

LEARNING INSTITUTE FOR ELDERS AT THE UNIVERSITY OF CENTRAL FLORIDA, INC.

# LIFE at UCF, Inc. POLICY

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## **LIFE AT UCF – POLICIES**

### **GENERAL:**

1. At the beginning of each New Year the President shall appoint a chairperson of a Policy and By-Laws Committee. The Chairperson will have the discretion to solicit additional committee members as deemed necessary. The Policy committee shall meet every year to review the LIFE at UCF Policies and By-Laws, and recommend changes to the board.
2. Additions to these policies may be added as Appendices to this document.

### **Board of Directors:**

1. The nominating committee must confirm membership in LIFE before asking someone to serve on the Board. Board members should be selected from those members who have shown interest in the organization through activities and management skills.
2. Board Members are expected to miss no more than three unexcused Board meetings in any calendar year. A member will normally request an excused absence from the President or Secretary prior to a scheduled meeting. Three unexcused absences from Board meetings will be considered an automatic resignation from the Board.
3. The election of the President, Vice President, Treasurer, and Secretary is the function of the Board as stated in the by-laws. The outgoing President will select a nomination committee who will present a recommended officer slate to the board at the next board meeting following the annual meeting to select new board members. The term of the new officers and board members commences on the day following their election.
4. The spouse of the UCF President and the LIFE at UCF liaison from UCF staff will be ex-officio member of the LIFE Board of Directors. Both of the above named persons will be given an honorary LIFE membership with all the benefits and privileges of a regular membership except holding an elected office in the organization.
5. All past Presidents of LIFE may have that title on their nametag.
6. A quorum at LIFE board meetings shall consist of at least 50% of the elected LIFE officers and 50% of the elected board members.
7. The Vice president in addition to the duties specified in the LIFE By Laws shall coordinate the activities of all LIFE special events such as the awards luncheon and special presentation sessions. A Special Events Coordinator may be assigned by the president to assist in these duties.
8. In the event a LIFE officer position becomes vacant the position will be filled as follows: In the case of the President the Vice President will assume the duties of the President. For all other officer positions, the President will appoint a board member to fill that position and the board will approve by simple majority vote of the board members present at the next board meeting. In all cases the replacement will serve until the next board regular election.

### **LIFE OPERATIONS:**

1. The chair of any committee that handles LIFE funds shall annually present a budget request for the coming year to the LIFE treasurer. This shall be done prior to the March board meeting. When the committee's responsibilities are completed for the year, or before the end of

January, the chair shall present to the treasurer a statement of income and expenses for the year.

2. Lecturer shall receive an honorarium of \$100.00 per class (not per person if more than one). General luncheon speaker's honorarium will be determined by the luncheon coordinator, and all such expenditures will be covered by the monies collected for the luncheon.

3. Funeral gifts for a deceased member will be \$25.00 donation in the name of the deceased to the UCF Foundation. Family members of the deceased may designate a specific UCF college or department.

4. Checks written for the sum \$500.00 or less will require one (1) authorized signature. Checks written over \$500.00 will require two (2) authorized signatures. LIFE members authorized to sign checks are the elected officers, and shall have their signature on the file at LIFE'S banking facility.

5. A reserve fund will be maintained by the Treasurer at a minimum value of \$15,000. These funds are restricted use funds established in each year's budget, and may only be utilized by majority vote of all board members.

6. A special Grant and Awards fund will be maintained by the LIFE treasurer for those funds donated by LIFE members or others for the express purpose of contributing to the LIFE Grant and Awards and Gerontology Award Programs.

7. Excess operating funds will be apportioned annually to either the reserve fund or a Grants and Scholarships fund through approval of the annual budget. Based on the approved budget amount and other donations received, the LIFE Grant and Awards committees will provide annual Grant and Awards and Gerontology Applied Research Award recommendations to the board. These Grants and Awards will be awarded at an awards luncheon at the completion of each spring and fall semesters.

8. In Accordance with the LIFE by-laws the following Board Assistants are approved to perform specific duties for the organization:

Chief Technical Officer, Historian, Attendance, Sunshine assistant, Web Master, Telephone Coordinator, Discussion Group coordinator, Safety assistant, and UCF Campus Tour assistant.

