



SLR SOCIETY FOR LEARNING IN RETIREMENT

Policies & By-laws

2010

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INTRODUCTION

The Society for Learning in Retirement is subject to and abides by the following policies and by-laws.

MISSION STATEMENT

The purposes of SLR are spelled out in the Society's constitution. These include educating and meeting the educational needs of retired persons who reside in the Okanagan; offering, administering, and conducting classes for retired persons; promoting the benefits of continuous learning to retired persons; and enhancing the health, physical, and mental well-being and quality of life of retired persons through continuous learning.

The mission of the Society for Learning in Retirement is meeting the educational needs of retired persons in the Central Okanagan for the mutual benefit of the participants, volunteer leaders, and the broader community.

SLR will remain a non-profit, non-sectarian, and non-political organization, as was OILR before it. Input from the membership has been and will remain crucial to fulfillment of the Society's mission as it implements a "grass-roots" approach to identifying and meeting learning needs.

VISION

From the beginning, SLR and its predecessor organization OILR were guided by a vision of an organization working closely with its members to meet their educational needs. The educational activities provided have been led by volunteers, almost all of whom are retired. This form of peer teaching has been carried out through cooperation between leaders and learners ("peer learning"), so that the curriculum reflects the interests of the volunteer leaders as well as the needs of the voluntary learners. These basic elements have worked well in the past and will continue to be central features of future development.

The need for continuous learning by retired persons and seniors has been well established. People are living longer and retiring earlier, and the world in which they live is becoming increasingly complex. The pace of social and economic change has

continued to accelerate, which has led to the need for continuous learning so that learners as well as leaders of the learning process can adapt and change with their world and continue to contribute to the betterment of their communities. On a personal level, continued learning has been demonstrated to slow the physical and mental aging processes and to foster an improved outlook on life as well as better physical and emotional health. The learning needs of retired persons can be met by knowledgeable leaders from a wide variety of backgrounds who are willing to share their resources with their peers.

OILR had 100 participants in the seven courses it offered in the fall of 1995. By 2002 there were 425 members and the annual participation in courses was 630 people. The potential is vast for continued growth well into the future. An estimated 35,000 persons over 60 years of age, the approximate average age of retirement, reside in the Central Okanagan Regional District. The participation rate is approximately 1.2%, which barely scratches the surface of potential participation. The number of persons aged 60 and over is likely to increase to some 50,000 by the year 2012. A membership target of 2,000 people would therefore represent a still-modest participation rate of only 4%.

With a number of supportive factors coalescing in Central Okanagan, SLR has considerable potential for future growth. An active organization will seek to realize that potential for growth and development within the constraints of available resources and community interest. An attainable development scenario would see SLR grow to approximately 2,000 members by 2012, placing it in the top two or three among similar organizations in Canada. To support such growth, eight to ten classrooms would need to be in regular use throughout the year, along with some dedicated office and meeting space. A small core staff would provide support services. SLR would work closely with other community groups with similar missions, and would offer courses in a wide variety of formats, topics, and locations.

STATEMENT OF GUIDING PRINCIPLES

The Society for Learning in Retirement was founded in Kelowna, British Columbia in 2003 as the successor organization to the Okanagan Institute for Learning in Retirement. It is a non-profit society under the Society Act of B.C., and is governed by a Board of Directors elected annually by its members. Its constitution and by-laws focus on SLR's role in providing educational opportunities for persons in their retirement years so that their lives may be enriched and their understanding of the world enhanced. The bylaws of SLR (Part 7) refer to a "Statement of Guiding Principles" which sets out the vision, mission, and values of the Society. That document can only be approved or amended by special resolution of the membership at a general meeting.

From a relatively small beginning in 1995, OILR grew to include some 400 members who participated in more than 50 courses offered annually in fall and winter semesters. Rapid expansion, coupled with a significant potential for future growth, encouraged the Board of Directors of OILR to begin development of this statement of Guiding Principles for the purposes of informing members and prospective members about the organization as well as communicating these to the broader community and potential partners within it. Completion of the document was an early task of the Board of Directors of the Society for Learning in Retirement.

PRINCIPLES & VALUES

In its first eight years of development, OILR gradually developed an enduring set of principles and values. Some attempts were made to codify them in writing, but they existed primarily in terms of members' beliefs and attitudes and were communicated orally whenever an opportunity arose. This existing organizational culture has been, and will continue to be, a strong influence on SLR and its goals, strategies, objectives, and actions.

SLR believes that expressing the organization's core principles and values clearly and in writing is a key step in planning its future development. Those core principles and values are as follows:

1. Learning is of benefit to the individual and to society throughout the lifespan, as much or more so in retirement as in other phases of life.
2. Learning in retirement promotes intellectual, physical, emotional, and social well-being, and enables the pursuit of intellectual interests which for some may be long-neglected.
3. Learning takes place best in a friendly, sociable, and comfortable environment.
4. Learning has value, and retirees are willing to pay for it; but costs must be kept as low as possible because of the diminished financial circumstances of many people.
5. Group leaders and Board members will not be paid for their time, but their out-of-pocket expenses may be reimbursed in keeping with Board policies.
6. Learning activities must be responsive to the needs and interests of participants both in terms of content as well as in educational processes.

