

Osher Lifelong Learning Institute at UAH

Member Interest Group Guidelines

This document provides guidelines for establishing and operating Member Interest Groups (MIGs) at the Osher Lifelong Learning Institute (OLLI) at The University of Alabama in Huntsville (UAH), under the direction of the College of Professional and Continuing Studies (CPCS), hereafter referred to in this document as OLLI at UAH, or simply OLLI.

Overview

A Member Interest Group fosters fellowship by allowing OLLI members to engage with others who share a common interest.

- The MIGs are a membership benefit and open for participation by all active OLLI members. OLLI membership and signed waivers are required for participation.
- The MIGs are intended to complement and enhance OLLI course topic areas of continued and above average interest to our members and does not directly compete or duplicate classes and other programs offered by OLLI. All MIGs must be approved before they can begin operation.
- Commercial or professional solicitation for services or products is not permitted at MIG meetings.
- The OLLI Member Services Committee (MSC) Chair will provide general oversight and will function as the liaison between the MIGs and the OLLI Executive Committee.
- The MIGs are member driven on how they are initiated, activities organized, maintenance of member documents, and any additional daily operations. CPCS provides opportunities for MIGs to publicize and promote their activities. MIGs who were initiated prior to the establishment of this policy will be grandfathered – in.
- MIGs must abide by the OLLI Member Interest Group guidelines, OLLI Member Handbook and UAH policies, procedures, and code of conduct when operating.

I. Establishing a New MIG

A. Organizational Meeting

Members who are considering starting a MIG are encouraged to conduct at least one organizational planning meeting prior to submitting a new MIG proposal.

At this meeting, the group should accomplish the following:

1. Read and discuss the guidelines to understand the purpose, structure, and operation of a MIG and the process for establishing one.
2. Designate a MIG Lead, and backup in the lead's absence, who is responsible for organizing, managing, and overseeing the conduct and safety of the proposed MIG.
3. Determine the overall purpose of the new MIG as well as the anticipated objectives and activities.
4. Confirm there is sufficient interest among members to maintain a viable MIG of at least eight people who are willing to meet on a regular basis.
5. Agree on a tentative meeting/event frequency and location. Meeting frequency can be weekly, monthly, or occasionally. MIGs can meet in an OLLI designated classroom in Wilson Hall (WIL) or a scheduled off-campus location. All off-campus locations must be provided in writing to the MSC Chair and OLLI Program Manager.

6. Determine if there are anticipated costs for participation such as costs for food and beverage, fees, supplies, etc. and how these costs will be paid or covered.

B. Application Process

The MIG Lead should obtain an OLLI MIG Proposal Form from the MSC Chair. Complete the proposal form and submit to the MSC Chair.

1. The MSC Chair, OLLI Executive Committee and CPCS Dean will review proposals.
2. Once approved, the MIG Lead will be notified, and the MIG can officially operate. The MIG will be added to the active MIG list and an announcement may be included in the OLLI course guides, monthly newsletters, and/or weekly eNews.
3. The MSC Chair and the OLLI Program Manager should be notified of any changes or problems, such as changes in the MIG Lead, scheduling, publicity, information for designated contact person, or any problems/concerns that arise.
4. MIGs may be placed in inactive status due to a drop in interest, lack of participation, MIG Lead lack of communication with MSC Chair or unaddressed concerns regarding following procedures or policies.

II. Operation of MIGs

A. Membership Requirement

1. Current OLLI membership is required for regular participation in the MIGs. If meeting on campus, a current valid OLLI parking permit is required.
2. The MIG Lead will verify membership by the expiration date from each member's badge.
3. MIG Leads are expected to remind participants to renew membership and to ask non-members not to participate in the MIG unless their OLLI membership is active.
4. Visitors who wish to learn more about a specific MIG are welcome to visit one time with the permission from the MIG Lead. To continue participating, the individual must become an OLLI member.

B. Release, Waiver, and Agreement Requirement

1. All MIG participants are required to complete and sign an OLLI at UAH Release, Waiver and Agreement form, hereafter referred to as the "Release", prior to participation in any MIG meeting, activity or event. The MIG Lead is responsible for obtaining Release forms from each participant. A copy of the Release is provided as **Attachment B**. The original signed release for each participant should be provided to CPCS OLLI Office in WIL 113.

C. General Record Keeping

Each MIG Lead will be responsible for the record keeping and documentation associated with the operation of a MIG. The records and documentation maintained will include:

1. A copy of the approved OLLI MIG Proposal Form for new and grandfathered MIGs.
2. An up-to-date MIG Member list identifying current and past MIG participants. The MIG member list is not to be used for any purpose other than to announce meetings/events or to communicate MIG related business to the group as a whole. Improper use of communication to the MIG member list will lead to loss of MIG privileges.
3. Attendance of each MIG activity should be recorded and denote the date, time, and location.

D. Meetings and Scheduling

1. Every effort should be made to avoid conflicts with scheduled OLLI courses and OLLI membership events. If necessary, a MIG may be asked to change their meeting time and location to accommodate such events and activities.
2. Requests for UAH room reservations for MIG meetings should be made to the CPCS OLLI office at OLLI.info@uah.edu a minimum of four business days prior to meeting. Request emails should cc both the MSC Chair and SharePoint Coordinator for inclusion on the master calendar on the OLLI Board SharePoint site.

E. Recruiting and Publicity

1. Each MIG is responsible for recruiting member participants, sending meeting notifications, and developing communication materials. Any formal publicity should be coordinated through the OLLI Program Manager.
2. MIG Leads may contribute articles with photos of upcoming or past MIG events to the monthly OLLI Insider Newsletter at OLLINewsletter@uah.edu. Announcements for MIG events can be promoted in the weekly eNews, the *OLLI Insider* monthly newsletter, and classroom facilitator announcements. Please provide content at least three weeks prior to the event.

F. Emergency Contact and Notification


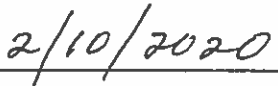


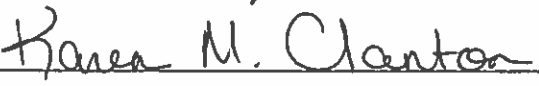
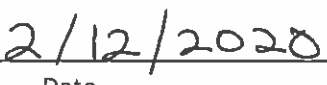
1. In the event of an on or off-campus emergency during the conduct of a MIG meeting, activity, or event, the MIG Lead will call 9-1-1 and then notify the CPCS OLLI office (*see attachment C, OLLI at UAH Emergency Contact Tree*). The CPCS OLLI Office will notify the member's emergency contact or next of kin. An emergency is any incident where medical/HEMSI, rescue, or police is called.

G. MIG Compliance

1. While each MIG is intended to be autonomous and self-managed, all MIGs and MIG participants will comply with the general principles and requirements as stated or implied in the MIG Guidelines, OLLI Member Handbook and UAH policies, procedures, and code of conduct.
2. Violation of the guidelines or policies may result in denial of participation by individual members, or in more severe cases, corrective or disciplinary action, suspension, or termination of the MIG by the OLLI Executive Committee.

III. Supporting Documents

Attachment A - OLLI MIG Proposal Form; Attachment B - UAH Release, Waiver and Agreement Form, Attachment C - OLLI Emergency Contact Tree

 _____ Chair – Member Services Committee	 _____ Date
 _____ OLLI at UAH Board President	 _____ Date
 _____ Dean, UAH CPCS	 _____ Date

Revised October 2019