

BRANDEIS ADULT LEARNING INSTITUTE

A Program of the Rabb School of Summer and Continuing Studies at Brandeis University

Mission Statement

The mission of BALI is to provide a broad range of educational activities and intellectual stimulation as a Brandeis University program for retired and semi-retired persons and other adult learners.

Within this non-credit program the emphasis will be on peer teaching with opportunities for active group participation, research, assigned readings, and individual presentations.

BALI will foster an atmosphere of conviviality while pursuing its basic educational objectives.

Guidelines

Article 1. Membership

Participation in the Brandeis Adult Learning Institute - BALI - is open to adults who are interested in the activities of BALI. It is expected that members will actively participate in various aspects of the BALI program.

Article 2. Admission

2.1 Admission to BALI is obtained by submission of a written application that is then processed by the Membership Committee. It is expected that successful applicants will be active participants in the BALI program and derive benefits from membership. In the event that there are more applicants for membership than space allows, new members will be selected by lottery.

2.2 Membership

a. Active Members

Upon admission members achieve Active status by payment of the appropriate fee and by registering for and participating in at least one semester study group. Active members are eligible to vote for Council Members and to be present and vote at the Annual Meeting. They are eligible to serve on the Council and on BALI committees. Active Members may attend "Lunch and Learn" sessions and participate fully in other benefits of the BALI program. A Study Group Leaders will be considered Active Members during the semester in which they are leading a course.

b. Associate Members

Associate Members are eligible to attend "Lunch & Learn" sessions and to receive regular BALI mailings. Associate Members are not eligible to register for a Study Group. Associate Members will pay a lower membership fee than Active Members. Associate Members do not have voting privileges.

c. Inactive Members

An Inactive Member was an Active Member in the prior semester and chooses not to enroll for the current semester. Upon payment of an appropriate fee, Inactive Membership is for one semester per 12-month period only. In this status, an Inactive Member maintains his/her voting rights.

Membership categories may be changed by a two-thirds vote of the Council.

2.3 Termination of Membership

While termination of membership will ordinarily be limited to the voluntary decisions of a member, occasions may arise when it will become appropriate for the Director, in consultation with the Council, to terminate a member whose participation violates the best interests of BALI.

Under special circumstances a leave of absence for one year only may be obtained by written request to the Director at whose discretion the leave may be granted. A suitable administrative fee may be charged for this privilege.

Article 3 Fees

There will be different fees for various categories of BALI Membership. Membership fees will be determined by Brandeis University in consultation with the Director and the Council.

Article 4 The Council

4.1 The BALI Council represents the BALI membership. The Council is the principal policy-making body of BALI. The Council recommends and implements BALI policy in consultation with the Director. The responsibilities of the Council are to oversee committees, ensure program quality, ensure communication and representation, encourage member participation and do strategic planning.

In all cases BALI policy will conform to these Guidelines and be subject to such guidelines as exist or may be established by Brandeis University.

4.2 The Council will be composed of twelve Active Members, each elected for only one three year term. At least four new members of the Council are to be elected each year. There must be a one-year hiatus to be eligible for reelection (see Article 5.2)

4.3 The Council will meet on a regular basis as needed to transact its business. Seven members present shall constitute a quorum. If a quorum is present, a simple majority of those present shall be required for passage of a motion. The Chair shall vote only in case of a tie vote.

4.4 Vacancies: In the event that the term of a Council member cannot be completed, the Chair, with the concurrence of the Council, will appoint a replacement who will serve the remainder of the unexpired term.

Article 5 Nominations and Elections

5.1: Nominating Committee

At least two months prior to the Annual Meeting the Council Chair will appoint the Nominating Committee and designate its Chair. The Nominating Committee will consist of five people. Two will be Council Members. None of the Nominating Committee members will be eligible for election to the Council in the upcoming election.

As soon as possible after the appointment of the Nominating Committee written notice will be mailed to all Active Members advising them of positions open on the Council and of the names of the members of the Nominating Committee. Members will be encouraged to let the Committee know of their own interest in serving or of others they would like to recommend for nomination. These recommendations must be received within two weeks of the written notice,

The Nominating Committee will prepare a slate of not less than six or more than nine candidates to run for the four openings on the Council. The ballot will be mailed to all Active Members at least one month prior to the Annual Meeting. Members may vote for up to four nominees, plus any additional vacancy as necessary. To be valid each ballot must be signed by the member and received at least ten days prior to the Annual Meeting.

5.2: Any member appointed to fill an unexpired term who serves for one year or less in that position, will be eligible to stand for election at the end of that term.

Article 6 Officers

The Officers of BALI shall consist of a Chair, Vice-Chair, Secretary, and Financial Liaison who shall constitute an Executive Committee. The Chair and the Vice-Chair shall be elected by the outgoing Council from among those of its members who are continuing at its last meeting prior to the Annual Meeting of BALI. The Secretary and Financial Liaison shall be elected by the newly elected Council at its first meeting.

6.1 The Chair will preside at all Council meetings and be an ex-officio member of all committees except the Nominating Committee. The Chair shall be elected for one year and may not serve as Chair for more than two consecutive terms.

6.2 The Vice-Chair will preside at all Council meetings in the absence of the Chair. If neither individual is available, the Secretary will serve as Chair. If the Secretary is unavailable, the Financial Liaison will serve as Chair. If none of these officers is present, the members present at the meeting will choose one of the Council members to act as Chair.

6.3 The Secretary will record the minutes of Council meetings and will maintain Council records and archives.

6.4 The Financial Liaison will work in collaboration with the Director of BALI on financial matters and report to the Council.

Article 7 The Director. The Director is a member of the Rabb School staff, appointed and employed by Brandeis University and responsible to it. The Director is responsible for the overall management of the BALI program, making sure that Council decisions and policies conform to University policies, and serves as a liaison to the Rabb School and the University.

Article 8 Annual Meeting

The Annual Meeting will be held in May on a date determined by the Council in consultation with the Director. The new Council and its Officers will be introduced. The retiring Chair will review the past year's operation. Other business will be conducted as determined by the Council.

Article 9 Committees

- 9.1** The following are the permanent committees.
Membership/Admissions
Curriculum
Lunch & Learn
- 9.2** Other standing and ad hoc committees may be established by the Council as needed.
- 9.3** The Chair of the Council shall appoint Chairs of the Committees annually
- 9.4** The Chairs of the Committees will appoint Committee members
- 9.5** No member shall serve longer than three consecutive years on any permanent committee. The members can be reappointed to that committee after a one-year hiatus.
- 9.6** No member shall serve on more than one permanent committee at the same time.

Article 10 Amendments to the Guidelines

- 10.1** Any BALI member may present, through a Council member, a suggested change to the Guidelines at any time.
- 10.2** Proposed amendments to these Guidelines may be initiated by any Council Member. Such amendments may be offered at any Council meeting but may not be voted upon until the next scheduled Council meeting. The Director will send a notice of the proposed Guidelines changes to every Council member at least two weeks prior to the next Council meeting. Approval of amendments to the Guidelines will require a two-thirds majority of Council members present. When enacted, new Guidelines take effect immediately.
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