Preamble

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 Columbia. 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 (CI), 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 (in 2016 the bylaws were amended to change Steering Committee to Executive Board) 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 curriculum development. 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.
Intent

We, the student-members of OLLI-CI, are resolved to continue building a high-quality, self-governing and self-sustaining program of, for and by our community of mature adults in full cooperation with our university. It is our intent to work with the University to achieve and maintain complete transparency and accountability for the OLLI-CI funds administered by 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

1. General
   a. Names, Membership, and Logo
      i. 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-CI” or (for internal purposes only) “OLLI.”
      ii. The Membership Council of the OLLI-CI is the name of the governing body of the program.
      iii. The logo for the program and the Membership Council consists of the Osher logo with the Dolphin above, the full name of Osher Lifelong Learning Institute, and the tagline “Curiosity Never Retires” and the logo.
      iv. Design integrity of the logo shall be maintained by the Membership Council. Use of the OLLI_CI name and logo by other than OLLI-CI standing committees must be authorized by the Executive Board of the Membership Council.
   b. Purpose
      i. In accordance with Osher Foundation guidelines and in full partnership with the Extended University, subject to State of California, California State University, and Extended University policies, the Membership Council of OLLI-CI 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
      i. Amendments to the bylaws shall become effective on a pending basis when passed by the Executive Board, but do not become part of the document until ratified by action of the Membership Council through electronic media within sixty days of the Executive Board meeting.

2. Organization
   a. The Membership Council of OLLI-CI
      i. Membership
         1. The Membership Council of OLLI-CI consists of any student (50 and above) paying fees for at least one OLLI activity, such as classes, Taste of OLLI, or trips.
         2. Per OLLI requirements, membership is restricted to people aged 50 or better.
         3. The period of membership extends from enrollment through that academic year of enrollment.
      ii. Rules of Order
         1. Meetings of the Membership Council, the Executive Board, and all standing committees shall be conducted in accordance with the rules established by the Chair.
      iii. Annual Meeting
         1. The Membership Council shall meet at least once annually within thirty days following the start of classes in the fall.
         2. The agenda of the annual organizational meeting shall include: consideration of proposed changes to the bylaws; the opening of the election period for two members of the Executive Board; and review of the accomplishments, proposed policies and plans of the Executive Board and standing committees.
3. The terms of off-going standing committee chairs end at the close of the annual meeting of the Membership Council.
4. The terms of off-going Executive Board members-at-large shall end at the completion of the electronic vote prescribed by sub-paragraph 7 below.
5. The Chair of the Executive Board 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 Executive Board.
6. Nominations for Executive Board will be entertained from the floor. Candidates nominated from the floor must have agreed to serve.
7. Without objection, votes in the Membership Council shall be by show of hands, except for the vote for new members-at-large of the Executive Boards and revisions of the bylaws, 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.
8. Special meetings of the Membership Council may be called by the Executive Board Chair at the direction of the Executive Board. A special meeting shall be called in response to a petition challenging the Executive Board presented by 5% or more Membership Council members.
9. The agenda and minutes of the Membership Council meeting shall be posted on the OLLI-CI website.

b. Executive Board
   i. Responsibilities
      1. The Executive Board is the governing body of the OLLI program volunteers. 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.
      2. The Executive Board shall charter and direct the policies and programs of standing committees to carry out the will of the Membership Council.
      3. The policies and procedures established by decisions of the Executive Board shall be collected in a separate document and reviewed on an ongoing basis.
   
   ii. Membership
      1. The voting membership of the Executive Board consists of six members-at-large elected by the Membership Council (the “elected members”) plus the chairs of the standing committees.
      2. If an elected member leaves the Executive Board 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 Executive Board Chair, with the advice and consent of the Executive Board.
   
   iii. Officers
      1. Officers are the Chair, Vice Chair, and Secretary
      2. Officers shall be elected by the Executive Board from among the elected members at the first Executive Board meeting in the fall term. They may be recalled at any time by a majority vote of no-confidence by the Executive Board.
      3. Duties of Chair
a. The duties of the Chair are to preside at meetings of the Executive Board and Membership Council and to perform other functions as called for in the bylaws or established by the Executive Board.

b. The Chair shall be an ex-officio (nonvoting) member of all standing committees.

4. Duties of Vice Chair

a. The duties of the Vice Chair are to perform all duties of the Chair in his/her absence; partner with the Program Director/Coordinator to oversee the strategic planning process and chair the Strategic Planning Committee to initiate the strategic planning process on an annual basis and review progress toward goals and objectives; chair the Bylaws Subcommittee whose purpose is to review the bylaws annually and recommend revisions to the Executive Board and Membership Council; and participate in the preparation of the agenda for the Executive Board meetings.

5. Duties of Secretary

a. Keep records of meetings of the Executive Board and Membership Council and to see that they are available on the OLLI-Cl 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 staff.

6. Members-at-large may be requested to chair special committees.

iv. Terms of Office

1. Elected members serve three years and may be reelected to the same office after one year out of office.

2. Ex-officio members (standing committee chairs) serve at the pleasure of their committees.

v. Meetings

1. The Executive Board shall meet monthly or at the call of the Chair.

2. A quorum shall consist of a majority of voting members. Any voting member of the Executive Board may call for a vote by a majority of voting members rather than a majority of the quorum present.

3. Standing committee chairs may appoint a proxy for a meeting if unable to attend.

4. Without objection, decision by consensus is allowed. When a vote is called for, it will be by a show of hands and recorded in the minutes unless a motion for anonymous paper ballot is moved, seconded, and passed.

