

TCU Silver Frogs Lifelong Learning Institute

Operating Guidelines as of April 1, 2020

Footnotes refer to amendments (listed at end of document)

The TCU Silver Frogs Lifelong Learning Institute (aka Silver Frogs) is an organization for individuals 50+ years of all educational backgrounds and experiences who have a love of learning and community.

Members volunteer their wealth of talent and experience in planning and implementing educational programs and experiences to form an educational cooperative. The members are students and may serve as instructors, and through an Advisory Board and committee structure guide the operating policies and help with daily operations. No educational prerequisites are needed and there are no grades or exams—just learning for the fun of it.

RELATIONSHIP TO THE UNIVERSITY⁶

The TCU Silver Frogs Lifelong Learning Institute is a unit of the TCU Office of Extended Education.

The TCU Office of Extended Education serves as the fiscal agent and assumes responsibility for fiscal matters of the program.

The TCU Office of Extended Education provides the paid staffing.

The TCU Office of Extended Education Liaison retains final veto power over all actions of the Silver Frogs

MEMBERSHIP^{2,7}

Members must be at least 50 years old at the beginning of the semester in which they register or be a spouse or significant other of a member of that age. Members must complete the registration form and pay the membership fee. Single semester memberships are offered during registration for fall and spring semester and expire on the first day of the subsequent semester. For purposes of Silver Frog activities, Spring Membership is valid January 1 through June 30. Fall Membership is valid July 1 through December 31.

Persons who are Members one semester shall have priority registration to renew their membership the first 24 hours registration is available the next semester. Persons on the waiting list one semester shall have second priority to register the next semester after registration has been open 24 hours. Once registration has been open for 48 hours, the remaining spaces for Members shall be filled in the order applications are received.

Once membership has filled for a given semester, potential members can join a waitlist for the next membership period (without obligation to join). This membership waitlist is available each semester until 50 spaces are claimed.

PARTICIPATION IN MEMBER ACTIVITIES⁸

Registration for courses and lectures is done solely through the Silver Frogs web site. Each member will have his/her own account in the system and can request up to a total of six courses and/or lectures prior to Allocation. Following Allocation, members may register for an unlimited number of courses and lectures where seats are available, or add themselves to a waitlist. Should a seat open in a filled class, a member will be chosen at random from the waitlist and given the opportunity to take that space.

Registration for all Silver Frogs events (including, but not limited to, luncheon lectures, special events, celebrations) will be in the order the request is received, either on-line, in person, or by telephone. No one may register before the published registration time and date for an event for any reason. There may be an additional charge for these “extra” activities. On occasion events may be opened to guests. Persons who have not registered are not admitted to activities with a registration requirement.

THE ADVISORY BOARD PURPOSES

The Advisory Board manages the program to maintain high standards and good experiences for the members in the present and in planning for the future.

The Advisory Board represents the membership.

The Advisory Board sets the schedule and offerings for the program each semester. It approves special programs, curriculum, program expansion and other actions as needed.

The Advisory Board establishes and provides oversight for the committees.

THE ADVISORY BOARD COMPOSITION⁴

The Advisory Board shall consist of nine elected, voting members, each serving a two-year term. No [elected/voting] Board member may serve more than four years consecutively. A member who has served four consecutive years on the board may run for reelection after being off the board for one year. If an Advisory Board Member cannot complete a term, the President shall appoint a replacement to fulfill the term from the Silver Frog members with approval of the Advisory Board.

The Advisory Board shall elect a Vice President/President-Elect from its members, who serves a one-year term each as Vice President, President, and Immediate Past President.

Other non-elected members of the Advisory board, with voice but no vote are:

Immediate past President

Committee Chairs

TCU Liaison and other paid staff

THE ADVISORY BOARD ELECTION³

No later than March 31 each year, the President shall appoint a chairman of an ad hoc nominating committee from the Advisory Board. This chairman appoints at least four committee members from the Silver Frogs Membership. The outgoing president serves with voice but no vote. The Committee proposes at least one name for each upcoming vacancy on the Advisory Board. Nominees must be members of The Silver Frogs for at least one full semester [prior to the election].

No later than April 30 each year, new members are elected by the Advisory Board, either from the nominating committee proposals or from the floor.

At a meeting of the Advisory Board before May 31, the first order of business is to install the new members. The Vice President then assumes office as President and presides over election of the new Vice President/President-Elect and conducts the remainder of the meeting.

