



# Policies and Procedures

## 2025



# OLLI at SOU Policies and Procedures

## Table of Contents

<b>I. Governing Principles.....</b>	<b>1</b>
A. Mission.....	1
B. Vision.....	1
C. Values.....	1
<b>II. Membership.....</b>	<b>1</b>
A. Membership Lists .....	1
B. Annual Membership Fee Scholarships .....	2
C. Membership Fee Refunds .....	2
D. Membership Fee Discounts for Instructors.....	2
E. In Memoriam .....	2
F. Recognition Pins.....	2
<b>III. Member Participation .....</b>	<b>3</b>
A. Member Conduct.....	3
B. Guest Policy.....	3
<b>IV. Instructor/Guide Expectations.....</b>	<b>3</b>
A. Payments and Honoraria.....	3
B. Courses/Programs on Health, Nutrition and Psychology .....	3
C. Course/Program Materials.....	4
D. Self Promotion .....	4
E. Instructors of Record.....	4
F. Class Rosters and Waitlists.....	4
G. Video and Copyright Law .....	5
H. In Class/Program Announcements.....	5
I. Instructors from Other OLLIs.....	5
<b>V. Course Process .....</b>	<b>5</b>
A. Rejection of Proposals – Appeals Process.....	5
B. Sequenced Courses and Prerequisites .....	5
C. Course Enrollment .....	5
D. Course Drops.....	6

<b>VI. Communications .....</b>	<b>6</b>
A. Member Email Addresses .....	6
B. Participant Feedback.....	6
C. Newsflash.....	6
D. Requests from Outside Groups .....	6
E. All-Member Communications .....	7
F. Social Media and Website .....	7
G. External Communications .....	7
<b>VII. Governance.....</b>	<b>7</b>
A. Council Structure, Roles, and Responsibilities .....	7
B. Procedures for Nomination, Election, and Orientation to Council.....	8
C. Council Officers .....	9
D. Council Meeting Agendas, Notice to Membership, and Procedures .....	10
E. Standing Committees.....	11
F. Subcommittees of the Council and Ad Hoc Committees .....	12
G. Annual Review of the Policies and Procedures Handbook.....	12
H. Recognition of Outgoing Council President .....	12
<b>VIII. Financial Management .....</b>	<b>12</b>
A. Maintaining a Cash Balance .....	12
B. Revisions to the Annual Budget During the Fiscal Year.....	12
C. Capital Project Budget Guidelines.....	12
D. Membership Fee Change .....	13
E. Fees and Reimbursements.....	13
<b>IX. Administration and Operations.....</b>	<b>13</b>
A. Academic Schedule, Fiscal Year, and Leadership Year.....	13
B. Donations to Outside Groups.....	13
C. Emergency Procedures .....	13
D. Endorsements .....	14
E. Informational Postings .....	14
F. Conditions of Volunteer Service.....	14
G. Service and Support Animals .....	14

H. SOU Policy on Outside Service Contracts.....	14
I. Conflicts of Interest.....	14
J. Fundraising Events .....	15
K. Programs Utilizing Space Other Than SOU Facilities .....	15

## **Appendix A: Council Roles and Responsibilities**

## **Appendix B: Duties of Officers**

## **Appendix C: Standing Committees**

## **Appendix D: OLLI Procedures for Implementing SOU Code of Conduct**

## **Appendix E: OLLI at SOU Bylaws**

## **Appendix F: OLLI 2030 Strategic Plan**



# OLLI at SOU Policies and Procedures

Adopted March 18, 2025

## I. Governing Principles

### A. Mission

OLLI at SOU is a member-driven educational community primarily serving adults ages 50 and better. We offer a diverse repertoire of courses and programs designed to foster lifelong learning, encourage social interaction, and provide cultural enrichment.

### B. Vision

OLLI at SOU members will find intellectual stimulation, enjoyment, and invigorating learning opportunities in a comfortable, safe, supportive, and congenial environment.

### C. Values

We value the joy of learning and recognize the vital relationships among intellectual stimulation, social interaction, creative expression, and healthy aging.

We value a curriculum of depth and breadth taught by volunteer instructors and we promote programs that inspire our members to participate in OLLI and the broader community.

We value volunteerism and philanthropy and encourage our members to contribute their time, talent, skills, and resources.

