

The Osher Lifelong Learning Institute

University of Missouri

Columbia

BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the Osher Lifelong Learning Institute at the University of Missouri (Osher@Mizzou).

ARTICLE II

PURPOSE

Osher@Mizzou is a partnership-led and membership-driven program providing non-credit courses and social, cultural, and educational opportunities specifically developed for adults aged 50 and over. Osher@Mizzou is a partner with MU Extension and the National Osher Lifelong Learning Institute (OLLI) in delivering programs and services to the target audience.

ARTICLE III

RELATIONSHIP TO THE UNIVERSITY OF MISSOURI AND THE NATIONAL OSHER LIFELONG LEARNING INSTITUTE (OLLI)

- A. Osher@Mizzou is subject to University of Missouri and MU Extension policies and guidelines and to the rules and guidelines of the Bernard Osher Foundation
- B. The MU Extension Associate Vice-Provost and Associate Director shall appoint and supervise the Osher@Mizzou Director. The Director of Osher shall appoint and supervise staff members.
- C. The Director of Osher@Mizzou, Assistant Director and all staff members are employees of the University of Missouri Extension.

ARTICLE IV

OSHER MEMBERSHIP

- A. Membership is open to adults who have a desire for continued learning. No specific previous educational experience is required. There is no specified age; however, the target demographic is the senior adult learner.
- B. A premium (annual) membership fee paid annually entitles the member to participate in Osher@Mizzou classes and activities, receive all membership publications and communications, and serve on the Osher@Mizzou Advisory Council.
- C. A regular membership entitles the member to take a specific class for a fee.
- D. The membership year shall begin September 1.

ARTICLE V

THE ADVISORY COUNCIL

A. Purpose

1. The Osher@Mizzou Advisory Council makes recommendations to MU Extension and its staff on Osher@Mizzou programs, activities, dues and procedures to assure growth in membership and enrollment and continuity of the organization.
2. The Advisory Council will engage with, and provide input to, the MU Extension Development Office through the Director of Osher@Mizzou in fund raising and resource development to provide support for overall Osher@Mizzou programs and operations.
3. The Advisory Council will consist of fifteen (15) voting members comprised of four (4) officers, six (6) members-at-large and the appointed Chairs of the five (5) standing committees. Candidates for Advisory Council membership should have a firm commitment to advance the purpose of Osher@Mizzou and a willingness to actively participate in the work of the Advisory Council. The Director of Osher@Mizzou will serve as an ex officio member of the Advisory Council.
4. Additional non-voting ex-officio members of the Advisory Council may be appointed by the Advisory Council Chair in consultation with the Director.
5. The Osher@Mizzou Advisory Council should represent a broad target audience in the community.
6. At-Large Members serve for three-year staggered terms. Each year At-Large Members of the Advisory Council shall be elected by the Advisory Council upon the recommendation of the Nominating Committee at the Advisory Council's May meeting or may be appointed by the Advisory Council Chair in consultation with the Director.
7. If an At-Large-Member of the Advisory Council or a Chair of a Standing Committee is elected as an officer, the current Advisory Council Chair in consultation with the Director shall appoint a replacement who will serve out the term.

8. Officers and At-Large-Members may serve one additional term after being off the Advisory Council for one year if nominated.
9. Newly elected Officers and Advisory Council Members shall assume their responsibilities on July 1st unless they are elected to fill a vacant position.
10. A nominating committee consisting of a minimum of three Advisory Council Members, shall be appointed by the Advisory Council Chair and approved by the Advisory Council at least 30 days before the annual election of officers.

