

ACADEMY FOR LIFELONG LEARNING POLICIES AND PROCEDURES

GENERAL POLICIES AND PROCEDURES

1. The Academy's Board of Directors has approved all policies and procedures of this organization stated below.
2. Meeting dates for the Academy's curriculum calendar are published in advance of the activities scheduled.
3. The Academy operates under the sponsorship of the USCA Department of Continuing Education, which charges an agreed-upon fee per Academy member for administrative support.
4. If USC Aiken cancels classes on any given day, Academy classes scheduled to meet on campus at the same time will also be cancelled.

BOARD OF DIRECTORS

1. Article V of the Academy Bylaws requires that the Board must meet at least three times each semester.
2. The tentative schedule of Board Meetings will be published in *The Spiral*. The notice will contain the date, time, and location of the meetings.
3. The President will announce any additional meetings of the Board by mail (postal or electronic) to reach all Board members at least 5 days prior to the meeting.
4. Additional meetings of the Board will be announced and/or reported in a subsequent issue of *The Spiral*.
5. Members of the Academy are welcome to attend the Board of Directors meetings. Members may also direct their ideas or suggestions to any Board member for consideration by the Board.
6. A summary of Board actions will be published regularly in *The Spiral*.

ACADEMY FUNDS

1. The Academy has two accounts: USCA Operating Account, and the Academy Checking Account. In addition there are three endowments: the Kauffman Foundation Fund, the Julia Thurlow Watson Endowment Fund, and the Academy for Lifelong Learning Endowment Fund
 - a) **USCA Operating Account:** The principal of this account comes from the annual membership dues of Academy members, with the exception of the elected Members of the Board of Directors. The account is maintained on the books of the University, is monitored by the Treasurer, and is non-interest bearing. The balance is carried over from year to year. Most Academy expenses are paid from this account. These include, but are not limited to, printing, postage for mailings, copies, brochures, conferences and associated travel, honoraria for short course instructors, stationery, program refreshments, bus rentals for field trips, reimbursed member expenses, rentals for special functions, funding of

scholarships, and per-member support of the Office of Continuing Education. Under the direction of the Board of Directors the Office of Continuing Education acts as clearinghouse for receipts and disbursement for all applicable Academy activities.

- b) **Academy Checking Account:** The principal of this account comes from the annual membership fees of the elected members of the Board of Directors, paid directly to the Academy of Lifelong Learning and deposited into the checking account. The Academy Treasurer controls the deposits and disbursements from this account as directed by the Board. In the event the Treasurer is a USCA employee, other officers shall be enabled as signatories to the account.
 - c) **Kauffman Foundation Fund:** This foundation was established by Dr. James Kauffman, Dr. Earl Kauffman's son, to fund the Earl Kauffman Recognition Day event. Members of the Academy, the Academy Board on behalf of the Academy, University faculty, and members of the Aiken community have also made donations. As an endowment, only the interest from this fund can be spent and it must be used exclusively for Recognition Day activities and expenses. An honorarium of up to \$250 or other consideration may be offered to the Recognition Day speaker.
 - d) **Julia Thurlow Watson Endowment Fund:** This endowment was established for program enhancements to benefit members of the Academy, including but not limited to speakers, seminars, and workshops. As an endowment, only the interest may be used for these purposes.
 - e) **Academy for Lifelong Learning Endowment Fund:** This endowment was established by the Academy from excess funds and contributions of individual members. It is to be used by USCA in a manner the University deems to best suit its needs. As an endowment, only the interest may be used for these purposes.
2. Membership fees for all active members are collected at the start of each academic semester in the amount specified by the Board. Members may opt to pay both semester fees at one time.
 3. Fees may be collected for special events and some short courses where warranted.
 4. The general policy of the Academy is to deny requests for contributions of Academy funds to non-Academy groups.

NOMINATIONS AND ELECTIONS

1. The Nominating committee will consist of three non-board members of the Academy who are nominated by the President-elect and approved by the Board at the November Board Meeting. In the absence of a President-elect, the President shall nominate the committee.
2. A Chair shall be selected by the three Nominating committee members no later than December 31.
3. A slate of nominees for each position will be presented to the Board of Directors by the Nominating Committee Chair at the February Board meeting. The nominees can

be the incumbent, except for the President, President-elect, Curriculum Chair and Curriculum Chair-elect.