We value excellence and measure our success by our members' satisfaction with our curriculum, affordability, social opportunities, staff and leadership.

## II. Membership

### A. Membership Lists

The OLLI at SOU membership list is not to be used for commercial or political purposes, and any list will carry a notice to that effect.

The OLLI membership email list shall only be used to distribute OLLI specific material for instructional and internal organizational purposes. OLLI does not share its email list with any outside organization or group, nor does it distribute any material for outside groups or organizations.

### B. Annual Membership Fee Assistance

OLLI at SOU may grant full or partial fee assistance to persons unable to afford the

annual membership fee. Prospective members interested in fee assistance must submit an application available online or in the OLLI Office. Membership fee assistance will be determined by the Administrative Director, who will also notify the applicant of the scholarship award.

**C. Membership Fee Refunds**

1. Membership fees are generally not refundable. In a case of extreme hardship, a member may request and complete a confidential Refund Request form, which includes an explanatory narrative paragraph, describing the specific circumstances for the request.
2. The completed Refund Request form will be submitted to and reviewed by the Administrative Director who will inform the applicant of the refund decision. Any refund will be reduced by a processing fee of \$20.

**D. Membership Fee Discounts for Instructors**

1. OLLI instructors are offered a credit voucher based on the number of courses they teach in an academic year. The credit voucher is non-transferrable and can be used for the following academic year to offset the OLLI membership fee. The credit voucher expires after one year.
2. There are four levels of instructor credits, based on the number of courses taught in the prior academic year:
  - One course = \$50 credit
  - Two courses = \$75 credit
  - Three courses = \$100 credit
  - Four courses = \$150 credit

**E. In Memoriam**

1. OLLI members are encouraged to inform the OLLI office staff of the names of members who have died.
2. Periodically an announcement requesting such names will be put in a Newsflash.
3. Office staff will post the names of deceased members on the Campbell Center courtyard bulletin board.
4. Office staff will maintain the list of members who have died each year for presentation at the Annual Meeting.

**F. Recognition Pins**

Eligible OLLI members may receive a commemorative pin in recognition of their years of membership (e.g. 5, 10, 20, 25, 30 years).



### III. Member Participation

#### A. Member Conduct

1. Membership in the OLLI at SOU community requires respect for oneself and for all members of the community. OLLI members, instructors, facilitators, and presenters agree that every member of the OLLI at SOU community is to be respected as an individual committed to the pursuit of knowledge and self-understanding. To misuse or abuse that mutual respect is to threaten the entire academic enterprise.
2. The following principles of conduct are expected from all members of the OLLI community:
  - Mutual Respect
  - Personal and academic Integrity
  - Civil discourse
  - Responsible decision making
3. Southern Oregon University's Student Code of Conduct applies to all members of the OLLI at SOU community. OLLI members, leaders, instructors, facilitators, and presenters will be provided access to OLLI's procedures for implementing the SOU Code of Conduct. The OLLI procedures can be found in [Appendix D](#). The SOU Code of Conduct can be found at <https://dos.sou.edu/wp-content/uploads/sites/71/2024/06/SAD.015-Student-Code-of-Conduct-Rights-and-Responsibilities.pdf>

#### B. Guest Policy

An OLLI at SOU member, with approval of the instructor, may bring a one-time guest(s) to a class session, but no one can attend on a regular basis without being an OLLI at SOU member. It is expected that students in online courses or programs will not share the course links with non-members or invite non-members to join them for sessions.

### IV. Instructor/Guide Expectations

#### A. Payments and Honoraria

OLLI at SOU does not issue payments or honoraria to instructors, guest lecturers, presenters, facilitators, or any other type of speaker unless specifically approved by Council. Reimbursement for travel expenses may be issued if approved by Council.

#### B. Courses/Programs on Health, Nutrition and Psychology

1. OLLI at SOU does not offer courses or programs which include medically or psychologically therapeutic, nutritional, nutritional supplement, dietary or diagnostic advice in either oral or written form.

2. Psychology and Personal Exploration courses must be offered on an academic rather than therapeutic basis. A caveat will be placed in the course description to read: "Certain OLLI classes, particularly psychology classes, may explore personal experiences of an emotional nature. Those who would like to further discuss special concerns are encouraged to do so with a licensed professional in the field."

