

# **OLLI-UA Central Tucson Campus Council Operating Guidelines – Adopted April 14, 2026**

## **1. Excerpts from OLLI-UA Corporate Bylaws**

- 1.1. Article 3, § - A "Campus" is an operational unit of the Corporation (OLLI-UA) that develops and delivers educational and social programs for its members. (OLLI-UA Bylaws Article 3, Section 3.2)
- 1.2. Article 7 § 7.1 - Campuses (previously defined) are operational units determined and managed by Board Policy and managed by Campus Councils.
- 1.3. Article 7 § 7.2 - The Council shall function as the management arm of its respective Campus, responsible for day-to-day operations.
- 1.4. Article 7 § 7.3 - Council responsibilities include management of curriculum, social activities, facilities, classroom technologies, and other functions required for its operation. (See Article 4, § 4.4.e and § 4.4.f)
- 1.5. Article 7 § 7.4 - Each Council shall develop and manage membership programs to attract new members, retain current members, and provide a social component.
- 1.6. Article 7 § 7.5 - Each Council shall prepare Operating Guidelines containing directives, procedures, and a list of Campus committees. This document may not conflict with Corporate policies or the Bylaws.

## **2. History and Mission**

- 2.1. The Central Tucson Campus (CTC) of OLLI-UA is part of the Osher Lifelong Learning Institute at The University of Arizona (UA). CTC was established in 1989 as the Tucson SAGE Society, an affiliated organization of UA. In 2006 SAGE joined the OLLI network of institutes and changed its name after receiving its first grant from the Bernard Osher Foundation.
- 2.2. The mission of OLLI-UA is to provide continuing learning experiences designed for individuals 50 years of age or older living in and about Tucson and Southern Arizona. OLLI-UA is dedicated to enhancing the lives of its members by providing an environment for learning, teaching, and social interaction through participatory classroom, online and other community experiences. (OLLI-UA Bylaws Article 2)
- 2.3. The CTC mission is to provide OLLI-UA members high-quality learning, teaching and social opportunities at the Central Tucson Campus.
- 2.4. CTC is committed to working closely with OLLI-UA's Green Valley and virtual on-line campuses to share experience and best practices.

## **3. Governance**

- 3.1. CTC shall be governed by the Central Tucson Campus Council (the Council).

- 3.2. The Council shall consist of at least seven, but no more than twelve members, each serving a 2-year term. Terms shall be staggered so that one-half of members are elected each year. A member may serve multiple terms.
- 3.3. If the Council membership drops below the minimum in § 3.2, elections will be held immediately as per Article 5. Should the membership of the Council fall below four members the election of new members shall be conducted by the OLLI-UA Board.
- 3.4. At the first meeting after elections the Council shall elect a Chair and a Vice Chair, and such other officers as are necessary for its effective functioning.
- 3.5. The Council shall meet monthly in person at the CTC facility with electronic access provided to all CTC members. At the discretion of the Council Chair, and with at least one week notice, a Council meeting may be conducted only electronically or may be cancelled.
- 3.6. A quorum for meetings of the Council shall be one-half of its members. Decisions on issues requiring a council vote shall be by majority of members present unless otherwise provided (see Article 3 - § 3.6 and § 3.7)
- 3.7. The Council may adopt or amend policies, procedures, and other rules for CTC by approval of two-thirds of Council members.
- 3.8. Vacancies and Removals.
  - a) Any vacancy on the Council resulting from removal, resignation, or inability to serve, shall be filled by vote of the Council, except that any vacancy open 30 days before Council elections shall be filled through the election process. The term of the member elected to fill the vacancy shall be the unexpired term of the Council member being replaced.
  - b) Any Council member who ceases to be a member of CTC shall be removed immediately as a member of the Council.
  - c) Any Council member is subject to removal for cause, including missing four Council meetings in any year, by a two-thirds vote of the other Council members following a 15-calendar day notice specifying the cause and a full opportunity to be heard prior to the vote.
- 3.9. The Council shall establish and maintain archives, documents and records concerning the CTC, its history and activities.
- 3.10. The OLLI-UA Program Manager and the OLLI-UA Board President shall be non-voting ex-officio members of the Council. The OLLI-UA Board President may serve as an elected, voting member of the Council.
- 3.11. All OLLI-UA Central Tucson members shall have the right to elect the Council by secret ballot (one vote per member) and to receive reasonable notice of, attend, and participate in Council meetings.

## **4. Council Responsibilities**

- 4.1. The Council is responsible for creating opportunities for high-quality learning, teaching and social programs at CTC; for providing a facility capable of hosting those programs in a pleasant, enjoyable venue; for maintaining member satisfaction with CTC and its programs; and for working with the OLLI-UA Board of Directors and with the OLLI-UA Green Valley campus to assure OLLI-UA continues to thrive.
- 4.2. Council responsibilities include:
  - a) Establishing and maintaining a professional relationship with the facility landlord to effectively address matters concerning the building, repairs, and security;
  - b) Providing classrooms, lounge and restrooms, including furnishings, equipment, and cleaning and maintenance services, and making the facility welcoming for members;
  - c) Recruiting volunteers from the CTC membership to lead and staff essential operating functions, including Campus Hosts, Lounge Hosts, Hybrid Class Tech Hosts, and A/V experts for on-site SGLs;
  - d) Creating and maintaining an Operations Manual outlining the details of each CTC operating function;
  - e) Working with the OLLI-UA Board to recruit and support Study Group Leaders to provide a rich curriculum; and
  - f) Working with the OLLI-UA Board to provide a rich variety of social opportunities.
- 4.3. The Council shall fulfill its responsibilities through committees, task forces or individuals designated by the Council Chair. All Council members are expected to be active participants in CTC operations and committees. In addition to the Chair and the Vice Chair, Council positions shall include Secretary and leads for Facilities, Campus Hosts, Lounge Hosts, Technology, Membership and Social.
- 4.4. The Council Chair, the Council and the Committee Chairs shall select committee members from the CTC membership.
- 4.5. The Council Chair and an OLLI-UA Staff Member shall be ex-officio members of all CTC committees.
- 4.6. The Council shall post on the CTC website the names of committee and task force chairs and of responsible individuals.

## **5. Elections**

- 5.1. Voting for members of the Council shall occur before the OLLI-UA Annual Meeting when results will then be announced.
- 5.2. The Council Chair shall appoint a chair of the Nominating Committee who will select committee members. The Nominating Committee shall evaluate Council needs and solicit expressions of interest from the CTC membership in serving on the Council.

- 5.3. The Nominating Committee shall then present a slate of candidates to the Council for approval and the approved slate of candidates shall be presented to the CTC Membership for final approval.

## **6. Amendments**

- 6.1. These Operating Guidelines may be amended by a two-thirds majority vote of the members of the Council, or by a two-thirds majority vote of the CTC membership.