

Senior Studies Institute

Constitution

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1. NAME

This organization is called Portland Community College Senior Studies Institute (SSI).

2. PURPOSE

The purpose of this organization is to provide older adults an opportunity to share in the exploration of topics of interest, contribute their experience and expertise, and expand their social circle.

3. RELATIONSHIP TO PCC

SSI is a self-directed, all volunteer membership organization under the auspices of Portland Community College. PCC will provide:

- A PCC liaison to the SSI Board.
- A PCC Student ID number if requested by a member.
- Classroom space at PCC facilities at no cost to SSI.
- Financial administration by Portland Community College Foundation (PCCF).
- Use of PCCF's non-profit status.

4. MEMBERSHIP

SSI is open to all older adults who subscribe to the concept of self-directed learning and who will abide by policies adopted by the SSI Board. Members are encouraged to participate in the planning and presentation of all SSI programs, and to serve on committees. Members pay annual dues.

a. Membership Period

The full membership period is September 1st through August 31st, with dues in an amount set by the Board payable by the beginning of the membership year or upon joining. New members who join after May 15th of the current year receive full membership for the following year. Membership enrollment is open any time during the year. Anyone may attend two classes or groups before paying dues. Membership refunds will be made only during the first two weeks after payment unless there are extraordinary circumstances. The Membership Administrator, in consultation with the Treasurer, will determine whether to grant a refund.

b. Lifelong Membership

Life-long membership will be granted by the Board to members who have contributed significantly to SSI over a substantial period of time. Lifelong members will be exempt from annual membership fees, will receive SSI communications, and will be listed in the SSI roster as Lifelong Members.

c. Member Scholarships

Member scholarships may be granted by the Board based on stated need by an active SSI member.

5. THE SSI BOARD

- a. The Board consists of the Executive Committee, five elected Members-at-Large, the Curriculum Committee Chair, and the Membership Administrator.
- b. The SSI Board is responsible for policy formulation and implementation and approval of an annual budget.
- c. All members of the Board are voting members. Two persons sharing a position have one vote.
- d. A quorum of the Board consists of a majority of the Board members. Unless otherwise provided in this Constitution, all decisions of the Board shall be by majority vote of those present.
- e. The Board shall meet monthly, with exceptions made by vote of the Board. The Board Chair or three Board members may call a special meeting of the Board. Meetings of the Board are open to all members.

6. EXECUTIVE COMMITTEE

- a. The Executive Committee is composed of the Chair, Chair-Elect, Immediate Past Chair, Secretary, and Treasurer. A quorum consists of a majority of the Executive Committee Members.
- b. The Executive Committee shall meet to decide matters that, in its determination, raise urgent issues, and to approve the appointment of standing committee chairs and candidates for other positions. The Committee shall report its decisions to the Board as soon as practicable. Any member of the Executive Committee may call a meeting of the Committee.

7. ELECTED OFFICERS

- a. The elected officers are the Board Chair, Chair-Elect, Immediate Past Chair, Secretary, Treasurer, and Members-at-Large. The responsibilities of the elected officers are specified in Appendix 2: Statement of Responsibilities.
- b. The Chair-Elect serves one year as Chair-Elect, the second year as Chair, and the third year as Immediate Past Chair.
- c. Five Members-at-Large are each elected for two years, staggered, with two elected one year and three the following year.

8. FILLING VACATED POSITIONS

- a. If the Chair-Elect resigns or is unable to serve as Chair the following year, the Board Chair shall convene a special nominating committee of the Immediate Past Chair, Site Coordinator Chair, and two non-Board members to find a new candidate as soon as possible. The Committee will present the candidate to the Board for approval by majority vote of those present. After approval, the Board will give three weeks' notice to the general membership, who will then vote on the nominee. Approval of the membership is by a majority of those voting.
- b. The Board Chair may fill by appointment, with Board approval, any other Board vacancies.

