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FCLIR OPERATIONS MANUAL

This Manual provides instructions and directions for the day-to-day operation of FCLIR activities and should be read in conjunction with the FCLIR Bylaws.

Each year the revised Manual will be posted on our website and copies sent to members of Council and to committee chairs.

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SECTION I: MISSION

Five College Learning in Retirement Mission Statement

Our mission is to enrich our lives by providing forums for sharing the pleasures of active learning.

To implement this mission, we...

1. offer educational programs whose core is peer-led seminars in which each member is an active participant. These seminars are held at several locations as appropriate in the Pioneer Valley and online with the Zoom platform.
2. provide additional programs to enrich the educational and social experience of members. These programs may include a series of lectures and discussions on major foreign policy issues; field trips to museums, concerts, theater performances, and historical areas; special lectures and colloquiums; roundtable discussions on current events or other topics; reading groups; other special interest groups; reprises of seminar presentations; and offers social events.
3. expect members to
 - a) accept our core commitment to active participation,
 - b) pay dues annually, and
 - c) be willing to share in the responsibilities of the organization by volunteering.
4. manage the organization through our elected Council representatives and officers with the guidance and assistance of Five Colleges, Inc.

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5. acknowledge that, although our primary purpose is intellectual pursuit, we recognize and encourage the social rewards of shared learning and social interaction.
6. offer a variety of programs with the larger community that sustains and nurtures friendships, old and new.
7. believe that a diverse membership is central to a rich and stimulating learning environment; therefore, we strive to provide a welcoming atmosphere to all.

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SECTION II: COUNCIL

The FCLIR Council is the supreme governing body of FCLIR with authority to manage all educational, organizational and budget matters of the organization. Members are elected and serve three-year terms. If a member resigns, the replacement serves out the remainder of that member's term.

The responsibilities of Council members:

- Attend regular and special meetings of Council. Unavoidable absences should be communicated to the President.
- Be knowledgeable about the organization. Read and keep for reference the Bylaws and Operations Manual.
- Council members who are considering expenditures must notify the Treasurer in advance.
- Prepare for Council meetings by reading the materials sent in advance including the minutes of the previous meeting, financial and committee reports, and the agenda.
- Be prepared to vote on appointments, the annual budget, expenditures not included in the budget, any matters of policy regarding membership, programs, and governance.
- While serving on the Council, members are encouraged to also participate on a committee of FCLIR or volunteer services.
- Council members are encouraged to participate in all FCLIR activities.

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OFFICERS

President:

The President will be the conduit between FCLIR and FCI.

The President directs the management and day-to-day operations of FCLIR with the Executive Committee, who are in turn answerable to Council.

The President sets the agenda for and chairs all meetings of Council, Executive Committee, the Annual Meeting and any Special Meetings called by the membership. The President is an ex-officio member without vote of all committees, with the single exception of the Nominating Committee, on which the President may not serve. The President represents FCLIR on public occasions or appoints suitable surrogates.

The President may provide permission or invitation to members of FCLIR to attend Council meetings.

The President with input from the Executive Committee, is responsible for contributing to the Office Manager's evaluation. As an employee of Five Colleges, Inc. (FCI), the Office Manager is subject to FCI's employee policies and evaluations. The President will write an evaluation to submit to FCI. The FCLIR evaluation will be discussed with the Office Manager.

At the end of the President's term, the outgoing President shall prepare an Annual Report highlighting the noteworthy activities and any concerns that arose during the year of service. This report shall be submitted to the Office Manager for filing in the archives by September 1 of the year in which the President's term of office ends.

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Vice President:

The Vice President is a voting member of the Finance Committee and an ex-officio member, without vote, of all other committees. He or she oversees the effective functioning, operation and membership of all committees. Prior to the September Council meeting, the Vice President will notify all committee chairs of the plan to attend their meetings in an ex officio, non-voting capacity, and should therefore be informed regarding the times and locations of their meetings.

The Vice President presides at Council meetings in the absence of the President.

The Vice President serves a one-year term and serves as President the following year and as Past President the year following that.

Past President:

The Past President retains a seat and a vote on Council and the Executive Committee for one year after the tenure as President.

The Past President is responsible for planning the annual Memorial Program and the Preview each semester.

The Past President serves a one-year term.

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Secretary:

The Secretary is responsible for recording minutes of Executive Committee meetings, Council meetings, Special Meetings and the Annual Meeting.

The Secretary distributes minutes of the meetings to members in attendance for additions, deletions or corrections. The finalized approved minutes will be provided to the Office Manager for distribution and filing.

The Secretary ensures that the Bylaws and Operations Manual are updated and maintained. When Council approves a new policy, it will be clearly stated whether or not the policy will become part of the Operations Manual.

The Secretary serves a one-year term and may serve no more than three consecutive one-year terms.

Treasurer:

The Treasurer, in conjunction with the Chief Financial Officer of FCI, oversees the finances of FCLIR, including preparation and submission of an annual budget for approval by Council and presentation to the membership.

The Treasurer reviews and authorizes the disbursement of funds as requested and documented.

The Treasurer makes periodic reports to Council and the membership.

The Treasurer chairs and consults with the Finance Committee.

The Treasurer trains the Assistant Treasurer.

The Treasurer serves a one-year term and may serve no more than three consecutive one-year terms. The Treasurer will

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continue as a member of the Finance Committee for one year after the Treasurer's term of office has ended.

