

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Part 1 -- Duties and Responsibilities of the Board of Directors.....	2
Part 2 -- Operating Procedures	3
Purpose / Mission Statement	3
University Affiliation	3
Council of Sustaining Members	3
Accommodations for Those with Diverse Abilities.....	4
Finances	4
Board of Directors	4
Ex Officio Board Members	4
Parliamentary Authority	4
The Program Coordinator	5
Committees.....	5
Executive Committee	5
Finance Committee.....	5
Nominating Committee	6
Curriculum Committee	6
Summer Term Committee.....	7
Facilities Committee.....	7
Membership and Hospitality Committee	8
Public Information Committee	8
Scholarship Committee	8
Non-Member Class Attendance	8
Past Due Members.....	9
Emergency Contract Procedures	9
Celebration Dinner.....	9
Archives.....	9
Fiscal Year	9
Changing the Policy and Procedures Manual.....	9
Part 3 -- Board Policies.....	11
Conflict of Interest Policy	11
Privacy Policy	13
Class Cancellation Policy	14
Public Announcements Policy.....	15
Web and Email Policy.....	16
Class Recording Policy	17
Investment Policy	19
Field Trip and Tour Policy.....	20
Membership Assistance Policy.....	21

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Part 1 -- Duties and Responsibilities of the Board of Directors

General Overview

The Board of Directors is responsible for governing the affairs of the organization. Subject to the provisions of the Oregon Nonprofit Corporation Law, the Articles of Incorporation, and the Bylaws, the Board of Directors carries out these responsibilities by developing policies and programs designed to implement the mission of the organization.

A director shall discharge the duties of a director in good faith, with the care an ordinary prudent person in a like position would exercise under similar circumstances, and in a manner the director reasonably believes to be in the best interests of the corporation. In discharging the duties of a director, a director is entitled to rely on information, opinions, reports or statements, including financial statements, if prepared by another member of the Board, legal counsel, public accountants, or a committee of the Board. A director is not acting in good faith if the director has knowledge that is contrary to the presented information and does not disclose or act on this knowledge.

Requirements for Board Membership

A member of the Board must:

1. Be a member of ALL
2. Be willing to serve a minimum of a 3 year term
3. Prepare for and attend monthly Board meetings
4. Serve on at least one ALL committee
5. Be willing to accept a leadership position in the Board

Key Responsibilities

1. Be responsible for the proper fiscal management of ALL
2. Hire and regularly evaluate the Program Coordinator
3. Oversee and assist ALL committees in performing their duties
4. Rule on actions proposed by ALL committees and individual members
5. Prepare and approve the annual budget for ALL
6. Monitor the mission statement in keeping with the changing needs of ALL
7. Review and keep current the Bylaws, Policies and Procedures Manual, and other documents of ALL
8. Serve as liaison with OSU and The First Congregational United Church of Christ
9. Take an active role in the events of the organization
10. Assist the Nominating Committee in finding qualified potential Board members
11. Seek appropriate outside counsel as needed to meet Board responsibilities.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Part 2 -- Operating Procedures

Purpose / Mission Statement: The Academy for Lifelong Learning (ALL) has been created to provide lifelong learning opportunities designed to appeal to its Sustaining Members and other adults. ALL is a self-funded, peer led organization that embraces learning as a lifelong process. People who join the organization support the Academy's objectives through their participation as students, as presenters, and generally in the successful operation of the program.

ALL's class offerings are organized into five topic areas (strands): the Arts, Humanities, Issues and Ideas, Science, and World Cultures. Classes are created and led by presenters from among ALL's sustaining members, Oregon State University, other nearby universities, and the wider community. ALL seeks to build ties within the community and the university.

ALL has also created a scholarship program, funded by voluntary contributions from the members, to provide financial assistance to students attending college locally. The goal is to offer two \$1,000 scholarships each year.

University Affiliation: Although operating as an independent organization, ALL maintains a connection to Oregon State University through its affiliation with the Office of the Vice-President of University Relations and Marketing.

