University of Montana
The Osher Lifelong Learning Institute at the University of Montana
By-laws

The Board of Regents ("the Board") is the legal governing body of the Montana University System ("MUS") and nothing within these By-laws shall be construed as granting the Osher Lifelong Learning Institute at the University of Montana any authority to act outside the policies of the Board. The Board reserves the right to suspend, amend, or otherwise alter these By-laws if it finds, at any time, that the provisions of these By-laws are contrary to its policies.

ARTICLE I Name

The name of the organization shall be the Osher Lifelong Learning Institute at the University of Montana, ("MOLLI").

ARTICLE II Affiliation and Location

MOLLI shall be a program unit within the School of Extended and Lifelong Learning ("SELL") of the University of Montana-Missoula ("UM"). Its relationship with SELL will be governed by these By-laws and by the policies, practices, and procedures of the MUS and of UM.

ARTICLE III Mission

The mission of MOLLI shall be to promote lifelong learning and personal growth for adults ages fifty and over, and to provide accessible programs that address their continuing intellectual needs. Our goal is to create an innovative learning environment so that older adults from all backgrounds and levels of education are able to pursue learning simply for the joy of learning.

ARTICLE IV Membership

Membership shall be open to all interested persons who have paid an annual membership fee and this entitles them to also attend member special events. Class registration is open only to members 50 years of age and older.

ARTICLE V Council

MOLLI shall be governed by a Council (hereinafter referred to as the "Council") and will share governance with SELL. The Council shall consist of at least nine (9) but no more than fourteen (14) members. One Council member shall be a University representative appointed by the President of the University of Montana, in consultation with the Dean of The School of Extended and Lifelong Learning (hereinafter referred as "the Dean"). The Dean will serve as an ex-officio member of the Council with full voting rights. The remaining Council members, representing various segments of the community, shall be elected by a majority of the Council members for staggered three-year terms. Terms shall begin July 1 and end on June 30 of the allocated term.

The number of elected terms a Council member may serve is two, for a total of six years; at that point, he/she must step down for at least one year. In the event of a premature vacancy of a member, the Council may appoint another person to complete the term. A member of the Council who has failed to attend over half of the regularly scheduled meetings of the Council in a twelve-month period without adequate reason will be considered as having resigned. The Chair of the MOLLI Council ("the Chair"), after ascertaining the reason for the absences, may recommend that the Council member be replaced and the vacancy filled by appointment to complete the term. Those members elected to fewer than three year terms shall be eligible for two additional three year terms.
The Council shall work collaboratively with the Dean to ensure that the general management of MOLLI is undertaken through a process of shared governance. The Council will advise the Dean of the need for policies and procedures as well as rules and regulations to ensure the optimum functioning of MOLLI. The Dean will ensure that these suggestions for implementation are consistent with the policies and procedures of the MUS and UM. The regular meeting day of the Council shall be determined by the Council. There will be a minimum of four [4] meetings per year, and special meetings may be called at the request of three [3] or more members or the Dean. A majority of the Council members shall constitute a quorum for conducting any official business. All meetings of the Council will be conducted in accordance with Roberts Rules of Order.

The Council shall publish a regular meeting schedule or may give notice of a meeting to all Council Members at least seven [7] days before the meeting. Members wishing to bring an issue to the Council may do so through the Chair of the MOLLI Council.

ARTICLE VI Officers

The Council shall elect one of its members to serve as the Chair. This individual will preside at all meetings, and in consultation with the Executive Committee, will appoint standing and ad hoc committees. The Council shall elect one of its members as Vice Chair who shall succeed to the Chair if the individual in that position can no longer fulfill his or her duties and shall act as Chair in the absence of the Chair. The Chair and Vice Chair shall be elected from nominations provided by the Nominating Committee at the final meeting in the spring and shall take office July 1 through June 30 of the following year.

ARTICLE VII Membership Meetings

MOLLI may hold an annual membership meeting. The date, time, and location of this meeting shall be communicated to the membership not less than thirty [30] days prior to the event. The purpose of this meeting is to present the Annual Report.

ARTICLE VIII Finances

MOLLI finances will be recorded and managed by SELL which will be responsible for providing reports to the Council on the financial status of MOLLI. All financial dealings shall be in accordance with MUS and UM’s policies, practices, and procedures. SELL shall have fiscal responsibility and the Council shall provide due diligence of these fiscal matters.