#### **C. Course/Program Materials**

Course/program proposals must fully disclose all materials, e.g., books, supplies, software, which will be used in the course/program, whether they are required or optional, and their cost. Proposals must also disclose whether additional, optional materials, intended for use after the course/program, will be available for purchase, and their approximate cost. Nothing may be sold during the session(s) unless it was disclosed in the proposal.

#### **D. Self Promotion**

1. OLLI courses and programs are intended for the education and enjoyment of OLLI students, not to facilitate financial gain of the instructors/presenters, either directly or by increasing business opportunities. **Promotional information may be presented at the first session only.** Any subsequent classes should focus exclusively on principles and practices to enhance students' knowledge of the material.
2. Instructors/presenters must disclose current business affiliations in the biography section of their proposals and may reiterate this information at the first session. Printed materials and references to websites that relate to the instructor/presenter's business may be made available only during the first session, but not actively distributed. No promotion of the instructor/presenter's business, books, or services should occur after the first session. The purchasing of required texts or materials from instructors/presenter is to be handled in the first session only; further purchasing of required or recommended texts and materials must occur outside of class/presentation time.

#### **E. Instructors of Record**

The maximum number of Instructors of Record will be two, except in unusual circumstances, evaluated on a case by case basis. There will be only one (primary) instructor who will receive all course-related communications. The catalog character space limit for both instructor bios shall remain unchanged from that of a single instructor, unless one of the instructors is offering a solo course, when it may be increased.

#### **F. Class Rosters and Waitlists**

In order to facilitate the timely placement of students waiting for space in a limited enrollment class, instructors may request a copy of their waitlist ordered by registration process date. Names from the waitlists shall be used by the instructor in that order.

### **G. Video and Copyright Law**

1. To adhere to fair use copyright laws, video or film, legally acquired and shown in an OLLI course, must be in support of the teaching content. A video cannot be a substitute for instruction. The instructor(s)/presenter(s) must facilitate activity such as discussion or lecture related to the video content.
2. In addition, when a company producing educational videos for home/personal use, such as The Teaching Company's "Great Courses," imposes copyright restrictions and requires a site license for classroom viewing, it is the responsibility of the instructor(s)/presenter(s) to acquire that license. Instructors/presenter(s) may pass on to students the cost of licensure as is done in courses/programs with a materials or venue fee.

### **H. In Class/Program Announcements:**

Instructors/presenters may be requested by the OLLI president or Administrative Director to make brief announcements of general OLLI concern.

### **I. Instructors from Other OLLIs**

Instructors from OLLIs other than OLLI at SOU will follow the designated course proposal process and procedures of the Curriculum Committee.

## **V. Course Process**

### **A. Rejection of Proposals – Appeals Process**

An instructor whose course has been rejected may request a meeting with the Curriculum Committee to ask for reconsideration at which time they may present a rationale for the inclusion of the course. The Curriculum Committee's formal decision after such reconsideration shall be final.

### **B. Sequenced Courses and Prerequisites**

1. OLLI at SOU members will not receive an automatic acceptance into a course because of taking a prior course from an instructor. Enrollment will be determined strictly according to the policy on Enrollment (Add number of this policy below.)
2. At the request of the instructor and upon approval of the Curriculum Committee, prerequisites relating to content knowledge and/or skill level may be established for enrollment in specific courses on a case-by-case basis.

### **C. Course Enrollment**

1. Course enrollment during the Priority Registration will be decided strictly by the priority listing each registrant declares when registering, with the following exceptions: standing committee chairs, Council Directors, and, with specific approval by Council, members providing exceptional service to the organization

and recipients of a Council-approved incentive will be enrolled in one requested class.

2. During the Open Registration period, students will be registered in courses on a first come, first served basis.

#### **D. Course Drops**

OLLI at SOU will encourage students to notify the OLLI office as soon as they are aware that they need to drop a course. Office staff will add students from the waitlist in order of registration submission date. The office staff will provide instructors with a link to their live roster. Instructors are encouraged to access their live rosters before sending out communication to their students.

## **VI. Communications**

#### **A. Member Email Addresses**

Member email addresses, provided by OLLI at SOU to instructors/presenters, may only be used for course/program related activities. Instructors/presenters may provide interested students with a separate opportunity to sign up for a mailing list to receive information about the instructor/presenter's business.