7. The experience and expertise of retirees is a valuable resource in the learning process both for group leaders and participants. Peer teaching and peer learning are therefore fundamental to the Society.
8. The educational process for retirees should combine minimum structure and formality with maximum flexibility and participation.
9. Active participation by all those associated with the organization is encouraged, from managing its affairs through planning its courses to carrying out the learning experiences.
10. Learning in retirement is of benefit to communities as well as individuals, consequently educational collaborations and partnerships with other organizations are commitments to community betterment as well as to individual growth.

*Approved by Okanagan Institute for Learning in Retirement Board of Directors,
February 7, 2003.*

*Approved by SLR Society for Learning in Retirement Board of Director,
March 21, 2003.*

SOCIETY ACT

PROVINCE OF BRITISH COLUMBIA

This Act is Current to December 23, 2009

SOCIETY ACT

[RSBC 1996] CHAPTER 433

The Complete “*Society Act*” can be found at:

http://www.bclaws.ca/Recon/document/freeside/--%20s%20--/society%20act%20%20rsbc%201996%20%20c.%20433/00_96433_01.xml

1. The name of the Society is SLR SOCIETY FOR LEARNING IN RETIREMENT.
2. The purposes of the Society are:
 - (a) to educate and meet the educational needs of retired persons who reside in the Okanagan;
 - (b) to offer, administer and conduct classes for retired persons in the Okanagan;
 - (c) to promote the benefits of continuous learning to retired persons in the Okanagan;
 - (d) to enhance the health, physical and mental well-being and quality of life of retired persons in the Okanagan through continuous learning;
 - (e) to receive gifts, bequests, funds and property, and to hold, invest, administer and distribute funds and property for the purposes of the Society, for such other organizations as are “qualified donees” under the provisions of the Income Tax Act of Canada, as amended (the “Income Tax Act”) and for such other purposes and activities as are authorized for registered charities under the provisions of the Income Tax Act; and
 - (f) to do all such other things as are incidental and ancillary to the attainment of the foregoing purposes and the exercise of the powers of the Society.
3. The activities of the Society shall be carried on without purpose of gain for its members and any income, profits or other accretions to the Society shall be used in promoting the purposes of the Society. This paragraph is unalterable.
4. Upon the winding-up or dissolution of the Society, the funds and property remaining after the payment of all costs, charges and expenses properly incurred in the winding-up or dissolution, including the remuneration of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and

after payment of any debts of the Society, shall be distributed to such charities, registered under the provisions of the Income Tax Act, or such “qualified donees” allowed under the Income Tax Act, as shall be designated by the Board. Any of such funds or property remaining which had originally been received for specific purposes shall, wherever possible, be distributed to “qualified donees” or charities registered under the provisions of the Income Tax Act carrying on work of a similar nature to such specific purposes. This paragraph is unalterable.

FUNDRAISING POLICY

BACKGROUND & NEED

For over two years the Boards of Directors of Okanagan Institute for Learning in Retirement and subsequently the Society for Learning in Retirement worked at obtaining approval from Canada Customs and Revenue Agency (CCRA) for designation as a charitable organization so that donations to the Society could be tax deductible. That approval was given by CCRA in February, 2003, thereby opening new avenues for SLR to seek gifts and donations in cash and in kind to further its objectives. New possibilities were also created for SLR to apply for and receive funds from businesses and organizations that do not make grants to bodies lacking charitable organization status. As a result of its designation, SLR’s ability is enhanced to meet the educational needs of retired persons in the Central Okanagan. In keeping with the Society’s principles and values, fundraising efforts should help to extend the benefits of learning to more retired people and aid in keeping costs to a minimum.

BASIC PRINCIPLES

The fundraising activities of the Society for Learning in Retirement will be informed by the following basic principles:

1. SLR will encourage charitable gift giving on an ongoing basis to support its basic mission of meeting the educational needs of retired persons in the Central Okanagan.
2. All fundraising activities will be undertaken with dignity and with respect for those who are being asked to contribute to the Society, and in keeping with the guiding principles and values of SLR.
3. Fundraising activities are the responsibility of the Board of Directors within the framework established by the Society’s bylaws. The Board may delegate specific aspects of fundraising to individuals and committees.

4. SLR will honour the wishes of contributors and donors in designating how contributions will be used by the Society as long as those purposes are in keeping with the Society's Statement of Guiding Principles and are agreeable to the Board.
5. The Board of Directors may establish separate funds to facilitate the dedication of gifts and donations for specific purposes as indicated in the SLR Bylaws.
6. The Board of Directors will establish categories of individual and organizational donors so that their contributions can be appropriately acknowledged.
7. SLR will welcome consideration for gifts and bequests as members and others plan their estates.

