

**ACADIA LIFELONG LEARNING CENTRE
OPERATING GUIDELINES**
Updated: April 2012

**DIVISION OF OPEN ACADIA
ACADIA UNIVERSITY**

Introduction:

- 1. Acadia Lifelong Learning (ALL) Centre is a community driven initiative of Open Acadia that provides quality educational opportunities for older adults.**
- 2. Older adults can participate in the ALL Centre and its programs by becoming a member of the Centre and/or by enrolling in courses that are part of the ALL Calendar.**

Objectives:

The objectives of the Centre are:

- (a) Share the intellectual and cultural resources of one of Canada's top-rated small universities with the growing population of older adults.
 - (b) Enrich the lives of older adults in the community, by providing opportunities for intellectual stimulation through term courses, short courses, lectures, and other programs.
 - (c) Provide a mechanism for engaging Canada's talented seniors in meaningful opportunities for lifelong learning.
 - (d) Encourage communications and collaboration among seniors through information and communication technology, and entrepreneurial ventures.
 - (e) Facilitate research in areas relating to seniors.
 - (f) Improve the spiritual, mental, and physical health of the community.
 - (g) Be self-sustaining.
- 3. Open Acadia operates the ALL Centre and its programs with significant input from the ALL Board and ALL membership.**

OPERATING GUIDELINES

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In these Guidelines unless there be something in the subject or context inconsistent therein:

- a) "Centre" means Acadia Lifelong Learning Centre;
- b) "Special Resolution" means a resolution passed by not less than two thirds of such Members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given;
- c) "Division" means Division of Open Acadia.
- d) "Board" means the Board of the Acadia Lifelong Learning Centre.
- e) "Member" means any individual who has paid their annual membership fee.

MEMBERSHIP

1. Persons shall be admitted to Membership in accordance to these Guidelines, and none other shall be Members of the Centre, and their names shall be entered in the Register of Members accordingly.
2. For the purpose of registration, the number of Members of the Centre is unlimited.
3. Every Member of the Centre shall be entitled to attend any meeting of the Centre, and to vote at any General Meeting of the Centre, and to hold office.
4. Membership in the Centre shall not be transferable.
5. The following shall be admitted to Membership in the Centre:
Older adults.
6. Formal admission to Membership shall be required in the form of an annual membership fee as approved, from time to time, by the Board in consultation with Open Acadia and entry in the Register of Members by the Division of the name and address of an individual shall constitute an admission to Membership to the Centre.
7. The Membership year will cover the period from September 1 through to August 31 of the following year.

8. Membership in the Centre shall cease upon non payment of the annual Membership fee, upon death of the Member, or if, by notice in writing to the Centre, the Member resigns his or her membership, or if the Member ceases to qualify for membership in accordance with these Guidelines.
9. No membership fee shall be pro-rated.

MEETINGS

1. The Annual General Meeting of the Centre shall be held in April of each year.
2. An Extraordinary General Meeting of the Centre may be called by the Chair or by the Members of the Board, or by the Director of Open Acadia at any time and shall be called by the Chair of the Board if requested in writing by at least twenty five percent (25%) of the members of the Centre.
3. At least seven days notice of a meeting, specifying the place, day and hour of the meeting and, in the case of special business, the nature of such business, shall be publicized by Open Acadia. Notice may be given, but it is not required to be given, by regular post or by e-mail. Any notice shall be deemed to have been given at the time of publication, or, if given by post, at the time when the letter containing the same would be delivered in the ordinary course of the post. The non-receipt of any notice shall not invalidate the proceedings at any general meeting.
4. At each Annual General Meeting of the Centre, the following items shall be dealt with and shall be deemed to be ordinary business:
 - a) minutes of the preceding general meeting;
 - b) consideration of the annual report of the Board;
 - c) election of Members of the Board for the ensuing year;
 - d) Members' guidance to the Centre.
 - e) Special Resolutions
5. All other business transacted at the Annual General Meeting shall be deemed to be Special Business and all business shall be deemed Special that is transacted at an Extraordinary General Meeting of the Centre.
6. No business shall be transacted at any meeting of the Centre unless a quorum of members is present at the commencement of such business and such quorum shall consist of ten percent (10%) of members of the Centre including at least one third (1/3) of the Board members.

7. If within one-half hour from the time appointed for the meeting, a quorum is not present, the meeting, if convened upon request of the members of the Centre, shall be dissolved. In any other case, it shall stand adjourned to such time and place as a majority of the members of the Centre then present shall direct and if at such adjourned meeting a quorum is not present it shall be adjourned indefinitely.