#### **B. Participant Feedback**

All written formal feedback from participants is intended for internal OLLI use only and designed for the improvement of OLLI courses/programs. This policy applies to any methods used to obtain feedback, including forms created and distributed by OLLI or forms created by individual instructors/presenters. Feedback from members shall not be used for self-promotion.

#### **C. Newsflash**

1. Newsflashes are issued every Monday and contain brief, important, and time-sensitive information of general interest for OLLI at SOU members.
2. OLLI programs and events may be included in the weekly Newsflash.
3. Items which conform to the formatting guidelines developed by the Communications Committee in collaboration with the Administrative Director are referred to the Newsflash organizer; items may be edited for clarity.
4. Announcements may contain a link to the OLLI website for further information.
5. Announcements about the same event may appear up to three times.
6. Requests for Newsflash inclusion must be received by the OLLI office by noon on Thursday prior to publication.

#### **D. Requests from Outside Groups**

Inclusion of advertising or announcements of events relating to outside groups in any

OLLI at SOU communication vehicle is reserved for OLLI and entities within Southern Oregon University. Requests for announcements from any external organization will be referred to the Administrative Director. If after review by the Administrative Director in consultation with the OLLI president and CCO chair, it is determined that the activity or information is compatible with OLLI's mission, vision, and values, OLLI may provide links to that material via the Newsflash.

**E. All-Member Communications**

1. Electronic communications that are sent to all members and large subgroups of members should be scheduled sparingly with the exception of urgent, extraordinary events such as campus closures.
2. The communications schedule is supported by the Communications Committee in collaboration with the Administrative Director.
3. Email communications to the membership from OLLI at SOU's online registration system and other individual member emails from OLLI are exempt from these limits.

**F. Social Media and Website:**

1. The OLLI at SOU social media accounts are facilitated by OLLI staff. Items which conform to the formatting and content guidelines developed by the Communications Committee in collaboration with the Administrative Director are referred to the Social Media organizer; items may be edited for clarity.
2. Before placement on any OLLI at SOU internet platform, a website video must be approved by a pertinent OLLI committee chair for content, and by the chair of the Communications Committee and the Administrative Director to ensure that it conforms to OLLI at SOU's communications standards and SOU's policy and technical standards.

**G. External Communications**

All print communications should be reviewed by the Communications Committee through an established process developed with the Administrative Director, within the approved budget.

## **VII. Governance**

**A. Council Structure, Roles, and Responsibilities**

OLLI at SOU Council shall consist of nine directors, with three directors elected each year for three-year terms. The responsibilities of Council Directors are delineated in [Appendix A](#).

## **B. Procedures for Nomination, Election, and Orientation to Council**

1. Recruitment and Nomination of Council Directors
  - a) The Leadership Development and Recruitment Committee (LDRC) shall establish a timeline and a process for seeking Council candidates from the OLLI at SOU membership.
  - b) In order to be included on the Council Director ballot, candidates shall have participated in a candidate orientation.
  - c) Names of candidates must have been received by the LDRC one week prior to the April Council meeting in order to appear on the ballot.
  - d) LDRC will then determine the length of the voting period
2. Election of Council Directors
  - a) At the April Council meeting, the Leadership Development and Recruitment Committee (LDRC) chair shall present to the Council a list of Council Director Candidates which numbers at least one more than the number of positions to be filled. The LDRC Chair will also present the ballot language that will appear in both online and paper balloting.
  - b) In a timely fashion, the LDRC will assemble the names and a biography of each Candidate and arrange with office staff for those to be available to OLLI members. Links to the candidate biographies will be included in the electronic ballot; printed copies of the biographies will be provided with paper ballots.
  - c) The LDRC will schedule, promote, and facilitate a Candidates Forum for OLLI members to be held prior to the election period. At the Candidates Forum each candidate will be provided the opportunity to respond to questions prepared by the LDRC and the Council.
  - d) OLLI at SOU members shall be given 30 days' notice of the Director election which shall be conducted prior to the Annual Meeting. The election shall be conducted electronically; paper ballots shall be provided to members who do not have individual access to electronic voting. Directors shall be elected by a plurality of voting members. (Bylaws III.1.d)
  - e) **Tallying Ballots:** The results of the electronic ballot will be combined with the tally of the paper ballots under the supervision of at least two members of the Executive Committee and the Administrative Director.
  - f) **Election Results:** Upon completion of the ballot tally, the President will notify each candidate of the election winners. The election winners will also be announced by the president either in the next Newsflash or by direct email announcement.
  - g) **Vote Count:** Vote count of elections will be kept in the possession of the Administrative Director for six months. The president will share the results with any OLLI member who requests that information.

