

Learning Is ForEver - LIFE

POLICIES AND PROCEDURES

Section 1. Name and Mission

- 1.1 The name of the organization is Learning Is ForEver, an education program at the University of Wisconsin-Stevens Point (UWSP), hereinafter referred to as LIFE.
- 1.2 LIFE is a participatory and member-directed learning association committed to continually developing and promoting opportunities for intellectual and cultural enrichment and lifelong learning.

Section 2. Sponsorship and Organization

- 2.1 LIFE is sponsored by UWSP Continuing Education, which shall serve as the fiscal agent. UWSP Continuing Education will also appoint a liaison to LIFE, who will serve as an advisor and provide support.
- 2.2 The policies and procedures of LIFE shall be consistent with those of the University of Wisconsin-Stevens Point.

Section 3. Membership, Fees, and Privileges

- 3.1 Members shall be persons who are interested in learning and willing to commit time and energy to themselves and others through the exchange of knowledge and in a continuing learning process.
- 3.2 Members are urged to attend and participate in discussion sessions and other scheduled events as well as the annual meeting.
- 3.3 Term of membership is defined as one semester, from July 1 through December 31, or from January 1 through June 30. Members shall pay a fee each semester set yearly by the LIFE Board of Directors (hereinafter "Board"). There are no partial fees. Gift memberships are accepted. Additional charges may be for some programs and activities (e.g., bus tours).

Section 4. Board of Directors and the Executive Committee

- 4.1 The Board shall manage, coordinate, facilitate and govern the operation of LIFE. The Board will consist of the elected officers and the chairs and co-chairs of the standing committees as well as two to four at-large members appointed by the Board. The Board shall encourage broad representation.

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- 4.2 All standing committee chairs are appointed by the Board to one-year terms and reappointed to a second consecutive term. All standing committee chairs, except the curriculum co-chairs are appointed to a one-year term. Curriculum co-chairs shall serve a two-year term.
- 4.3 From the names submitted to the Board by the Nominating Committee, and the names suggested by the Board, two to four members-at-large will be appointed to one-year terms by the Board at the April meeting and may be reappointed twice for a maximum of three consecutive terms.
- 4.4 Members-at-large are expected to represent the general membership, contribute to the work of the Board through their time, talent and interest, and be candidates for future leadership roles in LIFE.
- 4.5 Each member of the Board shall have one vote. A majority of those members authorized to vote shall constitute a quorum and make binding decisions by a simple majority.
- 4.6 The UWSP liaisons (Program Manager and Outreach Specialist) serve in an ex officio capacity with no voting privileges.
- 4.7 The Executive Committee consists of the elected officers, i.e. the President, Past President, President elect, Secretary, and Treasurer.
 - 4.7.A The Executive Committee is authorized to act for the Board only when 1) the Board refers a matter to it, or 2) in a rare emergency situation, it is impossible to convene a meeting of the entire Board.
 - 4.7.B It is assumed that the Executive Committee will be convened only infrequently. When the Executive Committee is to be convened, all members of the Board of Directors will be informed of the meeting and be provided an agenda for the meeting, and be informed of any actions taken by the Executive Committee.
 - 4.7.C All Executive Committee action shall be subject to subsequent Board review.

Section 5. Officers and Duties

- 5.1 LIFE officers shall be President, Past President, President-elect, Secretary, and Treasurer.
- 5.2 Terms of Office:
- 5.2.A The President shall serve a one year term, and in the following year shall serve a one year term as Past President.
- 5.2.B The position of President shall be filled by the President-elect in the subsequent year.
- 5.2.C The President-elect, Secretary, and Treasurer shall be elected at the annual meeting.
- 5.2.D The terms of the President and Past President shall be one year; the terms of Secretary and Treasurer shall be one year and they may be reelected for a second one year term. The term for all officers shall begin following the Annual Meeting.
- 5.2.E The Board shall appoint someone to complete any vacated or unexpired terms.
- 5.3 The duties of officers shall include but not be limited to the following:
- 5.3.A The President is the chief executive officer and shall call and preside over meetings of the Board and the Executive Committee as well as the Annual Meeting. The President directs and coordinates the activities of LIFE in accordance with the policies, procedures and guidelines adopted by LIFE.
- 5.3.B The President-elect shall fulfill the duties of the President in his/her absence.
- 5.3.C The Secretary shall prepare the minutes of all meetings of the Board, the Executive Committee, and the Annual Meeting and provide a copy to the Board.
- 5.3.D In consultation with the Treasurer, the Program Manager shall develop the annual budget including recommendations on membership dues for the following year. The proposed budget will be presented to the Board for comment at the Annual Meeting.

Section 6. Committees and Duties

- 6.1 Standing committees of LIFE shall be Executive, Curriculum, Membership and Promotion, Administration and Finance, Social, and Nominating.

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6.2 Additional ad hoc committees may be appointed by the President, as needed, with the concurrence of the Board.