GUIDELINES

1. Any campaign or proposal to seek financial support from members or non-members of SLR shall receive prior approval from the Board of Directors.
2. The Board will establish a standing Fundraising Committee with members to be appointed by the President in consultation with the Board. This committee will report to the Board through its chairperson.
3. SLR will be pleased to receive contributions for a variety of purposes including the following:
 - a) Facilities--for acquiring or developing land and buildings for the pursuit of SLR educational activities.
 - b) Bursaries--for supporting participation in SLR educational activities by persons who could not otherwise afford the membership or course fees.
 - c) Outreach--for extending SLR educational activities to groups or individuals who for a variety of reasons may not be able to attend centralized activities.
 - d) Learning Resources--for obtaining audio-visual equipment, software, books and periodicals, and other materials to support the teaching and learning process.
 - e) General Purposes--for any purposes other than those identified above as be determined by the Board or by the donor.
4. Businesses and other organizations that contribute to the Society in cash or in kind will receive the designation Official Sponsor. This designation will be applicable for two years following the date of the contribution.

5. Individuals who contribute to the Society in cash or in kind will receive one of the following designations, depending upon the amount of the contribution. The designation will be applicable for one year following the date of the contribution.
 - a) Friend of the Society for Learning in Retirement (\$16-\$99)
 - b) Bronze Supporter of the Society for Learning in Retirement (\$100-\$499)
 - c) Silver Supporter of the Society for Learning in Retirement (\$500-\$999)
 - d) Gold Supporter of the Society for Learning in Retirement (\$1,000-\$2,999)
 - e) Benefactor of the Society for Learning in Retirement (\$3,000 or more)
6. The Fundraising Committee may, under special circumstances where a major contribution is made to the Society, recommend to the Board that an individual, business, or organization be designated a Patron of the Society for Learning in Retirement.
7. Donors to the Society will be issued with official receipts for income tax purposes according to the regulations of CCRA, and SLR will abide by the regulations and guidelines of CCRA in receiving and reporting donations.
8. The SLR Treasurer will maintain all financial records pertaining to donations and will report periodically to the Board regarding donations received.

Approved by the SLR Board of Directors, July 25, 2003

MEMBERSHIP POLICY

BACKGROUND AND NEED

Society for Learning in Retirement has a broadly-based membership within the Central Okanagan region. The only criterion for membership is that a person be retired. Membership has grown rapidly over the last two years so that it now exceeds 500. The basic approach to membership in SLR is outlined in Part II of the Society's bylaws. The details of managing memberships are not included, so the purpose of this policy is to provide them.

BASIC PRINCIPLES

1. Any person who is retired, regardless of age, and who lives in the Okanagan may apply
2. to become a member of Society for Learning in Retirement
3. The membership of SLR should be broadly-based and everyone who participates in the educational programs of the organization will become a member.
4. Membership fees will be determined by the members at annual general meetings.
5. Membership (and other) fees will be kept as low as possible.
6. The Board may appoint Honorary Members of the Society “for exceptional work and effort for and on behalf of the Society and in furtherance of the purposes of the Society.” (Bylaw 2.9)

GUIDELINES

1. Membership fees are currently set at \$15 per membership year.
2. The membership year is September 1 to August 31.
3. Membership fees are payable the first time a person registers for a course during the membership year.
4. A person may become or continue as a member without registering for a course.
5. Membership fees are normally not refundable unless SLR cancels the only course in which a person wished to register in the current membership year.
6. A membership lapses if a member does not pay the annual membership fee before January 31 of the year following the membership year for which fees were last paid.
7. A lapsed member may re-apply for membership in any subsequent membership year.
8. Applications for membership will be considered by the Board of Directors at its monthly meetings.
9. Any member of the Society may nominate another member to become an Honorary Member.
10. Nominations must be in writing and give reasons for the nomination, and should be addressed to the Secretary.

11. The Board will consider nominations for Honorary membership at its monthly meetings.
12. Honorary members may attend and vote at general meetings, but are not required to pay membership dues.

Approved by the SLR Board of Directors June 11, 2004

EXPENDITURES POLICY

BACKGROUND & NEED

SLR and its predecessor organization, OILR, have experienced steady growth over the last seven years with occasional spurts and plateaus along the way. Accompanying this growth in participation has come growth in revenues and expenditures to the extent that a more orderly process of dealing with the organization's finances is critical to its future success. The acquisition of space in the Martin Avenue Community Centre, while resolving SLR's former facilities problems, has resulted in a larger ongoing commitment of expenditures which in turn requires that the finances of the Society should become more planned and controlled than has been the case in the past. The following general principles and specific guidelines are intended to provide a well-controlled financial operating environment for SLR..

BASIC PRINCIPLES

As a non-profit society with the mission of meeting the educational needs of retired persons, SLR is committed to providing relevant and appropriate learning activities at a reasonable cost to the participants. In its Statement of Guiding Principles, the Society recognizes the usefulness of learning in the retirement years, commits itself to using volunteer group leaders, and acknowledges that costs must be kept as low as possible in recognition of the diminished financial circumstances of many retired people. Other relevant core principles and values include the encouragement of member participation in managing SLR affairs and the development of partnerships with other community groups.

The following basic principles are intended to control the Society's expenditures in keeping with its budgets and with appropriate separation of authorities to ensure a sound financial operating environment for SLR.

