



# **POLICIES**

**Learning in Retirement, Inc.**

**Doing Business As**

**The Osher Lifelong Learning Institute  
at the University of Georgia**

Adopted by the Board of Directors March 22, 2021

*Revised September 26, 2022*

*Revised March 27, 2023*

# **OLLI@UGA POLICIES**

## **TABLE OF CONTENTS**

Section One: Code of Conduct

Section Two: Communication

Section Three: Information Gathering and Distribution

Section Four: Member Activities

Section Five: Standing Committees – General Policies

Section Six: Standing Committees – Specific Policies

Section Seven: Shared Interest Groups

Section Eight: Amendments

### **APPENDICES**

Appendix A: UGA Conflict-of-Interest Policy

Appendix B: Electronic Privacy Policy

Appendix C: Financial Policies

Appendix D: Whistleblower Protection Policy

## SECTION I. Code of Conduct

- 1.1. OLLI@UGA aims to create environments that maximize the lifelong learning experience for all members. Reasoned discourse, intellectual honesty, and appropriate behavior are foundational standards of OLLI@UGA. Members are strongly encouraged to adhere to the principles of courtesy and mutual respect to promote an environment that meets the expectations and needs of the OLLI@UGA lifelong learning community.
- 1.2. Denigrating the views or opinions of others, threatening behaviors, offensive or abusive language, disruptive conduct, sexual harassment, discrimination, personal attacks, and monopolizing discussions are unwarranted and unwelcome.<sup>1</sup>
- 1.3 OLLI@UGA members or presenters who fail to adhere to this code may be denied the privilege of future participation.

## SECTION II. Communication

- 2.1. The primary methods of communication with OLLI@UGA members include *OLLI Comm* (a private network powered by Mighty Networks), email, the OLLI@UGA website (*olli.uga.edu*), and the *OLLI Times* Newsletter.
  - 2.1.1. The *OLLI Comm* platform shall be used to notify members of upcoming events, feature articles, and other items of interest.
  - 2.1.2. Email shall be used by the OLLI@UGA Office to publish periodic notices and updates to the membership.
  - 2.1.3. The OLLI@UGA website (*olli.uga.edu*) shall be maintained with up-to-date information on classes, Lunch & Learn Lectures, Travel/Study and other OLLI membership events and activities and shall also serve as a searchable repository of OLLI@UGA documents.
  - 2.1.4. The *OLLI Times* Newsletter features articles about OLLI@UGA members and events contributed by OLLI members. It is published and distributed bi-monthly to OLLI@UGA members and sponsors.

## SECTION III. Information Gathering and Distribution

- 3.1. Collection of Information by OLLI@UGA
  - 3.1.1. Information collected from members of OLLI@UGA shall be used by the organization to plan and evaluate classes and activities and to monitor the

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<sup>1</sup> See the University of Georgia's Non-Discrimination and Anti-Harassment Policy at <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>.

overall operation of OLLI@UGA. Information so collected shall be summarized without member names if published in presentations and reports.

- 3.1.2. Information collected from members of OLLI@UGA, including any member's personal information, shall not be made available for distribution to any outside organization, club, agency or individual. Exceptions to this policy must be requested in writing from, and approved by, the Board of Directors.

### 3.2. Distributing Information from Other Organizations to OLLI@UGA Members

- 3.2.1. OLLI@UGA may distribute items of interest or benefit to members from other OLLI organizations, our partners in the Department of Lifelong Education, Administration and Policy (LEAP), the Gerontology Center, the Institute of Higher Education, the Mary Frances Early College of Education, the University of Georgia, the Athens Regional Library System, the Athens Community Council on Aging, and others deemed to be of interest to the membership.

## SECTION IV. Member Activities

### 4.1. Classes

- 4.1.1. Classes may be offered in person and/or online and are open to members only, unless otherwise approved by the Board.
- 4.1.2. Members may volunteer to host a class for which a host has not already been confirmed. The class host introduces the presenter and assists the presenter and class participants as needed before and during the class.
- 4.1.3. No honoraria are to be paid to class presenters. Presenters from outside Athens-Clarke County and its adjacent counties may be reimbursed for travel at the current state rate.
- 4.1.4. Each presenter of a class or Lunch and Learn event will receive a thank you letter and a coupon for a free OLLI@UGA class or Lunch and Learn event from the OLLI@UGA Office.
- 4.1.5. OLLI@UGA monitors the quality of the courses offered to the membership through a feedback survey sent to each class participant. Feedback survey results shall be sent to the Curriculum Committee co-chairs within two (2) weeks of the completion date of each class.
- 4.1.6. OLLI@UGA members enrolled in OLLI@UGA classes may elect to receive a refund by cash or credit on their OLLI@UGA account or to donate the unused funds to OLLI@UGA under the following conditions:
  - 4.1.6.1. When classes have been cancelled by OLLI@UGA.
  - 4.1.6.2. When OLLI@UGA receives written notice of a member's intent to withdraw from a class at least ten days prior to the start date of the class. For