6.3 Standing committee chair appointments: refer to 4.2.

6.4 No member shall serve simultaneously as chair of more than one standing committee.

6.5 The duties of the standing committees shall include but not be limited, as follows:

6.5.A Curriculum Committee

- Plans and sets standards for programs and discussions
- Selects topics and speakers for presentations
- Evaluates and develops new program topics

6.5.B Membership and Promotion Chair

- Recruit and orient new members
- Arranges publicity
- Arrange & conduct presentations at civic clubs, churches, and fraternal organizations through member contacts
- Explore distribution points for program guides

6.5.C Nominating Committee

- In December the Past President, who will chair this group, will appoint at least three current LIFE members who are not on the Board of Directors to serve on this committee.
- The President-Elect will serve as an ex-officio member.
- The committee will assemble a slate of nominees for the following positions: President-Elect, Secretary, Treasurer, and two to four members at large. This slate will be presented to the Board of Directors at their April meeting. This slate will be taken to the membership to be voted upon at the Annual Meeting.
- At this meeting, the Board will appoint two to four members at large from the names submitted by the nominating Committee. The slate of nominees for President-elect, Secretary and Treasurer will be presented to the membership to be voted upon at the Annual Meeting. Additional nominations for these positions may be made from the floor at the Annual Meeting.

6.5.D Social Committee

- Description of this committee's duties will be determined at a future board meeting.

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- 6.6 Each standing committee chair (in the case of the Curriculum Committee, co-chairs) shall recruit members to carry out the duties of the committee and designate one member as an alternate chair who can provide continuity in the chair's absence.
- 6.7 Each committee member's term shall terminate at the close of the Annual Meeting. Committee member terms may be extended by the committee chair as often as warranted.
- 6.8 Committees shall meet as often as necessary to plan and carry out the duties of the committee in a timely and efficient manner.
- 6.9 Each committee shall provide prior notice of all meetings to the UWSP liaison.
- 6.10 The Chair of each committee shall make a report of all meetings to the Board.

Section 7. Foundation Endowment Account

- 7.1 Donations to the LIFE program, in lieu of specific instructions by the donor, will be directed to a segregated Foundation Endowment Account. This account will be administered by the UWSP Foundation, which will have the responsibility of investing those funds. As needed, funds will be available to assist LIFE in achieving its dual objectives of providing both quality and affordable programming. Withdrawals shall be determined by the LIFE Board. Should LIFE cease operations, any balance shall be given to the University Foundation.

Section 8. Annual Meeting

- 8.1 The President shall lead the Annual Meeting of the membership, which will be held in spring.
- 8.2 Special meetings of the membership may be called by the President.
- 8.3 Voting decisions shall be determined by a simple majority of the membership present and voting.

Section 9. Policies and Procedures Review

- 9.1 The Board shall consider suggestions from the members for possible additions or revisions to the Manual of Policies and Procedures, and shall present any such supported additions and revisions for consideration at the Annual Meeting.
- 9.2 At the Annual Meeting, the membership shall vote on any proposed revisions to the Policies and Procedures.

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- 9.3 The Policies and Procedures will be kept on file at the UWSP Continuing Education office and shall be available to the membership.

Section 10. Liabilities

- 10.1 LIFE shall be a non-profit organization and operated solely for its mission (refer to Section 1).
- 10.2 No member shall be liable for the debts, liabilities or other financial obligations of LIFE other than due to the improper exercise of his/her function as an officer of LIFE.

Section 11. Dissolution

- 11.1 In the event that LIFE ceases to exist, any funds remaining in the operating account shall be assumed by UWSP Continuing Education.

Addendum 1 Specific Duties of LIFE Board of Directors

Board of Directors

- Determine membership fees
- Develop new initiatives
- Represent LIFE at WALL (Wisconsin Association of Lifelong Learning) and other learning in retirement conferences whenever possible

President

- Plan agendas and lead the Board and Annual Meeting
- Write thank you notes to all instructors (mailed by Student Assistant/Support Staff)
- Send letters of appreciation to the Dean or supervisor of UWSP faculty/staff members who present classes for LIFE
- Communicate with Program Manager and Outreach Specialist regarding any concerns
- Delegate specific tasks to committees as needed

President Elect

- Chair Board Meeting in President's absence

Past President

- Chair the Nominating Committee

Secretary

- Record minutes of Board, the Executive Committee and Annual Meetings

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- Email a copy of minutes to all Board members within one week following the meeting
- Make corrections to the minutes within one week of receiving the requested changes

Treasurer

- Work with the Program Manager to develop the annual budget
- Present and discuss the budget with the Board
- Present finalized budget for approval at the Annual Meeting

Curriculum Co-Chairs and Committee (see Addendum 2)

- Select topics and speakers
- Assure completion of class proposal forms and assist potential presenters in completing proposals (proposals contain class descriptions, required equipment, requested meeting times and locations)
- Contact instructors to inform them of their assigned class date and time

Membership and Promotion Chair

- Visit area groups to recruit new members
- Distribute Program Guides to various places in the community