8. The Chair of the Board shall preside as Chairperson at every General Meeting of the Centre: if there is no Chair, or if the Chair is not present at any General Meeting, the Vice-Chair shall preside as the Chairperson; if there is no Chair or Vice-Chair, or if the Chair and Vice-Chair are not present at any General Meeting, the members of the Centre shall chose someone of their number to be Chairperson.

9. The Chairperson shall have no vote unless there is an equality of votes; then the Chairperson shall have the casting vote.

10. The Chairperson may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members of the Centre.

11. At any General Meeting, unless a poll is demanded by at least three (3) members of the Centre, a declaration by the Chairperson that a resolution has been carried and entry to that effect in the book of the proceedings of the Centre shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favor or against such a resolution.

12. If a poll is demanded it shall be taken in such a manner as the Chairperson may prescribe and the results of such a poll shall be deemed to be the resolution of the Centre in the General Meeting.

13. Every member of the Centre shall have one vote and no more. There is no Proxy voting.

THE BOARD OF THE CENTRE

1. Any person who is a member of the Centre shall be eligible to be elected a Member of the Board of the Centre.

2. Unless otherwise determined by a General Meeting, the number of elected members of the Board shall not be more than twelve (12) and not less than six (6).

3. Each Board Member is elected for a term of three (3) years.

4. Elections for new Members of the Board are held each year at the Annual General Meeting.
5. The Board will invite ALL members to submit names or persons suitable to sit as a Board member.
6. A Member of the Board may be removed from office by a resolution of the Board.
7. In the event a Member of the Board resigns from office or ceases to be a member of the Centre, whereupon his or her office as a Member of the Board shall be vacated, the vacancy thereby created may be filled for the remaining portion of the term by the Board from among the members of the Centre.
8. Meetings of the Board shall be held as often as the business of the Centre may require and shall be called by the Chair. Notice of all other meetings of the Board, specifying the time and place thereof, shall be given orally or in writing to each Member of the Board with a reasonable time before the meeting is to take place, but non-receipt of such notice by any Member of the Board shall not invalidate the proceedings at any meeting of the Board.
9. No business shall be transacted at a meeting of the Board unless at least one third (1/3) of the Members of the Board are present at the commencement of such business.
10. The Chair or, in the Chair's absence, the Vice-Chair or, in the absence of both of them, any Member of the Board appointed by those Members present shall preside as Chairperson at the meetings of the Board.
11. The Chairperson shall not be entitled to a vote as a Member of the Board except in the case of an equality of votes; the Chairperson shall have the casting vote.
12. Members of the Board shall serve in their positions as Members on a voluntary basis without remuneration.

POWERS OF THE BOARD

1. The ALL Board is an Advisory Board with working committees. Advice to Open Acadia is generated through these ALL Board working committees.
2. The management of the activities of the Centre shall be vested in Open Acadia. The Board of the Centre acts in an advisory capacity to the Division.

OFFICERS

1. The Officers of the Centre shall include a Chair, a Vice-Chair, and a Secretary. The Officers of the Centre may include such other Officers as may be elected by the Board from time to time.

2. The Board shall elect one of their numbers Chair of the Centre. The Chair shall have general overview of the activities of the Centre and shall be responsive to the decisions of the Board.
3. The Board shall elect one of their numbers Vice-Chair of the Centre. The Vice-Chair shall perform the duties of the Chair during the absence, illness or incapacity of the Chair or during such period as the Chair may request the Vice-Chair to so act.
4. The Board shall elect one of their numbers Secretary of the Centre. The Secretary shall keep minutes of the meetings of the Centre, Board and Executive Committee and shall perform such other duties as may be assigned by the Board. The Board may appoint a temporary substitute for the Secretary who shall, for the purpose of these Guidelines, be the Secretary.
5. Officers shall serve in the position as Officers on a voluntary basis without remuneration.

COMMITTEES

1. The Board has created Committees to undertake specific activities. The Committees include: Programs/Partnerships, Communications/Newsletter and Brown Bag Lunches. Once elected, each new Board member will participate as a member of a Committee and commit to undertaking activities that support the Job Description of their Committee. Each year existing Board members will choose to recommit to their existing Committee or select a new Committee for the upcoming year. Each Committee will be comprised of a chair person and working members. Job Descriptions of the Officers of the Board and Working Committees are below:

