

These bylaws supersede and replace the bylaws approved on 1-17-08 by the OLLI General Membership Meeting and approved by Dean of UEE dated 2-14-08

CALIFORNIA STATE UNIVERSITY, FULLERTON
FULLERTON, CALIFORNIA
OSHER LIFELONG LEARNING INSTITUTE (OLLI)

BYLAWS

[Note: The Constitution Article IX-3 on Voting cross-references Bylaws Sections BL-1 and BL-3; however, the correct Bylaws section is BL-11.]

BL-1: Membership

New members shall be admitted to OLLI when their applications have been accepted and their dues have been paid. A regular member is anyone planning full participation from the time of their joining to the end of the current academic year, including appropriate payment of dues. The Board of Trustees may establish other membership categories based on partial participation.

BL-2: Dues

- 2.1 Each year the Board of Trustees shall review and establish the dues schedule for the ensuing year. Such dues should fund the ensuing year's budget previously approved by the board.
- 2.2 The Board of Trustees may establish differing dues based on established membership categories and may permit refunding of all or part of dues when a member can no longer participate in the OLLI program.

BL-3: Privileges

Regular members and such other membership categories as the board decides shall be entitled to the following privileges:

- 3.1 Adjunct enrollment through CSUF University Extended Education in regular CSUF courses for credit with approval and payment of fees.
- 3.2 Auditing of any regular CSUF course on a no-fee, space-available basis with permission of the instructor.
- 3.3 Use of CSUF libraries and other selected university facilities and programs.
- 3.4 Participation in as many OLLI programs as they desire within class limitations.
- 3.5 Use of the OLLI identification card as a student body identification card and for CSUF discounts.

BL-4: Officers

- 4.1 President. The president shall have the following duties and authority:

- 4.1.1 Preside over all meetings of the membership, the Executive Committee and the Board of Trustees.
- 4.1.2 Develop an agenda for the meetings indicated in 4.1.1.
- 4.1.3 Function as the chief executive officer.
- 4.1.4 Implement decisions reached by the Executive Committee and the Board of Trustees, in cooperation with the OLLI advisor.
- 4.1.5 Report to the membership as is necessary to keep them informed.
- 4.1.6 Approve all committee chairpersons and ad hoc committees.
- 4.1.7 Assign committee responsibilities and/or other specific activities for each member of the board.
- 4.1.8 Receive reports regularly and confidentially from the chairperson of the Scholarship Committee.
- 4.1.9 Promote the training of OLLI trustees-at-large for greater future responsibilities by assigning them to work with, and to assist OLLI vice presidents.

4.2 Vice President Administration. The vice president administration shall have the following duties and authority:

- 4.2.1 Act for the president in the president's absence.
- 4.2.2 Serve, at the request of the president, as the chief executive officer at special activities.
- 4.2.3 Provide overall responsibility for OLLI's office support staff, formalizing policies established by the board, maintaining historical records, helping other responsible managers develop and maintain conforming procedures to implement established policy, and such other items as the board may designate.
- 4.2.4 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities, and be an ex-officio member of those committees.
- 4.2.5 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.3 Vice President Programs. The vice president programs shall have the following duties and authority:

- 4.3.1 Act for the president in the absence of the president and the vice president administration.
- 4.3.2 Provide overall responsibility for OLLI's curriculum, computer education, travel and such other items as the board may designate.

4.3.3 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.3.4 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.4 Vice President Communication. The vice president communication shall have the following duties and authority:

4.4.1 Act for the president in the absence of the president, the vice president administration, and the vice president programs.

4.4.2 Provide overall responsibility for OLLI's newsletter, program catalog, internal publicity and such other items as the board may designate.

4.4.3 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.4.4 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.5 Vice President Membership Services. The vice president membership services shall have the following duties and authority:

4.5.1 Provide overall responsibility for OLLI's new-member liaison, membership renewal, scholarship activities, member outreach activities, and coordinator training as required; and such other items as the board may designate.

4.5.2 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.5.3 Maintain a record system with current information on all OLLI members, including demographic studies and volunteer service, and oversee a support and recognition system for volunteers in coordination with committee chairpersons.

4.5.4 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.6 Vice President, External Relations. The vice president external relations shall have the following duties and authority:

4.6.1 Provide overall responsibility for OLLI's relationship with the public, other learning-in-retirement organizations, the University in its support of these areas and such other items as the board may designate.

4.6.2 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.6.3 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.7 Vice President Facilities. The vice president facilities shall have the following duties and authority:

4.7.1 Provide overall responsibility for OLLI's equipment and facilities, their use, their scheduling, their accountability and their upkeep. This does not include technology items (see BL- 4.9).

4.7.2 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.7.3 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.8 Vice President Hospitality. The vice president hospitality shall have the following duties and authority:

4.8.1. Provide overall responsibility for the logistics support of OLLI general membership meetings, other meetings designated by the trustees and seasonal social events.

4.8.2 Confer with the president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.8.3 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.9 Vice President Technology. The vice president technology shall have the following duties and authority:

4.9.1 Provide support for classroom audiovisual and other OLLI technology needs.

4.9.2 Serve as the OLLI liaison between CSUF Extended Education and the CSUF technology divisions and resources to maintain currency of campus technologies that affect or relate to OLLI needs.