multiple-session classes, refunds, credits, or donations shall be processed only after the first session of the class has been held.

#### 4.2. Social Activities, Lunch and Learn Events, Travel

- 4.2.1. OLLI@UGA members have priority for enrolling in social activities, travel, and Lunch and Learn events, with non-members welcome on a space available basis.

### **SECTION V. Standing Committees-General Policies**

- 5.1. Standing Committees shall include the Bylaws & Policies, Curriculum, Finance, Fund Development, Hospitality, Information Technology, Long Range Strategic Planning, Marketing & Communications, Membership, and Travel Study Committees, and the Committee Chairs. Standing Committees may become inactive with approval from the Committee Chair, the Board President, and the OLLI@UGA Executive Director.
- 5.2. Membership in Standing Committees shall be open to all OLLI@UGA members.
- 5.3. Meetings of Standing Committees shall be posted in the OLLI@UGA Calendar on the OLLI@UGA website ([olli.uga.edu](http://olli.uga.edu)).
- 5.4. Standing Committee Chairs/Co-Chairs
  - 5.4.1 Standing Committee chairs/co-chairs shall be appointed by the Executive Director with the approval of the President. Standing Committee chairs/co-chairs shall ensure that their respective committees act in compliance with OLLI@UGA Bylaws and Policies, and shall ensure that their respective committees' policies are reviewed and updated as necessary at least annually. Committee policies shall be revised by a simple majority vote of their Committee members and forwarded in writing to the Bylaws and Policies Committee for review prior to consideration and approval by the Board of Directors.
  - 5.4.2 Standing Committee chairs/co-chairs shall operate within their budgets and shall follow prescribed financial revenue and expense procedures (see Appendix C).
  - 5.4.3 Standing Committee chairs/co-chairs shall develop job descriptions for committee activities performed by their respective members and volunteers and help recruit and train volunteers for their various roles work within their respective committees.
  - 5.4.4 Standing Committee chairs/co-chairs shall also establish appreciation strategies to acknowledge volunteer contributions to their respective committees and forward to the Nominating Committee recommendations of OLLI@UGA members for annual awards.
  - 5.4.5 Standing Committee chairs/co-chairs shall participate in periodic meetings with their fellow Standing Committee chairs/co-chairs. They shall share monthly committee reports with fellow Standing Committee chairs/co-chairs, the

President, and the Executive Director by posting them in the Committee Chair group on OLLI Comm on or before the 12<sup>th</sup> day of each month.

- 5.4.6 Standing Committee chairs/co-chairs shall consult with the Marketing & Communications chair/co-chair prior to making any public announcements or presentations.

## **SECTION VI. Standing Committees - Specific Policies**

### **6.1. Bylaws & Policies Committee**

- 6.1.1 The Bylaws & Policies Committee shall review the Bylaws and Policies of OLLI@UGA at least annually and propose revisions as necessary to the Board of Directors for approval.
- 6.1.2 The Committee shall receive and review proposed revisions of Committee policies submitted by Committee chairs/co-chairs for consideration and approval by the Board of Directors.

### **6.2. Curriculum Committee**

- 6.2.1 The Curriculum Committee shall recruit sufficient numbers of presenters and classes each term to meet the approved fiscal year budget.
- 6.2.2 The Committee shall inform class presenters that they may not advertise or sell products or services in their OLLI@UGA classes.
- 6.2.3 The Committee shall coordinate with the Travel Study Committee on class development to complement Travel Study trips.
- 6.2.4 The Committee shall coordinate with the Luncheon Subcommittee on speakers and topics for Lunch and Learn events.
- 6.2.5 The Committee shall use class evaluations to monitor the quality of the classes offered to the membership and to plan for future class offerings.