4. The slate will be announced in the March issue of *The Spiral*.

OFF-CAMPUS CONFERENCE MEETINGS

1. The amount of the conference cost for the number of required nights away is paid to Academy members selected by the Board of Directors to represent the Academy at district and regional conferences. Costs are to be in compliance with USCA guidelines and approved by the Board.
2. Members of the Board of Directors have first priority in selection as a reimbursed representative.
3. Non-member spouses of selected attendees are not eligible for per diem or registration reimbursement.
4. The maximum number of reimbursed representatives is four.
5. Any Academy member may attend conferences at his/her own expense.
6. Each reimbursed representative must submit to the Board of Directors a report of expenses within 30 days of the completion of the conference.
7. A brief report of participation in the conference will be presented to the Board of Directors on or before the last Board meeting of the Academy year. Conference attendees are encouraged to prepare an article for *The Spiral* as soon as possible.

STANDING COMMITTEES

The Chair of each committee develops policies and procedures for that committee which are submitted to the Board of Directors for approval and maintains records that can be passed to the succeeding chair.

1. Curriculum

The Curriculum Chair is assisted by the Curriculum Chair-elect and a committee dedicated to each of the following areas:

a) Special Events

- i. Any special event with limited capacity may be made available to non-Academy members at the discretion of the USCA Continuing Education Department if space permits as the event date nears. Non-members may be charged an additional fee.
- ii. If it is necessary to cancel an event, all funds will be refunded to all registrants.
- iii. Once a registrant has paid fees for a special event, refunds cannot be made due to cancellation by the registrant. A registrant that wishes to cancel must find his or her own replacement.

b) Short Courses

- i. A minimum of four short courses must be offered each semester. These courses generally are one-hour lectures for a period of a few weeks by

University faculty or persons with special knowledge on selected subjects.

- ii. An honorarium of \$75.00 per short course session of any duration is offered with a maximum of \$450 for the course. Additional material/travel expenses or honoraria beyond \$450 must be approved by the Board.
- iii. If the provider of a course or event charges a per-pupil admission fee (exclusive of actual costs such as materials or ticket purchase) the provider of the course or event will not be offered an honorarium.
- iv. A minimum of ten enrollees is required for a course to be presented, at the discretion of the board.
- v. Up to 25% of a semester course offerings may be held at off campus location(s).

2. Publicity

a) Newsletter

- i. *The Spiral* is the official publication of the Academy for Lifelong Learning and, as such, publishes all schedules, summations of Board business, and notices that affect Academy members.
- ii. A monthly publication schedule is maintained September through May of each year, December optional. Distribution date is approximately the first of each month.
- iii. The editor(s) solicits newsworthy content and directs the composition and layout of the paper. Deadline for receipt of content is the 15th of the preceding month.
- iv. Distribution is performed by the USCA Office of Continuing Education.

b) Annual Scholarship Awards

- i. When sufficient funds are available, the Academy may provide one or more needs-based scholarship(s) to USCA student(s), paid from the Academy USCA Operating Account. Scholarship amount(s) and criteria for scholarship eligibility will be set by the Board. The recipient(s) are selected by the University Faculty Honors Award Committee.
- ii. The Academy Board will invite a representative of the University Advancement Department to a Board meeting each fall, after Academy enrollment numbers are known and thus the Academy's financial situation is fairly well determined, to help set up the scholarship plan for that year.

MEMBERSHIP MEETINGS

1. The Board will schedule Program and/or Business meetings of the General Membership in accordance with Article IX of the Academy Bylaws.
2. Except where otherwise specified, a speaker at a general membership meeting will be offered an honorarium in an amount equal to the current honorarium given to a one hour instructor.

SPECIAL EVENTS IN THE ACADEMY YEAR

1. HOLIDAY FUNCTION WITH THE CHANCELLOR

The President of the Academy invites the Chancellor to the Academy's Holiday Function, early in the Fall semester.

2. EARL KAUFFMAN RECOGNITION DAY

- a) The Immediate Past-President is responsible for the planning of the luncheon and program, including the recipient commemorative item(s). The Immediate Past-President also recommends a speaker to the Board for its approval.
- b) The speaker is to be identified by the end of October and a date for the luncheon selected.
- c) The Immediate Past-President solicits the names of potential Earl Kauffman Award recipients from the Board of Directors. The Board selects the recipient by Feb 1st. Qualifications for the award include service to the Academy and/or the mature population.
- d) The name of the recipient is not announced until the luncheon at which time the recipient receives an appropriately inscribed plaque or other appropriate commemorative item.
- e) The Master of Ceremonies is the current President. The Kauffman Award presentation is made by the Immediate Past-President.
- f) All current Academy members are invited to attend.
- g) Invited guests include the Chancellor and Dr. James Kauffman and his family. The Board may elect to invite other non-Academy members at their discretion, such as selected members of the USCA faculty, staff, and administration, Academy short course instructors, selected local elected officials, Academy scholarship recipients, and members of the families of the awardee(s) and the guest speaker

3. OTHER EVENTS

Additional events may be scheduled by the Curriculum Committee.