B. Officers

1. The officers shall be the Chair, Vice-Chair, Past-Chair, and Recording Secretary.
2. Candidates for Vice-Chair and Recording Secretary shall be recommended by the Nominating Committee and elected at the May meeting of the Advisory Council on alternate years.
3. The Chair shall preside at all meetings. In the event a Council Member resigns or vacates a position before completion of his or her term or becomes an officer or Chair of a committee, the Chair of the Advisory Council shall fill said vacancy by appointment in consultation with the Director.
4. The Vice-Chair shall assist the Chair and in the latter's absence shall perform the duties of the Chair.
5. The Recording Secretary shall be responsible for keeping the minutes of proceedings of all Advisory Council meetings and emailing a draft to Advisory Council Members within three weeks after the meeting.
6. Officers shall serve two (2) year terms.

C. Meetings

1. Advisory Council meetings shall be held monthly.
2. Advisory Council meetings shall be guided by Roberts Rules of Order or by consensus seeking in a manner appropriate for the situation and issue at hand.
3. Advisory Council Members are expected to attend Advisory Council meetings. Three consecutive, unexplained absences shall constitute a resignation from the Advisory Council.
4. Advisory Council and committee meetings shall be open to all Osher@Mizzou members. Visiting Osher@Mizzou members may comment, but not vote on, matters under consideration.

D. Committees

1. Osher@Mizzou shall have five standing committees. Committee Chairs shall be voting members of the Advisory Council and shall give feedback to the Advisory Council on issues and concerns of members.
 - a. Finance Committee. Makes recommendations to the Advisory Council regarding budgetary issues.
 - b. Outreach Committee. Plans, implements, and evaluates marketing strategies and mass media promotion for the recruitment and retention of a diverse membership.
 - c. Program Committee. Develops and evaluates a well-balanced and high quality schedule of courses and activities and recommends program policy to the Advisory Council.
 - d. Facilities. Monitors on-going operations and identifies issues related to facilities and equipment and makes recommendations to the Advisory Council.
 - e. Volunteer Recruitment and Coordination. Welcomes new members, encourages their participation as volunteers, and provides training in assisting with program operation and helps organize special events and social activities.
2. Standing Committee Chairs shall be appointed by the Advisory Council Chair in consultation with the Director and will serve for a one (1) year term, renewable for two (2) additional terms. Committee Chairs will appoint members of their committees in consultation with the Advisory Council Chair and the Director.
3. The Advisory Council Chair and the Director shall be ex-officio members of all standing committees.
4. From time to time the Advisory Council may need special ad hoc committees to study issues which come before the organization or to carry out certain responsibilities deemed necessary for the good of the Osher@Mizzou. Such committees shall be appointed by the Advisory Council Chair.

ARTICLE VI

CONDUCT OF STAFF, ADVISORY COUNCIL, INSTRUCTORS, MEMBERS AND VOLUNTEERS

- A. Conduct of persons affiliated with Osher@Mizzou is governed by the *University Of Missouri Standards Of Conduct*. Specifically, these are spelled out in the section of the Collected Rules and Regulations 200.010: Standard of Conduct
- B. Becoming a paid staff person or participating as a member and/or volunteer with Osher@Mizzou implies acceptance of the University's rules and policies and compliance with them. These rules and policies have been crafted to balance freedom and responsibility, and to provide standards for the orderly operation of this educational community. The following principles are expected from all persons associated with Osher@Mizzou:
 - Mutual respect
 - Personal and intellectual integrity

- Civil discourse
- Responsible decision making

C. Common sense rules of civil discourse should be observed. These include tolerance and respect for diverse opinions. Instructors should not engage in, nor allow members to engage in, dismissive, hostile or derogatory comments about other viewpoints and speakers.

ARTICLE VII

AMENDMENTS TO THESE BY-LAWS

These By-Laws may be amended by a mail ballot, or by a 2/3 vote of the Advisory Council Members present, or in the case of a mail or e-mail ballot, by a 2/3 vote of the Advisory Council Members voting, provided the proposed amendment(s) shall have been mailed or emailed to the Council Membership one month before the called meeting.

Approved by Vice-Provost for Extension _____ Date _____

Ratified by Osher@mizzouadvisorycouncil _____ Date _____