### **6.3. Finance Committee**

- 6.3.1 The Finance Committee shall review the prepared annual budget, the monthly financial statements, and the management and distribution of funds; shall recommend to the Board of Directors any changes in allocation of OLLI@UGA investments; and shall submit the annual budget to the Board of Directors for approval.
- 6.3.2 The Committee shall include, in addition to the *ex officio* President, President-Elect, and Treasurer, at least five (5) members appointed by the Chair. All shall be voting members of the Committee.
- 6.3.3 The Committee shall review recommendations from the Investment Advisory Subcommittee and recommend action as appropriate to the Board of Directors.
- 6.3.4 Additional policies of the Finance Committee are set forth in Appendix C.

#### 6.4. Fund Development Committee

- 6.4.1 The Fund Development Committee shall raise extraordinary funds to provide and sustain high-quality opportunities for learning and engagement for members of OLLI@UGA.
- 6.4.2 Committee plans shall be made in accordance with OLLI@UGA goals and income needs identified in the approved fiscal year budget.
- 6.4.3 The Committee shall work with the Executive Director to ensure that sponsors meet eligibility standards as stated in the contract templates.
- 6.4.4 All OLLI@UGA members, committees, and SIGs seeking donations of funds or in-kind gifts shall first contact the Fund Development Committee and the Executive Director for approval.

#### 6.5. Hospitality Committee

- 6.5.1. The Hospitality Committee shall plan and facilitate social activities such as themed and holiday events for members of OLLI@UGA.
- 6.5.2. The Committee will coordinate a Lifelong Learning Fair in the community twice a year as feasible to recruit new members and broaden members' awareness of the many diverse opportunities that are offered by OLLI@UGA.
- 6.5.3. The Committee will gather and retain data on local event venues that have been contacted or utilized for hosting social events.
- 6.5.4. The Committee will survey members to determine the time, place, and type of social events preferred.
- 6.5.5. The Committee will conduct an evaluation after each event to determine its success and how to improve future events.

#### 6.6. Information Technology Committee

- 6.6.1. The Information Technology Committee shall work with OLLI@UGA's Board of Directors, Executive Director, staff, and committees on OLLI@UGA's internal communication system, registration system, website, and other related tools, products, and software systems to ensure they are meeting member needs.
- 6.6.2. The Committee shall determine whether additional member training or modification of existing systems can better meet unmet member needs.
  - 6.6.2.1. The Committee shall work with the Executive Director and staff to develop training materials and classes to meet these needs as feasible and appropriate.
  - 6.6.2.2. The Committee shall periodically investigate tools and technologies used effectively by other OLLI organizations to determine their potential to meet OLLI@UGA member needs.

### 6.7. Long Range Strategic Planning Committee

- 6.7.1. The Long Range Strategic Planning Committee shall guide OLLI@UGA in planning its future.
- 6.7.2. The Committee shall develop a rolling three-year plan to be approved by the Board of Directors.
- 6.7.3. The Committee shall review the Long Range Strategic Plan at least annually and make recommendations to the Board for further action.

### 6.8. Marketing & Communications Committee

- 6.8.1. The Marketing & Communications Committee shall promote OLLI@UGA to current and prospective members and to outside organizations.
- 6.8.2. The Committee shall focus on both external and internal communications supporting a variety of vehicles including, ads, emails, social media, *OLLI Times*, *OLLI Comm*, press releases, etc.
- 6.8.3. The Committee shall establish an annual communications plan.
- 6.8.4. The Committee Chair shall provide guidance to all committees on the OLLI@UGA brand, including use of the OLLI@UGA name, logo and templates to promote OLLI@UGA activities.

### 6.9. Membership Committee

- 6.9.1. The Membership Committee shall collaborate with other committees to recruit, retain, and engage members of OLLI@UGA.
- 6.9.2. The Committee will recruit new members by sharing marketing material with local community groups such as libraries, welcome centers, and senior centers.
- 6.9.3. The Committee will engage new members by sending welcome notes or contacting them by email or phone.
- 6.9.4. The Committee will ensure that all new members are made aware of the benefits of membership by offering New Member Orientations throughout the year.
- 6.9.5. The Committee will share information with members on volunteer opportunities within OLLI@UGA.
- 6.9.6. The Committee will represent OLLI@UGA at community events as feasible.
- 6.9.7. The Committee will survey members to determine how to engage and retain them in the organization based on their needs and interests.
- 6.9.8. The Committee will contact lapsed members to determine their reasons for not continuing their membership and encourage them to rejoin the organization.
- 6.9.9. The Committee shall continue to develop relationships with Classic Center, the Council on Aging, Piedmont Athens Regional Hospital and other entities to explore opportunities for creating greater member diversity.



