

MANUAL OF POLICIES AND PROCEDURES



Lifelong Learning Institute

University of Wisconsin-Green Bay
Office of Outreach and Extension
Continuing Education and Community Engagement

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DEFINITIONS

Affiliate	A member or branch. Connected or associated with.
Bylaws	The document that contains the basic rules that govern the operation of LLI.
Class	Individual session of a course.
Course	Any class or sequence of classes which comprise a listing in the LLI catalog.
Ex Officio	By virtue of one's office or position with no voting rights as granted by the by-laws.
Fiscal Year	LLI's fiscal year is July 1 st through the following June 30th.
Membership Year	LLI's membership years is from January 1 st to December 31 st .
Lifelong Learning Institute	Also referred to as LLI.
Policy	Wise expedient or prudent conduct or management. Policies establish the means by which the organization conducts its business and acts on its responsibilities.
Guideline	A standard or principle by which one judges or determines a policy or course of action.
Procedure	Method of proceeding in a course of action, especially the sequence of steps to be followed.
Quorum	The minimum number of members required to be present at a meeting before it can validly transact business. Unless otherwise specified, it is a majority of all members.

SECTION 1 PURPOSE OF THIS MANUAL

- 1.1 Purpose** The Manual's purpose is to facilitate transactions in an environment of cooperation and accord among organization members so as to accomplish LLI objectives.
- 1.2 Content** This Manual prescribes policies and procedures enacted to implement the LLI Bylaws and the rules and regulations of the University of Wisconsin-Green Bay Institute for Lifelong Learning Institute organization.
- 1.3 Public Access** A current copy of the Policies and Procedures Manual, as well as LLI Bylaws, guidelines and other organizational documents are available to all LLI members for review.

SECTION 2 ORGANIZATION

- 2.1 Mission Statement** Lifelong Learning Institute, under the sponsorship of the Continuing Education and Community Engagement Division of Outreach and Extension of the University of Wisconsin – Green Bay, subject to the applicable rules and policies of the University and is dedicated to facilitating quality life-long learning in an open, ongoing forum for all adults in Northeastern Wisconsin. As a member-directed organization, Lifelong Learning Institute strives to nurture a positive, cooperative climate and encourages members to work together effectively to accomplish meaningful common objectives.
- 2.2 Vision** Lifelong Learning Institute is a program committed to developing, at the lowest cost possible and in appropriate venues, enough non-credit courses and other quality educational opportunities of sufficient variety to meet the intellectual, social and cultural enrichment needs and interests of its members.
- 2.3 Purpose** Lifelong Learning Institute is a member-directed, organization offering non-credit courses and other educational opportunities that are taught or facilitated by peers, community members, campus faculty/staff and other knowledgeable presenters.

SECTION 3 MEMBERSHIP

- 3.1
Member** It is critical to the development of LLI to know members' interests, background and talents. Members are, therefore, strongly encouraged to complete the annual member profile survey.
- 3.2
Privileges** Privileges of Membership include, but are not necessarily limited to:
- A. Registering in all course offerings during the membership period.
 - B. Registering for Travel Committee trips.
 - C. Participating in the Spring Fling/ Annual Meeting and other scheduled events.
 - D. Bringing a guest to one class per semester, with the coordinator's permission.
 - E. Receiving
 - LLI newsletters.
 - Catalog of course offerings each semester.
 - Annual membership directory available
 - A UW-Green Bay campus parking privilege.
 - F. Attending committee meetings of their interest.
- 3.3
Participation** Members have a right to full participation in the organization. This includes the right to make motions, to debate and to vote prior to the Annual meeting. Members are encouraged to share their time and talents to ensure continued program excellence and leadership.
- 3.4
Fee
Refunds** Failure to receive a requested course or courses without extenuating circumstances will not be grounds for a membership fee refund. All requests with extenuating circumstances must be made in writing to the Board of Directors.
- Fees for individual courses are not refundable unless the course is rescheduled, altered or canceled.
- There are no refunds for LLI Travel Committee day trips. If unable to go on a trip once registered, a member may check with the LLI office for names on the trip waiting list. The registered member may then transfer the trip space to the 1st person on the waiting list who agrees to pay the member directly. This transfer must be confirmed in writing (or via e-mail) with the LLI office, and the trip roster changed. No one can participate in a trip without being on the written roster. In rare circumstances, a phone call must be made by the coordinator to the LLI office if unable to submit in writing. If the office is closed, leave a message.