9. COMMITTEES

a. Standing and Ad Hoc Committees

The Board shall establish standing and ad hoc committees and fill other positions as required to accomplish the purposes of SSI. Committee chairs and candidates for other positions are appointed by the Board Chair, with the approval of the Executive Committee. Committee chairs appoint their own members. Meetings of standing and ad hoc committees are open to all members.

b. Nominating Committee

The Nominating Committee is chaired by the Immediate Past Chair and includes the Chair-Elect, the Site Coordinator Chair, and two non-Board SSI members. The Committee selects a slate of officers to be presented to the Board for approval by majority vote of those present, followed by a vote at the next General Membership Meeting.

c. Audit Committee

No later than January 1 the Chair shall select three non-Board members to review, with the assistance of the previous year's Treasurer, the financial records of the prior year. The Committee will present a written report to the Board within 90 days focusing on documentation, accuracy, and budgeted and non-budgeted revenue and expenses.

10. SSI YEARS

The SSI academic, membership, fiscal, and Board years shall be from September 1st through August 31st of the following year.

11. GENERAL MEMBERSHIP MEETING

An annual General Membership Meeting to elect officers for the next year will be held in the Spring. Special meetings of the membership may be called by the Board Chair or five Board members.

12. VOTING OF GENERAL MEMBERSHIP

- a. A member of SSI is entitled to one vote on all matters voted on in any general or special meetings of the membership. If any member of SSI wishes to be considered as a nominee for office, the member must notify the Nominating Committee Chair at least three weeks prior to the General Membership Meeting.
- b. Voting for officers and Members-at-Large must be by secret ballot unless only a single candidate has been nominated for the position, in which case voting may be held by electronic, voice, or hand vote. Approval shall be by majority vote of those voting.

13. ELECTRONIC ACTIVITIES

All meetings and activities of SSI may be conducted by electronic means.

14. REVISION OF CONSTITUTION

- a. A four-person committee of SSI members will review the SSI Constitution, including the Policies and Procedures and Statement of Responsibilities, every other year. The Board Chair appoints the chair of the committee, who appoints the committee members. The committee will give the Board at least three weeks' notice of the proposed revisions, which the Board may edit as it deems appropriate.
- b. Revisions to the Constitution require a two-thirds vote of Board members present at the

meeting, followed by a majority vote of the members voting at the next General Membership Meeting or at such earlier time as the Board directs.

APPENDIX 1: POLICIES AND PROCEDURES

1. CANCELLATIONS AND SCHEDULE CHANGES

- a. During inclement weather, if Portland Public Schools (PPS) are closed for the day, all in-person SSI classes and events will be canceled for that day. If PPS are subject to a two-hour delayed opening, SSI in-person morning activities will be canceled, but afternoon activities will take place. Cancellations for other reasons will be communicated to members by email and posted on ssipdx.org. If Portland Community College's campuses are closed for safety reasons, SSI in-person classes and events will be canceled.
- b. Every effort will be made to notify members of schedule changes in classes, events, or meetings in the SSI newsletter or by other means. Posts will also be available at ssipdx.org. If a member does not use email, the member should ask another member to provide notice of last-minute changes and important events.

2. NON-PARTISANSHIP

- a. The Senior Studies Institute is a non-partisan organization and does not endorse candidates for political office or ballot measures unless they pertain to PCC. No member or guest who is running for political office may campaign in a class or other session.
- b. No member or presenter may solicit donations, recruit at an SSI meeting, or promote or advertise non-SSI events.

3. ADMINISTRATION OF FUNDS

The Portland Community College Foundation (PCCF) administers income and expense reimbursements for SSI.

- a. **Income**
SSI income will be deposited in PCCF Fund 457, Senior Studies Annual Program Fund, by the Treasurer. Income goes directly into the Program Fund when credit cards are used. Income is from membership dues, parking permit receipts, and events.
- b. **Expenses**
SSI expenses will be submitted to the Treasurer with documentation. The Treasurer will send requests for reimbursement to PCCF. Amounts over \$250 not previously budgeted require Chair approval.
- c. **Portland Community College SSI Endowed Scholarship Fund**
Portland Community College SSI Endowed Scholarship Fund was established on April 25, 2000. Memorials and other donations by members or others are added to the fund. PCC student scholarships are awarded from the interest on the Fund.

d. Memorial Contributions

Memorial contributions may be made by the Treasurer to the PCCF Endowed Scholarship Fund on the death of a current or former member. The Treasurer will send a letter to PCCF noting the member's name and the amount of the contribution. If relatives' names are available, those will be included so PCCF or SSI can notify next of kin of the donation. The Board may set the amount of the donation and increase it periodically.