1. The Board will review and approve initial spending authorities and any revisions to them.
2. Expenditures of SLR funds must be approved by the appropriate budget authority prior to the expenditures taking place.
3. There will be a separation of authorities between those who may order goods

and services on behalf of SLR and those who pay for them, so at least two different approvals are required in order to pay even routine payments.

GUIDELINES

1. The authority to order goods and services for SLR is as follows:
 - a.) Committee chairpersons--up to \$200 per transaction on items that are within their budget area.
 - b.) President or Vice-President (in the President's absence)--up to \$2,000 per transaction on items that are outside the budget area of committee chairpersons or that are between \$200 and \$2,000 and are within the committee chairperson's budget area.
 - c.) Board--all transactions over \$2,000.
2. Once goods and services are received, the person who authorized their purchase certifies that they have been received by writing "Received on (date) by (name)" on the invoice or receipt and forwards the document to the Treasurer for payment.
3. If there is a time difference between the time that the goods or services are ordered and the time they are received, the person authorizing the purchase will inform the Treasurer of the order so that the funds are committed and can not be spent for another purpose.
4. Persons with the authority to order goods and services may pay for them out of their own funds and then seek reimbursement. Before making the purchase, the signature of the President (or Vice-President in the President's absence) or another committee chairperson should be obtained on an "Expense Report" form..
5. The Treasurer is responsible for initiating payments on behalf of SLR for goods and services that have been appropriately ordered and invoiced, or that have been paid for as indicated in the preceding guideline #4.
6. The Treasurer will confirm that the person ordering goods and services did indeed have the authority to do so, checks that the invoice is properly priced and that appropriate discounts are allowed, then pays the invoice.
7. All cheques must be signed by the two of the four signing officers of the Society.
8. The Registrar has the authority for approving course fee refunds for payment by the Treasurer.

*Approved by the SLR Board of Directors on:
December 12, 2003 and February 13, 2004.*

PROGRAM POLICY

BACKGROUND & NEED

Society for Learning in Retirement's predecessor organization began in 1995 with a limited range of programs, primarily in liberal arts and humanities areas. As membership grew over the years, the range of offerings expanded to encompass additional subject areas along with a greater variety in formats and lengths. In autumn, 2004 some 50 programs were offered including some in the liberal arts and humanities plus many in areas such as sciences, social sciences, recreation, and computing. Formats included lectures and lecture series, discussion groups, field trips, and laboratories, while lengths ranged from two to twenty hours.

From time to time SLR members and directors engage in discussions about what kinds of programs, formats, and lengths are appropriate for the Society to be offering to its members. The purpose of this policy is to establish principles and guidelines for the future development of SLR's programs, including appropriate topic and subject areas as well as formats and lengths.

BASIC PRINCIPLES

The mission statement of the Society is phrased broadly as "meeting the educational needs of retired persons...." This suggests an inclusive rather than limited range of subject matter for programs, and this is reinforced by some of SLR's ten key principles and values. These emphasize that learning activities must be responsive to the needs and interests of participants in terms of content and educational processes, that the educational process for retirees should combine minimum structure and formality with maximum flexibility and participation, and that active participation by all those associated with the organization is encouraged in planning its programs as well as in other matters. In developing SLR's programs, the mission and values of the organization are best reflected when the following basic principles are applied.

1. The process of program development will be led by a Programs Chairperson who will work closely with other members and Directors of the Society.
2. A variety of different methods will be used to identify the educational needs of SLR's members and other retired persons in the community.

3. The program development process will involve potential group leaders who will ultimately translate participant educational needs into structured learning activities.
4. Programs offered by SLR will reflect a broad range of educational needs and learning interests of members and potential members and not be limited to a narrow range of topics and subject areas.
5. Formats used to translate learning needs into educational programs may include a range of alternatives such as study groups, lectures and lecture series, laboratories, field trips, and others.
6. The selection of program format will be determined by a number of factors such as the nature of the subject matter and learning objectives, the experiences and interests of the participants, and the background and capabilities of the group leader.
7. Program length may vary widely depending on the desired coverage of the subject matter, types of learning processes used, and willingness and availability of the potential participants and group leaders.
8. Programs offered by SLR will not espouse a single political, religious, or commercial interest to the exclusion of others. Any programs offered in these fields will include a diversity of interests, opinions, and information.

GUIDELINES

1. The Programs Chairperson reports to the Board through the Vice-President, Learning Programs, and will have the duties described in the SLR Roles and Responsibilities document.
2. The Programs Chairperson is responsible for establishing and maintaining a Programs Committee and will chair meetings of that Committee.
3. Suggestions for programs should be obtained from a variety of sources such as member and Director suggestions, discussions with group leaders and members, surveys of the members, and maintaining a watch on current events in the community and broader environment.
4. The Programs Committee should review all suggestions for programs and proceed to develop those that look to be promising in terms of furthering the mission, values, and principles of SLR.
5. The Programs Committee should be satisfied that a potential group leader has or can readily obtain the requisite background of knowledge and skills to lead a learning group in a proposed program.