SECTION 3 MEMBERSHIP

- 3.5
Grievance** Should a member have a grievance with LLI, it may be brought to the attention of the appropriate LLI committee chair in writing. If the grievance is not resolved, it may be sent to the Board of Directors in writing.
- 3.6
Accommodation** Handicap accessible busses will be ordered for all field trips as necessary.

SECTION 4 OFFICERS

- 4.1
Officers** LLI officers are the President, Vice-President, Secretary and Treasurer as prescribed in the LLI Bylaws.
- 4.2
Duties** The duties of the officers include, but are not necessarily limited to, the following:

President

The President serves as the chief executive of the organization, presides over meetings of the membership and Board of Directors and prepares a board agenda, serves as an ex-officio member of all standing committees (except the nominating committee), meets on a regular basis with the University of Wisconsin-Green Bay liaison, and serves as LLI's representative to the Wisconsin Association for Lifelong Learning.

The President is responsible for working with the Office Manager on the day-to-day operations of the LLI office staff.

The President presents an annual state of LLI report at the annual meeting and prepares an article for each newsletter.

The President should review responsibilities of the Board of Directors at the first BOD meeting of the fiscal year.

Vice-President

The Vice-President assumes the duties of the President in his/her absence and assumes the Presidency if a vacancy in that office occurs. The Vice- President works in cooperation with the President and Wisconsin Association of Lifelong Learning and is responsible for the Attendance and Growth report.

Secretary

The Secretary keeps accurate minutes of Board of Directors meetings and is responsible for the prompt filing of the minutes in the LLI office.

SECTION 4 OFFICERS

Treasurer

The Treasurer serves as chair of the Finance Committee and is responsible for maintaining accurate financial records. The Treasurer prepares monthly projections of revenues and expenses for presentation to the Finance Committee at its regular monthly meetings. At the end of the fiscal year, the Treasurer prepares a summary report of all revenues, expenses and assets. A proposed budget is prepared annually by the Finance Committee, brought to the Board of Directors for its recommendation and approval, and presented at the Annual Meeting to the membership.

4.3 Resignations

Resignations for any office are to be in writing and forwarded to the Board of Directors. Any officer who resigns can only be restored to office by re-election.

SECTION 5 BOARD OF DIRECTORS

5.1 Responsibilities

The responsibilities of the Board of Directors include, but are not necessarily limited to, the following:

- A. Attends the Fall Kickoff and the Annual Meeting.
- B. Develops guidelines for LLI's operation.
- C. Holds regular meetings on the 4th Monday of the month. File copies of minutes in the LLI office and available online.
- D. Approves the proposed annual LLI budget submitted by the Treasurer and the Finance Committee for consideration.
- E. Approves chairs of all Standing Committees.
- F. Establishes ad hoc and standing committees as deemed necessary to accomplish the objectives of LLI.
- G. Reviews and advises on the operation of all committees as deemed necessary.
- H. Reviews and approves all policies, procedures, guidelines and programs of all committees that are to be in compliance with University of Wisconsin-Green Bay's policies before they become official acts of the organization.
- I. Makes operational decisions and enters into operational agreements, within the campus' policies and procedures, and makes changes in policies and procedures to accomplish the orderly transaction of business and promote the aims of LLI
- J. Serves as liaison to the Continuing Education and Community Engagement Division of Outreach and Extension of the University of Wisconsin – Green Bay and any other organizations deemed appropriate.
- K. Ensures the preservation of LLI records and its history.
- L. Sets specific date for the Annual Membership Meeting.
- M. Approves the minutes of the Annual Membership Meeting on the first Board of Directors meeting following the Annual Meeting.

SECTION 6 STANDING COMMITTEES & SUBCOMMITTEES

6.1 Types of Committees

There are six LLI standing committees:

1. Finance Committee
2. Curriculum Committee
3. Publicity and Promotion Committee
4. Volunteer Development Committee
5. Social Committee
6. Information Technology (IT)

All standing committees report to the Board of Directors

6.2 Other Committees

The Board of Directors and/or standing committees may appoint subcommittees and/or special committees for specifically defined purposes.

A. A sub-committee is a permanent sub-division appointed by and reporting to a standing committee.

B. A special committee is appointed by the Board of Directors or standing committees, as the need arises, to carry out a specified task at the completion of which (on presentation of its final report) it automatically ceases to exist.

