



**STONY BROOK
UNIVERSITY**

BY LAWS

**THE OSHER LIFELONG LEARNING INSTITUTE
AT STONY BROOK UNIVERSITY**

December 20, 2021



ARTICLE I – NAME

The name of this organization is the Osher Lifelong Learning Institute at Stony Brook University, herein referred to as OLLI.

ARTICLE II – PURPOSE

The purpose of OLLI is to provide a diverse, inclusive and fulfilling non-credit, educational program designed to appeal to adults ages 50 and older.

ARTICLE III – MISSION AND VISION

The mission of OLLI is to provide opportunities for intellectual development, engagement, and personal growth for its members through interpersonal and community experiences while providing opportunities for both educational and social enrichment.

The vision of OLLI is to be a premier, quality source of lifelong learning for its members through supportive peer group interactions, intellectual stimulation and growth, physical activity, social interactions, opportunities for travel, creative expression, and community engagement within a diverse and inclusive environment.

ARTICLE IV – AFFILIATION

OLLI is a member-driven, volunteer-led organization under the auspices of the School of Professional Development at Stony Brook University (herein referred to as SPD). OLLI is a participating program of the nationwide network of institutes collectively referred to as the Osher Lifelong Learning Institutes.

ARTICLE V – POLICY

- A. OLLI operates subject to, and in accordance with, all established Stony Brook University policies and procedures.
- B. The OLLI Program Director will work with SPD designees to comply with all applicable written policies and procedures.
- C. Accountability for the OLLI program rests solely with Stony Brook University, School of Professional Development.
- D. All OLLI members must follow the policies and procedures as outlined in the OLLI Member Code of Conduct, Operations Manual and all subsequent member handbooks and/or guides.



E. All publications and printed materials must conform to the Stony Brook University guidelines for style, usage, and print procedures and include the Affirmative Action/Equal Employment Opportunity (AA/EEOC) statement where appropriate. Additionally, publications must use the Stony Brook University/Osher Lifelong Learning Institute approved logos.

F. Additional information pertaining to University related policies can be found in the OLLI at SBU Operations Manual.

ARTICLE VI – MEMBERSHIP



A. Eligibility: The OLLI program is designed to appeal to individuals fifty (50) years of age or older who have a desire to continue life-long learning. OLLI welcomes diversity, equity, and inclusivity in its membership. There are no academic prerequisites.

B. Membership Options: Members may enroll in a variety of options as described on the OLLI website. Required fees are dependent on the membership or activity option selected.

C. Member Benefits:

1. All members are eligible to register for any workshop or activity.
 - a. Enrollment in any particular workshop or activity is not guaranteed.
 - b. Workshops are non-credit bearing.
2. Any member may request to lead a workshop.
 - a. Workshop topics must be approved by the Curriculum Committee.
 - b. No one shall be paid for leading a workshop.
 - c. No non-member shall be permitted to lead a workshop unless specifically approved by the Executive Council and the Program Director.
3. Members may serve on committees and are encouraged to participate in OLLI by volunteering their time.
4. Members have the right to vote in elections and any other matters brought before the general membership.
5. Members are eligible to utilize the facilities and programs to which their Stony Brook University status entitles them. These may be found on the OLLI website.

ARTICLE VII – FINANCES

A. Fiscal Year: The fiscal year of OLLI is July 1 through June 30.

B. OLLI shall be self-supporting through membership and activity fees, fundraising, grants, and the Osher endowment.

C. A financial overview outlining projected budget to actual expenditures will be provided, each year, in September, February, and June to the Finance Committee by the



OLLI Program Director.

D. The Finance Committee shall work with the Program Director to develop the annual budget and submit it to the Executive Council for approval.

1. Membership fees shall be decided jointly by the OLLI Program Director, Executive Council, and Finance Committee.
2. Any changes to membership fees shall be implemented for the ensuing fiscal year.

E. All OLLI-related expenditures and disbursements shall be managed by the SBU Budget Officer for the School of Professional Development in accordance with the Investment and Spending provisions of the 2009 and 2017 OLLI Endowment Agreements.

F. The Chair of the Finance Committee shall report the financial status of OLLI at Executive Council and General Membership Meetings.

ARTICLE VIII – ORGANIZATIONAL STRUCTURE

A. The OLLI program consists of the following:

1. Members who have paid a membership fee to participate in OLLI programming.
2. Member volunteers who comprise the Executive Council, standing committees, and *ad hoc* committees.
3. University employees who are assigned to administer the program.

B. Together, these parties work collaboratively to ensure that the mission of the OLLI program is carried out in accordance with Stony Brook University and Osher Foundation guidelines.

C. The OLLI Program Director is a Stony Brook University employee who provides overall program coordination, supervises staff, and is the liaison between the OLLI membership and the University.

D. The Executive Council, in collaboration with the OLLI Program Director, establishes operating policies, procedures, curriculum, and program activities and supports their implementation.

E. Standing and *ad hoc* committees are established by the Executive Council to address specific duties or issues and shall report to the Executive Council according to their charge.