Program Manager

- Act as a liaison between UWSP and LIFE
- Oversee all program operations
- Attend LIFE Board Meetings and Annual Meetings
- Deposit LIFE funds into appropriate account
- Maintain website
- Attend state WALL/LIR conferences as needed
- Coordinate marketing efforts with the Membership & Promotion Chair
- Provide Treasurer and Board with regular financial updates
- Meet as needed with all LIFE committees
- Design Program Guide, marketing materials, and brochures with help from volunteers.
- Arrange for payments to other persons or organizations
- Maintain database records and contact information
- Inform membership of changes and events
- Arrange transportation as needed
- Purchase tickets and supplies as needed
- Determine trip and class fees
- Maintain statistical records of program membership and history
- Logistical support such as room reservations and provide technical equipment for instructors & committee officers
- Schedule and attend Board, Curriculum Committee, and Membership Committee Meetings

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- Oversee support staff and intern's work for LIFE

UWSP Continuing Education Support Staff and Intern

- Membership and class registration
- Maintain database records and contact information
- Send confirmation letters/emails
- Create and mail nametags and lanyards to new members
- Assist with social media updates
- Arrange hosts for all classes. Personalize and print thank you notes and envelopes for LIFE president
- Compile maps and directions for LIFE classes
- Inform membership of changes and events via regular email notices

Addendum 2: Curriculum Committee Procedures

The LIFE Curriculum Committee has the task of scheduling presentations for the following semester, in cooperation with the Continuing Education Staff. An effort is made to provide a wide range of subjects.

The Curriculum Committee is composed of non-term volunteers from the LIFE membership, two co-chairs who serve two year staggered terms, and a representative from the Continuing Education Staff. Co-chairs also serve on the LIFE board. Curriculum Committee membership is open to all interested members of LIFE. Visitors from LIFE are welcome to Curriculum Committee meetings.

1. Meeting Schedule

- a. Generally, the LIFE Curriculum Committee schedules six meetings per semester, at two week intervals.
- b. Semester I meetings would begin late August or early September and end in early November.
- c. Semester II meetings would begin late January or early February and end by mid to late April.
- d. Meetings are designed to run for one and a half hours and not to conflict with any scheduled LIFE presentations. Continuing Education Staff reserves the meeting space for the Committee.

2. Purpose of Meetings

- a. Curriculum Committee meeting time is used to generate ideas for LIFE presentations and to check on the progress of presentations already proposed. **Individual committee members are responsible for contacting potential presenters, specifically defining topics and monitoring submissions of completed proposal forms.**

- b. Committee co-chairs collect presentation information on a spreadsheet kept up-to-date by co-chairs and distributed in current form at each meeting. Keeping the spreadsheet updated takes about three hours per week for one chairperson, in addition to meeting time. Divisions of labor for these duties can be determined by the two chairpersons.
- c. All presentation information for the following semester should be completed by a deadline that will be set by Continuing Education Staff, typically a week after the last Curriculum Committee meeting.
- d. Occasionally other topics may need to be discussed. An additional meeting may be needed for these discussions if there is not enough time during regular meetings.

3. **Presentation Schedule and Presenter Confirmation**

NOTE: LIFE strives for as few overlapping presentations as possible. Time for Curriculum and LIFE Board meetings are included in the schedule, so committee members need not miss LIFE presentations.

- a. **Curriculum Committee members are responsible for the proposal forms being completed for the presentations they arrange.** Proposal forms can be completed either by the presenter or by the responsible Curriculum Committee member.
- b. When proposals are submitted, copies will be sent to Continuing Education Staff and Curriculum Committee co-chairs. Curriculum Committee members and presenters will receive a copy upon request.
- c. Once all presentation information has been received from presenters, Continuing Education Staff will assign dates, times, and classrooms for presentations, according to presenters' preferences. This information will be sent to the Curriculum Committee members.
- d. **Each Curriculum Committee member will contact the presenters with whom he or she has made contact, to confirm dates and times and keep track of presenters' approval of dates and times assigned for the presentations.**
- e. Continuing Education Staff will designate a specific date for completing and reporting all scheduling tasks to them.

4. **The Program Guide**

- a. Continuing Education staff maintains a record of presentation titles and descriptions for each semester. This information becomes the basis for the

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descriptions and titles found in the LIFE Program Guide each semester, which Continuing Education Staff compiles.

- b. Proofreading of the Program Guide is done by Continuing Education Staff and two or three Curriculum Committee members

5. Guidelines for LIFE Presentation Topics

- a. Because of our association with UWSP and Continuing Education, we strive to present topics that are compatible with the university's guidelines. These include avoiding political campaigning, topics that may violate their anti-discrimination and harassment policies, and subjects designed to sell products. We will also attempt to avoid competition with Continuing Education, which means that we will leave any extensive classes for them, such classes as cooking, creative writing, art, etc. However, a single introductory lecture on such topics may be acceptable for LIFE.
- b. If a controversial topic is suggested at a Curriculum Committee meeting, members of the committee can question it. If controversy cannot be resolved easily, a vote will be taken, and the majority opinion will be accepted.
- c. An attempt will be made to include a balance of broad areas of interest in each semester's offerings, such as health, science, the arts, literature, travel, history, economics, field trips, etc.