6.3 Committee Membership

Once appointed by the committee chair, committee members serve on a fiscal year basis. The chair may re-appoint members for the next fiscal year.

6.4 Finance Committee

Purpose

The purpose of the Finance Committee is to develop LLI's annual budget and to oversee the financial matters of the organization that can be recommended to the Associate Provost for the Division of Outreach and Extension. Responsibilities include, but are not necessarily limited to, the following:

Duties and Responsibilities

- A. Reviews revenues and expenses for budgetary compliance.
- B. Reports income and expenses to the Board of Directors at its monthly meetings.
- C. Prepares an annual budget with input from the standing committee chairs and the LLI President
- D. Presents the proposed budget to the Board of Directors for its approval and then to the membership at the Annual Meeting.
- E. Recommends annual membership dues and monitors fees.
- F. Oversees the LLI Annual Fund.
- G. Reviews proposed gifts and donations and presents to the Board of Directors for approval.
- H. Oversees the LLI tuition-assistance program.
- I. Maintains LLI's Strategic Planning Model as necessary.

- J. Finance committee members are required to attend meetings or be excused by the chair.
- K. Develops guidelines for its operation.
- L. Files copies of its minutes in the LLI office.
- M. Sends a representative to the Volunteer Development Committee.

Recommended Skills and Abilities

- A. Works well with team; interacts effectively with peers.
- B. Ability to use e-mail and word-processing; knowledge of email, word processing and spreadsheet application.
- C. Basic understanding of Income Statement and Balance Sheet.
- D. Basic understanding of LLI operation and interest in learning more.

Members Appointed By and Report To

- A. Chair of the Finance Committee.

Number of Volunteers Required

- A. Five (5) or more.

Committee Meets

- A. 3rd Monday of the month.

Time Commitment

- A. 2-3 hours per month.

Other Committee Volunteer Needs

- A. None

**6.4.1
Finance
Committee
Chairperson
Duties**

- A. Is Treasurer of LLI. In addition, he/she have the following duties:
- B. Appoints members to the committee
- C. Selects a vice chair
- D. Appoints a committee secretary
- E. Develops committee meeting agendas
- F. Orients new/incoming chair to the work of the committee
- G. Submits articles about the committee and it's work to the LLI newsletter
- H. Attends the Board of Directors meeting on the 4th Monday of the month
- I. Attends membership meetings: Fall Kickoff, Holiday Social and Spring Fling/Annual meeting

6.5 Curriculum Committee

Purpose

The purpose of the Curriculum Committee is to assume the development of non-credit courses and other quality learning opportunities to meet members' intellectual, social and cultural enrichment needs and interests.

Duties and Responsibilities

- A. Seeks new courses and presenters.
- B. Reviews past courses and presenters for possible repeat presentations based on quality of course and evaluations.
- C. Assigns classrooms for all LLI courses.
- D. Prepares LLI catalog on semester basis.
- E. Monitors courses and solves problems as they arise.
- F. Collects and analyzes course feedback.
- G. Monitors course expenses.
- H. Determines availability of DVDs for loan.
- I. Selects courses to videotape for member viewing.
- J. Curriculum Committee members are required to attend committee meetings or to be excused by the chair.
- K. Develops guidelines for operation of Curriculum Committee within University of Wisconsin-Green Bay campus policy.
- L. Files copies of committee minutes in the LLI office.
- M. Prepares and submits an annual committee budget to the Finance Committee.
- N. Presents all proposed non-budgeted expenses to the Finance Committee.
- O. Sends a representative to Volunteer Development Committee.
- P. Assures fees that are a part of a course are to be for materials and supplies and not used to pay a presenter or offset venue rental.

Recommended Skills and Abilities

- A. Works well with a team; interacts effectively with peers.
- B. Ability to identify resources.
- C. Ability to use e-mail and word-processing.

Members Appointed By and Report To

- A. Presiding Chair of the Curriculum Committee.

Number of Volunteers Required

- A. Approximately 15.

Committee Meets

- A. 1st Monday of the month.

Time Commitment

- A. 2-3 hours per week.

Other Committee Volunteer Needs

- A. Proof-readers.