Council of Sustaining Members: A person who wishes to attend ALL classes and participate in other ALL events is required to pay an annual membership fee to join the Council of Sustaining Members. Membership is open to any adult with an interest in lifelong learning. No particular experience or educational background is required. ALL does not restrict membership on the grounds of race, religion, color, gender, marital status, national origin, age, sexual orientation, or any other characteristic or classification protected by state or federal law. Payment of the annual fee entitles the member to attend as many classes as desired for three consecutive ten week terms, to serve on the ALL Board of Directors if nominated and approved, and to serve on various committees. Additional fees may be charged for special events and for books, travel, class materials, meals, etc.

Persons who pay their initial membership fee during the last four weeks of a term will automatically have their membership start at the beginning the following term. If someone wishes to join for less than a full year, ALL offers a one-time, one-term Introductory Membership for half-price. At the end of that term, the person may become a regular annual member by paying the remainder of the annual fee for that year.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Accommodations for Those with Diverse Abilities: It is the policy of ALL to provide an equal opportunity for people with diverse abilities to participate in ALL classes and events. As a standard practice, ALL will hold the majority of its classes and events in a venue that is accessible by wheelchair and will provide a sound system and listening devices in its meeting hall to help those with hearing limitations. ALL will also attempt to provide other accommodations when needed. Requests for other accommodations can be made by contacting the Program Coordinator at least seven days before the class or event. This will provide time to make any necessary arrangements. Occasionally a class may be held in a location other than the regular meeting hall. These locations may not be able to accommodate persons with physical disabilities.

Finances: The primary source of ALL funding is membership dues. These dues are used to pay for expenses incurred in running the organization and presenting the classes. As described in the Financial Guidelines document, members and presenters who incur legitimate expenses carrying out assignments for ALL can be reimbursed for those expenditures by submitting a properly completed and authorized Request for Reimbursement form to the Treasurer. Presenters shall not receive compensation for services. An exception may be made for outstanding opportunities at off-site events led by special guide(s); every exception must be submitted to the ALL Board of Directors for prior approval.

Board of Directors: ALL is governed by a Board of Directors. The parameters related to their selection and service, as well as the duties and responsibilities of the Board and its officers, are contained in the Bylaws. Board members serve for a term of three years and may serve for no more than two consecutive terms. Regular meetings of the Board are held monthly from September through May. The Chair and Vice-Chair will normally serve a one-year term as officers. This term of service may be extended for one additional year if necessary. No person may hold more than one office concurrently.

Ex Officio Board Members: As authorized in the Bylaws, the Board has designated persons with key operating responsibilities as ex officio members of the Board. This status applies if they are not currently a Board member. These persons are expected to attend board meetings and report on their respective area but they have no voting privileges. The designated persons are: the Immediate Past Chair of the Board, the Treasurer, the chair of the Curriculum Committee, the chair of the Facilities Committee, the editor of the Schedule of Classes, and a representative of Oregon State University.

Parliamentary Authority: Board meetings shall be conducted using the current edition of Robert's Rules of Order Newly Revised.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

The Program Coordinator is an independent contractor who provides professional services to support the operation of the program by completing various administrative tasks (deliverables) requested by the Board of Directors and by the Curriculum and Facilities Committees. These tasks may include maintaining class registration records, membership lists and member information, preparing weekly class announcements, taking notes at various meetings, and maintaining the ALL Calendar. A list of the specific tasks is maintained by the Board Chair.

During the spring term each year the Executive Committee will meet with the Program Coordinator to evaluate his/her performance in completing the requested tasks and delivering the desired end results. Because the Program Coordinator is an independent contractor, the evaluation will focus only on the end results that have been delivered and not on the process used to obtain those results. During this meeting they will also jointly review the list of specific tasks to ensure that it continues to meet the needs of the organization. The Executive Committee will report the results of this evaluation and any recommendations to the entire Board of Directors at their next regular meeting.

Committees: As authorized in the Bylaws, the Board has established a number of committees to assist with the operation of the organization. Special or ad hoc committees may be appointed as deemed necessary. The chair of each committee is appointed by the Chair of the Board of Directors at the beginning of his or her term. The Board Chair is also responsible for appointing Board members to all committees except the Curriculum Committee and the Facilities Committee. Each Board member is expected to serve on at least one committee. Currently the following committees have been established:

Executive Committee

Make Up: The Chair, Vice-Chair, Immediate Past Chair, Secretary, Treasurer, and one other Board member designated by the Board with the Board Chair as Chair.