4. AWARDS TO OUTSIDE PRESENTERS

The Curriculum Committee is authorized to pay honoraria to outside speakers as long as the amount remains within the curriculum budget. An SSI member is not entitled to an honorarium. The Curriculum Committee will provide a report to the Board Chair annually of honoraria paid.

5. NON-HARASSMENT POLICY AND CODE OF STUDENT CONDUCT

Senior Studies Institute adheres to the Non-Harassment Policy and the Code of Student Conduct of Portland Community College. See www.pcc.edu for current policies.

APPENDIX 2: STATEMENT OF RESPONSIBILITIES

1. BOARD CHAIR

- a. Chair the Executive Committee and the SSI Board.
- b. Call, propose the agenda for, and preside over meetings of the Board and the general membership.
- c. Implement decisions reached by the SSI Board.
- d. Appoint, subject to Executive Committee approval, committee chairs, Site Coordinators, and candidates for other positions. Serve as ex officio member of standing committees.
- e. Accept and handle reports of difficulties with any member.
- f. In the event of vacancy of the Chair-Elect position, convene a special nominating committee, as set forth in 8. Filling Vacated Positions.
- g. Serve as Immediate Past Chair the following year.
- h. Oversee appointed positions with assistance of the Chair-Elect and Immediate Past Chair as necessary
- i. Assist with duties of appointed positions as needed.

2. CHAIR-ELECT

- a. Serve as a member of the Board and Executive Committee.
- b. Act for the Board Chair in the Chair's absence.
- c. In the event of a vacancy in the position of Board Chair, assume the position of Board Chair for the remainder of the Chair's term.
- d. Serve on the Nominating Committee.
- e. Attend meetings of the Curriculum Committee.
- f. Assume the position of Board Chair the following year.
- g. Assist with duties and oversight of appointed positions as requested

3. IMMEDIATE PAST CHAIR

- a. Serve as a member of the Board and Executive Committee.
- b. Assist transition of responsibility to the current Chair.
- c. Act as a resource to the Board and Chair.
- d. Chair the Nominating Committee.
- e. Ensure a Fall welcome event for new members is planned and executed
- f. Assist with duties and oversight of appointed positions as requested

4. SECRETARY

- a. Serve as a member of the Board and Executive Committee.
- b. Record, prepare, and distribute the minutes of Board and general membership meetings.
- c. Be responsible for correspondence.
- d. Maintain a notebook containing official SSI Documents, corrected and approved minutes, and treasurer's reports.
- e. Maintain a current list of Board members and site coordinators.

5. TREASURER

- a. Serve as a member of the Board and Executive Committee.
- b. Prepare the annual budget, with assistance of the Board Chair, for approval by the Board at the September meeting.
- c. Receive all income and deposit in the PCCF Senior Studies Annual Program Fund.
- d. Submit invoices and receipts to the PCC Foundation for payment.
- e. Deposit donations and memorial contributions in the PCCF SSI Endowed Scholarship Fund.
- f. Maintain financial records and present reports at SSI Board meetings.
- g. Assist the Audit Committee as an advisor.

6. BOARD MEMBER-AT-LARGE

- a. Serve as a member of the Board for a two-year term.
- b. Attend monthly Board meetings.
- c. Attend Curriculum Committee meetings.
- d. Present or arrange at least one class per term.
- e. Serve on other committees or projects as requested by the Board.