## 6.10. Travel Study Committee

- 6.10.1. The Travel Study Committee plans, coordinate, promotes, and conducts trips for OLLI@UGA members and their guests.
- 6.10.2. The Committee shall support and promote only trips offered by known and vetted tour operators.
- 6.10.3. Commercial transportation will be used whenever feasible for group travel. The Committee shall charter only commercial transportation (defined as a company that provides both the vehicle and a commercially licensed driver, such as buses and vans) where sufficient proof of insurance coverage is on record with OLLI@UGA. Members must sign appropriate waivers covering both the trip and the transportation.
- 6.10.4. When smaller groups make large buses impractical, OLLI@UGA members may make their own travel arrangements. No carpools may be arranged under the auspices of OLLI@UGA. However, members may arrange private carpools independent of OLLI@UGA. Upon meeting at a designated departure site, members may offer to drive and others may elect to ride with them or to drive themselves. Waivers specific to the event must be signed by those carpooling together.
- 6.10.5. Vehicles must be rented using an OLLI@UGA credit card when possible. Expenses that are paid through the OLLI Office (such as transportation, hotel, meals, tour guides, etc.) may not be charged to a personal credit card and then reimbursed unless circumstances prevent the use of the OLLI@UGA credit card.
- 6.10.6. The Board shall be notified of all trips as an item of information, not for approval. Travel Study trips shall be listed in the Travel Study Committee Report and new trips highlighted in the Executive Director Report in case of questions from the Board.
- 6.10.7. The Committee may cancel travel programs if there are not enough members registered to cover costs and shall abide by OLLI@UGA's refund policy.

## 6.11. Committee Chairs

- 6.12.1. The Committee Chairs shall develop job descriptions for activities performed by volunteers, help recruit and train volunteers for their various roles, and establish appreciation strategies to acknowledge volunteers and their contributions to OLLI@UGA.
- 6.12.2. The Committee Chairs shall also solicit and forward to the Board of Directors nominations by and of OLLI@UGA members for annual awards.
  - 6.12.2.1. The Outstanding Achievement Award shall recognize OLLI@UGA members (up to two per year) for significant leadership, guidance, and accomplishments for the benefit of OLLI@UGA during that year.

- 6.12.2.2. The Sustained Service Award (also known as the Carol Fisher Memorial Award) shall recognize OLLI@UGA members (up to three per year) for long and significant contributions to the functioning of OLLI@UGA.
- 6.12.2.3. The OLLI Scholar Award shall recognize one OLLI@UGA member per year in recognition of exemplary participation in classes offered during the past year.
- 6.12.2.4. The Outstanding Presenter Award shall recognize up to two presenters per year whose presentations have been especially well-received by OLLI@UGA class participants.

## **SECTION VII. Shared Interest Groups (SIGs)**

- 7.1. Shared Interest Groups (SIGs) may be formed to enable OLLI@UGA members to share similar interests. There shall be no limit to the number of SIGs that may be established. SIGs may be disbanded upon mutual agreement of their members.
- 7.2. Each SIG shall be chaired by a SIG Leader, who shall be responsible for organizing and coordinating SIG meetings and events. SIG Leaders shall ensure that OLLI@UGA is aware of all SIG meetings and events. If OLLI@UGA determines that it is prudent to obtain liability waivers as a condition to OLLI@UGA members participating in SIG events and meetings, the SIG Leaders will obtain such signed liability waivers as a condition to OLLI@UGA members participating. Examples of activities needing waivers are physical activities such as, but not limited to, hiking and kayaking.
- 7.3. The President of OLLI@UGA shall appoint a SIG Coordinator who shall be responsible for meeting and communicating with SIG Leaders about Policies, activities, and events pertaining to SIGs. as needed but at least annually.
- 7.4. SIGs shall be open only to current OLLI@UGA members, unless otherwise approved by the Board.
  - 7.4.1. SIG Leaders shall be responsible for ensuring that those participating in their respective SIGs are current members of OLLI@UGA.
  - 7.4.2. SIG Members may invite non-members one time only to a SIG event, but the non-member must join OLLI@UGA to continue to participate.
- 7.5. SIGs shall not require additional OLLI@UGA fees for participation. However, SIG Leaders may assess additional fees for participation in that SIG's activities
- 7.6. SIG Leaders and Members shall not use SIG membership lists to communicate personal opinions or make political statements that are unrelated to specific SIG activities. SIG membership lists shall be used only for disseminating information about SIG or OLLI@UGA activities.
- 7.7. SIGs shall be independently responsible for managing their group activities and financial transactions (see Appendix C).
- 7.8. SIGs shall not arrange for or participate in any carpools associated with their activities under the auspices of OLLI@UGA. However, members may arrange and/or participate in carpools separate and apart from, and independent of, OLLI@UGA. Upon meeting at a designated departure site, members may offer to drive and others