Purpose: To act on any emergency matters which may arise between meetings of the Board of Directors and to perform such other functions as are authorized by the Board. All Executive Committee actions must be ratified by the Board of Directors.

Finance Committee

Make Up: The Treasurer, the Vice Chair, and two additional Board members with the Treasurer as Chair.

Purpose: To assist the Treasurer in preparation of the annual budget and in making recommendations to the Board on other financial issues as necessary.

Critical Functions:

1. Prepare an annual budget using historical data and predictions of future activities, revenues, and expenditures.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

2. Present the proposed budget to the Board for review, modification and approval. This activity should be planned and executed to ensure the proposed budget receives final approval at the May Board meeting.
3. Monitor ALL investments and provide recommendations to the Board as needed.

Nominating Committee

Make Up: Two Board members plus two people from the Council of Sustaining Members, with a Board Member as Chair.

Purpose: To prepare a list of candidates to fill vacant positions on the Board of Directors and to recommend officers for the following year.

Critical Functions:

1. Act as ongoing eyes and ears to identify potential Board members.
2. Present a list of candidates to the Board of Directors for final consideration and approval at the May Board meeting.
3. The committee chair is responsible for ensuring that a Nominating Committee Procedure Manual is prepared and updated to guide committee members.

Curriculum Committee

Make Up: Number will be determined by the committee as needed. Committee members recruit new members for the committee from the ALL membership. The Chair of the Curriculum Committee becomes an ex officio member of the Board if not already a Board member. The curriculum each term is divided into five areas (strands) as listed in the Purpose / Mission Statement section located at the beginning of this document with the committee members in each area led by a strand coordinator.

Purpose: To plan and deliver a program of varied, high quality and interesting presentations for the membership reflecting its preferences and interests. Critical

Functions:

1. Develop and produce class topics of high interest to the membership.
2. Contact knowledgeable and effective presenters and inform them of procedures and expectations.
3. Schedule dates, time, and audio visual equipment for presentations.
4. Submit complete information regarding presentations for timely inclusion in the Schedule of Classes (SOC-catalog) each term.
5. Introduce presenters. Serve as host for presentations which includes arranging them, introducing, and follow-up.
6. Communicate effectively with presenters including reminders and a Thank You note.
7. The committee chair is responsible for ensuring that a CC Procedure Manual is prepared and updated to guide committee members.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Summer Term Committee

Makeup: At least three members, with a Board Member as Chair.

Purpose: To plan, develop, and implement Summer Term classes.

Critical Functions:

1. Devise a Summer Term Form to include:
 - a. Date of Event
 - b. Location
 - c. Contact Person (Presenter or other individual) and Contact Information
 - d. Host
 - e. Class Description
 - f. Facility Committee needs
2. Identify several possible Summer Term class ideas. These usually are nearby off-site field trips.
3. Contact the possible Presenters to determine dates and availability. If the class is to be in the usual classroom, verify with the Congregational Church that the space is available.
4. Make up the calendar and write the Class Description.
5. Obtain a Host for each session, who will briefly introduce the Presenter.
6. By the end of April, submit Summer Term Program Forms to the SOC Editor, who will print the Summer SOC for late spring distribution to the members.
7. Following the event, send a note of appreciation to the Presenter.

Facilities Committee

Make Up: Number to be determined by the committee as needed. Committee members recruit new members for the committee. The Chair of the Facilities Committee becomes an ex officio member of the Board if not already a Board member.

Purpose: To provide a high quality classroom environment and audio/visual facilities.

Critical Functions:

1. Provide a tech for each class.
2. Care for the presentation needs.
3. Class management.
4. Meet at least one week before the term starts to make the assignment for the term.
5. Monitor the condition of the equipment and recommend replacement or upgrades when needed.
6. The committee chair is responsible for ensuring that a FC Procedure Manual is prepared and updated to guide committee members.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Membership and Hospitality Committee

Make Up: At least three people, with a Board Member as Chair.

Purpose: To provide for the ongoing support and retention of ALL members.

Critical Functions:

1. Plan and prepare the annual celebration dinner in June and coordinate these activities with the Board and the Program Coordinator.
2. Plan and coordinate the New Members' Luncheon and other social gatherings for the membership.

