

POLICY GUIDELINES
for
Lifetime Learning Institute of Austin, Texas

These Guidelines outline the standard operating policies in place to ensure the stability of the mission, programs, and ongoing operations of 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 By-Laws (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 (By-Laws Article V) should have had experience as class registrants, teacher aides, office volunteers, or participated in other LLI activity that would give them background in the purpose and operations of LLI (By-Laws Article III.)
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, and maintain office files and supplies.
 - (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 securing and training 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 semester.
- (g) Technology Coordinator. The Technology Coordinator will oversee all activities related to the operation and maintenance of the LLI website and on-line registration program including timely updates of information presented there.

Coordinators shall also provide the Treasurer with information and assistance in preparation of LLI's annual budget.

7. The Director may appoint a Courtesy Chairman whose responsibility is to respond appropriately to illness or death of Officers past or current, Coordinators, Council members and their families.

B. COURSE POLICIES

1. The year's program of courses shall consist of a Spring and a Fall semester. 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.

C. FINANCIAL POLICIES

1. (a) Lifetime Learning Institute (LLI) is recognized by the Internal Revenue Service as a 501(c)3 non-profit organization. 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 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. Any change of address requires filing with the USPO.
- (d) The Texas Secretary of State renews LLI's logo every five years.
- (e) LLI shall provide a fidelity bond applicable to the Treasurer and Director.
- (f) LLI shall carry liability insurance protecting the organization in case of injury to participants.

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, the amount of which shall be determined by the Advisory Council, shall be given to each course instructor 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. Donations, the amount of which shall be determined by the Advisory Council, shall be offered to supporting organizations for classrooms and space made available to LLI. Funding for site donations shall be included in the annual budget.
- (d) In recognition of the work contributed to the program by Officers, Advisory Council members and the Teacher Aides, LLI shall grant, one free registration in a class in the semester immediately following the semester of service.

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 on the Council's behalf. Expenditures over \$1500 recommended by the EC must have two signatures or written or emailed approval of another officer prior to payment. For email approval, Treasurer must email 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) 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.

- (c) The financial records of LLI are audited annually, following the procedure outlined in the By-Laws (Article VII, Section B).

D. POLICY CHANGES

The policies outlined in the Policy Guidelines 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 By-Laws and, if so, the procedure outlined in Article IX of the By-Laws must be followed. The Secretary shall be responsible for any adopted changes being incorporated into the official copy of the Guidelines maintained on the office computer, with copies provided to the Advisory Council members as appropriate.