5. Notice of meetings and minutes shall be posted on the website.

6. All Membership Council members are welcome to attend Executive Board meetings, and voice upon request and on specific subject, but cannot vote. The Chair may call for a meeting in executive session which will consist of voting members only.

vi. Conflict of Interest

1. Members of the Executive Board shall recuse themselves from decisions where there is a potential conflict of interest, such as direct or indirect financial gain.
c. Program Director and OLLI Coordinator
   i. The Associate Vice President for Extended University, with recommendations from the OLLI Executive Board, shall appoint an OLLI Program Director who is a CSU Channel Islands staff person and who will collaborate with the OLLI Executive Board and will be responsible to the Associate Vice President for Extended University for ongoing operations and business management. The OLLI Program Director shall serve as a permanent ex-officio, non-voting member of the Executive Board.
   ii. The OLLI Coordinator, a CSU Channel Islands staff person, will be responsible to the Program Director for working with volunteer committees to further the operations of the program.

d. Standing Committees
   i. Standing Committees
      1. The standing committees chartered by the Executive Board are the Curriculum Committee, the Finance Committee, the Marketing/Outreach Committee, and the Strategic Planning Committee.
      2. 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.
      3. Standing committees shall elect their chairs every second year.
   ii. Curriculum Committee
      1. The primary responsibility of the Curriculum Committee is the review and recommendation of courses to the Program Director and Coordinator, vetting of new faculty, site, and time schedules for classes for the four yearly academic sessions (Fall, Winter, Spring, and Summer). Areas of focus include instructional quality, curricular innovation, and ensuring the fairness of the process for choosing courses.
      2. The committee reviews students’ evaluations of teachers and courses at the end of each semester and makes recommendations to the Executive Board for future course planning from a curricular coherence, membership preferences, and historical perspective.
      3. The committee is responsible for the development and scheduling of peer learning activities and outreach programs such as Taste of OLLI.
   iii. Marketing/Outreach Committee
      1. The primary responsibility of the Marketing/Outreach Committee is to bring the Executive Board plans for developing, planning, and implementing marketing strategies and activities that enable the OLLI program to have a clear identity within the University and to recruit and retain a diverse and growing membership.
      2. The committees is responsible for outreach to new members and outreach to continuing members through social activities.
      3. 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.
   iv. Finance Committee
1. The Finance Committee shall develop a proposed budget for the forthcoming academic fiscal year to be presented to the Executive Board and Program Director for approval. The budget shall include items such as projected income and expenses as required by the University.

2. The Finance Committee monitors transactions involving OLLI-CI funds within the financial system. It provides quarterly reports to the Executive Board.

3. The Finance Committee shall present to the Executive Board for approval at their August meeting an annual financial report for the immediately preceding academic fiscal year.

4. The Finance Committee shall, upon request, assist with analysis of income, expenses, current assets, and budgets.

v. Strategic Planning Committee

1. The Strategic Planning Committee shall be chaired by the Vice Chair of the Executive Board and shall have representation from all other standing committees.

2. The Strategic Planning Committee shall initiate the strategic planning process on an annual basis with the development of annual and long-term goals and objectives for discussion and approval by the Executive Board and the Membership Council and review progress toward goals and objectives.

e. Special Committees

i. Special Committees

1. The Chair, with the advice and consent of the Executive Board, may appoint special committees for specific tasks.

2. The Nominating Committee and the Bylaws Committee are special committees that are appointed each year.

ii. Nominating Committee

1. The primary responsibility of the Nominating Committee is the recruitment and election of Executive Board members.

2. Membership on the Nominating Committee shall consist of two elected members of the Executive Board serving their third year plus volunteer members-at-large.

3. 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 Executive Board.

4. The Chair of the Nominating Committee shall preside over the election portion of the meeting.

iii. Bylaws Committee

1. The responsibility of the Bylaws Committee is to review the Bylaws in the spring or summer to integrate changes desired by the Executive Board.

2. The committee’s recommendations must be delivered to the Executive Board in time for that body to approve and send the amended bylaws to the fall meeting of the Membership Council. All changes and amendments of the bylaws shall fit within the structure, policies, and procedures of the University.

iv. Operations Committee
1. The primary responsibility of the Operations Committee (OC) is to be the technical advisors to the OLLI Executive Board while working with CI staff.
2. OC members will track and develop plans to solve technical issues, offer ongoing training programs including myCI, online registration and enrollment, and serve as a liaison with the CI Information Technology (IT) department in conjunction with OLLI staff.
3. The OC will also be responsible for identifying new classroom locations and other tasks as assigned by the Executive Board.
4. The committee will meet and elect a chair.

v. Fundraising and Grant Committee
1. The primary responsibility of the Fundraising and Grant Committee (FRG) is to develop and annual fundraising plan for the CI OLLI program in collaboration with the Program Director, OLLI Coordinator, and CI Foundation.
2. The FRG will also identify grants to support the CI OLLI program and work with the Executive Board and various OLLI committees to identify program needs that could be met by grants and fundraising.
3. The FRG will be the OLLI liaison with the CI Foundation in conjunction with OLLI staff.
4. The committee will meet and elect a chair.

Certification

The updated text of this document is certified as passed by the membership of the OLLI-CI Membership Council through electronic media.

Signed: Andrew Armstrong

Executive Board Secretary and Archivist

Date: October 19, 2016