Public Information Committee

Make Up: At least three Board Members, with a Board member as Chair.

Purpose: To increase public awareness of ALL and of the quality of its programs.

Critical Functions:

1. Distribute the Schedule of Classes before the beginning of each term.
2. Establish distribution sites and provide the appropriate number of copies of the SOC to each site.
3. Prepare and place authorized communications in appropriate media.
4. Monitor the website's dual purpose of introducing people to ALL and of informing membership of developments within ALL.
5. Seek innovative opportunities for communicating ALL's purpose and culture.

Scholarship Committee

Make Up: At least three Board Members, with a Board member as Chair. Other Sustaining Members are welcome if interested.

Purpose: To award ALL scholarships to full-time OSU undergraduate students.

Critical Functions:

1. Review the scholarship criterion and recommend any changes to the Board.
2. Establish and maintain a relationship with the OSU Financial Aid and Scholarship Office for the purpose of advertising the ALL scholarship, determining each applicant's level of need and eligibility, and disbursing the scholarship funds to the selected candidate(s).
3. Review applications submitted by OSU students and select the candidate(s) to receive the scholarship(s).

Non-Member Class Attendance: Non-members of ALL may attend two sessions in a twelve month period without becoming a member. Membership may be started in any term during the year. Summer classes are open to anyone. A brief summary of this policy will be added to the power point presentation displayed prior to each class.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Past Due Members: Membership dues are expected to be paid annually at the beginning of the term in which the member joined ALL. This date is printed both on the Schedule of Classes and on the member's name badge. If the membership dues are not paid by the middle of that term, the Program Coordinator will send the member a reminder by email. If the dues are still not paid by the middle of the subsequent term, a second email will be sent reminding the member that their membership is past due and that they will be dropped from the mailing list if their dues are not paid. The mailing of the Schedule of Classes follows this same timetable. The past due member will receive the Schedule of Classes for the term in which their membership was due for renewal and for the following term. For example, if the membership was due for renewal in the Fall term but not paid, the member stay on the mailing list and will receive the Schedule of Classes for both the Fall and Winter terms before being dropped from the mailing list.

Emergency Contract Procedures: If the Program Coordinator, SOC editor, treasurer, webmaster, or other person or vendor essential to maintain the efficient operation of ALL is unable for any reason to fulfill his or her obligations, the Board Chair in consultation with the Executive Committee is authorized to contract immediately for a temporary replacement with a maximum initial contract term of three months.

Celebration Dinner: An annual celebration dinner shall be held after the Spring term of classes is completed. All of the presenters will be invited to attend as guests of ALL. The Chair of the Board of Directors will give a State of the Academy report to review the events of the year.

Archives: The corporate records and documents of ALL are housed in the Oregon State University Archives currently located on the third floor of the OSU Library. These archives are available to ALL members and the general public. The Chair and the Program Coordinator will gather all necessary materials to be forwarded to the Archives at the end of each fiscal year. The ALL corporate records and documents are historically significant. They reflect the academic interests of the community and further the mission of Oregon State University.

Fiscal Year: The Fiscal Year of ALL shall be July 1 to June 30.

Changing the Policy and Procedures Manual: When revisions or additions to this manual are needed, the Board Chair shall appoint an ad hoc committee to make recommendations. These recommendations shall be presented to the full Board of Directors for approval.

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Document History

- Original Standard Operating Procedures (SOP) adopted by the Advisory Council -- November 18, 2013
- SOP revised to create this document and approved by the Board of Directors -- September 30, 2014
- Revised by the Board of Directors as recommended by the Review Committee -- November 17, 2014
- Revised by the Board of Directors as recommended by the Review Committee -- January 19, 2015
- Revised by the Board of Directors to state that all committee chairs are appointed each year by the Chair of the Board -- February 16, 2015
- Revised by the Board of Directors to clarify that the Chairs of the Curriculum and Facilities Committees are ex officio members of the Board if not already a Board member -- April 20, 2015
- Revised by the Board of Directors to add nondiscrimination wording and to add a section on accommodations for those with diverse abilities -- May 18, 2015
- Revised by the Board of Directors to add sections on non-member attendance at classes and procedures for handling past due members -- November 16, 2015
- Revised by the Board of Directors to specify that only ALL members can serve on the Curriculum Committee -- December 14, 2015
- Revised by the Board of Directors to add Scholarship Committee -- April 18, 2016

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Part 3 -- Board Policies

Conflict of Interest Policy

Section 1 Purpose.

