



## **CONSTITUTION**

For The  
Osher Lifelong Learning Institute at Bradley University

### **ARTICLE I NAME**

The name of the organization is the Osher Lifelong Learning Institute at Bradley University

### **ARTICLE II PURPOSE**

The Osher Lifelong Learning Institute (OLLI) at Bradley University is a program for mature learners, designed to provide lifelong learning enrichment experiences and to develop opportunities for sharing knowledge and skills with others. The OLLI is sponsored by the Bradley University Division of Continuing Education and Professional Development in affiliation with the Bernard Osher Foundation and the Road Scholar Institute Network.

### **ARTICLE III MEMBERSHIP**

Membership fees will be set by University staff each year in consultation with the Executive Committee. Such membership entitles members to attend OLLI events at Bradley University. Members must be at least 50 years of age.

### **ARTICLE IV EXECUTIVE COMMITTEE**

An Executive Committee 11 members will advise the activities of the Institute. The Officers of the Executive Committee are president, vice president, secretary, treasurer, and immediate past president. The Chairs of the Executive Committee are Curriculum Co-chairs, learning trip chair, study group chair, membership development chair, and strategic planning chair.



The Officers will be elected at the second class meeting of the Spring Institute. Their terms of office will be two (2) years. Officers may serve two consecutive terms if nominated by the nominating committee for a second term.

The Chairs will be selected by the nominating committee. Their terms of office will be for two (2) semesters or one (1) year. Chairs may serve three consecutive terms if nominated by the Officers for additional terms.

Vacancies on the Executive Committee will be filled for the remainder of the term by a vote of the members of the Committee. A majority of the members of the Executive Committee will constitute a quorum.

A representative of Bradley University will serve as the liaison between the Institute and the University. That person will also assist in coordinating the program and will be a standing member of the Executive Committee but not a voting member.

The Executive Committee in conjunction with the representative of Bradley University will arrange all meetings of the Institute's membership and other such meetings as deemed desirable. At such regular or special meetings of the Institute, the Committee will report on its activities and on the activities of its committees.

## **ARTICLE V DUTIES OF OFFICERS**

The president of the Institute will preside at all meetings. The president will serve as the official spokesperson for the Institute.

The vice president will serve as president-elect and volunteer recruiter and coordinator and will preside at meetings when the president is unable to be present.

The secretary will record proceedings for all Executive Committee and membership meetings.

The treasurer, working in cooperation with the Bradley University liaison, will insure all funds received from members are recorded, monitor expenditures and submit regular reports at meetings of the Institute. The treasurer will review the financial records as prepared by the university liaison to be discussed by the Executive Committee.



The immediate past president will continue as a voting member of the Executive Committee, serving as a liaison to other organizations and to the fundraising committee.

The fall/spring curriculum chair assumes or delegates the recruitment and selection of classes and instructors for the fall and spring sessions, and working with the curriculum committee approves and develops a balanced curriculum in conjunction with the Bradley University liaison.

The winter curriculum chair assumes or delegates the recruitment and selection of classes and instructors for the winter sessions, and working with the curriculum committee approves and develops a balanced curriculum in conjunction with the Bradley University liaison.

The study group chair assumes or delegates the recruitment and selection of study groups and facilitators and working with the study group committee approves and develops study groups in conjunction with the Bradley University liaison.

The learning trip chair assumes or delegates the recruitment and selection of learning trips and working with the learning trip committee approves and develops a balanced selection of learning trips in conjunction with the Bradley University liaison.

The membership development chair, in conjunction with the Bradley University liaison, assumes the responsibility for developing and enacting plans for the recruitment, orientation, and retention of OLLI members.

The strategic planning chair, in conjunction with the Bradley University liaison, assumes the responsibility for integrating strategic planning into the management of the OLLI program. This includes ensuring a clear, consistent, and prioritized work plan exists to implement initiatives identified by strategic planning, ensuring that the strategic plan is refreshed annually, and providing oversight and progress reports. The intent of this position is to assist with the integration of strategic planning and execution into the annual calendar/cadence of the management of the OLLI program until this position is no longer needed.

## **ARTICLE VI ELECTION OF OFFICERS**

At least one month prior to the first OLLI class meeting of the spring the president with the advice and consent of the Executive Committee will appoint a nominating committee from the membership. The committee will consist of five members who will select candidates for the Officer positions to be filled and will present the names of the nominees (who have consented) to the membership at the aforementioned meeting. Nominations may be made



from the floor. Prior consent for any nominee should be obtained in advance. The Executive Committee will determine the election procedure.

#### **ARTICLE VII COMMITTEES**

The Executive Committee will designate such committees as will advance the work of the Institute. The vice president will make appointments to committees with the approval of the Executive Committee.

The fundraising committee is comprised of the three most recent OLLI past presidents and other volunteers as appointed by the vice president. The immediate Past President of OLLI serves as chair and as the liaison to the Executive Committee. The chair and committee, working in conjunction with Bradley University Development and Continuing Education liaisons, set fundraising goals and plan fundraising activities for OLLI.

#### **ARTICLE VIII FINANCES**

In addition to receiving membership dues, the Osher Lifelong Learning Institute at Bradley University may receive voluntary donations.

#### **ARTICLE IX AMENDMENTS**

Amendments to this Constitution may be proposed by the Executive Committee or by petition signed by not fewer than five (5) members of the Institute. Such amendments will be in writing and provided to the current membership at least three (3) weeks before being presented at a meeting of the membership and will be adopted with a two-thirds affirmative vote of those present.

#### **BYLAWS**

A minimum of one (1) regular membership meeting will be held each year. The main business of the Institute will be transacted at this meeting, which will be open to all members. Other meetings may be scheduled throughout the year.

The Executive Committee will meet a minimum of eight (8) times a year at an agreed upon time and place.



Ad hoc committees will be appointed as required.

Payment of all approved obligations of the Institute will be made by the Bradley University liaison through University accounting procedures.

Date 11/94  
Revised by ILR Membership November 10, 1999  
Revised by ILR Membership October 15, 2008  
Revised by OLLI Membership October 17, 2012  
Proposed Revision by OLLI Executive Committee March 27, 2013  
Revised by OLLI Membership April 23, 2013  
Proposed Revision by OLLI Executive Committee September 17, 2013  
Revised by OLLI Membership October 23, 2013  
Proposed Revision by OLLI Executive Committee June 2, 2015  
Revised by OLLI Membership October 28, 2015  
Proposed Revision by OLLI Executive Committee February 6, 2017  
Revised by OLLI Membership April 26, 2017  
Proposed Revision by OLLI Executive Committee November 12, 2018  
Proposed Revision by OLLI Executive Committee January 6, 2023  
Revised by OLLI Membership April 26, 2023