6. All programs should have a designated leader who is an SLR member.

*Approved by the SLR Board, December 10, 2004
Amended March 11, 2005*

ADMINISTRATIVE ISSUES POLICY

BACKGROUND AND NEED

SLR has experienced almost continuous growth from its inception to the point where it now exceeds 500 members, 100 course offerings, and 1,000 registrations per year. Along with this growth has come a need to be more specific and articulate about some key operational issues that have been dealt with in the past on an ad hoc basis, by personal preference, or by unrecorded precedent. The purpose of this document is to codify SLR practices related to certain administrative practices to ensure that dealings with and among the members, study group leaders, and directors are fair, consistent, and rational.

BASIC PRINCIPLES

SLR's approach to fees, group size, and refunds is based on several basic principles.

1. Course and other fees will be kept as low as possible.
2. Course and other fees, except membership fees, will be set by the Board of Directors.
3. The course fee refund policy will generally be liberal so as not to discourage members from participating on a trial basis in new and varied learning activities.
4. The appropriate sizes for learning groups will be determined by such factors as the available physical facilities and equipment, the learning objectives for the course, and the type of interaction desired in the group.
5. The minimum and maximum number of participants for study groups and other educational activities will be determined by the Curriculum Committee in consultation with study group leaders following the guidelines noted in this document.

GUIDELINES

A. Course Fees

1. Fees for all courses except computer courses are currently set at \$5.00 plus \$1.00 per contact hour.
2. Fees for computer courses are \$5.00 plus \$4.00 per contact hour.
3. Fees for courses offered in conjunction with community partners may be higher than noted above to cover the additional costs charged by those partners.
4. Course fees are payable at the time of registration, and a registration is not complete until all fees (including membership fees, if applicable) are paid.
5. Study group leaders will not pay course fees for the courses they lead. (Note: Some courses may have more than one group leader provided that they share equally in the course decision-making process and the course is approved for more than one leader by the Programs Chairperson).

B. Group Size

6. The minimum group size will normally be 8 participants and the maximum 18 participants, including the study group leader and any co-leaders.
7. Study group leaders may accept more than 18 participants if arrangements can be made to accommodate them.
8. Study group leaders may proceed with fewer than 8 participants if they wish to do so and the Curriculum Committee agrees.
9. Upon agreement between the Curriculum Committee and the study group leader, the minimum group size may be greater than 8 if appropriate given the learning processes and resources to be used in the course.
10. The group size for computer courses will be limited by the availability of computer hardware and software.
11. The Curriculum Committee will ensure that there is a clear understanding between it and the study group leader regarding the minimum and maximum number of participants for a course before the course is opened for registration. Once the minimum number is reached, it is understood that the course will run.
12. All course descriptions will include the minimum and maximum group size.

C. Course Cancellations

13. The decision to cancel a course will be made by the Curriculum Committee in consultation with the Registrar and the study group leader.

14. Courses will normally be cancelled if they fail to meet the minimum number of participants noted above.

15. The Registrar will ensure that everyone who has registered for a cancelled course is notified of its cancellation.

D. Refunds

16. Persons who have registered for a course may claim and receive a full refund of course fees at any time before the third session of a course with five or more sessions and before the first session of a course with four or fewer sessions.

17. A full refund of course fees will be made if SLR cancels a course.

18. Membership fees will be refunded upon request if the desired course is full and there is no other course that the person wants to take.

19. In lieu of a course fee refund, persons who have registered for a cancelled course may apply the course fee to another course in the same semester or to a different course in a future semester.

20. Course fee refund cheques will be issued by the Treasurer upon authorization by the Registrar.

E. Study Group Leader Expenses

21. Study group leaders will receive an expense allowance for each course in the amount of \$25 for courses of more than 10 hours and \$10 for courses that are 10 hours or less.

22. There will be only one expense allowance per course and its disbursement will be determined by the group leader or leaders.

Revised September 9, 2005 by the SLR Board of Directors.

WEBSITE DEVELOPMENT POLICY

BACKGROUND AND NEED

As part of making the transition from Okanagan Institute for Learning in Retirement to Society for Learning in Retirement, the SLR Board of Directors decided to re-develop its website to better serve the needs of the Society and to reflect more contemporary

approaches to website appearance and functions. A survey of directors and study group leaders was carried out in June, 2003 to determine opinions as to the target audiences for the website and the objectives that should be implemented via the website. Responses from 23 persons were received, the results were compiled, and the Board reviewed them at its June 27 meeting. This policy is based on the survey results together with other input from the directors.

BASIC PRINCIPLES

The SLR website is an important method of communicating with Society members and others in that about half of the members currently have Internet access, and that number is expected to grow. Communication via the Internet is fast, efficient, and effective, and it can support a wide range of activities to further the mission, principles, and values of SLR as articulated in the Statement of Guiding Principles.

The main audiences for the SLR website are potential members, existing members, and other organizations involved in related activities. The website can be an important way of attracting new members, so it must be accessible to as many retirees as possible and should ease them into the educational activities provided by SLR. Current members should be able to find out about the Society and its upcoming offerings, and they should be able to enhance their participation in the Society in a variety of ways. The website should also provide linkages to other community organizations who provide or support learning in retirement, and it should enable members and others to contact other, related organizations across Canada and elsewhere.

