

Osher Lifelong Learning Institute at the University of Miami

Bylaws

Adopted January 8, 2014

Amended July 14, 2015

Amended July 19, 2016

Article I. Definition

1. The Osher Lifelong Learning Institute (OLLI) at UM is an integral part of the University of Miami (UM) in the Division of Continuing and International Education at UM and is subject to its regulations and policies.
2. OLLI at UM is a learning community that offers classes in the arts and sciences, computer training and technology education. It also conducts special events and provides opportunities for social interaction and service, for teaching and learning.
3. The Director of OLLI at UM and any other paid personnel assigned to OLLI at UM are staff members of the UM Division of Continuing and International Education at UM.
4. OLLI at UM is part of the national Osher Lifelong Learning Institute network and is funded, in part, with earnings generated from an endowment gift awarded by The Bernard Osher Foundation.

Article II. Mission, Vision, and Values

1. Mission: Our mission, as part of UM, is to provide adults 50 years old and older, intellectual stimulation, service opportunities, and social, university and community interactions.
2. Vision: It is our vision to be a world class, member-driven learning community, accessible to and meeting the needs of a diverse and growing population of older adults.
3. Values: As part of our mission and vision, we encourage:
 - Supportive peer-group interaction
 - Appreciation of life experience
 - Lifelong stimulation and growth
 - Social interaction
 - Creative expression
 - The enjoyment of learning, teaching, and volunteering within OLLI
 - Opportunities for community service

Article III. Membership

1. Membership is designed and geared for adults over the age of fifty (50) who have a commitment to lifelong learning.
2. Membership in OLLI at UM will be for one school year or the remainder thereof. The annual membership entitles the members, upon payment of appropriate fees, to participate in OLLI at UM classes and activities, to serve as committee members, to participate in other OLLI at UM volunteer opportunities, to have privileges at the UM Library, to have general admission to the Lowe Art Museum, to audit UM classes (some exceptions apply) at a special rate, and to receive invitations to UM special events.
3. Annual membership dues are payable at the beginning of the membership. Only those who have paid memberships may be eligible to hold office and to vote for Advisory Council members.
4. Fees charged for OLLI at UM programs are determined by the Director of OLLI at UM.

Article IV. Director's Advisory Council

1. The Advisory Council serves in an advisory role to the Director. Council members act in an advisory capacity and do not have the authority to set policy or make changes for OLLI@UM. Council members serve without compensation. The Council consists of seven members elected by the membership for staggered three-year terms. Advisory Council members who reach the maximum three-year term may be re-elected after one year's absence from the Council with the exception that in 2016, the three remaining Interim Advisory Council members may run for election. The Director of OLLI at UM serves as an ex-officio, non-voting member of the Advisory Council.
2. The Advisory Council will operate with an Executive Committee consisting of the chairman, vice chairman and secretary. The Executive Committee will meet at the request of the Director and will provide the Director with the Officers who are available to review issues and infractions by an Advisory Council candidate or member who violates OLLI@UM policies and practices. In the case of infractions, the Executive Committee will investigate the infraction, report to the Advisory Council, and with a two-thirds majority vote of the Council forward a recommendation to the Director for removal of that person from their position for cause.

The Chairman or the Council may appoint ad hoc committees to work on specific issues, with the approval of the majority of the Advisory Council members.

3. Procedures and policies regarding the election of Advisory Council members:

- a. The current seven members of the Advisory Council serve until their successors are elected as described below.
- b. To provide for continuity and institutional memory, the Advisory Council is elected on a staggered basis with three years being the full term of an Advisory Council member.
- c. Elections are held once a year by a secret written ballot (paper and/or electronic) over a minimum of a five-day period (so OLLI members can vote as they come to class) in April of each year. Absentee ballots will be available to those not in classes that week, but must be received by e-mail or mail during the same time period others are voting. All absentee ballots will go to the Director. Ballots will be prepared and distributed (paper and/or electronic) by OLLI administration. Ballots will be counted by the OLLI Director. Results will be reported by OLLI administration to the Advisory Council and to the membership prior to May 1 of each year.
- d. The Advisory Council will select a Nominating Committee composed of two members of the Advisory Council and three persons chosen from among the general OLLI membership. OLLI members wishing to be on the Nominating Committee will be invited to self-nominate to Advisory Council members. The Nominating Committee will elect its own Chair. It is the responsibility of the Nominating Committee to inform candidates of the elections rules, including campaigning.
- e. For each election the Nominating Committee shall nominate a slate of candidates equal to twice the number of Council members to be elected, i.e., for each post to be filled there shall be at least two candidates.
- f. Candidates for Advisory Council selected by the Nominating Committee are required to review the OLLI@UM bylaws and sign a statement provided by the Director agreeing to adhere to the bylaws if elected.
- g. Candidates for Advisory Council (and Advisory Council members) are prohibited from using class lists, email, mass mailings or any other insider information for purposes of electioneering, solicitation, commercial gain or using any communication tools with OLLI@UM students or other individuals in a way that would violate federal, state, local and/or University regulations and/or policies.
- h. Candidates for Advisory Council (and Advisory Council members) are further prohibited from misrepresenting, concealing or falsifying their identities or sending communications that would be disruptive to the receiving systems or offensive to the receiving party.
- i. Candidates for Advisory Council (and Advisory Council members)

are prohibited from interfering with the duties and responsibilities of the Director and his/her staff, including contact with other OLLIs or institutions on behalf of OLLI@UM without the express permission of the Director.

j. Failure to adhere to these bylaws may result in disciplinary action up to and including termination of candidacy or termination of election to the Advisory Council or dismissal from OLLI@UM.