The purpose of this conflict of interest policy is to protect the good name of the Academy for Lifelong Learning and to avoid the appearance of impropriety when it is contemplating entering into a transaction that might benefit the private interest of an officer or director of the organization.

Section 2 Definitions.

Conflict of Interest

A potential conflict of interest occurs whenever an officer, director, committee member, or any member of their immediate family, would benefit financially by any action taken by the organization.

Immediate Family

For purposes of this policy, "immediate family" means a spouse, mother-in-law, father-in-law, sister-in-law, brother-in-law, child, grandchild, sibling, parent, stepparent, or any individual sharing the same home.

Financial Benefit

An officer, director, or committee member benefits financially if they or a member of their immediate family own, work for, or have an investment interest in any organization with which ALL does business or if they receive money, favors, or special consideration from any such person or organization.

Section 3 Procedures

Duty to Disclose

Whenever an officer, director, or committee member believes that a potential conflict of interest exists, they shall disclose that conflict to the Chair of the Board of Directors. The disclosure shall identify the nature of the conflict and all the material facts and circumstances surrounding the conflict which would be necessary for the Board to make an informed decision with respect to the transaction.

The disclosure of an officer, director, or committee member is not limited to his or her own conflicts but shall also include the potential conflict of any other officer, director, or committee member of which they are aware.

Addressing the Conflict of Interest

All transactions involving a potential conflict of interest must be approved by the Board of Directors. After disclosure of the financial interest has been made, the interested person shall leave the Board meeting while the financial interest is discussed. If the

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

remaining board members determine by majority vote that a potential conflict of interest exists, the Chair of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction.

If, after exercising due diligence, the Board of Directors shall determine that the organization cannot obtain a more advantageous transaction from a person or entity that would not give rise to a conflict of interest and that the transaction being proposed is fair and reasonable to the organization, it may decide by a two-thirds majority vote to enter into the transaction. The director who is the subject of the conflict of interest shall not participate in the deliberations except to answer questions and shall not be present in the room during the deliberations or vote.

The minutes of the meeting shall contain the name of the person with a financial interest in the transaction, the nature of the financial interest, and indicate that the person with the financial interest was not present during the final discussion and did not vote. In order to document the necessary two-thirds majority approval, the minutes shall contain the actual vote count and the names of any Board members who voted in opposition.

Annual Training

This conflict of interest policy shall be reviewed each fall with the Board of Directors and with the Curriculum and Facilities Committees.

Violations of the Conflict of Interest Policy.

If the Board or committee has reasonable cause to believe that an officer, director, or committee member has failed to disclose an actual or possible conflict of interest, it shall inform the person of the basis for such belief and afford them an opportunity to explain the alleged failure to disclose. If, after hearing their response and making such further investigation as may be warranted in the circumstances, the Board determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4 Compensation Committees

If a member of the Board, or any committee which is responsible for compensation matters, receives compensation, directly or indirectly, from the organization for services rendered, they are not allowed to vote on any matters pertaining to that compensation.

Document History

- Adopted by the Board of Directors -- June 16, 2014

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Privacy Policy

ALL has personal information about members that is needed and used to serve the membership. Maintaining personal privacy is important and care is to be taken with the release of member information maintained by ALL.

To assist the functioning of ALL committees, the Program Coordinator is authorized to provide the name, mailing address, email address, phone number, and membership status of any single member of ALL to a Board member and to any standing or ad hoc committee chair. The Program Coordinator is also authorized to release the entire membership list to the chair of the Nominating Committee for the committee's use in identifying prospective candidates for service on the Board.

Anyone else requesting a portion of or the entire membership list must explain the purpose for the request and obtain permission from the Board Chair. This request is to be submitted in writing or email and reported at the next Board meeting so that a record of the usage is recorded in the minutes. In no case may the membership list be released for solicitations, promotions, or commercial purposes.