Website development is an ongoing process that is best guided by a sense of objectives and priorities. Accordingly, the following priorities have been established for the 2003-2004 period.

Group 1 (Highest Priority)

1. Providing course descriptions and other information about study groups and other learning activities being offered by SLR in the coming semester.
2. Providing basic factual information about SLR to members and prospective members, including constitution and bylaws, historical background, and directory of Board
3. Developing comfort with the concept of learning in retirement and SLR educational activities by presenting our basic principles and values, and by describing how our groups operate.
4. Linking the SLR website users with other providers of education for retirees in the local area, across the country, and internationally.

Group 2 (Secondary Priority)

5. Enabling study group leaders to communicate information about their courses to participants and prospective participants.
6. Assisting SLR fundraising efforts by showing how to make donations, purposes of funds raised, recognition schemes for donors, and tax deductible provisions.

Group 3 (Tertiary Priority)

7. Supporting study group leaders by providing access to resources about learning and leadership methods.
8. Enabling participants to register for study groups and other learning activities on the Internet

Group 4 (For Later Consideration)

9. Maintaining a “restricted” portion of the website for SLR Board members for communication about Board business, including financial report.
10. Delivering distance education courses and other learning activities offered by SLR for its members and others over its website.

GUIDELINES

1. The SLR Board will appoint a Webmaster who will identify appropriate technical expertise to assist in website development and maintenance.
2. The Webmaster will report periodically to the Board through the President if the Webmaster is not a Board member.
3. Expenditures on website development must be pre-approved by the Board.
4. New content and changes to the existing content of the website must be recommended by the Webmaster and approved by the President. This applies to the home page and first level of content beneath the home page.
5. Content supplied by study group leaders pertaining to their courses will be the responsibility of the study group leaders following guidelines established by the Webmaster.
6. The President may remove from the website any content that is deemed offensive or objectionable, or is not in keeping with SLR principles and values.

STUDY GROUPS POLICY

BACKGROUND AND NEED

Society for Learning in Retirement supports an approach to teaching and learning that is based upon volunteer leaders and volunteer participants working together to accomplish mutually agreed upon learning goals. The atmosphere that prevails in group sessions is viewed as extremely important to the learning process, and both leaders and participants are equal contributors to ensuring that all members of the group treat each other with dignity and respect. The purpose of this policy on study groups is to describe the attitudes and behaviours of leaders and learners that are appropriate to SLR activities, and at the same time to identify processes that can be used to rectify the infrequent occasions when those attitudes and behaviours are violated to the detriment of the learning activity.

This policy replaces the former document Guidelines for Study Groups that was approved by the Board of Directors of the former Okanagan Institute for Learning in Retirement on January 7, 2003.

BASIC PRINCIPLES

1. Learning best takes place in a friendly, sociable, and comfortable environment that is free from threat.
2. Learning activities must be responsive to the needs and interests of participants both in terms of content as well as in educational processes.
3. As experiences and expertise of retirees are valuable resources in the learning process, peer teaching and peer learning are fundamental to the educational activities conducted by SLR.
4. Everyone in a group should be treated, and should treat others, with dignity, courtesy, and respect. Participation should be guided by consideration of its impact on other group members and should be aimed at helping everyone to learn.
5. The group leader's primary role is to develop and foster an effective learning process for everyone in the group.
6. Group leaders have the authority to take appropriate measures to ensure that the learning process can proceed without undue disruption.

GUIDELINES

1. Harassment of or by any group leader or participant in any form is unacceptable.
2. Groups may not be used as a forum for proselytizing particular views or marketing specific products.
3. Group members should respect the views and opinions of all other members, listening attentively and without interruption while other opinions are being expressed.
4. Group leaders should ensure that participants have equitable opportunities to participate in group discussions and that no individual dominates the discussion to the detriment of others.
5. Participants who feel that their expectations for learning are not being met may request a full refund of program fees, or may enroll in a different program if space is available and the group leader of the new program agrees, prior to the third session of the original program.
6. A participant who has concerns about how a program is being led may communicate those concerns in writing to the Vice-President, Learning Programs who will investigate and propose remedial steps if appropriate.
7. If a participant appears to be in breach of the principles or guidelines noted above, the group leader will first attempt to counsel the member towards more appropriate behaviour.
8. The group leader has the authority to require that the participant withdraw from a program based on more than one violation of the principles or guidelines noted above. A full refund of program fees will be made if a participant is required to withdraw.
9. The Board may, by resolution under Bylaw 2.7.e, remove a person from membership in the Society if SLR principles or guidelines are violated on more than one occasion. The Vice-President, Learning Programs will chair an ad hoc committee consisting of three directors (including the Vice-President, Learning Programs) to consider any such action and to make a recommendation to the Board.

*Approved by the SLR Society for Learning in Retirement Board of Directors on
March 10, 2006.*

BACKGROUND & NEED

SLR and its predecessor organization, OILR, have experienced steady growth over the last seven years with occasional spurts and plateaus along the way. Accompanying this growth in participation has come growth in revenues and expenditures to the extent that a more orderly process of dealing with the organization's finances is critical to its future success. The acquisition of space in the Martin Avenue Community Centre, while resolving SLR's former facilities problems, has resulted in a larger ongoing commitment of expenditures which in turn requires that the finances of the Society should become more planned and controlled than has been the case in the past. The following general principles and specific guidelines are intended to provide a systematic procedure and guidelines for the development and amendment of the Society's annual budget.