Examples of infractions that may invoke removal:

- Failure to attend at least six regularly scheduled meetings in a 12-month period without adequate excuse as determined by two-thirds of the Advisory Council.
- Violations of ethics policies including conflict of interest
- Serious personal and professional misconduct
- Failure to renew membership or non-payment of dues

k. Only votes for candidates on the ballot will be counted. No write-in votes will be permitted.

l. Should a vacancy occur on the Council for any reason, it should be filled by a nominee recommended by the Chairman of the Advisory Council with the Advice and Consent of the Director of OLLI and approved by a 2/3 vote of the Advisory Council. A person elected by this process should serve out the balance of the term of the vacated position.

m. All OLLI@UM members whose dues are paid, except those who are not full time residents in the greater Miami area and therefore not qualified to be on the Advisory Council, are eligible to be elected to the Advisory Council.

Article V. Officers

1. At its first meeting after an election, the Advisory Council will elect from its members a Chair, Vice-Chair, and Secretary for one year. An officer may be reelected for subsequent years as long as his or her term has not expired.

2. The duties of the Officers

a. The Chair conducts OLLI at UM Advisory Council meetings and prepares meeting agendas in conjunction with the Director of OLLI at UM.

b. The Vice-Chair performs all the duties of the Chair in that person's absence and performs such other duties as are requested by the Chair. The Vice-Chair is the parliamentarian.

c. The Secretary records, prepares and disseminates the minutes of all Advisory Council meetings and performs such other secretarial duties as are requested by the Chair.

d. If the Chair cannot serve, the Vice Chair is the automatic successor for the remainder of the membership year.

Article VI. Advisory Council Meetings

1. The Advisory Council meets at the call of the Chair or the Director.
2. A quorum of five voting members of the Advisory Council is necessary to conduct business.
3. Meetings of the Advisory Council are closed, subject to the legal requirements of the State of Florida and the regulations of the University of Miami. However, Advisory Council meetings may be opened by the majority vote of the Advisory Council.
4. Any member may request to attend an Advisory Council meeting to make a presentation or discuss an issue. Requests with all appropriate documentation should be made in a timely manner (at least a week ahead of the meeting) to allow adequate preparation for the Council's discussion. Attendance by others at Advisory Council meetings is by invitation by a majority vote of the Advisory Council.

Article VII. Committees

1. OLLI at UM's standing committees are: Curriculum, Membership, and Social Events.
2. The Advisory Council may appoint ad hoc committees as deemed necessary.
3. Committee Chairs, Vice chairs, and Secretaries will be elected by members of the respective committees for a period of one year.
4. The Director will annually communicate in writing to all members inviting anyone interested in a particular committee to contact the current committee Chair of that committee of his or her interest.
5. Prospective members will be informed of the committee's duties, responsibilities, and expectations prior to joining the committee.
6. Committee members may be removed at the discretion of the Director or the Committee Chair.

7. Committee meetings may be called by the Committee Chair or the Director.

8. Duties of Committees:

- a. The duty of all committees is to advise and assist the Director
- b. The duty of the Curriculum Committee is to identify and develop courses and help ensure that the courses and speakers / instructors are of the highest quality available.
- c. The duty of the Membership Committee is to develop methods to increase and retain OLLI membership
- d. The duty of the Social Events Committee is to develop, plan and execute events that enhance a sense of community among members and that attract and retain members.

Article VIII. Amendments

1. Amendments to these bylaws may be adopted by a two-thirds vote of the Advisory Council.
2. The bylaws are to be reviewed annually by the Advisory Council.

Article IX. Rules of Procedure

1. Except as specified herein, Advisory Council and committee meetings are generally conducted according to Robert's Rules of Order.
2. All decisions are reached by a simple majority vote except as otherwise stated in these bylaws.

Article X. Adoption

These bylaws became effective upon adoption by a unanimous vote of those members present at the January 8, 2014 meeting of the Interim Advisory Council consisting of Chairman Haim Karp, Carolina Camps, Al Fine, Ed Harper, Lucy Harper, Helen Lennon, Nate Siden, with the agreement of Director of OLLI at the University of Miami Julia Cayuso.

Amendments were adopted by the Director's Advisory Council on July 19, 2016.