

ORGANIZATIONAL RULES

Osher Lifelong Learning Institute at Northwestern University School of Continuing Studies

Mission Statement: *The mission of the Osher Lifelong Learning Institute (OLLI) is to enable the continuation of learning and intellectual pursuit for a community of mature adults. As a special program of Northwestern University's School of Continuing Studies, OLLI offers a comprehensive curriculum of peer-organized discussion groups in literature, history, politics, science, philosophy, current affairs and the arts. OLLI welcomes diversity in its membership, and has no academic prerequisites or age restrictions*

ARTICLE 1. GENERAL PROVISIONS

Section 1. The name of the organization and its program is the Osher Lifelong Learning Institute (*OLLI*) at Northwestern University.

Section 2. *OLLI* is a special program in the Northwestern University School of Continuing Studies (SCS).

Section 3. SCS shall administer *OLLI* through its designated representative (the "Administrative Director"). The Administrative Director shall manage the program on behalf of the University, promote the interests of *OLLI* within the University, and shall establish policies, practices, and guidelines for the program. The Administrative Director is an *ex-officio* member of *OLLI's* Members' Advisory Council and all other committees and sub-committees of *OLLI*.

Section 4. Eligibility for membership in *OLLI* shall be as determined by SCS and the Administrative Director.

ARTICLE II. NUILR MEMBERS' ADVISORY COUNCIL

Section 1. The *OLLI* Members' Advisory Council (the "Council"), shall be composed of members from the Evanston and Chicago campuses; shall advise the Administrative Director to establish policies, practices, and guidelines for the program; and shall coordinate the plans and activities of *OLLI* with the oversight of the Administrative Director, *OLLI's* committees, and *OLLI* members (the "members").

Section 2. The Council's responsibilities are to represent the members and to assure coordination and strategic direction for *OLLI* as follows:

- To establish long-range plans and goals for *OLLI* and to assure that programs are made to accomplish them.
- To review the respective plans and goals of the Chicago and Evanston campus committees to assure coordination and consistency with *OLLI's* overall plans and goals.
- To establish permanent and *ad hoc committees* as necessary to develop and implement the Council's plans and goals, as well as to meet the requirements of the Chicago and Evanston campuses.
- To monitor other peer-led learning institutions throughout the country to assure and encourage the best programs and practices for *OLLI*.
- To direct, oversee and assist in communications to the members.
- To represent a unified organization to Northwestern University and all other constituencies.

Section 3. The Council shall consist of 14 elected members from the Chicago and Evanston campuses as follows:

- The Council Chairs, the Study Group Chairs and Vice Chairs, and Chairs of the committees for Membership, Events, and Newsletter, and Members-At-Large (the "office(s)"), elected by each of the campuses.

Section 4. Meetings. The Council, **shall meet at least three times during the year.** A minimum of **eight Council members** present at a meeting shall constitute a quorum. Resolutions must be passed by a majority of a quorum present. The meeting shall be chaired by the Presiding Chair of the Council, or the Vice Chair in the Presiding Chair's absence. Meetings shall be open to the members and shall be announced through study group coordinators seven days in advance. Executive sessions of the Council may be called at the discretion of the Presiding Council Chair.

ARTICLE III. ELECTIONS

Section 1a. Each year the memberships of the Chicago and Evanston campuses shall meet at a date, time and location designated by the Administrative Director, to elect members to the Council from the respective campuses. To provide continuity on the Council and to avoid a complete turnover of all Council positions in any one year, Campus Chairs, Study Group Committee Vice Chairs, Newsletter Chairs, Events Chairs, and Members-At-Large shall be elected on the following schedule:

In even numbered years, the following Council offices shall be elected:

Chicago Campus Chair
Study Group Committee Vice Chair
Member-At-Large
Newsletter Chair

Evanston Study Group Committee Vice Chair
Membership Chair
Events Chair

In odd numbered years, the following Council offices shall be elected:

Chicago Study Group Committee Vice Chair
Membership Chair
Events Chair

Evanston Campus Chair
Study Group Committee Vice Chair
Member-At-Large
Newsletter Chair

Section 1b. The Campus Chairs elected from each campus shall rotate as Presiding Chair of the Council. The newly elected Campus Chair shall be the Vice Chair of the Council and shall become Presiding Chair the following year.

Section 2. Each of the persons nominated for a position as listed in Section 1a, above, shall be elected by a majority of those members attending the meeting called for that purpose, and shall be elected for a term of two years. A member may hold an office for one elected term only. Such member may, however, be elected to another office on the Council.

