

TCU Silver Frogs Lifelong Learning Institute

Operating Guidelines

Approved 3/13/2026

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 deliver a robust educational cooperative. The members are encouraged to serve as instructors, and through an Advisory Board and committee structure, to guide the operating policies and help with daily operations. No educational prerequisites are needed and there are no grades or exams—just learning for personal enrichment.

RELATIONSHIP TO THE UNIVERSITY

The TCU Silver Frogs is a unit of the **TCU Office of Extended Education**, which:

- Serves as the fiscal agent and manages all program finances.
- Provides and manages paid staffing.
- Retains final veto power over all Silver Frogs actions via its TCU Office of Extended Education Silver Frog Liaison.

MEMBERSHIP

Membership is open to individuals at least 50 years of age (and their spouses/significant others) who register and pay semi-annual fees. Memberships are semester-based.

For purposes of Silver Frog activities:

- **Spring Semester Membership:** Jan 1 – June 30.
- **Fall Semester Membership:** July 1 – Dec 31.

Registration Priority will be:

1. **Returning Members:** Priority renewal for a designated period.
2. **Previous Waitlist:** Second priority for remaining spots.
3. **General Public:** First-come, first-served until capacity is reached.

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Once membership is filled for a given semester, potential members can join a waitlist for the next membership period (without obligation to join).

PARTICIPATION IN MEMBER ACTIVITIES

Registration for courses and lectures is done solely through the Silver Frogs website. Each member will have their own account in the system and can request a pre-determined number of courses and/or lectures prior to allocation. This number will be adjusted as needed by the Advisory Board and the TCU Office of Extended Education Silver Frog Liaison and communicated to the membership prior to registration each semester.

Following allocation, members may register for an unlimited number of courses and lectures where seats are available. 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 Speaker Series, Special Events, Celebrations, etc.) will be in the order the request is received, either online, in person, or by telephone. On occasion events may be opened to guests. There may be an additional charge for these events as well as for guest participation.

Only registered individuals will be admitted to classes or activities unless designated by the organization.

THE SILVER FROGS ADVISORY BOARD

The Silver Frogs Advisory Board manages the Silver Frogs Lifelong Learning program, setting policies, approving courses and schedules, promoting community engagement while overseeing standing and ad-hoc committees to ensure high standards, member satisfaction, and future planning. The board also functions as representatives for the membership with guidance from a TCU Office of Extended Education Silver Frog Liaison.

The TCU Silver Frog Advisory Board:

- is representative of the membership.
- leads by example, actively participating in the organization's offerings.
- is transparent in its leadership and available to the membership.
- provides thoughtful guidance in order to ensure the organization maintains high standards and members have a positive and enriching experience.

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- works with the TCU Office of Extended Education Silver Frog Liaison to set the schedule and offerings for each semester.
- recommends special programs, curriculum, program expansion and other actions as needed.
- establishes and provides oversight for the committees.

THE ADVISORY BOARD COMPOSITION

The Advisory Board shall consist of:

- nine elected members to include members-at-large and elected officers
- the immediate past-president
- the appointed standing committee chairpersons (1 vote per committee)

All members of the Advisory Board shall have voting privileges.

The nine elected members will each serve a two-year term and no more than four years consecutively, unless elected to serve as vice president/president-elect. An elected member who has served four consecutive years may run for reelection after being off the board for one year.

If an elected 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 the Advisory Board who serves three one-year terms consecutively filling the roles of vice president, president, and, lastly, immediate past-president. In order to be considered as a candidate for vice president, the member must have served on the board for a minimum of one year.

The Advisory Board shall also elect a secretary from its members.

THE ADVISORY BOARD ELECTION OF AT-LARGE MEMBERS

The Nominating Committee will consist of five members to include:

- a chairperson from the Advisory Board
- two members from the Advisory Board
- two members from the current Silver Frog membership who are not board members

Nomination Phase

In the November Advisory Board meeting, the president shall announce that any current board member who wants to be considered for the position of nominating committee chairperson should contact the president via email. The president, with the collaboration of the TCU Office of Extended Education Silver Frog Liaison, will select a nominating committee chairperson from this group. Should no one show interest in serving in this capacity, the president shall approach qualified board members and ask one to serve.

At the December Advisory Board meeting, the name of the nominating chairperson will be announced.

In late January, an email will go out to the membership offering Silver Frogs members the opportunity to serve on the Nominating Committee. From those showing interest in serving on the Nominating Committee, the president and the nominating committee chairperson will select people to fill the open seats on the Nominating Committee and announce those names to the Advisory Board via email.

In early February, an email will go out to the membership to determine interest in serving on the Advisory Board. The Nominating Committee will meet during February to select people to recommend to the Advisory Board to fill the open board seats.

The Nominating Committee chairperson will then present a written slate of proposed new at-large members to the Advisory Board. This document will include a brief summary of the skills and benefits each proposed nominee could bring to the organization. This communique will also include the names of other nominees who were considered for positions.