9. Standing Committees will be established by the board of directors. The following Standing Committees are approved:

1. Policy and By-Laws
2. Curriculum
3. Past Presidents
4. Membership
5. LIFE Grants and Awards
6. Special Events
7. Honors Program
8. Newsletter
9. Gerontology Awards
10. Strategic Planning Committee
11. Technology

10. In accordance with the By Laws the President has approved the following Ad-hoc Committees:

- a. Legacy
- b. Diversity
- c. Veterans History Project
- d. LIFE Community Volunteer Group

11. Parking Passes is a sub-committee under the membership Committee.

12. Material displayed on entry tables may not contain obnoxious language or obscenities, nor espouse a political agenda of any kind. Speakers may offer sales of their books, etc. at the completion of their presentations.

### **Membership Policy**

1. The Board of Directors will determine the maximum number of members allowed for the new Academic Year.
2. Membership dues shall be determined by the board and promulgated to the membership before renewal starts. After the start of classes, no refund of dues will be given.
3. The board will set Dates for the start of membership renewal for the new academic year and when members must have their checks paid before open enrollment starts. This information will be transmitted to the membership several weeks before the end of the semester, with a warning that members could lose their membership when open reenrollment starts.
4. The Board may consider a special one-time single semester dues for those joining during the spring semester. The President, at his or her discretion, may issue a maximum of two scholarships per annum to LIFE members in good standing who are experiencing short term financial difficulties.
5. Members are encouraged to bring guests. Guests may not attend more than one class each semester. Members may not bring guests to class sessions held outside of the Pegasus Auditorium.
6. UCF students may be invited at the discretion of any LIFE Board Members.
7. The initial fee for a student ID card will be determined by the UCF Department and will be paid by LIFE for each member. If the card is lost, there will be a replacement fee. A birth date is required to be entered into the UCF data base against a member's information. The birth date ensures automatic renewal of the ID card and prevents non-members from using an unverified card. The initial parking tag fee will be paid by LIFE for each member requesting a parking tag. If a tag is lost, it must be reported to the Campus Police and a replacement fee will be charged.
8. LIFE members who have achieved 10 years and 20 years membership will receive a certificate of academic achievement, and will be honored at a special ceremony at the completion of the spring semester.

### **MEMBERSHIP WAITING LIST POLICY.**

1. Membership Applications received after the limiting membership number is reached will be placed on the LIFE Membership Waiting List. Normally applicants will be offered a membership opportunity after vacancies are determined by the membership committee. Except as noted below, individual selection priority will be based on each applicant's application date.
2. People are placed on the list in order by a date, determined by a request at the front desk, by web application or by postmark.
3. The LIFE Membership Waiting List will be maintained by the membership committee.

4. The board will approve all exceptions to the above general rule. Exceptions will be proposed to the board by the LIFE membership chairperson based on the following priority list:

a. Spouse or significant other of an existing LIFE member.

b. A qualified person volunteering to fill a critical board or officer position that the LIFE membership is unable or unwilling to provide. Typically the LIFE president would provide the justification for such an exemption.

c. Retired UCF faculty and staff who have been involved with LIFE either as presenters or as valued assistants in departments/units with which we interact. Justification for the exemption should explicitly describe the basis for the exception. Typically, the UCF Liaison would provide that documentation.

d. Significant retired alumni of UCF who have been recognized by UCF (e.g. "outstanding alumni award", members of College advisory committees). The UCF Liaison is most likely the person to provide the justification for this exemption.

e. Exceptions based on special significant merit.

## **APPEDIX A – LIFE AWARDS AND GRANTS POLICY**

### **1. General**

- a. Each year, LIFE at UCF, Inc. will present grants to the various UCF organizations as agreed upon in the effective UCF/LIFE Agreement. Grants will be determined through two major programs: The LIFE General Grants and Awards program and the Gerontology Applied Research program.
- b. The total amount of all annual grant funds will be established annually by the LIFE board through approval of the annual budget.
- c. Both the LIFE General Grants and Awards program and the Gerontology Awards programs will be administered under separate policies, but will run concurrently during the fall and spring UCF semesters. One announcement covering both programs will be made to the UCF faculty at the beginning of each fall semester. Separate applications for each program will be posted on the LIFE at UCF web site.
- d. Each committee will establish competitive award application deadlines to support the Annual Awards Ceremony date.
- d. Utilizing inputs from the various UCF departments, the LIFE Awards Committees will make specific Grant recommendations to the LIFE board keeping within the board approved funding.
- e. The LIFE board will approve all final Grants by majority vote.
- f. All grant awardees will be honored at an Annual Awards Ceremony held during the spring semester.