BASIC PRINCIPLES

As a non-profit society with the mission of meeting the educational needs of retired persons, SLR is committed to providing relevant and appropriate learning activities at a reasonable cost to the participants. In its Statement of Guiding Principles, the Society recognizes the usefulness of learning in the retirement years, commits itself to using volunteer group leaders, and acknowledges that costs must be kept as low as possible in recognition of the diminished financial circumstances of many retired people. Other relevant core principles and values include the encouragement of member participation in managing SLR affairs and the development of partnerships with other community groups. The following basic principles are intended to inform the development and revision of annual budgets for SLR.

1. The educational programs presented by SLR will be the key factor steering the preparation of the organization's initial and revised annual budgets.
2. A standing Budget Committee will be established comprised of the President, Vice-President, Treasurer, and Chair of the Curriculum Committee.
3. The Budget Committee will seek input from committees and individuals with designated responsibilities prior to developing the annual budget and when revisions appear warranted.
4. The SLR Board of Directors is the authorizing body for the annual budget and for any revisions to the budget totals during the fiscal year.

GUIDELINES

1. The Budget Committee will be chaired by the President and will meet at the call of the Chair. The Treasurer will serve as recorder for the deliberations of the Budget Committee and will prepare appropriate worksheets and drafts of the annual budget.

2. Input to the budget development process will be sought from the other standing committees of the Board of Directors (eg. Facilities, Social, Public Relations, Fundraising) and individuals who have designated roles (eg. Librarian, Archivist, Registrar, Webmaster).
3. Initial budget preparation will start with consideration of a range of possible activity and membership levels that will be reflected in alternative budget scenarios. Normally the initial consultations and budget preparations will take place during November for the following year.
4. As participation in SLR learning activities may vary widely from semester to semester, the annual budget will be reviewed at least three times per year (eg. February, April, November) and may be revised from time to time in keeping with fluctuating activity levels.
5. The Budget Committee will prepare an annual budget for submission to the Board of Directors for approval no later than the January meeting of the fiscal year. Any revisions to the total budget must be approved by the Board prior to implementation, but transfers from line to line within the budget may be approved by the Budget Committee.

Approved by SLR Board of Directors on November 28, 2003

INDIVIDUAL ROLES & RESPONSIBILITIES POLICY

President

1. Reports to the Board and*Chairs meetings of the Board.
2. Serves as the Chief Executive Officer of the Society.
3. Arranges for representation of the Society on external bodies.
4. Has direct responsibility for the following functions: long-range planning, fundraising, public relations, contracts with other bodies, policy development.
5. Prepares annual calendar of events.
6. Writes annual report for the AGM and presidents message for the newsletter.
7. Serves as one of the bank signing officers of the Society.
8. In cooperation with the Treasurer and others as required will:
9. Prepare and monitor estimates of membership numbers and finances for up to ten years in advance,
10. Lead the Board's preparation and review of the statement of guiding principles, long-range vision, performance indicators, and other philosophical and planning documents.
11. Lead the Board's work in strategic planning including assessing strengths, weaknesses, opportunities, and threats; establishing long-term goals; and developing action plans and priorities to achieve its goals.
12. Develop long-range plans for facilities acquisition.
13. Develop long and short-range plans for fundraising.

14. Make recommendations to the Board regarding types of donations, categories of donors, and forms of recognition for donors.
15. Seek contributions in money and in kind from individuals, organizations, and businesses.
16. Prepare the Society's business plans in cooperation with the Treasurer, Registrar, and others.
17. Appoint a task force and chair person for these duties if needed.

Vice-President

1. Reports to the President.
2. Assumes the duties of the President in the President's absence or temporary incapacity.
3. Has direct responsibility for the following functions: supervision of clerical support staff, including payment of wages, social functions, facilities, website, and library.
4. Arranges for the AGM and puts together the AGM package.
5. Serves as one of the bank signing officers of the Society.

Treasurer

1. Reports to the President.
2. Makes necessary arrangement for:
 - the keeping of such financial records, including books of account, as are necessary to comply with the Society Act
 - the rendering of financial statements to the directors, members, and others when required.
3. Prepares and monitors annual and monthly budgets with input from other officers and chairpersons.
4. Establishes bank and investment accounts on behalf of the Society.
5. Receives and deposits all revenues.
6. Issues cheques for all Society expenses with the authorization of the approving authorities as designated by the board.
7. Issues official income tax receipts.
8. Recommends to the Board a person to review the Society's financial records at the end of each fiscal year.
9. Provides liaison between the Society and the person appointed to review its financial records.
10. Prepares and submits the Society's annual report to the Canada Customs and Revenue Agency.
11. Ensures that the society's Insurance policy is in place.
12. Applies for gaming grant and any other grants that may be applicable.
13. Serves as one of the bank signing officers of the Society.