Voting Process

At the March board meeting, the Nominating Committee will entertain discussion regarding the proposed board candidates. Following discussion, the board will vote for the new at-large board members via a written ballot that includes all submitted candidates.

Following the approval of the new board members, the Nominating Committee chairperson will contact the newly elected board members, informing them of their election. Should a contacted member no longer wish to serve, the person with the next highest votes will be offered the position. After all new members have agreed to serve on the board, the chairperson will contact those who were not elected and thank them for applying.

The new Advisory Board members will be announced at the April board meeting.

At the May meeting, the board will elect a secretary who will serve for the following year.

Installation

The new board members will be installed and invited to begin attending board meetings in May.

The vice president/president-elect will assume the office of president at the May board meeting.

THE ADVISORY BOARD ELECTION OF A NEW VICE PRESIDENT

In March, current board members who want to be considered for the role of incoming vice president will be asked to provide their names in writing to the incoming president by a designated date. Board members may also nominate other board members in writing to serve as vice president. Prior to the April board meeting, the incoming president will inform the board via email of the slate of nominees. A ballot will be sent to board members via email and members will vote for the new vice president prior to the April meeting.

At the April board meeting the name of the new vice president will be announced.

DUTIES OF THE ADVISORY BOARD LEADERSHIP

The President shall provide positive, strategic leadership for the Advisory Board as well as for the membership. He/she will exhibit professionalism at all times, listen with an open mind and guide the organization to ensure Silver Frogs' future remains bright and healthy. He/she will represent the organization in the community as well as on campus. In addition, the president will:

- collaborate with the TCU Office of Extended Education Silver Frog Liaison to prepare the agenda for board meetings.
- preside over all meetings.
- have a voice and vote on all deliberations of the Advisory Board.
- appoint all standing and ad hoc committee chairpersons, clearly defining the goals and mission of the committees to these chairpersons.

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- be available and willing to meet with Silver Frog members, committees and TCU Office of Extended Education Silver Frog Liaison.
- work with the vice president/president-elect to develop and provide board orientation for incoming elected board members after their election and before the May board meeting when they are installed.
- write a column for all newsletters to include at a minimum:
 - a welcome at the beginning of a new semester
 - announcement of upcoming leadership opportunities (along with the process for role consideration)
 - a report to members of the current work, decisions and accomplishments of the board with the goal of providing total transparency and showing the value-add the board provides the organization.
 - The date/time/location of upcoming board meetings, reminding the membership that board meetings are open to members.

The Vice President shall:

- assist the president as needed.
- assume the president's duties in his/her absence.
- serve as president-elect.
- work with the president to develop and provide board orientation for incoming elected board members after their election and before the May board meeting when they are installed

The Secretary shall:

- prepare, maintain and distribute the records of all meetings.
- manage all correspondence for the Advisory Board as requested by the TCU Office of Extended Education Silver Frog Liaison or the president.

MEETINGS OF THE ADVISORY BOARD

- **Fiscal Year:** The fiscal year runs from June 1 to May 31.
- **Frequency:** The Board meets at least seven times annually, with specific dates set by the President and TCU Office of Extended Education Silver Frog Liaison based on program schedules. Meeting dates and times will be communicated as soon as designated.
- **Quorum:** A simple majority of currently serving voting members-attending in person or virtually-constitutes a quorum. Members may be counted as present if participating in person or via electronic means (such as video conferencing). It is preferable for all

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voting members to attend in person, if possible. Without a quorum, no formal vote may be taken, though discussion may proceed.

- **Special and Virtual Meetings:** The President or any three Board members may call a special meeting with one week's notice. In the event of inclement weather or campus closures, the President may authorize a virtual meeting, notifying members as soon as possible.
- **Electronic Voting:** For time-sensitive issues, the President and TCU Office of Extended Education Silver Frog Liaison may authorize voting via email. A quorum must respond within a set timeframe (e.g., 48 hours). The Secretary will record the results for formal ratification at the next Board meeting.
- **Open Attendance:** All Silver Frogs members may attend and speak at Board meetings but do not have voting privileges.

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 TCU Office of Extended Education Silver Frog Liaison.

Standing Committees will be:

- Curriculum
- Enhancing Community Engagement
- Publications
- Speaker Series
- Special Events
- Shared Interest Groups

Ad Hoc Committees will be:

- Recognition
- Nominating Committee
- Others as needed

Duties of the standing committee chairpersons include, but are not limited to:

- attend and participate in board meetings, providing written committee activity reports to the secretary and verbal report to the Advisory Board in a timely manner.

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- invite Silver Frogs to participate in the committees, ensuring each semester that current committee members are active Silver Frog members.
- identify a vice-chairperson and develop a succession plan for the committee.
- form and/or dissolve sub-committees as needed

GOVERNANCE AND AMENDMENTS

Removals

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 members present is required to remove the person. The TCU Office of Extended Education Silver Frog Liaison may remove any officer or member at his/her discretion upon consultation with the organization's president.

Amendments

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