Chairperson's Role

1. Prepare and circulate the monthly agenda in advance of each meeting
2. Chair meetings to facilitate the efficient conduct of business and effective participation of all those present
3. Acquire a knowledge of Acadia Lifelong Learning Centre (ALL) "Operating Guidelines" in order to determine that business is conducted in harmony with our mandate
4. Ensure that items discussed at meetings which require future action are delegated to specific individuals and/or committees
5. Communicate with Open Acadia staff, Board members and others (as necessary) between meetings to ascertain that future ALL matters are identified and proper planning is undertaken so that these items can be effectively and efficiently dealt with at the next meeting
6. State clearly the date, time and location of the next meeting prior to adjournment

Secretary's Role

1. Record attendance, absences and regrets for each meeting.
2. Take minutes at meetings of the Board, executive committee and general membership.
3. Distribute a tentative copy of the monthly minutes to Board members and Open Acadia liaison officer within three days after the meeting is held.
4. Perform such other duties as may be assigned by the Board.

Programming Committee Role and Responsibilities

1. Review Operating Guidelines of Acadia Lifelong Learning Centre to ensure Programming/Partnership Committee's annual planning activities are supported by Open Acadia staff
2. May - Annual Board Meeting - provide membership with Programming/Partnership Report and Feedback questionnaire to gather information on completed programs/seminars and to solicit recommendations for future programming
3. May - review past programming numbers and feedback from members as background information for planning future programming
4. May - provide orientation for incoming Advisory Board members on role of Program/Partnership Committee to encourage involvement in Committee
5. May – meet separately with new Program/Partnership Committee to discuss mandate and assume individual responsibilities
6. June - conduct a formal or informal annual/survey with current ALL membership to support fall programming decisions
7. July - contact potential instructors and confirm interest in working with ALL. Provide ALL staff with contact information for instructors
8. July/ early August - plan Fall Potluck in conjunction with Open Acadia staff
9. September - December keep in contact with Open Acadia staff and discuss programming activities with Advisory Board at each monthly Board meeting
10. November - gather additional information from new and returning ALL membership regarding future programming to supplement Winter/Spring calendar and present ideas to Advisory Board
11. November - during Advisory Board meeting, in conjunction with Open Acadia staff, discuss options to augment/improve future programming success including changes to program duration and additional free/paid seminars
12. November - contact potential instructors for Winter/Spring programming and provide information to Open Acadia staff
13. December - March – keep current on annual and supplementary programming

Partnership Role and Responsibilities

1. January - February – using information from past UNESCO events and findings from other +50 Learning Associations, prepare recommendations and solicit feedback from other Advisory Board members on UNESCO International Adult Learners' Week activity/activities
2. February – March – plan event and provide information to appropriate Advisory Board members and Open Acadia staff
3. April – engage Advisory Board members in participating in event/activities associated with UNESCO Life Long Learning Week
4. May – Annual Meeting - report back on outcomes from event/activities
5. June – attend, as a representative of ALL, the Atlantic Canada Partnership meeting

Communications Committee's Role

1. Attend ALL monthly meetings.
2. Contribute ideas and weigh in on topics at meetings.
3. Gather newsletter articles: research articles, write or ask for written submissions, submit to Open Acadia.
4. Remember to establish a deadline and stick to it.
5. Distribute newsletters and calendars to venues. List of venues should be revised.
 - There are several senior establishments for assisted living, etc., where folks live who may be interested in attending a course or BBL.
 - Perhaps we could find out from these establishments if they have a volunteer system whose members we could contact and they might be able to bring their clients to sessions.
 - Arrange to do an introductory session at some of these establishments to promote ALL.

Brown Bag Lunch Facilitator's Role

1. Establish dates and location for weekly sessions in concert with Open Acadia staff
2. Seek suggestions from Board, ALL membership and others for prospective presenters
3. Contact and schedule specific presenters
4. Provide presenters with BBL guidelines and obtain data from each for advertising and introduction
5. Forward confirmed semester schedule to Open Acadia for promotion & distribution
6. Advertise weekly talks through selected local media
7. Liaise with Eastlink Television for video-recording of presentations
8. Ensure set up of room, including technology, prior to presenter's arrival
9. Introduce speaker, facilitate session and thank speaker at conclusion
10. Restore room furnishings to their original format, if necessary
11. Turn off lights & technology and secure room as necessary
12. Return laptop computer to Open Acadia office

2. The Chair of the Centre is an ex officio member of every committee.
3. Every committee reports directly to the Board.

REPEAL AND AMMENDMENT OF GUIDELINES

1. Open Acadia, the Board and the membership may repeal or amend these Guidelines by Special Resolution.

Note: "Operating Guidelines" is saved in OA's SharePoint site: ALL/SharedDocuments/Archive