**6.5.1
Curriculum
Committee
Chairperson
Duties**

- A. Makes monthly meeting agenda.
- B. Attends monthly Board of Directors meetings.
- C. Submits a budget for the next year.
- D. Receives course proposals
- E. Lists courses on master calendar.
- F. Chooses best venue for the presenter and attendees weighing the needs for seating, Audio Visual equipment, previous audience sizes and waitlists and cost of the venue.
- G. Sends copies of the proposal when finalized to VDC, LLI office, incoming Chairperson and course presenter.
- H. Picks a small group to proofread the catalog for grammar and scheduling problems.
- I. Explores new venues as suggestions are made.
- J. Submits article to the LLI newsletter.

**6.5.2
Travel
Subcommittee**

Travel Committee is an ad hoc subcommittee and reports to the Board of Directors. The purpose of the Travel Committee is to plan and coordinate LLI trips within the regulations stated in the University of Wisconsin-Green Bay Travel Policies.

- A. Determines trip coordinator.
- B. Completes and files trip information form by the office manager and given to the coordinator. All names of participants must be submitted to the office prior to departure.
- C. Finalizes and completes details:
 - 1. Transportation
 - 2. Meals
 - 3. Tickets
- D. Submits all contracts to LLI office for review and signatures.
- E. Prepares trip brochure
- F. Coordinates brochure with Office Manager
- G. Supervises trip to include possession of documents pertaining to UWGB payments and date of payments including a waiver of liability.
- H. Completes trip evaluation form.
 - 1. Summarizes member feedback forms.
 - 2. Completes coordinator evaluation form.
- I. Prepares budget.

**6.6
Publicity and
Promotions
Committee**

Purpose

The purpose of the Publicity and Promotions Committee is to publicize and promote the LLI program and its activities to members and the greater community.

Duties and Responsibilities

- A. Prepares publications including newsletters, brochures, flyers, posters and other communication materials.
- B. Writes and distributes publicity and press releases.

- C. Provides input with LLI website development.
- D. Maintains LLI bulletin boards and website.
- E. Links with UWGB to provide videotaping events, as requested, for promos, publicity and archives when possible.
- F. Preserves LLI history including a photographic record.
- G. Develops and presents programs as well as a list of available speakers promoting LLI to the greater community.
- H. Develops guidelines for its operation.
- I. Expects publicity and promotions committee members to attend committee meetings or to be excused by the chair.
- J. Files copies of its minutes in the LLI office.
- K. Prepares and submits an annual committee budget to the Finance Committee.
- L. Presents all proposed non-budgeted expenses to the Finance Committee.
- M. Sends representative to the Volunteer Development Committee.

Recommended Skills and Abilities

- A. Ability to work independently and as a team.
- B. Knowledge of LLI, its mission and its history.
- C. Ability to write and speak effectively.
- D. Ability to use technology to formulate promotional materials.
- E. Ability to use the internet, website and possess basic computer skills including the ability to use email.

Members Appointed By and Report To

- A. Publicity and Promotions Chair

Number of Volunteers Required

- A. No fewer than 5 members.

Committee Meets

- A. 2nd Monday of the month.

Time Commitment

- A. 4-5 hours per month.

Other Committee Volunteer Needs

- A. Newsletter Editors.
- B. Photographer and Video Specialists
- C. Interviewer
- D. Publication and News Reporters.
- E. Historian

6.6.1 Publicity and Promotions Chairperson Duties

- A. Schedules and presides over committee meetings.
- B. Appoints members of the committee.
- C. Appoints a vice chairperson, preferably the past chairperson if available.
- D. Appoints a committee secretary.

- E. Develops committee meeting agendas.
- F. Orients new/incoming chairperson to the work of the committee.
- G. Submits articles about the committee and its work to the LLI Newsletter.
- H. Attends the Board of Directors meetings on the 4th Monday of the Month.
- I. Attends general membership meetings: Fall Kickoff, Holiday Social, Spring Fling/Annual Meeting.

**6.7
Social
Committee**

Purpose

The purpose of the Social Committee is to plan, organize and conduct Social events for LLI membership each year and assist with social aspects of other meetings as requested by Committee Chairs.

Duties and Responsibilities

- A. Plans the social aspects of the membership meetings including but not limited to:
 - 1. Fall Kick Off- September
 - 2. Holiday Social - December
 - 3. Spring Fling-Annual meeting- May
- B. Coordinates the above functions with the Board of Directors for the business meeting.
- C. Plans and organizes other socials according to committee plans.
- D. Social committee members are required to attend committee meetings or be excused by the chair.
- E. Develops guidelines for its operation
- F. Files copies of committee minutes in the LLI office.
- G. Prepares and submits an annual committee budget to Finance Committee
- H. Presents all proposed non-budgeted expenses to Finance Committee and follows established procedures for securing speakers and for agreements with off campus business.
- I. Sends representative to Volunteer Development Committee.
- J. Submits article to the LLI newsletter.