3. Orientation of Council Directors

The LDRC, with assistance from OLLI officers and other members of OLLI leadership, will conduct orientation on OLLI governance for the new class of Council Directors, ideally starting prior to the June Council meeting and completing prior to the September Council meeting.

**C. Council Officers**

1. Election

At the first meeting of the newly-seated Council, the outgoing president, in consultation with the president-elect, shall present a slate of nominees for vice-president/president-elect; treasurer; and secretary. Additional nominations may be made from the floor. Officers shall be elected by secret ballot by a majority vote of the Council and shall serve a one-year term, beginning with the first meeting of the newly-elected Council and serving until that meeting the following year. [Bylaws IV.2]

2. Duties

- a) The officers of the Council shall comprise the Executive Committee and serve as a non-voting advisory body to the President, supervise the Council election tally, and advise the president on agenda items for Council meetings and the annual meeting.
- b) Further Council duties are outlined in [Appendix B](#).

**D. Council Meeting Agendas, Notice to Membership, and Procedures**

1. Notice and Preparation of Agendas

- a) The Council shall adopt annually a meeting schedule for the year to include at least ten regularly scheduled meetings. The president may call special meetings as needed. [Bylaws III.4.a,c]
- b) Directors desiring to place an item on a Council meeting agenda should submit their request with supporting materials to the president no later than a week prior to the Council meeting.
- c) The agenda, with the action items and their accompanying explanation and monthly standing committee reports, will be disseminated to the Council and committee chairs via email at least three days before the Council meeting.

2. Notice to Members

The Council agenda with supporting material will also be posted on the OLLI website for information to the membership. Notice of the meeting and the agenda, and the Zoom link if the meeting is available on line will be given in the Newsflash.

3. Meeting Procedures

- a) Consent Agenda: Items of routine business of no anticipated controversy will be placed on a consent agenda to be moved as a whole.

Any director may ask that items be removed from the Consent Agenda for discussion and action immediately following adoption of the Consent Agenda.

- b) Organization of agenda: Financial reports will be followed by presentations and pre-filed action items, routine business, committee reports, and updates on items of interest.
- c) Members: OLLI at SOU members may attend all Council meetings and speak at a time determined by the president on any item for up to three minutes; the individual may speak longer with the permission of the Council.
- d) Parliamentary Procedures: When not otherwise specified in the bylaws or policies, Council procedures shall be governed by Robert's Rules of Order, Newly Revised current edition. (Bylaw I)

#### **E. Standing Committees**

1. OLLI Standing Committees shall be:
  - Communications
  - Curriculum
  - Finance
  - Fundraising
  - Leadership Development and Recruitment
  - Membership
  - Programs and Activities
  - Venue and Technology
2. The Council shall approve and annually review a charge for each standing committee to include its mission, responsibilities, structure, and meeting schedule. (See [Appendix C](#))
3. Responsibilities of standing committees include carrying out the committee charge, submitting a monthly report to Council, submitting an annual budget request and annual plan, and maintaining an electronic procedural manual. (See [Appendix C](#))
4. Standing committee chairs are appointed by the president and confirmed by the OLLI Council for a term of one year and are eligible for reappointment. Responsibilities of the committee chairs are detailed in [Appendix C](#). Whenever possible, upon a change in committee chairs, the former chair and the Council liaison will provide an orientation for the new chair.
5. Any proposed addition or significant change in an established standing committee program must be reported to Council before being implemented.
6. Committee members shall be appointed by the chair for a term of one year, subject to renewal. Members interested in serving on a committee should contact the chair or the Volunteer Coordinator in the OLLI office.



**F. Subcommittees of the Council and Ad Hoc Committees**

1. Any motion establishing a subcommittee of the Council or ad hoc committee shall include the committee's charge, responsibilities, structure, and specific timeline for reporting back to Council.
2. The chair of each subcommittee or ad hoc committee shall present interim reports to Council at the monthly meetings which include an update on activities regarding each of the responsibilities in the committee's charge and any motions from the committee being proposed for Council action

**G. Annual Review of the Policies and Procedures Handbook**

The vice president/president elect will annually review the Council Policies and Procedures and bring any necessary changes to Council.

