

# **OLLI-UA Green Valley Campus Council**

## **Operating Guidelines – Adopted December 16, 2025**

### **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 Green Valley Campus (GVC) of OLLI-UA is part of the Osher Lifelong Learning Institute at The University of Arizona (UA). GVC 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 GVC mission is to provide OLLI-UA members high-quality learning, teaching and social opportunities at the Central Tucson Campus.
- 2.4. GVC 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. GVC shall be governed by the Green Valley Campus Council (the Council).

- 3.2. The Council shall consist of at least seven, but no more than eleven 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, steps will be taken as per Article 5. Should the membership of the Council fall below four members, the selection of new members shall be conducted by the OLLI-UA Board.
- 3.4. At the first meeting after the selection process, 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 or electronically at the GVC facility with electronic access provided to all GVC members.
- 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 GVC 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 the Council selection process shall be filled through the established 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 OLLI-UA 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.
- 3.9. The Council shall establish and maintain archives, documents and records concerning the GVC, 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 a selected, voting member of the Council.

#### **4. Council Responsibilities**

- 4.1. The Council is responsible for creating opportunities for high-quality learning, teaching and social programs at GVC; for providing a facility capable of hosting those programs in a pleasant, enjoyable venue; for maintaining member satisfaction with GVC and its programs; and for working with the OLLI-UA Board of Directors and with the OLLI-UA Central Tucson 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 making the facility welcoming for members.
  - c) Recruiting volunteers from the GVC membership to lead and staff essential operating functions, including Membership Outreach, Curriculum Development, Campus/Classroom Hosts, Lounge Hosts, and A/V support for on-site SGLs, including tech support for hybrid classes when offered by GVC.
  - d) Creating and maintaining an Operations Manual outlining the details of each GVC 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 Curriculum Committee 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 GVC operations and committees. In addition to the Chair and the Vice Chair, Council positions shall include Secretary and leads for Facilities, Campus/Classroom Hosts, Lounge Hosts, Technology, Membership, Curriculum Development and Social.
- 4.4. The Council Chair, the Council and the Committee Chairs shall select committee members from the membership.
- 4.5. The Council Chair and an OLLI-UA Staff Member shall be ex-officio members of all GVC committees.
- 4.6. The Council shall post on the GVC website the names of committee and task force chairs and of responsible individuals.

## **5. Elections**

- 5.1. Selection of members of the Council shall occur before the OLLI-UA Annual Meeting.
- 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 GVC membership in serving on the Council.
- 5.3. The Nominating Committee shall then present candidates to the membership.
- 5.4. Members of the Council shall assume their positions upon selection.

## **6. Amendments**

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