

## **POLICIES HANDBOOK of the Lifetime Learning Institute**

This handbook outlines the standard operating policies in place to ensure the stability of the mission, programs, and ongoing operations of the Lifetime Learning Institute of Austin, Texas (LLI).

### **A. ORGANIZATIONAL POLICIES**

1. LLI is governed by an Executive Committee and an Advisory Council, nominated and elected by the existing members following procedures outlined in the Bylaws (Article V) to perform the duties described. In addition, Coordinators are appointed by the Director to oversee designated areas of operation.
2. Persons chosen to be Officers, Council members or Coordinators should have had experience as class registrants, teacher aides, office volunteers, or participated in other LLI activity which would give them background in the purposes and operation of LLI.
3. Coordinators shall work closely with the Executive Committee and all other Coordinators to ensure efficient delivery of the classes offered by LLI.
4. If a vacancy in a Coordinator position occurs, the Director will consult with the Executive Committee members to identify a replacement and submit the nomination at the next Council meeting.
5. Coordinators shall appoint a person to assist them in the performance of all duties for which they are assigned and to assume the duties of the Coordinator should that person be absent or unable to carry on the official duties assigned thereto. Assistant appointments shall be subject to the approval of the Director and Executive Committee.
6. General duties of the Coordinators are outlined as follows:
  - (a) Administrative Coordinator. Under general guidance of the Director, the Administrative Coordinator shall manage the office and support staff of LLI, obtaining any additional volunteer help necessary to make LLI operate smoothly. The Administrative Coordinator shall act as the registrar, train office volunteers, maintain office files and supplies, and participate in the preparation of the annual budget.
  - (b) Program Coordinator. The Program Coordinator oversees a committee responsible for establishing the course offerings and obtaining teachers for the classes consistent with LLI's mission. The Program Coordinator works closely with the Site Coordinator and the Teacher Aide Coordinator in determining suitable class locations, size, and teacher aide support. The Program Coordinator shall also assure that a printed schedule of LLI offerings is prepared and distributed on a timely basis. The Program Coordinator oversees the payment of honoraria to the teachers.
  - (c) Site Coordinator. The Site Coordinator is charged with finding suitable meeting places for LLI course offerings and, working directly with the Program Coordinator, arranging proper locations for classes consistent with space required and facilities needed for expected course activities. The Site Coordinator oversees the donations made to the sites used.
  - (d) Teacher Aide Coordinator. The Teacher Aide Coordinator is responsible for the securing and training of a teacher aide for each LLI course offering. Teacher Aides will normally be class

participants who will be taught function and procedure for maintaining class rolls, reporting attendance, completing late registrations, and other duties required by LLI and the course instructors.

- (e) Publicity Coordinator. The Publicity Coordinator shall plan and, with the approval of the Executive Committee, implement a continuous program of publicity and community relations to promote LLI, its activities, its people, and its contributions to education and to the community.
  - (f) Equipment Coordinator. The Equipment Coordinator shall be responsible for purchasing and maintaining office and classroom equipment belonging to LLI, including distribution of items needed to the various sites in time for classes, and for returning the equipment to the LLI office at the end of each session. In addition, the coordinator shall assist the Administrative Coordinator in maintaining the LLI office computer database.
  - (g) Technology Coordinator. The Technology Coordinator will oversee all activities related to the operation and maintenance of the LLI website, including timely updates of the material presented there.
7. The Director shall appoint a Courtesy Chairman whose responsibility is to respond appropriately to illnesses of Council Members or deaths in their families.

## **B. COURSE POLICIES**

1. The year's program of courses shall consist of a Fall term and a Spring term. No summer or evening courses will be offered.
2. Courses will normally consist of eight two-hour classes. Subject to prior review and approval of the Program Committee, courses having a special focus may be shorter, but never fewer than six classes. Such deviation must be noted in the Course Schedule.
3. All instructors are to be informed of policies established by LLI related to courses and classes. They should receive a copy of the LLI handbook so they can be informed regarding LLI personnel and history.

## **C. FINANCIAL POLICIES**

1. Non-profit status:
  - (a) The Lifetime Learning Institute (LLI) is recognized by the Internal Revenue Service as a 501 (c) 3 non-profit agency. Appropriate tax forms are filed annually to protect this designation.
  - (b) LLI is recognized by the State Comptroller as a non-profit organization not subject to the state sales tax. No tax-exempt number is issued to non-profits; however, a form provided by the Comptroller can be reproduced and given to suppliers of goods and services to claim tax exempt status.
  - (c) The U.S. Postal Services recognizes LLI as qualified to use bulk mail services.
  - (d) The Texas Secretary of State renews LLI's logo every five years.

2. Compensation:

- (a) Because LLI is a volunteer organization, it endeavors to provide superior programs at the lowest possible cost to the participants. Except for faculty honoraria, no person in LLI receives any financial compensation.
- (b) An honorarium is given to each instructor of a course in an amount determined by the Advisory Council, with appropriate funding included in the annual budget.
- (c) LLI depends upon community organizations such as churches and recreation centers to provide rent-free classroom space. Funds are provided in the annual budget to make donations to the sites for classroom space used each term.
- (d) In recognition of the work contributed to the program by the Teacher Aides, the Council has established a policy of free registration in a class in the term immediately following that during which the TA served.

3. Financial controls:

- (a) In order to ensure that all significant expenditures receive timely consideration, the Director, the Treasurer, and the Immediate Past Director shall be authorized to sign checks, acting in the Council's behalf. Expenditures over \$1500 must have two signatures or written or emailed approval of another officer prior to payment. For email approval, the Treasurer must email the officer an image of the printed, signed check and the invoice in the same amount. The approval will be attached to the check stub on file.
- (b) LLI shall provide a fidelity bond applicable to the Treasurer.
- (c) Any proposed expenditure of LLI funds not covered in the approved annual budget must be recommended by the Executive Committee and presented for consideration and action by the Advisory Council.
- (d) The financial records of LLI are audited annually, following the procedure outlined in the Bylaws (Article VII, Section B).

## **D. POLICY CHANGES**

The policies outlined in the handbook may be changed after discussion and vote on a motion made at any meeting of the Executive Committee and reported to the Advisory Council at the next meeting. Attention will be given to each proposed policy change to determine if it is significant enough to require amendment of the Bylaws and if so, the procedure outlined in Article IX of the Bylaws must be followed. The secretary shall be responsible for any adopted changes being incorporated into the official copy of the Handbook maintained on the office computer, with copies provided to the Advisory Council members as appropriate.