

TCU Silver Frogs Lifelong Learning Institute  
Operating Guidelines  
Approved by the Organizing Advisory Board  
April 10, 2015

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 UNIVERSITY**

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

An organizational structure chart is attached for easy reference.

**MEMBERSHIP**

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. 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.

### **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 reviews and approves 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 COMPOSITION**

The Advisory Board shall consist of nine elected, voting members, each serving two year terms. No Board member may serve more than four years consecutively. 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 ELECTION**

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 two names for each upcoming vacancy on the Advisory Board. Nominees must be members of The Silver Frogs, and must have served on a Committee or the Advisory Board.

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**

The President shall:

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 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

Manage all correspondence for the Advisory Board as requested by the TCU Liaison or the President.

## **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. Announcements of upcoming meetings must be sent to Advisory Board members at least two weeks before the meeting. Additional meetings may be called at any time by the President or any three members of the Advisory Board with one week notice.

Subjects for discussion at an Advisory Board meeting must be submitted to the Secretary at least eight days before the meeting. The agenda shall be posted for all Silver Frog members at least one (1) week prior to the meeting.

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**

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. No committee member may serve more than three consecutive years on the same committee.

## **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.

## **EXCEPTIONS**

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 one 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 April 10, 2015 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 Gantz  
Emily Harrell  
Risa Payne  
Pam Smith  
Trish Shaw  
Mike Strange

Julie Lovett-TCU Liaison