A quorum shall consist of a majority of voting members. Any voting member of the Steering Committee may call for a vote by a majority of voting members rather than a majority of the quorum present.
   c. Standing committee chairs may appoint a proxy or a meeting if unable to attend.
   d. Without objection, decision by consensus is allowed. When a vote is called for it will be by show of hands and recorded in the minutes unless a motion for anonymous paper ballot is moved, seconded and passed.
   e. Notice of meetings and minutes shall be posted on the website.
f. All Membership Council members are welcome to attend Steering Committee meetings, with voice - upon request and on a specific subject - but no vote. The Chair may call for meeting in executive session, which will consist of voting members only.

C. Program Director
1. The Associate Vice President for Extended University shall appoint an OLLI Program Director, who is a CSU Channel Islands staff person and will be responsible to the OLLI Steering Committee and the Associate Vice President for Extended University for ongoing operations and business management. The OLLI Program Director shall serve as permanent ex-officio, non-voting member of the Steering Committee. The Program Director shall work directly with the Curriculum Committee to deliver course offerings for timely Steering Committee review and approval.

D. Standing Committees

1. The Standing Committees
a. The Standing Committees chartered by the Steering Committee are the Curriculum Committee, the Finance Committee and the Marketing/Outreach Committee.
b. Voting membership on the standing committees is open to current Membership Council members who are active participants in the work of their committees, subject to the policies and procedures of those committees.
c. Standing committees shall elect their Chairs every second year.

2. The Curriculum Committee
a. The primary responsibility of the Curriculum Committee, working with the Program Director, is the review and selection of courses, vetting of new faculty, site and time schedules for classes for the three yearly academic sessions (Fall, Winter, and Spring). Issues of concern include instructional quality, curricular innovation, and ensuring the fairness of the process for choosing courses.
b. The Committee reviews students’ evaluations of teachers and courses at the end of each semester and makes recommendations to the Steering Committee for future course planning from a curricular coherence, membership preferences, and historical perspective.
c. The Committee is responsible for the development and scheduling of peer learning activities and outreach programs such as the Taste of OLLI and free lectures at public libraries.

3. The Marketing /Outreach Committee
a. The primary responsibility of the Marketing/ Outreach Committee is to bring to the Steering Committee plans for developing, planning and implementing marketing strategies and outreach activities that enable the OLLI Program to have a clear identity within the university and community, and to recruit and retain a diverse and growing membership.
b. The committee is responsible for outreach to new members and outreach to continuing members through social activities.
c. The committee is responsible, in conjunction with the Program Director, for the development and implementation of communication tools including, but not limited to, the newsletter, program advertising, website design/maintenance and branding.
4. The Finance Committee
   a. The Finance Committee, together with the Program Director shall develop a budget for the forthcoming academic fiscal year to be presented to the Steering Committee for approval at their June meeting. The budget shall include projections of income and expenses, goals for fundraising and accumulated reserves.
   b. The Finance Committee monitors transactions involving OLLI-CSUCI funds within the CSUCI financial system. It develops and updates reports to the Steering Committee comparing the actual OLLI income and expenses with the annual OLLI-CSUCI budget, including a review of budgets and actual expenses for compliance with the OLLI endowment agreement. Such reports shall be quarterly and shall be prepared in consultation with the Program Director.
   c. The Finance Committee, in coordination with the Program Director, shall also present to the Steering Committee for approval at their August meeting an annual financial report for the immediately preceding academic fiscal year.
   d. The Finance Committee shall, upon request, analyze income, expense, current assets, and budgets and make recommendations for fundraising campaigns consistent with the goals set by the Steering Committee.

E. Special Committees

1. The Special Committees
   a. The Chair, with the advice and consent of the Steering Committee, may appoint special committees for specific tasks.
   b. The Nominating Committee and the Bylaws Committee are special committees that are appointed each year.

2. The Nominating Committee
   a. The primary responsibility of the Nominating Committee is the recruitment and election of Steering Committee members.
   b. Membership on the Nominating Committee shall consist of the two elected members of the Steering Committee serving their third year, plus volunteer members at large. The Nominating Committee shall meet and elect a Chair.
   c. The Nominating Committee shall present a slate of candidates to the fall organizational meeting of the Membership Council to fill the two vacant elected seats on the SC.
   d. The Chair of the Nominating Committee shall preside over the election portion of the meeting.

3. The Bylaws Committee
   a. The responsibility of the Bylaws committee is to review the Bylaws in the spring or summer to integrate changes desired by the Steering Committee.
   b. The committee’s recommendations must be delivered to the Steering Committee in time for that body to approve and send the amended Bylaws to the fall meeting of the Membership Council.
2. **Certification**

   a. The updated text of this document is certified as that passed by the membership at the Fall Organizational meeting of the OLLI-CSUCI Membership Council on __________

   Signed:

   Steering Committee Secretary and Archivist