DUTIES OF THE ADVISORY BOARD OFFICERS^{1,9}

The President shall:

Prepare the agenda for each meeting, after collecting input from Board members and Liaison

Distribute the agenda to all members of the Advisory Board prior to the meeting

Preside over all meetings

Have a voice and vote on all deliberations of the Advisory Board

Be ex officio with voice but no vote on all committees

Appoint a secretary from the Advisory Board members for a one year term, which may be renewed

Appoint all standing committee chairs for one year terms

Appoint all ad hoc committee chairs

Be available to and meet with Silver Frog members, committees and TCU Liaison as needed

The Vice President shall:

Assist the President as needed

Assume the President's duties in his/her absence

Serve as President-Elect

The Secretary shall:

- Prepare and distribute meeting notices
- Prepare, maintain and distribute the records of all meetings
- Manage all correspondence for the Advisory Board as requested by the TCU Liaison or the President

MEETINGS OF THE ADVISORY BOARD^{1, 10}

The fiscal year for Silver Frogs shall be June 1-May 31 each year. The Advisory Board shall meet at least seven times a year, with specific meeting dates/times determined by the President based on class and event schedules. These dates and times will be confirmed at each meeting for the next meeting. Additional meetings may be called at any time by the President or any three members of the Advisory Board with 1 week notice.

All Advisory Board meetings are open to all members of the Silver Frogs who shall have voice but no vote.

COMMITTEES OF THE ADVISORY BOARD^{5, 11}

Ad Hoc and standing committees will be formed and/or dissolved by the President with approval of the Board and Liaison.

Duties of the Committee Chairs include, but are not limited to:

- Attend Advisory Board meetings, and provide written report to the secretary and verbal report to the board on committee activities
- Appoint committee members for one year terms that can be renewed
- Form and/or dissolve sub-committees as needed

REMOVAL FROM OFFICE⁵

Any member of the Advisory Board may move that any officer or member of the Advisory Board be removed from office. At an open meeting of the Advisory Board, a two-thirds (2/3) vote of the voting members present is required to remove the person. The TCU Office of Extended Education Liaison may remove any officer or member at his/her discretion.

AMENDMENTS

Amendments to these guidelines may be proposed by any member of the Silver Frogs or the TCU Liaison. The amendments are passed by a 2/3 majority of the voting members by the Advisory Board.

These Operating Guidelines were approved by the Organizing Advisory Board April 10, 2015 and Amended 10/14/2016, 11/11/2016, and 3/10/2017.

The Organizing Advisory Board shall adopt the new Guidelines.

The Organizing Advisory Board, President and Vice President shall remain in office until May 31, 2016. All terms will expire at that time, except the Vice President who shall assume the Presidency for 1 year.

The previously described method of nominating and electing new members will take place during the spring of 2016 (see The Advisory Board Election). By draw, for this election only, half of the new members of the Advisory Board shall serve a one year term and half shall serve a two year term.

Adopted _____ by the Organizing Advisory Board

Ken Bowers-President
Resa Shipman-Vice President
Kakai Bowers
Nancy Box
Nancy Caudill
Claudia Coggin
Sheila Cole
Jackee Cox
Ron Ganz
Emily Harrell
Risa Payne
Pam Smith
Trish Shaw
Mike Strange
Julie Lovett-TCU Liaison

Amendments 6-11 were approved on April 1, 2020, by the following 2019/20 Advisory Board members:

Sharon Harrelson-President
Lisa Winter-Vice President
Siân Borne
Dan Calvin
Virginia Dias
JR Price
Richard Ranc
Carol Stanford
Not in attendance but agreed via email: Elaine Klos

FOOTNOTED AMENDMENTS

¹AMENDMENT 1: Adopted October 14, 2016

DUTIES OF THE ADVISORY BOARD OFFICERS

The President shall:

Prepare the agenda for each meeting, after consultation with the President and Liaison
Distribute the agenda to all members of the Advisory Board at least seven days prior to the meeting
Preside over all meetings.....

The Secretary shall:

Prepare and distribute meeting notices
~~Prepare the agenda for each meeting, after consultation with the President and Liaison~~
~~Distribute the agenda to all members of the Advisory Board at least seven days prior to the meeting~~
Prepare, maintain and distribute the records of all meetings

MEETINGS OF THE ADVISORY BOARD

Subjects for discussion at an Advisory Board meeting must be submitted to the ~~Secretary~~ President at least eight days before the meeting.

²AMENDMENT 2: ADOPTED NOVEMBER 11, 2016

MEMBERSHIP

...Once registration has been open for 48 hours, the remaining spaces for Members shall be filled in the order applications are received.