Assistant Treasurer:

The Assistant Treasurer assists the Treasurer in meeting the responsibilities of the Treasurer's Office.

The Assistant Treasurer serves a one-year term and may serve no more than three consecutive one- year terms.

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Non-Officers

Historian/Archivist:

The Historian/Archivist works with the Executive Committee and Office Manager in maintaining the records and history of FCLIR.

The Historian is appointed by the President, subject to approval by Council.

Ombudsperson:

The Ombudsperson is appointed by the President, with the approval of Council, for a term of one year, subject to reappointment on a year-to-year basis.

Responsibilities:

An annual report of the Ombudsperson will be given to Council containing the number of cases and cases resolved with no identifying information.

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SECTION III. COMMITTEES

Committees Mandated in the Bylaws:

Refer to the Bylaws for information on the following:

Executive Committee (Article IV, Section 3)

Curriculum Committee (Article VII, Section 2)

Finance Committee (Article VII, Section 1)

Nominating Committee (Article VI, Section 1)

Committees Created by Council:

Committees are recommended to have two staggered co-chairs.

A chair of each committee, or the chair's representative will attend Council meetings when matters relevant to the committee are on the agenda. All committee chairs are welcome to attend Council meetings.

All committee expenditures must be approved by the Treasurer in advance.

Communications Committee:

The Communications Committee is comprised of interested members of FCLIR.

The Committee's Responsibilities are:

- promoting awareness of FCLIR and offered public programs
- recruiting new members

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- overseeing promotional publications
- creating a regular membership newsletter

Programs Coordination Committee:

The Programs Coordination Committee is comprised of members of FCLIR who are interested in maintaining and discovering new programming ideas.

The Committee's Responsibilities are to coordinate, encourage and support academic and social programs including but not limited to:

- summer programs
- winter programs
- interest groups
- special programs open to the public
- encore programs
- member trips
- member social events
- informal in-person get togethers

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SECTION IV: GENERAL FCLIR POLICIES

Calendar Considerations:

No FCLIR programs and activities shall be scheduled in conflict with Yom Kippur.

Other calendar considerations may be brought to the attention of Council or to individual moderators.

Seminars and workshops are scheduled in the morning and afternoons Monday through Wednesday and Thursday mornings.

Thursday afternoons are reserved for governance meetings.

Fridays are reserved for other programs.

Enrollment:

The moderator in consultation with the registrants of a seminar or workshop shall decide if the number of participants is sufficient to hold the seminar or workshop.

Moderators determine the maximum number of participants for their seminar or workshop.

Exchange of Ideas and Materials:

FCLIR has a Diversity Policy that addresses the beliefs of the organization regarding relationships.

FCLIR expects that seminar discussions and materials of deeply held views should take place in an atmosphere of mutual respect and civil discourse.

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FCLIR seminars and workshops may not be used as vehicles or requests for political or social actions.

FCLIR Office:

The address of the FCLIR office is:

202 Plain Road
P.O. Box 105
Hatfield, MA 01066

The phone number is:

(413) 200-9816

The email address is:

fclir@fivecolleges.edu

Office hours for telephone and email contact are Monday to Friday 9:00 AM to Noon. In-person visits to the office must be made by appointment.

Members may contact the Office Manager with requests for assistance. The Office Manager will either resolve the request or provide contact information to the appropriate party.

Guests in a Seminar:

Guests must be approved by the moderator and presenter of a seminar or workshop prior to the session.

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Member Information on the FCLIR Website:

Email Addresses and Phone Numbers

Email addresses and telephone numbers of members will not be published on the website.

Member Photographs

Photographs of three or fewer members, or of members identified by name, will not be published on the website without the permission of the members in the photographs. It is the responsibility of the person submitting the photograph for publication to obtain such permission.

Photographs of larger groups of people who are not identified by name may be published without the permission of the individuals in the photograph.

Members who do not want to appear in any photographs whatsoever should avoid being photographed and make their wishes clear to the photographer.

Membership and Dues:

The membership year is May 1 to April 30.

Membership dues are set annually after being proposed in the Annual Budget and voted by Council.

Refunds require approval by the FCLIR President.

Membership dues must be paid for the upcoming semester for the registration to be processed.

Full members may participate in any FCLIR programs.

Full members receive all publications and are entitled to vote in annual elections, join a committee, and receive a membership

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card which provides borrowing privileges at the libraries of the five colleges and free transportation on the PVRTA from one college to another.

Associate members are members of FCLIR who may partake in all privileges of membership except for seminars, workshops and voting.

Membership Assistance is provided to members who request financial assistance.

Requests from Outside Organizations:

It is important for FCLIR to participate in and cooperate with other community organizations; Requests from outside organizations may include publicity, sponsorship, collaboration, or volunteers.

FCLIR does not accept any requests from for-profit organizations.

To protect the privacy of its members, FCLIR does not make its membership list available to any outside organizations or individuals under any circumstances.

The Executive Committee will review and approve any requests to reach membership through FCLIR communications.

Use of Space for FCLIR Activities:

Use of space at the FCLIR office in Hatfield must be scheduled in advance with the Office Manager.

Every effort will be made to access program space at no cost to FCLIR.

If a Special Program open to the public is held at a retirement community, residents of retirement communities may attend at no charge.