4.9.3 Confer with the OLLI-CSUF president in appointing the chairpersons of the standing committees created by the trustees to implement these responsibilities and serve as an ex-officio member of those committees.

4.9.4 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.10 Secretary. The secretary shall have the following duties and authority:

- 4.10.1 Prepare and distribute the minutes of meetings of the Executive Committee, the Board of Trustees, and general meetings of the membership. Include official copies in OLLI files for historical purposes and for reference.
- 4.10.2 In collaboration with the administrative manager and the president, determine which board positions are up for election each year and report them to the board and membership. Solicit applications for candidacy from OLLI members.
- 4.10.3 Perform such other duties as may be assigned by the president and agreed to by the officer.

4.11 Treasurer. The treasurer shall have the following duties and authority:

- 4.11.1 Approve the receipt and disbursement of OLLI funds in coordination with the CSUF Dean of University Extended Education and the OLLI advisor, and as required by the Executive Committee, and ensure that appropriate records of all such transactions are kept.
- 4.11.2 Chair a committee to prepare an annual OLLI budget for approval by the Board of Trustees at their April meeting.
- 4.11.3 Present at each regular meeting of the Board of Trustees a monthly financial statement for review by the board.
- 4.11.4 Arrange for publication of a year-end financial statement to be made available to all OLLI members.
- 4.11.5 Monitor the endowment fund created by and for the benefit of OLLI and report status to the Board of Trustees on a prescribed schedule.
- 4.11.6 Perform such other duties as may be assigned by the president and agreed to by the officer.

BL-5: OLLI Advisor. The OLLI advisor shall:

- 5.1 Act as liaison between OLLI and CSUF University Extended Education.

BL-6: Standing Committees

- 6.1 The President's Advisory Council, consisting of all past presidents, shall provide the OLLI president background, advice and counsel upon request. The immediate past president shall serve as chairperson of the President's Advisory Council.
- 6.2 The president shall solicit from the members of the Board of Trustees the names of potential members for the Nominations and Elections Committee, and shall then recommend a six-member committee to the board. This committee shall consist of the immediate past president, two members from the current Board of Trustees, two members from the general membership and a chairperson. The Board of Trustees may modify the recommended list, and shall then appoint the Nominations and

Elections Committee from this list. Members of the Nominations and Elections Committee may not be candidates for elective office.

- 6.3 The Board of Trustees shall establish such additional standing committees as are deemed necessary for the proper functioning of OLLI. The president shall approve each committee chairperson, who shall then select the other committee members. The appointment of the chairperson and committee members shall be on an annual basis. A quorum shall be a majority of members of that committee.

BL-7: Ad Hoc Committees

The president shall establish ad hoc committees as required. The president shall appoint the chairperson, who will then select the other committee members.

BL-8: Board Parliamentarian

- 8.1 A parliamentarian will be appointed by the president and ratified by the Board of Trustees for a term concurrent with the term of the president.
- 8.2 The parliamentarian will advise the president on the orderly conduct of business in accordance with policies and practices of the organization and under Robert's Rules of Order, and will advise the president on the interpretation of OLLI-CSUF's Policies, Bylaws and Constitution.

BL-9: Elections

- 9.1 Election of officers and trustees at large shall take place at an election meeting held annually in April.
- 9.2 The nominee for president must have served at least one term on the Board of Trustees.
- 9.3 In October, prior to the election, the OLLI secretary will announce to the membership which officers and number of trustees at large are up for election and solicit applications from members interested in being nominated.
- 9.4 A single slate of nominees for those positions being vacated shall be created by the Nomination and Election Committee each year for the annual election meeting.
- 9.5 The Nomination and Election Committee will notify the president, and all members who submitted an application for nomination, who was chosen for the slate of nominees.

BL-10: Nominations by Petition

- 10.1 In addition to the single slate of nominees, nomination for any elective office may be made by petition signed by 10 members in good standing for a member who had submitted an application pursuant to BL-9.3, but was not nominated by the Nomination and Election Committee.
- 10.2 Petitions must be submitted to the Nomination and Election Committee within two weeks after all applicants have been notified of the slate of nominees.

10.3 Petitions will not be accepted for members who did not submit an application pursuant to BL-9.3.

BL-11:Voting

11.1 The slate of nominees and any nominations by petition shall be sent to the membership at least 30 days prior to the April election.

11.2 Voting shall be by secret ballot, or by acclamation if there are no nominations by petition, at the annual election meeting in April (ARTICLE IX-3 of the Constitution). Any member may attend the voting meeting. The Nomination and Election Committee shall supervise the voting and act as vote tellers. Additionally, any nominee by petition may appoint a vote teller.

11.3 Absentee ballots will be available upon request. They must be returned to the Nomination and Election Committee prior to the election meeting and will be counted after the regular ballots.

Submitted:

OLLI General Membership Meeting

Date: 4-19-2018

Approved:

For the California State University, Fullerton

Dean of University Extended Education

Date:

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