After the membership data has served its purpose, it shall be properly destroyed. Electronic copies must be deleted from the user's computer and paper copies must be destroyed.

Document History

- Adopted by the Advisory Council -- November 18, 2013
- Revised by the Board of Directors allow release of the entire membership list to the chair of the Nominating Committee, to define procedures for requesting and approving use of membership data by those who are not Board members or Committee chairs, and to require destruction of the membership data when it has served its purpose -- April 18, 2016

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Class Cancellation Policy

Occasionally a class needs to be cancelled as the result of bad weather, power outages, or other factors or as the result of the presenter failing to arrive at the appointed time. In these situations, it is the responsibility of the class host to make the decision on whether or not to cancel the class. The class host can consult with the Board Chair or the CC Chair if they wish a second opinion.

Bad Weather / Other Factors

If bad weather creates travel conditions that might put members and class presenters at risk or other factors make it difficult to hold the class, it is the responsibility of the class host to determine if the class should be held. If the host decides to cancel the class, he/she will contact the presenter to let them know of the decision. If the host decides to hold the class, he/she will contact the presenter to determine if he/she is willing to present the class.

If either the class host or the presenter decides to cancel the class, the class host will notify the Program Coordinator to activate the following class cancellation procedures. If the PC is not available, the host will call one of the designated backup personnel who have been trained to implement this policy.

Class Cancellation Procedures:

As soon as possible after the decision to cancel has been made, the Program Coordinator should take the following steps to notify members and the church office:

- a. Send an email message to ALL members who have email.
- b. Create a corresponding phone message on the ALL message phone (541-737-9405).
- c. Send a phone message to the Church Office (541-757-8122) to let them know that the class has been cancelled.
- d. Post an announcement on the ALL website.

This situation will usually occur for morning classes. If there is also an afternoon class the same day and it appears the extreme weather or other conditions may continue, the messages need to remind the members that they should check again at noon to see if there are further cancellations.

Presenter Fails to Arrive

If a presenter fails to arrive for the class at the appointed time, the class host has the responsibility to contact the presenter and evaluate the situation. This means that the host should bring the presenter's contact information to class. If the presenter is unable to arrive within 15 minutes of the class starting time, or if the host is unable to contact the presenter, the host should apologize to the class and dismiss them.

Document History

- Adopted by the Advisory Council --
- Revised by the Board of Directors to add provisions regarding other factors which might cause class cancellation and regarding presenter failing to arrive -- November 16, 2015

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Public Announcements Policy

Public announcements of other organizations' events, speakers or classes may not be made at ALL classes or on the official web site. Use of the ALL e-mail list is solely for official business of ALL in communication with the ALL membership and not to be used for other organizations' or individuals' convenience or promotion. ALL may make public announcements for Oregon State University events or speakers if the event or speaker is free and of interest to ALL membership. It is against university policy to release any member information and use of our mailing list by other organizations.

Presenters must refrain from active fundraising or petitions as part of their presentation. However, a presenter may identify websites and leave informational materials on a table for attendees to pick up as they choose.

Document History

- Adopted by the Advisory Council --
- Revised by the Advisory Council -- October 15, 2012 -- to add second paragraph

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Web and Email Policy

1. The Board is responsible for defining the kind of content that will be placed on the website and included in weekly email newsletters.
 - a. Email newsletter
 - i. Weekly schedule of classes that incorporates the latest changes.
 - ii. Other ALL news, within the limits of the Policy and Procedures Manual, such as socials, ALL meetings and any upcoming cancellations or additions, news of leadership changes, calls for volunteers and membership reminders.
 - b. ALL Documents available to anyone on the website.
 - i. Weekly List of Classes
 - ii. News directly related to ALL
 - iii. Documents and links provided by presenters to augment their classes
 - iv. Current SOC
 - v. SOC Archives
 - vi. History of ALL Archives
 - vii. Contact information
 - viii. List of Board and Committee Members
 - ix. Annual Summary
 - c. ALL Working documents will be placed on a secure page linked to the main website. Working documents include, but are not limited to:
 - i. Policy and Procedures Manual
 - ii. Web Policy
 - iii. SOC planning Guide
 - iv. Reimbursement Guidelines
 - v. Expense Reimbursement Form
 - vi. Job Descriptions
 - vii. Financial Guidelines
 - viii. Facilities Committee Procedures
 - ix. Curriculum Committee Procedures
2. The Program Coordinator (PC) is responsible for creating email newsletters and the timely updating of web content.
3. The Webmaster is responsible for maintaining the ALL domain, including:
 - a. Ensure regular backup of web content
 - b. Posting content provided by the PC
 - c. Issuing login id's and passwords for secure areas of the website
 - d. Assigning and maintaining ALL e-mail accounts