### **2. LIFE General Grants and Awards program:**

#### **a. General.**

- 1.) This program is divided into two parts: General Awards and Competitive Grants.
- 2.) In September of each year, the president of LIFE at UCF will designate a chairman of the LIFE Awards Committee. The chairperson shall assign a person from the general membership, and the rest of the committee will be comprised of active past presidents, plus the executive committee, and the UCF liaison to LIFE.
- 3.) Letters will be sent out annually from the LIFE President to all UCF departments advising them of the LIFE Awards program, and requesting their inputs by completion of the attached supplication questionnaire. The letter will include specific instructions for Competitive LIFE grants. A strict submission deadline will be established in this letter.
- 4.) In formulating their Grant recommendations to the LIFE board, the Award committee will review the department's support of the LIFE program over previous years, and the required submitted grant applications.
- 5.) Potential awards will be evaluated using the criteria set forth in this document.
- 6.) The committee may contact UCF departments for additional information as necessary.
- 7.) Grant recommendations will be determined by committee vote. At least four (4) approval votes will be necessary to place a grant on the recommendation list sent to the LIFE board.
- 8.) If deemed appropriate by the Awards Committee Chairman, the committee can make recommendations beyond the allotted budget, but such recommendations must be clearly identified and voted on separately by the LIFE Board of Directors.
- 9.) Distribution of funds to the awardees will be administered by the UCF Foundation.
- 10.) LIFE will provide funding to the UCF Foundation following board approval of the awardees.

**b. TYPE OF AWARDS:**

**1.) General Awards**

- a.) General Awards are those given to departments based on the below criteria, and can be utilized to best enhance learning in their department.
- b.) Specific Award limits will be established annually by the board.
- c.) The Committee will use the following criteria as a minimum in determining General Award nominees:
  - i. Each department's past and future service to LIFE at UCF membership.
  - ii. Programs presented to the LIFE membership.
  - iii. Immediate known need of the UCF department
  - iv. These awards will be determined separately from the competitive awards during the fall semester. Awardees will be honored during a spring awards ceremony.

**2.) Competitive Awards**

- a.) Competitive awards are those made to fund specific projects submitted by individual departments to meet their educational needs.
- b.) Specific Award limits will be established annually by the board.
- c.) No award will be made unless a completed typed Grant questionnaire has been received by the LIFE office before the established deadline date.
- d.) Awards are to be based on the merits of those project submitted for consideration using the following criteria as a minimum:
  - i. Benefit to individual UCF students, including the numbers of students.
  - ii. Benefit to LIFE at UCF members and to lifelong learning.
  - iii. Availability of other funding to support this project.
  - iv. How well the project meets the intent of these awards.
  - v. How well the project meets the stated need.

**3. Gerontology Awards and Grant Program**

**a. General**

- 1.) In September of each year, the president of LIFE at UCF will designate a chairman of the LIFE Gerontology Research Awards Committee. The chairperson shall assign LIFE members to the committee with gerontology background or special gerontology interest, and a basic familiarity with the scientific method as applied in research projects. The UCF liaison to LIFE is a permanent committee member.
- 2.) Each year LIFE at UCF, Inc. will present single or multiple cash award(s) to selected University of Central Florida faculty members, graduate students, and undergraduate students. Yearly award(s) totaling up to full budgeted amounts may be granted.
- 3.) Although not required all applicants are encouraged that, when applicable, LIFE members be utilized in their research efforts.

**b. Requirements.**

- 1.) The purpose and intent of the award and grant program is to promote all aspects of research at the University of Central Florida relating to the scientific study of the social, psychological and biological aspects of aging.