Registration for all Silver Frogs events (including, but not limited to, courses, classes, luncheon lectures, special events, celebrations) will be in the order the request is received, either on-line, in person, or by telephone. No one may register before the published registration time and date for an event for any reason.

³AMENDMENT 3: ADOPTED MARCH 10, 2017

THE ADVISORY BOARD ELECTION

...The outgoing president serves with voice but no vote. The committee proposes at least ~~two~~ one name for each upcoming vacancy on the Advisory Board. Nominees must be members of The Silver Frogs for at least one full semester, and ~~must have served on a committee or the Advisory Board.~~

⁴AMENDMENT 4: ADOPTED MARCH 10, 2017

THE ADVISORY BOARD COMPOSITION

No Board Member may serve more than four years consecutively. A member who has served four consecutive years on the board may run for reelection after being off the board for one year. If an Advisory Board Member.....

⁵AMENDMENT 5: ADOPTED MARCH 10, 2017

COMMITTEES OF THE ADVISORY BOARD

...Committee chairs appoint their committee members for one year terms that can be renewed. ~~No committee member may serve more than 3 consecutive years on the same committee.~~

Add following **COMMITTEES OF THE ADVISORY BOARD**

REMOVAL FROM OFFICE

Any member of the Advisory Board may move that any officer or member of the Advisory Board be removed from office. At an open meeting of the Advisory Board, a two thirds(2/3) vote of the voting members present is required to remove the person. The TCU Office of Extended Education Liaison may remove any officer or member at his/her discretion.

⁶AMENDMENT 6: ADOPTED APRIL 1, 2020

RELATIONSHIP TO THE UNIVERSITY

~~An organizational structure chart is attached for easy reference.~~

⁷AMENDMENT 7: ADOPTED APRIL 1, 2020

MEMBERSHIP

Added text to paragraph 1: For purposes of Silver Frog activities, Spring Membership is valid January 1 through June 30. Fall Membership is valid July 1 through December 31.

Added paragraph 3: Once membership has filled for a given semester, potential members can join a waitlist for the next membership period (without obligation to join). This membership waitlist is available each semester until 50 spaces are claimed.

⁸AMENDMENT 8: ADOPTED APRIL 1, 2020

Created new section: **PARTICIPATION IN MEMBER ACTIVITIES**

Added paragraph 1: Registration for courses and lectures is done solely through the Silver Frogs web site. Each member will have his/her own account in the system and can request up to a total of six courses and/or lectures prior to Allocation. Following Allocation, members may register for an unlimited number of courses and lectures where seats are available, or add themselves to a waitlist. Should a seat open in a filled class, a member will be chosen at random from the waitlist and given the opportunity to take that space.

In paragraph 2, modified wording of sentence 1, and added: There may be an additional charge for these “extra” activities. On occasion events may be opened to guests. Persons who have not registered are not admitted to activities with a registration requirement.

⁹AMENDMENT 9: ADOPTED APRIL 1, 2020

DUTIES OF THE ADVISORY BOARD OFFICERS

Prepare the agenda for each meeting, after collecting input from Board members and Liaison
Distribute the agenda to all members of the Advisory Board at least seven days prior to the meeting

¹⁰AMENDMENT 10: ADOPTED APRIL 1, 2020

MEETINGS OF THE ADVISORY BOARD

The fiscal year for Silver Frogs shall be June 1-May 31 each year. The Advisory Board shall meet at least seven times a year, with specific meeting dates/times determined by the President based on class and event schedules. These dates and times will be confirmed at each meeting for the next meeting. Announcements of upcoming meetings must be sent to Advisory Board members at least 2 weeks before the meeting. Additional meetings may be called at any time by the President or any three members of the Advisory Board with 1 week notice.
~~Subjects for discussion at an Advisory Board meeting must be submitted to the President at least eight days before the meeting.~~

¹¹AMENDMENT 11: ADOPTED APRIL 1, 2020

COMMITTEES OF THE ADVISORY BOARD

Ad Hoc and standing committees will be formed and/or dissolved by the President with approval of the Board and Liaison. ~~Sub committees may be formed and/or dissolved by the Committee Chairs. Committee chairs appoint their committee members for one year terms that can be renewed.~~

Duties of the Committee Chairs include, but are not limited to:

Attend Advisory Board meetings, and provide written report to the secretary and verbal report to the board on committee activities

Appoint committee members for one year terms that can be renewed

Form and/or dissolve sub-committees as needed