Recommended Skills and Abilities

- A. Works with a team; interacts effectively with peers.
- B. Ability to assist in the planning and carrying out of social activities.

Members Appointed By and Report To

- A. Social Committee Chair

Number of Volunteers Required

- A. Minimum of 8.

Committee Meets

- A. 5 or 6 times per year and prior to major events

Time Commitment

A. 2 hours per month; 10-15 hours when chairing an event.

Other Committee Volunteer Needs

A. Social Reserve Members to serve when called upon for special needs.

6.7.1 Social Committee Chairperson Duties

- A. Creates the Social Committee meeting agenda for each committee meeting held.
- B. Chairs the Social Committee Meetings.
- C. Attends the monthly LLI Board of Directors meetings and report progress of events.
- D. Discusses and sets yearly dates for the LLI events. Decide in October with the Board of Directors so as to avoid classes being scheduled on the day of a social event.
- E. Writes the event article/invitation for the LLI newsletter and sends it to the person in charge of the newsletter.
- F. Prepares and submits an annual committee budget to the finance chair.
- G. Have a social committee representative attend the Volunteer Development Committee meetings.
- H. Assures that social expenses recorded on monthly finance reports are accurate.
- I. Assures that contract with a venue is done correctly (never sign a contract, instead give to the LLI office manager) for UWGB controller signature.
- J. Fills out a social form on event being planned and give to LLI office manager.
- K. Submits an agenda/program for any meeting in which food is served.

6.8 Volunteer Development Committee

Purpose

The purpose of the Volunteer Development Committee is to ensure a sufficient number of individuals willing to assume volunteer positions within LLI. To minimize volunteer burnout among existing volunteers who may assume more than one role and to ensure that new ideas are continually influencing LLI plans and operations through the inclusion of new volunteers.

Duties and Responsibilities

- A. Encourages volunteer participation in LLI programs/activities.
- B. Identifies volunteers willing to serve the needs of LLI.
- C. Identifies, recruits and fosters leaders among LLI volunteers.
- D. Collects names of potential volunteers to place in positions within LLI.
- E. Develops recruitment tools such as job descriptions, volunteer skills survey, volunteer manual as needed.

- F. Plans and carries out a New Member Welcome event.
- G. Recruits and trains course coordinators.
- H. Creates an LLI volunteer recognition program.
- I. Develops guidelines for its operation.
- J. Attends all meetings or excused by the chair.
- K. Files committee minutes in the LLI office.
- L. Prepares and submits an annual committee budget to the Finance Committee
- M. Presents all proposed non-budgeted expenses to the Finance Committee.
- N. Office procedures to be reviewed and kept current.
- O. No volunteer is to accept any money but refer the individual to the office.

Recommended Skills and Abilities

- A. Interacts effectively with peers; works well with a team.
- B. Ability to identify volunteer potential in members.
- C. Ability to use e-mail and word-processing.

Members Appointed By and Report To

- A. Volunteer Development Committee Chair

Number of Volunteers Required

- A. Minimum of 10.

Committee Meets

- A. 2nd Tuesday of the month; 8:00 to 9:30.

Time Commitment

- A. 2-3 hours per month.

6.8.1 Volunteer Development Committee Chair Duties

- A. Makes out the meeting agenda and share with committee.
- B. Chairs the meetings.
- C. Sends out courses in need of coordinators and assigns coordinators to the courses who may assign committee member to do this.
- D. Plans training sessions for the coordinator training.

