

ORGANIZATIONAL RULES

Osher Lifelong Learning Institute at Northwestern University School of Professional 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 Professional Studies (SPS), OLLI offers a comprehensive curriculum of peer-organized discussion groups covering topics in areas such as literature, history, politics, science, philosophy, current affairs and the arts. OLLI welcomes diversity in its membership, and has no academic prerequisites.*

ARTICLE I. 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 Professional Studies (SPS).

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

Section 4. - Eligibility for membership in OLLI shall be as determined by SPS and the Director.

ARTICLE II. OLLI 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 Director to establish policies, practices, and guidelines for the program; and shall coordinate the plans and activities of OLLI.

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 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 twenty-eight members (the “officers”) from the Chicago and Evanston campuses as follows for each campus:

- Campus Chair and Vice-Chair
- Past Campus Chair
- Study Group Chair and Vice-Chair Membership
- Enrichment Chair and Vice-Chair
- Academic Enrichment Chair and Vice-Chair
- Coordinator Development Chair and Vice-Chair
- Development Chair
- Diversity and Inclusion Chair and Vice Chair

The officers are elected by each of the campuses.

Section 4. - The Council shall meet at least three times during the year. A minimum of fifteen Council members present at a meeting shall constitute a quorum, with a minimum of six members from each campus. Resolutions must be passed by a majority of a quorum present. The meeting shall be chaired by the Campus Chairs serving as Co-Chairs of the Council or a Campus Vice-Chair in the absence of both Campus Chairs. Meetings shall be open to the members and shall be announced through appropriate means at least seven days in advance. Executive sessions of the Council may be called by agreement of both Campus Council Chairs.

ARTICLE III. ELECTIONS

Section 1a. - Each year the memberships of the Chicago and Evanston campuses shall hold an Annual Meeting at a date, time and location designated by the Director, to elect members to the Council from their respective campuses. At the Annual Meeting the Nominating Committee for that campus shall present a slate of recommended candidates (see Article III, Sections 3 and 4). Additional nominations may be made from those in attendance.

Section 1b. - The Campus Vice-Chairs are elected each year and, after serving one year as Vice-Chair, accede to the position of Campus Chair. In the position of Campus Chair, the two Chairs will serve as Advisory Council Co-chairs during their year as Chair. The Past Chairs of Evanston and Chicago will serve for one additional year as voting members of the Advisory Council.

Section 1c. - Study Group, Academic Enrichment, Coordinator Development, Diversity and Inclusion, and Membership Vice-Chairs are elected each year and, after serving one year as Vice-Chair, accede to the position of that committee’s Chair. Each year, each committee Chair shall recommend candidate(s) for Vice-Chair to the Nominating Committee to be considered together with other names recommended to the Nominating Committee for inclusion in the slate of candidates (see Article III, Sections 3 and 4).

Section 2. - Each of the persons nominated for an office shall be elected by a majority of those members attending the Annual Meeting for a term of two years, and in the case of an office which has both a vice-chair and chair, shall serve as Vice-Chair for the first year and accede to the position of Chair in the second year. Campus Chairs will serve a total of three years, one year in each of the following roles: Vice-Chair, Chair, and Past Chair. A member may hold an office for no more than three successive terms. 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 Director, shall form a nominating committee (the “Nominating Committee”) from its campus not less than six weeks before the Annual Meeting. 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 Director to serve on the Nominating Committee. No more than two members of the Council shall serve on a Nominating Committee. Each Nominating Committee shall elect its own chair.

Section 4. - The Nominating Committee for each campus shall solicit recommendations from their respective OLLI membership for the open positions, choose the slate of nominees, send the slate of nominees to the members at least seven days prior to the Annual Meeting, and present the slate of recommended nominees to the membership at the Annual Meeting.

ARTICLE IV. ORGANIZATION

Section 1. - Each campus shall be organized and operated under the provisions of Article I of these OLLI Organizational Rules and as generally provided for in this Article IV. The officers of the Council shall be responsible for the implementation of the plans and goals of the Council.

Section 2. – The duties of council members are as follows:

Section 2a. - The duties of the Campus Chairs with respect to the Advisory Council are to cooperate in planning meeting agendas in consultation with the Director and to preside at Council meetings. The Campus Chairs may appoint, with the advice of the Director, such permanent and ad hoc committees as are deemed necessary (“appointed committees”) and approved by the Council (see Article IV, Section 2d) to fulfill the plans and goals of OLLI and to facilitate relations among OLLI members..