- 2.) This program will consider all aspects of applied research in Gerontology and is intended to support proposed research, and research in progress.
- 3.) The program will consist of two parts: the Richard Tucker Gerontology Applied Research Grant, and the Al Dallago Undergraduate Gerontology Research Grant.
- 4.) The total annual grant allowance for the Richard Tucker Gerontology Applied Research Grant will be \$1,500 less than the budgeted amount.
- 5.) The total award allowance for the Al Dallago Undergraduate Gerontology Research Award will be \$1500.00, apportioned \$500.00 for each semester. Non utilized semester funds may be applied to following semesters.
- 6.) Grants will be based on the merits of the research project submitted for consideration using the following criteria as a minimum:
  - a.) How well the project meets the purpose and intent of this award.
  - b.) How well the research meets or has met the stated need.
  - c.) Benefit to LIFE members, to elder students, to community members, and to life-long learning.
  - d.) Availability of other funding to support this research.
- 7.) Awardees will be encouraged to present their research to the membership at a LIFE class session.

**c. Richard Tucker Gerontology Applied Research Grant**

(1) General:

- a.) This is a competitive grant for Applied Gerontology Research conducted at UCF by UCF Professors or UCF graduate students under the sponsorship of UCF professors.
- b.) The research may be proposed or in progress.
- c.) The approved grant can range up to the full budgeted amount depending on the availability of funds. However significant priority will be given to selecting the most projects that can be funded within the budget limits.

(2) Procedure:

- a.) Letters from the LIFE President will be sent to all UCF departments advising them of the annual LIFE Gerontology Awards program, and inviting their application for the Gerontology Award using the included application form. A strict submission deadline for this award will be established in this letter.
- b.) The Gerontology Awards committee will consider the merits and expressed needs as stated in the applications.
- c.) The Gerontology Awards Committee will determine finalists only from the applications received. These finalists will be interviewed before the Gerontology Awards committee.
- d.) Submissions will be evaluated based on the criteria set forth in this document and from the interview.
- e.) The committee, through the chairperson, may contact UCF departments for additional information as necessary.
- f.) Finalists will be selected by majority committee vote. However, at least 5 approval votes will be necessary to be recommended to the LIFE board.
- g.) If deemed appropriate by the Awards Committee, the committee can make recommendations beyond the allotted budget.



**d. Al Dallago Undergraduate Gerontology Applied Research Grant**

- (1) Under this program LIFE will sponsor a Gerontology Research Award in conjunction with the UCF Undergraduate Research Grant program. Each semester the OUR Grant program provides up to \$500 in support of undergraduate research projects. Winners of the LIFE Gerontology Award may receive an additional \$500 funded by LIFE.
- (2) One \$500 gerontology Grant will be provided for each academic semester in keeping with the OUR program schedule. Unused grant monies will be made available for future semesters.
- (3) The LIFE Gerontology Applied Research Committee will review OUR Grant applications submitted as gerontology research, and by majority vote determine a candidate precedence list for the award. OUR will honor the LIFE precedence list in making the final Gerontology award selection from those submissions approved by the UCF faculty review board. To meet UCF deadlines, final board approval will normally be by email vote.
- (4) When possible winners will be included in the Annual Award Ceremony.

(Approved August 18, 2014 by the LIFE at UCF Board of Directors)

## APPENDIX B – RECORD RETENTION

1. General: The records listed below will be retained at the LIFE office for the period indicated:

### RECORD RETENTION PERIOD

Articles of Incorporation Permanent

Audit Reports Permanent

By-Laws Permanent

Cash Records Permanent

Contracts (still in effect) Permanent

Correspondence (Legal or important) Permanent

Financial Statements (end of Year) Permanent

General Ledger Permanent

Insurance Policies (Current) Permanent

Journals Permanent

Minute books Permanent

Checks (cancelled) 7 Years

Contracts (expired) 7 Years

Expense reimbursement Requests 7 Years

Honorarium Payments Support 7 Years

Invoices from Vendors 7 Years

Bank Reconciliations 3 Years

Bank Statements 3 Years

Correspondence (general) 3 Years

Insurance Policies (expired) 3 years

Duplicate Deposit Slips 1 Year

Financial Statements (Monthly) 1 year

Tax returns and all supporting schedules with work papers 7 years