- E. Purchases food for the coordinator training each semester, put together agenda for training day, inform office of things being purchased, where items are being purchased and the approximate cost.
- F. Writes up course proposal for tour of the campus in fall (may also lead tour).
- G. Plans and runs special events and submits a report to the Board.
- H. Attends the LLI monthly Board meetings or are officially excused by the chair.
- I. Reserves rooms through the office for the New Member Welcome and coordinator training.
- J. Conducts or asks people to lead training at the off campus venues each Semester.
- K. Keeps in touch with office manager on any coordinator changes.
- L. Assigns a committee member to find volunteers to help man the front desk in the office.
- M. Writes an article for the newsletter from the Volunteer Development Committee chair keeping people up to date on volunteer possibilities.
- N. Assists nominating committee with names of possible office holders.
- O. Collects names of members who offer to be on committees and office help from their enrollment forms with those people that chair the different committees.
- P. Compiles the materials in green folders for the training session.
- Q. Assures that all inserts for the green folders are current and updated, well in advance of the training session.
- R. Reminds office to have evaluations printed and ready for the coordinators training.
- S. Sets up for the training session the day before.
- T. Helps set up Volunteer Development Committee budget with Treasurer.
- U. Provides names of people willing to help with special events.

SECTION 7 MEETINGS

- 7.1 Membership Meetings** Membership meetings consist of a Spring Fling/Annual Meeting, a Fall Kickoff and a Holiday Social in December. Additional meetings of the membership may be called by the Board of Directors per LLI by-laws.
- 7.2 Standing Committees** Standing committees meet on a regular schedule. The committee chair is responsible for scheduling regular committee meetings.
- A. Curriculum Committee meets the 1st Monday of the month.
 - B. Publicity and Promotions Committee meets the 2nd Monday of the month.
 - C. Finance Committee meets the 3rd Monday of the month.
 - D. Social Committee meets 5 or 6 times per year prior to major events.
 - E. Volunteer Development Committee meets the 2nd Tuesday of the month.
 - F. Information Technology Committee will meet as needed.
- 7.2.a Meeting Notices** Written notice of meetings are provided to each committee member. The notice will:
- A. Clearly state the time and place of the meeting.
 - B. Include the proposed agenda.

C. Be sent at least three days prior to the meeting.

**7.2.b
Meeting
Records**

Accurate and complete minutes, signed by the secretary, will be prepared in draft form as soon as possible after a meeting. These draft minutes will be sent to all committee members.

A. Minutes are not official until they are reviewed and approved by the committee.

B. Copies of approved minutes are to be promptly filed in the LLI office and posted on-line.

**7.2.c
Meeting
Guidelines**

A. A quorum constitutes a majority of committee members and is required for the conduct of business. If a quorum is not present, it is the chair's duty to declare the meeting adjourned.

B. When a motion is made and seconded, it should be repeated by the chair and is then open for discussion. After discussion, if any, the chair calls for a vote of the members present.

C. When a motion has been voted on and rejected, it cannot be proposed again at the same meeting except by a motion to reconsider. Approval of a motion to reconsider cancels the earlier vote and enables the committee to discuss and /or amend the motion for another vote.

D. A motion may be made to void an action of a previous meeting; if seconded, discussed and passed, the rescinded action is not retroactive.

**7.3
Special
Meetings**

Special Meetings can be called at the discretion of a committee chair or by the consensus of a majority of that committee's membership.

A. The written notice of a Special Meeting must define the specific item/s of business to be considered.

B. Other business issues or items cannot be considered at the meeting.

**7.4
Cancellation
of Meetings
and LLI
Classes**

In case of inclement weather LLI class/meeting cancellations will be announced on local media. The LLI Office Manager is responsible for contacting the media. In the absence of the Office Manager, the decision will be made by the President and/or Vice President.

**7.5
Workshops**

A leadership workshop may be held each fiscal year. The purpose, agenda and participants involved in a workshop will be determined by the Board of Directors. Workshops may involve the complete governing body. A follow-up meeting may be held within a reasonable time period

**7.6
Conferences**

Members are invited and encouraged to participate in regional and/or national conferences.

A. Any LLI member may attend regional and/or national conferences by paying their own expenses.

- B. LLI members designated by the Board of Directors to represent the University of Wisconsin-Green Bay LLI at approved conferences have all or part of fees/expenses paid.

SECTION 8 DVD/VCR TAPES LOAN POLICY

8.1 Acceptance Policy

- A. DVD/Tapes must be approved by the Curriculum Committee.