ARTICLE IX Committee Structure and Procedures

MOLLI will operate through six standing committees and ad hoc committees, as needed. Standing committees include: Executive, Program, Membership and Marketing, Finance, Fundraising, and Nominating. Membership to the Executive and Nominating Committees shall be drawn solely from the Council with the Dean serving as an ex-officio member of both committees. However, membership on the Program, Membership and Marketing, Finance, and Fundraising may include non-Council members. Standing committee members shall be appointed, as provided below, at the last meeting in the spring and shall serve from July 1 to June 30 of the allocated term. Standing committee members will be appointed for a three [3] year term and may serve two [2] consecutive terms. After two terms, a standing committee member must step down for at least one year. If a member is unable to serve a full term, a new member may be appointed to complete that term. All standing committee actions are subject to review and approval by the Council. Ad hoc committees shall be appointed by the Chair of the MOLLI Council in consultation with the Executive Committee.
Executive Committee

The Executive Committee shall consist of the Chair of the MOLLI Council; Vice Chair; Past Chair of the MOLLI Council (for the period of one year); the Dean; and Chairs of the Program, Membership and Marketing, Finance, and Fundraising Committees. The Executive Committee may take action on behalf of the Council between Council meetings on matters which cannot be delayed until a regular meeting. Consent for the action must be by a majority of the Executive Committee. Such action shall be immediately reported to the Council and shall be subject to review and endorsement or revocation by the Council at its next regular meeting.

Program Committee

The Program Committee shall consist of no fewer than five [5] members drawn from the active members of MOLLI. At least two [2] shall be appointed from the Council. All members of the Program Committee shall be appointed by the Chair of the Program Committee, although other members of the Program Committee may also recommend additional individuals as members. The Chair of the Program Committee shall be appointed by the Chair of the MOLLI Council. The Program Committee shall recommend the courses and special events to be offered based on the interests of the membership and the qualifications of potential instructors.

Membership and Marketing Committee

The Membership and Marketing Committee shall consist of no fewer than five [5] members drawn from the active membership of MOLLI. At least two [2] shall be appointed from the Council. All members of the Membership and Marketing Committee shall be appointed by the Chair of Membership and Marketing Committee, although other members of the Membership and Marketing Committee may also recommend additional individuals as members. The Chair of the Membership and Marketing Committee shall be appointed by the Chair of the MOLLI Council. The Membership and Marketing Committee shall develop and recommend to the Council marketing strategies and ideas for maintaining and increasing memberships.

Finance Committee

The Finance Committee shall consist of no fewer than three [3] members. The members will include the Chair of the Finance Committee drawn from members of the current Council and appointed by the Chair of the MOLLI Council; the Director of Administration and Personnel Operations; and the Dean. Any additional members may be appointed by the Chair of the Finance Committee. SELL shall prepare financial statements and an annual budget and share them first with the Finance Committee for review and input and then the reviewed statements will go forward to the Executive Committee and full Council in accordance with the agreed-upon annual financial reporting schedule.

Fundraising Committee

The Fundraising Committee shall consist of the following: a Chair of the Fundraising Committee appointed by the MOLLI Council, a member appointed by the Dean, and additional members appointed by the Chair of the Fundraising Committee. In collaboration with the University of Montana Foundation, the Fundraising Committee shall develop the long range fundraising plan of the MOLLI program at UM for major gifts. The fundraising plan shall be submitted to the Council for review and final approval. All other fundraising activities of MOLLI shall be reviewed by the Fundraising Committee to ensure compatibility with long term fundraising goals.

Nominating Committee

The Nominating Committee shall consist of the immediate past Chair of the MOLLI Council, who will serve as Chair of this committee, and three [3] additional Council members appointed by the present Chair of the MOLLI Council. The Dean will serve as an ex-officio member. In the absence of an
immediate past Chair of the MOLLI Council, the present Chair of the MOLLI Council shall serve instead. The Nominating Committee shall provide the Council with a slate of nominees to fill vacancies on the Council and the positions of Chair of the MOLLI Council and Vice Chair at the last meeting in the spring.

ARTICLE X  Course Offerings and Scheduling

The Council shall establish membership and course fees for MOLLI programs in collaboration with SELL, and shall approve all faculty and course offerings well in advance of the three terms of Fall, Winter, and Spring. SELL will be responsible for scheduling and assigning classrooms; coordinating and processing memberships and registrations; designing and distributing marketing materials; as well as budgeting and fiscal maintenance.

ARTICLE XI  Amendment of By-laws

These By-laws may be amended by an affirmative vote of two-thirds of the Council after said amendment has been circulated to members of the Council. All amendments shall be subject to the approval of the Dean, in order to ensure compliance with the MUS and UM policies.

AGREED TO:

On behalf of the University of Montana:

[Signatures and dates]

On behalf of the Osher Lifelong Learning Institute at the University of Montana:

[Signatures and dates]
Margaret Johnson  11-25-2013

Pat Mahoney  11/25/13

Myra Shults  11/25/13

Burke Townsend  11/25/13

Marcie Valeo  11/25/13

Linda Woodbridge  11/25/13