Document History

- Adopted by the Advisory Council -- January 21, 2013

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Class Recording Policy

The Academy for Lifetime Learning (ALL) does not record its class sessions. It will permit a speaker or other party (the "recorder") to record a class, provided that certain requirements are acknowledged in advance by signatures on this ALL Class Recording Agreement, and met during the recorded class session.

Any request to record a class should be directed to the ALL class host, in advance of the class.

The host will act as liaison between the speaker, the recorder, and the facilities committee chairman and technician.

The host is responsible for having the Recording Consent Form completed and signed prior to the class start, and providing copies for the Facilities Committee, the speaker, the recorder, and to the ALL Program Coordinator to be archived in ALL records housed at the OSU library.

The ALL Facilities Committee will not in general provide logistical support for recording. The technician will ensure that the recording process and equipment does not conflict with ALL audio/visual equipment, avoids safety hazards, and assures audience viewing and hearing requirements are met. At the technician's discretion, he or she may assist with recording equipment set-up and/or connection to ALL audio/visual equipment.

Definitions:

[Definitions are included as part of this policy and procedure because of potential legal implications of recording speakers, the need for the 'recorder' and 'speaker' to be familiar with ALL definitions, and because the 'recorder' and/or 'speaker' may be unfamiliar with ALL]

- **Class:** A single ALL meeting, typically two hours in length. May also be called a presentation, talk, or session.
- **Host:** The ALL member who recruits the speaker and topic for a particular class.
- **Speaker:** The principal lecturer at an ALL class.
- **Recorder:** The person who requests the recording of a class, and arranges for its execution. The recorder may or may not be the speaker.
- **Technician:** A member of the ALL Facilities Committee who sets up the class room, furniture, lighting, and audio/video equipment.

Document History

- Adopted by the Advisory Council -- April 21, 2014

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Academy for Lifelong Learning (ALL) Class Recording Agreement

Date of class: _____
Name of class: _____
Speaker: _____
Recorder: _____
Class Host: _____
Technician: _____

As indicated by the signatures below:

- The speaker grants permission to the recorder to make an audio and/or video recording of this ALL class.
- The recorder agrees to abide by the following requirements:
 1. The recorder is responsible for all copyright or other legal issues related to the reproduction and distribution of the recording.
 2. The recording process will not create any hazards or obstructions in the meeting room, such as cords across meeting room walkways or blocking of exit routes.
 3. The recording process will not limit the ability of the audience to participate in customary class interaction.
 4. The audience will be advised that the recording is being made. The recorder must honor requests of audience members who request their images and voices be excluded from the recording.
 5. The Academy for Lifelong Learning and its affiliates will not be identified in the recording as owners, publishers, or sponsors of the recording.
- The host agrees to manage this agreement as part of the class preparation and execution.
- The technician approves the final set up of the recording equipment and process.

Signatures of above named people (signed)	Date
Speaker: _____	_____
Recorder: _____	_____
Host: _____	_____
Technician: _____	_____

ALL PARTIES MUST SIGN THIS AGREEMENT PRIOR TO RECORDING.

**The Host is responsible for distributing copies to
 Speaker; Recorder; ALL Program Coordinator**

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Investment Policy

This policy statement defines how the Academy for Lifelong Learning plans on managing and investing the cash that has accumulated from the net earnings of prior years. This policy is designed to accomplish three goals:

- To ensure that sufficient liquid funds are available to meet the expected expenses for the current fiscal year plus any emergency needs.
- To protect the principle balance that has accumulated over the years by placing the remaining funds in relatively conservative investments.
- To maintain the purchasing power of those funds by investing them in a way that earns a total return that exceeds the rate of inflation.