**H. Recognition of Outgoing Council President**

A \$50 gift certificate to a local vendor will be given to the outgoing president in appreciation for service. The Administrative Director shall acquire the gift certificate prior to the June Council meeting.

## **VIII. Financial Management**

**A. Maintaining a Cash Balance**

OLLI at SOU will maintain a minimum ending operating fund balance equal to 25% of the planned operating expenses. The annual budget approved by Council for the coming year will have planned expenditures less than the sum of current year revenue plus operating funds in excess of the year's 25% target.

**B. Revisions to the Annual Budget During the Fiscal Year**

If any time during a fiscal year, it appears that the projected ending operating fund balance will fall below the 25% target, the Finance Committee shall recommend to Council a plan to restore the operating fund balance to 25% in the coming year unless extenuating circumstances require a longer recovery period.

**C. Capital Project Budget Guidelines**

When a capital project is proposed, the Finance Committee shall recommend to Council a plan to fund the project through any combination of current and future year revenue and/or drawing on the operating fund balance. If the decision is to draw down the operating fund balance, the Finance Committee shall also recommend to Council a time line for restoring the operating fund balance to the 25% target.

#### **D. Membership Fee Change**

1. The Finance Committee shall make recommendations to Council regarding the structure, amount, and timing of membership fees, membership fee discounts, and any per-course/program charges.
2. Changes in the annual membership fee shall not become final until the Council gives 30 days notices to the membership of a public hearing on the proposed fee adjustments, and the Council votes affirmatively for the change following the public hearing. [Bylaws Article II.1.b]

#### **E. Fees and Reimbursements**

In recognition of the need to conform OLLI at SOU's cash handling processes with those of SOU and the SOU Foundation, and to reduce the risks associated with inaccurate payments, loss, theft, and fraud,

1. OLLI at SOU will not accept cash from members; however, checks will continue to be an acceptable method of payment. In cases where exceptions to this policy are unavoidable, the Administrative Director may designate an SOU staff member to handle cash receipts.
2. The Administrative Director will set and maintain procedures for a process to accept member fee payments and to submit expense reimbursement and/or vendor payment requests, as needed.

### **IX. Administration and Operations**

#### **A. Academic Schedule, Fiscal Year, and Leadership Year**

1. The OLLI academic and fiscal year extends from July 1 to June 30. The OLLI academic calendar is separate from the SOU calendar. OLLI at SOU conforms to the instructional schedule of Southern Oregon University in the matter of holidays and cancelled classes due to inclement weather.
2. For the purpose of determining the terms of office for Council Directors, officers and committee chairs, the new OLLI year will begin with the election of officers and confirmation of Committee chairs by the new Council at the June Council meeting.

#### **B. Donations to Outside Groups**

OLLI will make no donations to outside groups except as part of a marketing plan recommended to Council by the Communications Committee in consultation with the Treasurer.

#### **C. Emergency Procedures**

OLLI at SOU has a detailed procedure to follow in case of emergencies. The complete SOU Emergency Procedures document can be found in the OLLI Office.

**D. Endorsements**

OLLI at SOU will not support, sponsor, or endorse any organization, political party, or political candidate.

**E. Informational Postings**

Information of potential interest to OLLI members may be posted on classroom bulletin boards and/or incorporated into electronic communications sent to members. Such postings will be limited to official OLLI at SOU or SOU business, and activity announcements from partnering organizations. Postings of a personal nature (e.g., classified ads, ticket exchange requests) may be made only in the member lounge on a space available basis. Posting of professional service advertisements and political brochures will not be allowed. The OLLI at SOU Administrative Director will regularly monitor all postings and remove items which are in violation of this policy or no longer timely.

**F. Conditions of Volunteer Service**

The Administrative Director is responsible for ensuring that each OLLI volunteer sign a Southern Oregon University form “Conditions of Volunteer Service.” This is an annual requirement. Signed forms are kept digitally on our OLLI server or physically in the OLLI office. All volunteers on standing committees and teams must be current members, with exceptions approved by the Administrative Director.