Section 3. The Campus Chair of each campus, with the advice of the Administrative Director, shall form a nominating committee from its campus not less than six weeks before the Annual Meeting to elect new members to the Council. Each campus shall have its own nominating committee, composed of five OLLI members from the campus to be represented. Members shall be invited to recommend members to the Campus Chair or Administrative Director to serve on the nominating committee. No more than two members of the Council shall serve on a Nominating committee. No member of a Nominating Committee may be asked to serve on the Council for the following year. Each Nominating Committee shall elect its own chair.

Section 4. The Nominating Committee shall send the slate of nominees to the members at least seven days prior to the Annual Meeting.

Section 1c. Study Group Vice Chairs are elected each year and, after serving one year as Vice Chair, accede to the position of Study Group Committee Chair. The Vice Chair to be elected each year shall be selected by the Study Group Committee members and that person's name shall be forwarded to the Nominating Committee for approval. When approved, that person's name shall be added to the slate presented to the membership for election at the Annual Meeting.

ARTICLE IV. ORGANIZATION

Section 1. Each campus shall be organized and operated under the provisions of ARTICLE 1 of these OLLI ORGANIZATIONAL RULES and as generally provided for in this Article IV. The Chairs and Members-At-Large of the Council shall be responsible for the implementation of the plans and goals of the Council.

Section 2. Duties.

Section 2a. The Presiding Council Chair's duties are to plan meeting agendas in cooperation with the Administrative Director and to preside at Council meetings. The Presiding Chair may appoint, with the advice of the Administrative Director, such permanent and *ad hoc committees* as are deemed necessary ("appointed committees"), including a Recording Secretary, to fulfill the plans and goals of OLLI and to facilitate relations among OLLI members.

Section 2b. The Campus Chair's duties are to plan campus meeting agendas and to preside at campus committee meetings to plan events and activities and to identify and communicate recommended actions to the Advisory Council. The Campus Chair may appoint, with the advice of the Administrative Director, such permanent and *ad hoc committees*, including a Recording Secretary, as are deemed necessary to fulfill the plans and goals of OLLI and to facilitate relations among OLLI members.

Section 2c. Committee Chairs' and Members-At-Large Duties.

- The Study Group Committee Chair and Vice Chairs' duties are to provide a forum for discussion of Study Group dynamics, innovations, and problems; provide class coordinators' and discussion leaders' training; encourage new curriculum ideas and proposals from the members; develop curriculum criteria; review and accept/reject curriculum proposals as recommended by their committees.
- Membership Committee Chairs' duties are to recruit new members; develop programs to integrate new members; prepare and distribute membership materials; follow up on lapsed and resigned members; assist the Council on all membership matters.

- Members-At-Large duties are to provide additional representation of the membership on the Council, to assist the Administrative Director, the Campus Chair, and all Chairs in special projects.
- The Newsletter Committee Chairs' duties are to publish a newsletter at least once each semester.
- The Events Committee Chairs' duties are to plan and direct social and cultural events and to recruit members to assist at OLLI as needed with office routines, events, and other activities.

Section 3. Resignations.

Section 3a. Should the Presiding Chair resign or otherwise be unable to serve, the Vice Chair shall assume the position of the Presiding Chair until such time as a new Chair is chosen in accordance with Article III, Section 1a. hereof.

Section 3b. Should a Campus Chair resign or be otherwise unable to continue to serve, the remaining Council Chairs and Member-At-Large of the campus shall choose one of their number to assume the Campus Chair office. The chosen Campus Chair shall then appoint a replacement for the office vacated. The person assuming an unexpired term as the chosen Campus Chair or Member-At-Large shall not be considered to have served an elected term and may be elected as a Campus Chair or Member-At-Large for the next elected term.

Section 3c. Should a Committee Chair or the Member-At-Large resign or be otherwise unable to continue to serve, the Campus Chair shall appoint a replacement to fill the unexpired term for the office. The person assuming an unexpired term as the appointed Council Chair or Member-At-Large shall not be considered to have served an elected term and may be elected to fill the Chair or as Member-At-Large for the next elected term.

Section 4. All Chairs and Members-At-Large are expected to attend meetings called by the Council Chair, and to coordinate their efforts with their counterparts at the other campus.

Section 5. Each Chair shall appoint a committee of members to assist them with their duties.

ARTICLE V. ORGANIZATIONAL RULES CHANGES

These ORGANIZATIONAL RULES OF NUILR supercede any previously enacted organizational rules, and may be amended or repealed with the consent of two thirds of the Council and consent of the Administrative Director.

Revised August 24, 2005