Section 2b. - The duties of the Campus Chairs and Vice-Chairs with respect to their campuses are to organize and lead campus activities and to identify and communicate recommended actions to the Advisory Council. The Campus Chairs and Vice-Chairs shall facilitate and coordinate the work of committees operating on their campus. The Campus Chair may appoint, with the advice of the Director, such permanent and ad hoc committees as are deemed necessary to fulfill campus-specific plans and goals of OLLI and to facilitate relations among OLLI members on his/her campus.

Section 2c. -In addition to the Campus Chairs and Vice-Chairs, 11 elected representatives, serving as chairs or vice chairs of committees, shall represent each campus on the Council. Their duties are as follows:

- The Study Group Chairs and Vice-Chairs shall organize and lead committees on their respective campuses to ensure that study groups are of the highest quality and that sufficient numbers are presented to the membership on each campus. The Study Group Chairs and Vice-Chairs, along with the members of their committees, shall oversee the curriculum to assure appropriate diversity of topics and a balance in the number of study groups offered each semester. The Study Group Committees shall solicit proposals, offer assistance to members with preparation and submission of proposals, review all proposals submitted by the members and recommend appropriate action. The Study Group Chairs shall work with the Coordinator Development Chairs to conduct programs that stimulate new curriculum ideas, strengthen study group design and implementation.
- The Coordinator Development Chairs and Vice-Chairs shall organize and lead committees on their respective campuses to ensure that sufficient numbers of members are recruited to serve as study group coordinators. The Coordinator Development Chairs shall be responsible for training of new coordinators and for providing all coordinators with such tools, support, assistance, and skills enhancement as may be needed. The Coordinator Development Chairs shall work with the Study Group Chairs to conduct programs that will stimulate new curriculum ideas.
- The Academic Enrichment Chairs and Vice-Chairs shall organize and lead committees on their respective campuses to establish and implement programs that provide extracurricular cultural, intellectual, and creative activities.
- The Membership Enrichment Chairs and Vice-Chairs shall organize and lead committees on their respective campuses to foster and strengthen the OLLI community through membership development, enrichment, and extracurricular social activities. The Membership Enrichment Chairs and Vice-Chairs shall support the Director in activities related to welcoming new members to OLLI and orienting them to peer learning and classroom discussion process.
- The Diversity and Inclusion Chairs and Vice-Chairs and their respective committees shall work with all existing committees to encourage diversity in membership, event planning and programming, study group subjects, guest speakers and community outreach and support. The Diversity and Inclusion Chairs and Vice-Chairs shall lead efforts to make OLLI an inclusive organization.
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- The Development Chairs shall assist the Director in establishing programs to foster fundraising and related development efforts, shall serve as co-chairs of a joint campus development committee to be constituted by the Director, and shall organize and lead committees on their respective campuses to implement development initiatives.

Section 2d. – Ad hoc committees may be authorized and chartered by the Advisory Council for specific, OLLI-wide purposes. The Campus Chairs shall appoint, by agreement of both of them and in consultation with the Director, the chairs of such committees and the appointed chairs shall recruit and appoint members to their respective committees. Ad hoc committees shall be established for a finite duration and shall cease to exist on an expiration date to be determined by the Council. Modifications and extensions of the charter and duration shall require Council approval. Makeup of the committees shall equally represent both campuses as closely as possible.

Ad hoc committees for campus-specific purposes also may be created and chartered by each campus chair. The Campus Chair shall appoint, in consultation with the Director, the chair of such committees and the appointed chair shall recruit and appoint members to his/her respective committee. The charter, duration, and expiration of campus-specific committees generally shall follow the same practices as OLLI-wide ad hoc committees.

Section 3. – Resignations and replacements of elected council members during term of office:

Section 3a. - Should a Campus Chair resign or be otherwise unable to continue to serve, the Campus Vice-Chair shall assume the Campus Chair office and shall then appoint a replacement Campus Vice-Chair. An elected Vice-Chair assuming an unexpired term as the Campus Chair shall go on to serve as the Campus Chair for the next year. If the elected Campus Vice-Chair is unwilling or unable to serve as Campus Chair, the remaining Advisory Council members for that campus shall elect one of them to serve as Campus Chair for the remainder of the term. The person assuming an unexpired term as the appointed Campus Vice-Chair or Chair shall not be considered to have served an elected term for the purposes of the term limitations set forth in Article III, Section 2.

Section 3c. - Should a Committee Chair or Vice-Chair resign or otherwise be 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 Chair or Vice-Chair shall not be considered to have served an elected term for the purposes of the term limitations set forth in Article III, Section 2.

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

ARTICLE V. ORGANIZATIONAL RULES CHANGES

These Organizational Rules of OLLI supersede any previously enacted organizational rules, and may be amended or repealed with the consent of two thirds of all members of the Council and consent of the Director.