8.2 Purchased Course DVDs or VCR Tapes

- A. Loans to Other Lifelong Learning Institute Organizations (LLIs)
1. These DVDs/tapes may be loaned to other LLIs, or other equivalent organizations upon the following conditions:
 - a. The course is not planned for use by the Curriculum Committee for programs within the next calendar year.
 - b. The organization to which they will be lent completes the Loan Agreement.
 - c. The organization may not keep the Course for a period of more than one (1) calendar year without prior permission of the UWGB LLI Curriculum Committee.
 2. The LLI office staff will keep a log showing the title of the Course, the organization to which it was lent, the date sent and the date returned.. Any overdue DVDs/tapes shall be reported to the Curriculum Committee.
- B. Loans to members of the UW-Green Bay LLI.
1. These courses may be signed out by individual members upon the following conditions:
 - a. The Course is not planned for use by the UWGB LLI Curriculum Committee for programs within the next calendar year.
 - b. The member may sign the course DVD/tape out for a period of not more than 90 days.
 - c. The member may sign out only one (1) course DVD/tape at a time.
 - d. The member completes Local Member Loan Agreement.
 2. Individual DVDs or tapes from a course may be signed out by members for a period of not more than 30 days. This also requires the completion of the Member Loan Agreement.
 3. The LLI office staff will keep a log showing the title of the Course, the member to whom it was lent, the date borrowed and the date returned. Any overdue DVDs or tapes shall be reported to the Curriculum Committee.

- 8.3 Locally Produced DVDs of an LLI Course**
- A. These DVDs will be available for loan to members unless that course is being offered in the next semester.
- B. These DVDs may be loaned to individual members for a period of not more than two (2) weeks. The office staff shall maintain a log containing the information in Part 8.1 (3) above. DVDs overdue for a period of one month shall be reported to the Curriculum Committee.

GIFTS, DONATIONS AND SOLICITATIONS

- 9.1 Appreciation** LLI is appreciative of public and private interest in and goodwill demonstrated toward the organization through gifts and donations. The Lifelong Learning Institute works in cooperation with the University Advancement Office to determine appropriateness of solicitations and gifts made to the University in support of LLI, as outlined in the sections that follow.
- 9.2 Gift of Support** When Gift of Support ads are placed in the LLI Matters or other LLI materials and two or more options are listed as types of gifts, any unchecked donation will automatically be placed in the Annual Fund.

Check box should then read:

Please accept my contribution of \$_____ to the Lifelong Learning Institute (LLI) Program at the University of Wisconsin-Green Bay.

My gift is (choose one): ☐ Designated for the Lifelong Learning Institute Annual Fund
 ☐ Designated to be used for help meeting LLI operating costs
(If no designation is indicated, all donated monies will be placed in the annual fund.)

**Contributions are tax deductible.
All donors will receive a receipt for their tax records.**

-
- 9.3 Acceptance** The LLI Board of Directors, after receiving the opinion of the Finance Committee, shall have the final authority to:
- A. Specify the manner in which any gifts or donations are made.
B. Determine the appropriateness of any proposed gifts or donations.
C. Accept or reject any proposed gifts or donations.

- 9.4 Disposition** Any gift or donation accepted shall become the sole property of the Lifelong Learning Institute. The Board of Directors will hear and give consideration to the wishes or requests of the donor. However, it is understood that the final use of all gifts or donations shall be at the sole discretion of the Board of Directors and in compliance with University policies and procedures
- 9.5 Use** All monetary gifts or donations shall be used to help pay the budgeted expenses of the Organization in the fiscal year immediately following the year in which they are received unless otherwise determined by the specific action of the Board of Directors.
- 9.6 Solicitation** Solicitation of the LLI membership and/or solicitation of outside agencies on behalf of the LLI organization shall not take place without the prior review and consent of the Board of Directors.
- A. Request to solicit the LLI membership for donations, services, purchases or participation in trips or other activities shall be reduced to writing and submitted with supporting or explanatory information, to the chairperson of the Board of Directors at least ninety (90) days prior to the date of initial solicitation.
 - B. Proposals to solicit outside agencies for funds on behalf of LLI, which would obligate LLI in any way, shall be submitted in writing. They shall be submitted in writing with supporting or explanatory information, to the chairperson of the Board of Directors at least ninety (90) days prior to the date of initial solicitation.
 - C. No Presenter shall use the LLI class time to solicit business. If LLI members choose to meet with presenters after class to discuss utilizing the presenters' products or services they are free to do so.

SECTION 10 LLI OFFICE ADMINISTRATION

- 10.1 General Administration** All LLI office computers are for use by LLI staff and assigned volunteers. When the office is closed, all computers and other office equipment will be shut down. The Office Manager will communicate in a timely manner with the office volunteer coordinator concerning office hours and functions/duties. The Office Manager is responsible for ensuring that the office procedure manual is up to date and available to office volunteers.