The Finance Committee is responsible for monitoring the investment portfolio and recommending changes for Board approval. The Board has the sole responsibility to authorize the purchase or liquidation of any specific investment.

Investment Guidelines:

- Investment of our accumulated earnings will be made with a long term perspective (3 to 10 years) by developing a portfolio of financial products that combine preservation of capital with a potential for steady income and a possibility of long term growth.
- Investment fees are an important consideration in selecting investment vehicles.
- Individual stocks and bonds will not be purchased.
- Since one of our goals is to maintain the purchasing power of the investments, all dividend and interest income will be reinvested within each investment rather than being transferred to the checking account and used to meet current operational expenses.

Initial Investment Strategy:

The overall investment strategy is a four pronged approach:

- Invest 30% in a mutual fund at this time.
- Invest another 30% in a twelve month CD with the intent of investing it in a mutual fund next fall.
- Invest 30% in four equal twelve month CDs with one maturing every three months so that a portion of these funds will always be available for use in an emergency situation.
- Invest the remaining funds, plus any current year funds not yet needed to cover current expenses, in an internet savings account linked to the checking account for easy transfer of funds.

Document History

- Adopted by the Board of Directors -- December 15, 2014

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Field Trip and Tour Policy

In order to encourage classes and events held outside the classroom while protecting the organization from legal and financial liability, the Board of Directors has established the following policies:

Field Trip Policies

- “Field trips” are defined as ALL events that are held away from the UCC Church and last one day or less. Field trips are part of the regular Schedule of Classes.
- Field trips shall be organized only at locations and with activities that are used by the general public.
- Field trips may involve ALL members meeting at some location to car pool. To avoid liability, ALL must not arrange the car pools nor be involved with any cost sharing transactions.
- Field trips may incur fixed costs or no fixed costs.
- Field trips that involve no fixed costs do not need prior Board approval.
- Field trips that involve fixed costs need to be reviewed by the Board. All costs involved in a particular class shall be shared among the participants and paid at the time of registration. An estimate of these costs and the calculation of the class fee shall be submitted to the Board for approval. The class fee will be listed in the Schedule of Classes in addition to the class information.
- Field trips involving fixed costs will be cancelled if the number of participants is less than 50% of the maximum class size.
- ALL will provide a contribution of up to \$50 for each field trip to help pay for fixed costs, parking fees, beverages, or other items.

Tour Policies

- A “tour” is defined as an ALL event that requires an overnight stay. Tours are not part of the regular Schedule of Classes.
- All tours require prior Board approval.
- Tours must be administered and organized by a commercial tour company and offer the usual optional travelers insurance.
- To avoid any conflict of interest, remuneration in any form from a tour agency for any services rendered by an ALL member shall be divided equally among the ALL Members who are participating in the event.

Document History

- Adopted by the Board of Directors -- March 15, 2015

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Membership Assistance Policy

ALL has a Membership Assistance Fund that is funded by member tax deductible donations and is then used to provide financial assistance to other members in payment of their annual dues. Requests for assistance are handled as follows:

1. ALL members requesting financial assistance for their membership dues need to submit the attached form to the Program Coordinator.
2. The annual number of membership assistance applications approved depends on the ALL budget, and will be determined by the Executive Committee.
3. The Program Coordinator sends the form to the Board Chair.
4. The Board Chair will assign a member of the Executive Committee to call and assess the financial status of the applicant. This Executive Committee member will then make a recommendation to the Executive Committee.
5. The Executive Committee will make a decision regarding the application.
6. The Board Chair will inform the Program Coordinator of the Executive Committee's decision.
7. The Program Coordinator will notify the applicant of the decision.

Document History

- Adopted by the Board of Directors -- November 16, 2015

**Academy for Lifelong Learning
Policy and Procedures Manual
Revised — April 18, 2016**

Application for Membership Assistance

The information submitted below is confidential and will only be reviewed by the ALL Executive Committee. This application covers membership dues for one year only.

Name _____ Date _____

Address _____

Phone number _____

Email (if any) _____

Amount you can contribute toward the dues: _____

Reasons for the request:

Information below to be filled in by the Executive Committee

Information obtained from phone call to applicant:

Action: _____

_____ Date _____

Signature of Board Chair