ARTICLE IX – EXECUTIVE COUNCIL



**STONY BROOK
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OLLI AT SBU
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- A. Responsibilities: The primary responsibility of the Executive Council is to work in conjunction with the OLLI Program Director & their designees on all aspects of the OLLI program.
- B. The Executive Council is charged with ensuring that the program's mission and vision are adhered to. The Executive Council shall work collaboratively with the OLLI Program Director to address issues as they arise. If an issue remains unresolved, it shall be addressed according to the policy found in the Operations Manual
- C. The Executive Council works to encourage a diverse, equitable, inclusive, and engaged membership that fosters mutual respect, understanding, and collaboration amongst the membership, OLLI staff, and Stony Brook University.
- D. Each member of the Executive Council shall have one vote on all matters coming before it.
- E. Composition: The Executive Council shall consist of the following member officers: President, President-Elect, Immediate Past-President, Secretary, four (4) Members-at-Large, and Chairs of the Standing Committees.
- F. Elected Officers: The President, President-Elect, Secretary, and Members-at-Large are elected by the general membership. The responsibilities/duties of the Executive Council officers are described in the Policies and Procedure Manual.
- G. Appointed Members: All standing committee chairs shall be voting members of the Executive Council. They shall be appointed by the President in consultation with, and the approval of, the Executive Council. Chairs shall serve one-year terms with no more than two (2) additional consecutive terms as chair of a given committee.
- H. Meetings:
1. The Executive Council shall meet monthly during the academic year and at the call of the President.
 2. All Executive Council and committee meetings, except the Nominating Committee, are open to all members.
 3. There shall be at least three (3) General Membership meetings per year.
 4. A majority of Executive Council members present shall constitute a quorum.
 5. Terms of office shall be July 1-June 30.

ARTICLE X – COMMITTEES



A. Standing Committees: The Executive Council shall establish and maintain the following Standing Committees:

1. Curriculum Committee: proposes and establishes curriculum policy, develops new curricula, recruits and trains new workshop leaders, and evaluates the effectiveness of workshops and other curricular activities each term. This committee shall have two co-chairs.
2. Strategic Planning Committee: develops, revises, and monitors implementation of OLLI's long-range strategic plan, and develops and implements a fund-raising plan to assure adequate funding for those plans. The Immediate Past President shall serve as Chair of the Strategic Planning Committee and the Finance Chair shall be an *ex officio* member.
3. Finance Committee: monitors the budget and works with the OLLI Program Director and the SPD designee to identify program needs and to develop the annual operating budget.
4. Travel and Leisure Committee: organizes and promotes a variety of cultural and educational activities on and off the Stony Brook campus, evaluates such activities, and makes recommendations for future activities.
5. Member Relations Committee: provides support to members (especially new members), organizes social events, encourages members to participate as volunteers; ensures that needs, concerns, and suggestions of all members are addressed; and promotes the OLLI program within the community and surrounding areas.
6. Arts Committee: supports a broad view of artistic expression; promotes and organizes activities that showcase members' creative abilities.

B. *Ad Hoc* Committees shall be approved by the Executive Council as needed to develop recommendations on membership policy and carry out tasks for OLLI. Each *ad hoc* committee shall receive its charge from the President and shall report back to the Executive Council, make recommendations as needed, and be disbanded upon completion of their task.

ARTICLE XI – NOMINATING COMMITTEE, ELECTION OF OFFICERS AND MEMBERS-AT-LARGE

A. Nominating Committee: The Nominating Committee is charged with overseeing and conducting annual elections of candidates who can commit to serve the terms of vacant elective positions for the next fiscal year. The President-elect shall serve as Chair of the Nominating Committee.

B. Nominations for Annual Elections: After informing the Executive Council of the results of its work, the Nominating Committee shall present the names of the candidates to the general membership. Other nominations may be presented by any member at the Executive Council



meeting prior to the scheduled election. Such nominations must be seconded, and the nominee must indicate a willingness to serve.

C. Annual Elections of Officers and Members-at-Large: The annual election of OLLI officers and Members-at-Large shall be decided by a plurality of all OLLI members voting by secret ballot in a general election.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The President may appoint a parliamentarian, with the approval of the Executive Council, to be an advisor to the Executive Council. The Parliamentarian shall guide the proceedings of meetings according to the most current edition of Robert’s Rules of Order (Newly Revised) except where modified by this document.

ARTICLE XIII – AMENDMENTS

This document may be amended by a two-thirds (2/3) majority of votes cast by the membership. Proposed amendments shall be submitted to all members in writing at least one month prior to the vote. All proposed amendments to this document shall be jointly developed and approved by the Executive Council, OLLI Program Director, and SPD Senior Leadership.

Patricia Malone

Authorized By:
Patricia Malone
Associate Vice President for Professional Education
School of Professional Development
Stony Brook University

12/20/21

Date

Mary Hance

Reviewed By:
Mary Hance
2021-2022 OLLI at SBU Advisory Board President

12/20/21

Date