7. MEMBERSHIP ADMINISTRATOR

- a. Serve as a member of the Board.
- b. Receive applications and dues and forward all dues and a list of online payments to the Treasurer.
- c. Maintain membership list in electronic form and provide addresses and phone numbers to the Board as requested.
- d. Provide Newsletter Editor a list of member email addresses annually no later than October 2.
- e. Maintain a list of potential volunteers.
- f. Arrange annual distribution of a roster with names and email addresses to all members.
- g. Maintain a current list of Lifelong Members.
- h. Maintain a list of deceased members, noting if the member was a Lifelong Member.

- i. Provide prospective members an information packet, and new members a welcome packet.
- j. Update changes in membership status with the Newsletter Editor.
- k. Be responsible for staffing the membership desk at the welcome event.

8. CURRICULUM CHAIR

- a. Serve as a member of the Board.
- b. Recruit members for, call, and chair regular meetings of the Curriculum Committee.
- c. Maintain an online shared document of classes for each term, available to the Board and to Curriculum Committee members.
- d. With the Curriculum Committee and proposals from SSI members, develop an education program to meet the purpose of the organization, including
 - i. Review class proposals for general interest and scheduling,
 - ii. Communicate with speakers and sponsors,
 - iii. Request speaker honoraria from the Treasurer,
 - iv. Provide timely information on class schedules to the Newsletter Editor, Publications Manager, and Webmaster.

9. SITE COORDINATOR CHAIR

- a. Hold meetings of Site Coordinators as needed and communicate regularly with each Site Coordinator.
- b. Report to the Board on site activities and potential issues such as need for equipment or more site space, activity level of members, and attendance.
- c. Attend SSI activities at various sites periodically to observe and meet with Site Coordinators.

10. PUBLICATIONS MANAGER

- a. With input from the Curriculum Chair, publish a class schedule each term describing SSI classes, topics, locations, and dates, and arrange for printing and mailing at least two weeks before the term or as soon as practicable.
- b. Publish an SSI announcement in the PCC class schedule each term.
- c. Assist in publishing fliers for SSI events.

11. EQUIPMENT COORDINATOR

- a. Ensure that equipment needed for SSI classes is available and operable at each site.
- b. Be responsible for maintenance and repair of SSI equipment.
- c. Report to the Board on needs related to equipment and supplies.

12. NEWSLETTER EDITOR

- a. Develop and publish the newsletter, including
 - i. Board announcements and general information (elections, member transitions, other topics, and items submitted by SSI members),
 - ii. Notice of scheduling or cancellation of individual presentations, online courses, special interest groups, and other events and activities.
- b. Maintain the newsletter's email: ssipdxnewsletter@gmail.com
- c. Troubleshoot issues that interfere with members' receipt of the newsletter.

13. GOODWILL AMBASSADOR

- a. Send cards or notes, and otherwise follow up as appropriate, regarding life events reported by members or their families, such as illness or death.
- b. Notify the Board and, if approved by the member or family, relay the information to the Newsletter Editor for publication in the newsletter.
- c. Notify the Membership Administrator of any member's death.
- d. Notify the Treasurer to send a memorial donation to the SSI scholarship fund.

14. SITE COORDINATOR

- a. Report to the Site Coordinator Chair and attend Site Coordinator meetings.
- b. Establish and maintain relationships with the staff of the host facility, including timely registrations for facilities at sites requiring periodic renewals, keeping an attendance record if required by the host facility, and requesting annual donations to host facilities as agreed on by the SSI Board.
- c. Ensure that classroom facilities, equipment, and supplies are available for class sessions.
- d. Inform site participants of SSI news, Board actions, schedule changes, and special events.
- e. Facilitate SSI activities at the site or designate another SSI member to facilitate.
- f. Maintain a safe and collegial atmosphere.

15. WEBMASTER

- a. Design and maintain the SSI website with approval of the Board Chair, ensuring that the website is current and easily navigated.
- b. Report to the Board on the status of the SSI website.

16. ZOOM TEAM MANAGER

- a. Recruit, train, schedule, manage, and support volunteers to support Zoom classes and activities.
- b. Report to the Board regarding the status of volunteer efforts.
- c. Propose procedures and solutions on matters involving Zoom and SSI, subject to Board approval.

CHANGELOG

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