SECTION 11 **LLI ALCOHOL POLICY

- 11.1 General Policy** Lifelong Learning Institute will not offer alcohol "tasting courses".

**11.2
Course
Specific**

The main focus of the course must not be alcohol.

If a tour of a brewery or winery is part of a trip stop, all fees for the tour must be separated from the class fees and paid by the individual directly to the business. (In other words, if a trip entails a lunch stop, a play and a winery tour, the fee for the winery tour must be paid out of pocket by the individual directly to the business).

- This pertains only to food for which reimbursement will be sought and does not pertain to food prepared by participants in a cooking class.
- If food is involved in a trip, the trip coordinator should advise the LLI Office Manager to submit the appropriate paperwork including approved contract, Food Approval Form, Agenda and attendee list to the UW-Green Bay Controllers Office.

** This is in conformity with Wisconsin Statutes and University of Wisconsin-Green Bay Alcohol Policy.

The full alcohol and other drug policy can be found in addendum h.

SECTION 12 FINANCIAL ASSISTANCE

**12.1
Financial
Assistance**

If a person qualifies for Homestead credit on their taxes, they may qualify for a financial assistance application. The recipient will normally pay 50 percent and be matched 50 percent by LLI. Depending on the number of applications and budget allocation the percentage could be adjusted at the recommendation of the Finance Committee and Board of Director approval. The Finance Committee should allocate the assistance dollars for both semesters.

ADDITIONAL GUIDELINE DOCUMENTS - ADDENDUM

- a. Working relationship between the Continuing Education and Community Engagement Division of Outreach and Extension of the University of Wisconsin Responsibilities and the Lifelong Learning Institute.
 1. Memorandum of Understanding
 2. Functional Relationship
- b. Agreement for Assumption of Risk, Indemnification, Release and Consent for Emergency Treatment.
 1. Document used for biking or any physical activity course.
- c. Emergency Procedures
 1. Document (8) - Coordinator Course Folder

- d. Copyright Observance
 - 1. Document (11) - Coordinator Course Folder
- e. Email and Membership Directory Policy
 - 1. All members will be included in the LLI Directory unless a written request is submitted to the LLI Office.
- f. **LLI alcohol Policy
 - 1. **Restrictions on Direct Purchase of Alcoholic or Intoxicating Beverages
 - 2. **Alcohol Policy
 - **UW-Green Bay Webpage

Changes adopted by the Board of Director on October 26, 2015.

Nancy McGrew, President

Weston Carvenough, Vice President

UNIVERSITY of WISCONSIN
GREEN BAY

Institute for Lifelong Learning Institute

LIFELONG LEARNING INSTITUTE LOAN AGREEMENT – INDIVIDUAL

It is hereby agreed by and between the University of Wisconsin – Green Bay Lifelong Learning Institute (LLI) and _____ that LLI will allow you to use the following DVD:

_____ for your own personal use and for no other purpose. We understand that, as a provision of using the DVD, these materials will be returned promptly after their use. If the materials comprise a whole course, the date of their return will be 90 days from the date of this agreement. If the materials comprise an individual DVD, the date of return will be not more than 30 days from the date of this agreement. That date is: _____. You further agree that you will reimburse UWGB-LLI for any expenses or damages in relation to the loan of these materials (e.g. replacement of any damaged or missing materials provided by LLI.) It is further understood that any loss or damage of one DVD from a set will necessitate the purchase of a new set, and you hereby agree to be responsible for the cost of such replacement.

Name of Borrower

Date

LIFELONG LEARNING INSTITUTE LOAN AGREEMENT

It is hereby agreed by and between the University of Wisconsin-Green Bay Lifelong Learning Institute (LLI) and _____
(your organization)

that LLI will allow _____ to use
(your organization)

for the purpose of conducting a course with these materials and for no other purpose.

We understand that, as a provision of using the DVD, no fee will be charged for the course.

It is further agreed that _____ will
(your organization)

reimburse LLI \$_____ for shipping/handling charges and that these materials will be returned promptly after their use which is approximately _____,
(date)

_____ further agrees that these
(your organization)

it will reimburse the UWGB-LLI for any expenses or damages in relation to the loan of these materials (e.g. replacement of any damaged or missing materials provided by LLI.)

(print name)

(signature)

(organization)

(date)

(address)

(telephone number)

(city, state, zip)