**G. Service and Support Animals**

OLLI members may use service animals on its campus and in its classrooms. Pets and support animals will not be allowed in its classrooms. Members with a service animal are responsible for supervising the animal, keeping the animal under control and disposing of its waste. The SOU policy is available at [https://sou.edu/wp-content/uploads/2024/09/AssistanceAnimals\\_021918.pdf](https://sou.edu/wp-content/uploads/2024/09/AssistanceAnimals_021918.pdf).

**H. SOU Policy on Outside Service Contracts**

OLLI complies with SOU policies regarding outside service contracts. Any need to engage the services of an outside provider must be directed to the Administrative Director.

**I. Conflicts of Interest**

OLLI at SOU is an affiliate of the SOU Foundation, and members of the OLLI leadership are bound by the SOU Conflict of Interest Policy.

1. Each year the Administrative Director shall request that the OLLI Council president or their designee shall sign a copy of the SOU Policy on behalf of the OLLI Council members and committee chairs.
2. This document will also be signed by the chair of the OLLI Fundraising committee, in recognition of that position’s access to privacy and donor information.

3. This signed document shall be retained on file in the OLLI Office, and a copy of the document is available upon request.
4. When concerns about potential conflicts of interest arise, OLLI Council members or committee chairs should confer with the OLLI Council president. If potential conflicts of interest involve the OLLI Council president, then concerns should be referred to the Executive Director of the SOU Foundation. The OLLI Council president, or Executive Director of the SOU Foundation, as appropriate, shall follow the SOU policy to provide direction on actions needed to mitigate any conflict of interest.

#### **J. Fundraising Events**

The Fundraising Committee will evaluate all proposed fundraising events on the following criteria:

1. Adherence to OLLI, SOU Foundation, and SOU policies and procedures.
2. Suitability to OLLI's membership and culture.
3. Involvement of paid staff time.
4. Involvement of OLLI member volunteers.
5. Probable expenses of the event.
6. Proposed budget of income, expenses, and net revenue.

If the committee determines that a proposed event meets the criteria and will be a benefit to OLLI members, the committee will recommend the event to OLLI Council for approval. No expenditures or commitments for any fundraising event are to be made until final Council approval is secured.

Because the Fundraising Committee has responsibility for all fundraising functions for OLLI at SOU, a committee or individual member wishing to propose a fundraising event should contact the chair of the Fundraising Committee.

#### **K. Programs Utilizing Space Other Than SOU Facilities:**

1. All OLLI at SOU programs (courses and activities) occur in university facilities unless justification for an alternate venue is provided.
2. Instructors will include their venue request on the Course Proposal form. The Administrative Director will contact the instructor and, if necessary, the Curriculum Committee chair, and together they will determine which approved venue is suitable for the course and evaluate the costs involved.
3. Programs and Activities Committee (PAC) programs will include their venue request on the applicable proposal form. The PAC chair will contact the OLLI Administrative Director, and together they will determine which approved venue is suitable for the program and evaluate the costs involved.

4. Programs and events hosted by other OLLI committees will also require justification for requests to use a venue other than university facilities. The chair of the committee sponsoring the program will contact the OLLI Administrative Director, and together they will determine which approved venue is suitable for the program and evaluate the costs involved.
5. In all instances, the Administrative Director will secure program venues, ensuring that a Memorandum of Understand (MOU) with the venue is in place.
6. Any rent payment to the venue, if applicable, will be processed by the OLLI office.
7. OLLI at SOU will be responsible, both contractually and financially, for venues that are not part of SOU. OLLI members would remain financially responsible for program and activity fees such as class materials, books, event tickets, refreshments, and transportation.

# Appendix

*Appendices are available on our Resources webpage as standalone documents or by request follows:*

- Appendix A: Council Roles and Responsibilities – by request
- Appendix B: Duties of Officers – by request
- Appendix C: Standing Committees – on Resources webpage
- Appendix D: OLLI Procedures for Implementing SOU Code of Conduct – by request
- Appendix E: OLLI at SOU Bylaws – on Resources webpage
- Appendix F: OLLI 2030 – Strategic Plan – on Resources webpage

To make updates to this document, **do not edit the Word documents and do not save the PDF version as a Word document.**

Changes should be made in the original Word version of this document which is retained in the OLLI office.