may elect to ride with them or to drive themselves. Members who arrange and/or participate in

carpools separate and apart from, and independent of, OLLI@UGA shall do so at their own risk.

## **SECTION VIII. Amendments**

- 8.1. The Board may amend the Policies of OLLI@UGA by a majority vote of its members. Amendments to the Policies shall be introduced at a regularly scheduled Board meeting and approved at a subsequent meeting.

**Updates approved September 26, 2022 (previous wording in italics)**

- 5.1. *Standing Committees shall include the Bylaws & Policies, Curriculum, Finance, Fund Development, Hospitality, Information Technology, Long Range Strategic Planning, Marketing & Communications, Membership, and Travel Study Committees, and the Committee Chairs.*

Standing Committees shall include the Bylaws & Policies, Curriculum, Finance, Fund Development, Hospitality, Information Technology, Long Range Strategic Planning, Marketing & Communications, Membership, and Travel Study Committees, and the Committee Chairs. Standing Committees may become inactive with approval from the Committee Chair, the Board President, and the OLLI@UGA Executive Director.

- 7.2 *Each SIG shall be chaired by a SIG Leader, who shall be responsible for organizing and coordinating SIG meetings and events. SIG Leaders shall ensure that their respective SIGs do not engage in any activity that may create a liability for OLLI@UGA.*

Each SIG shall be chaired by a SIG Leader, who shall be responsible for organizing and coordinating SIG meetings and events. SIG Leaders shall ensure that OLLI@UGA is aware of all SIG meetings and events. If OLLI@UGA determines that it is prudent to obtain liability waivers as a condition to OLLI@UGA members participating in SIG events and meetings, the SIG Leaders will obtain such signed liability waivers as a condition to OLLI@UGA members participating. Examples of activities needing waivers are physical activities such as, but not limited to, hiking and kayaking.

- 7.3 *The President of OLLI@UGA shall appoint a SIG Coordinator who shall be responsible for meeting and communicating with SIG Leaders about Policies, activities, and events pertaining to SIGs. The SIG Coordinator shall ensure that SIGs do not engage in any activity that may create a liability for OLLI@UGA.*

The President of OLLI@UGA shall appoint a SIG Coordinator who shall be responsible for meeting and communicating with SIG Leaders about Policies, activities, and events pertaining to SIGs. as needed but at least annually.

- 7.6 *SIG Leaders and Members shall not use SIG membership lists to communicate personal opinions or make political statements. SIG membership lists shall be used only for disseminating information about SIG or OLLI@UGA activities.*

SIG Leaders and Members shall not use SIG membership lists to communicate personal opinions or make political statements that are unrelated to specific SIG activities. SIG membership lists shall be used only for disseminating information about SIG or OLLI@UGA activities.

**Updates approved March 27, 2023 (previous wording in Italics)**

5.4.1 *Standing Committee chairs/co-chairs shall be appointed by the President of OLLI@UGA with the approval of the Board of Directors. Standing Committee chairs/co-chairs shall ensure that their respective committees act in compliance with OLLI@UGA Bylaws and Policies, and shall ensure that their respective committees' policies are reviewed and updated as necessary at least annually. Committee policies shall be revised by a simple majority vote of their Committee members and forwarded in writing to the Bylaws and Policies Committee for review prior to consideration and approval by the Board of Directors.*

Standing Committee chairs/co-chairs shall be appointed by the Executive Director with the approval of the President. Standing Committee chairs/co-chairs shall ensure that their respective committees act in compliance with OLLI@UGA Bylaws and Policies, and shall ensure that their respective committees' policies are reviewed and updated as necessary at least annually. Committee policies shall be revised by a simple majority vote of their Committee members and forwarded in writing to the Bylaws and Policies Committee for review prior to consideration and approval by the Board of Directors.