Secretary

1. Reports to the President.
2. Makes the necessary arrangements for:
 - issuance of notices of meetings of the Board and Advisory

- Council,
 - keeping of minutes of all meetings of the Board and Advisory Council,
 - custody of all records and documents of the Society except those required to be kept by the Treasurer or the Members' Moderator,
 - maintenance of the register of directors, and
 - the conduct of the correspondence of the Society.
- 3. Obtains and arranges for organization and preservation of historical documents, photographs, and objects pertaining to the Society, as deemed necessary and/or required.
- 4. Arranges for displays of archival materials at appropriate times and places.

Registrar

1. Reports to the Board and the Programs Chairperson.
2. Authorizes program fee refunds for payment by the Treasurer
3. Ensures that arrangements are made for all registration activities.
4. Reports information about registrations to the Board.
5. Supervises the Office Manager on matters related to registration.
6. Develops, refines, and monitors the performance of the SLR database system.
7. Establishes procedures for database security and archives.
Together with the Office Manager
8. Receives a list of proposed programs for the upcoming semester from the Programs Chairperson.
9. Liaises with the Programs Chairperson regarding program registrations
10. Ensures that labels for brochure mailings are produced from the registration database.

Office Assistant (paid position)

1. Keeps a record of program changes, cancellations, and complaints.
2. Prepares and distributes lists of program participants.
3. Retains program registration forms until the end of the next semester.
4. Receives and accepts membership and program registration forms.
5. Prepares receipts for memberships and program registrations and delivers them to group leaders for distribution.
6. Reconciles membership and program registration information with related revenues and forwards revenues to the

Treasurer

1. Monitors voice mail and postal mail and responds to or forwards inquiries as appropriate.
2. Advises group leaders when programs are full, and requests direction regarding the disposition of additional registration requests in consultation with the Programs Chairperson.
3. Ensures that members are advised when their program registration requests cannot be fulfilled.

WebMaster

1. Reports to the President and/or Board
2. Ensures there is a competent person to maintain the technical aspects of the Society's website.
3. Ensures that current and accurate information is uploaded on the website

Librarian

1. Reports to the Vice-President.
2. Develops plans for short-term and long-term development of the Society's learning resources including books, periodicals, maps and charts, and computer-
3. Develops and manages processes for study group leaders to request resource materials.
4. Ensures that resource materials are managed and circulated effectively.

Members' Moderator

1. Chairs the AGM
2. Reports to the membership, and maintains liaison between the membership and the Board.
3. Makes necessary arrangements for:
 - the issuance of notices of meetings of members,
 - the keeping of minutes of all meetings of members,
 - and maintenance of the register of members.

Programs Chairperson

1. Reports to the Vice-President
2. Solicits ideas and proposals for learning activities from Board members, study group leaders, members, and others.
3. Identifies and confirms arrangements with study group leaders for their programs, including program descriptions.
4. In cooperation with the Registrar and Facilities Chairperson, prepares a program schedule including dates, times, and room assignments.
5. In cooperation with the Community Relations Chairperson, prepares program descriptions for publication, including title, program number, group leader, location, scheduling, and content of the program.
6. Conveys the list of proposed programs for the upcoming semester to the Registrar and the Webmaster.
7. Convenes informational meetings with, and provides informational packages to, study group leaders prior to the start of each semester.
8. Maintains liaison with study group leaders throughout the semester.
9. Conducts evaluations of programs and provides feedback to the study group leaders and the Board.
10. Maintains updated files and lists of program suggestions, program proposals, program offerings, and study group leaders.
11. Acquires and maintains appropriate teaching supplies, including prepaid photocopying.

12. In consultation with the Registrar and group leaders, decides when to cancel programs or add new sections.
13. Makes sure that a host is in place at the start of each course or workshop where the SGL is not a member.

Facilities Chairperson

1. Reports to the Vice-President.
2. In cooperation with the Program Chairperson, ensures that classroom and other facilities are appropriately furnished and equipped.
3. Arranges purchases of all classroom equipment, furniture and resource materials, as required within approved budgets.
4. Provides operational liaison with the owners of any facilities rented or leased by the Society.
5. Books classroom space in consultation with the Curriculum Chairperson and the designated representatives of the Okanagan Boys and Girls Clubs.
6. Maintains the door locks

Community Relations Chairperson

1. Reports to the President.
2. In cooperation with the Programs Chairperson, prepares, produces and distributes newsletters and other informational material regarding learning programs.
3. Develops and implements plans for advertising and publicity of the Society's programs and the Society itself.
4. Establishes and maintains liaison between the Board and local media outlets.
5. Prepares, publishes, and distributes brochures, flyers, posters, and other Informational media.

Social Chairperson

1. Reports to the Vice-President,
2. Makes arrangements for the semi-annual luncheon, including venue, catering, and decorations.
3. Arranges for beverage and related supplies for use during programs.
4. Arranges other social events for members as desired and appropriate.

Task Force Chairpersons

1. From time to time the Board may establish task forces to study and report on particular issues of concern to the Society. Chairpersons of such task forces will normally report to the President.

Revised by the SLR Board , August 8, 2008

END OF DOCUMENT

Society for Learning in Retirement