

CVEC POLICY MANUAL

Bylaw provisions are in italics

Table of Contents

1. Members	1
2. Affiliates	1
3. Students	1
4. Faculty	2
5. Courses	3
6. Board	5
7. Committees	5
8. Administration	6
9. Financial	7
10. Public Information	8
11. Amendments	10
Certification	11

SECTION 1 – MEMBERS

Article 2 of the CVEC Bylaws defines members as those persons who are, or have been, teachers of and participants in CVEC classes, CVEC administrators and Board members, and individuals who provide financial support to CVEC.

- 1.1 Active members are those who have participated in CVEC in one of the four most recent years. All others are deemed “inactive.”
- 1.2 In general, inactive members will not be included in postal mailings, although they can remain on the CVEC email list and will have access to the CVEC website.
- 1.3 Membership meetings shall be announced by email to all members, active and inactive, who have given us an email address. Notification by postal mail shall be given to those active members for whom we have no email address; inactive members will not receive postal notification.

SECTION 2 – AFFILIATES

CVEC's affiliates include the Northfield Senior Citizens, Inc.; the Northfield Retirement Community; the Three Links care complex; and the Village on the Cannon.

SECTION 3 – STUDENTS

- 3.1 There are no formal education prerequisites for participants in CVEC classes.
- 3.2 The program is designed for students fifty years of age or older and their spouses of any age, with registration open to those younger on a space available basis.

- 3.3 Tuition of \$50 per course for eight-week courses, \$30 for four-week courses, and appropriate amounts for other courses is due at the time of registration. Books, other materials and travel, when specified for a class, are extra, and may be included in the course fee at the time of registration.
- 3.4 Financial assistance is available by request to the CVEC Operations Director. Scholarships are limited to one per student per term, and scholarship students are limited to one course per term.
- 3.5 If a course is canceled, full refunds are made.

SECTION 4 – FACULTY

- 4.1 Generally, instructors are retired professional educators, but may also be others with extensive experience or knowledge.
- 4.2 Faculty compensation is a modest honorarium of \$500 per eight-week course, \$300 per four-week course, and corresponding amounts for other kinds of courses. Course stipends will be paid after completion of the first week of each course. The full honorarium is paid when five or more students enroll. If fewer than five enroll, the instructor may cancel. If there are fewer than five students and the course is taught, the honorarium will be the total of the student tuition payments. If substitute instructors are needed they will be paid on a pro-rated basis from the instructor's stipend. For eight-week courses offered jointly by two instructors the stipend is \$300 per instructor.
- 4.3 Prospective instructors of new courses should present a course proposal to the Curriculum Director. Those who have not taught in CVEC before should first consult with the Curriculum Director. Proposals should specify course format (seminar, informal lecture, lecture and discussion, etc.), text(s), cost, and amount of reading or other out-of-class work involved. A formal description and an instructor's bio for approved courses are required for the Newsletter, and are subject to restrictions on length.

The Curriculum Director reviews proposals and forwards them to the Curriculum Committee, which approves the slate of courses for each term.

- 4.4 Instructors shall make arrangements for purchases by students of books, CDs, and/or other materials needed for a course.
 - a. When necessary (e.g., when a suitable book is not available), these may include a “course packet” of locally produced materials. Instructors shall make arrangements for producing, costing, and supplying these materials to class members; their cost will be announced and will ordinarily be included in the course fee.
 - b. Normally the total price of student purchases for a course should not exceed \$25; exceptions should be discussed with the Curriculum Director.
 - c. Instructors are reminded of the need to obey copyright laws when duplicating materials for students' use.

- 4.5 Instructors are not expected to personally cover any reasonable course expenses. Such expenses not covered by §4.4 above (e.g., occasional duplicated materials not part of a course packet) will be reimbursed by the Collegium; if more than \$5.00 per enrolled student is anticipated, needs should be discussed with the Curriculum Director before expenses are incurred. (See also Section 5.4.) Requests for payment are made to the Finance Director no later than two weeks after the final class.
- 4.6 Instructors who wish to invite guest speakers should discuss their plans with the Curriculum Director. Honoraria will normally be no more than \$100 per speaker, and should not exceed \$200 per course, except by approval of the Curriculum Director. Total payments for speakers during an academic year may not exceed \$1200 unless approved by the Board or the Executive Committee.
- 4.7 Class rosters will be sent to instructors by the Operations Director prior to the first class meeting so that course information can be sent to the students if the instructor desires. (The Operations Director can also provide mailing labels and postage if needed.) The Operations Director will provide a current class list to all students no later than the first class meeting.
- 4.8 To honor our instructors for their dedication, professionalism, and service, the following recognitions will be awarded:
 - a. At the annual membership meeting, instructors who have taught 5, 10, 15, ... courses shall be publicly recognized and presented with a special letter of commendation. The Board Chair will sign these letters.
 - b. At any time, special commendation may be given to other instructors at the discretion of the Board.

SECTION 5 – COURSES

- 5.1 There are three terms per year, each eight weeks in duration. Classes normally meet once a week for two hours. Most courses are eight weeks in duration; the normal minimum length is four weeks or its equivalent.
- 5.2 Classes are normally organized to encourage student participation.
- 5.3 Class size limits are set to allow maximum enrollment, consistent with room capacity (as determined by the Curriculum and Operations Directors) and the course format chosen by the instructor. Classes that consist mainly of lectures will normally be limited only by room capacity; classes that consist primarily of discussion ordinarily need a smaller size to be effective. Whereas discussion classes may have a limit of 15 students, predominantly lecture classes may have enrollments of over 30. Other factors (e.g., out-of-class activities like field trips) may also dictate a smaller class size.

The decision to set a limit smaller than the room capacity is made by the instructor in consultation with the Curriculum Director, and the limit finally arrived at is announced before registration begins. To avoid any appearance of favoritism in the case of strong demand, additional students are normally not admitted to a course that has reached the announced limit.

- 5.4 Titles, estimated prices, and sources of books, CDs, and similar materials that students need to purchase for a course shall be announced in the registration materials. These may include collections of duplicated materials that take the place of class texts; they are to be sold at cost to enrolled students (see Section 3.3).
- 5.5 At the end of each course, students will be asked to complete a course evaluation, and to make suggestions about subjects and instructors for future course offerings.
- 5.6 Registration procedures will be outlined on the Registration Form. In general they will state:

Register Early to Avoid Being Disappointed

The registration period extends from the publishing of this form until [announced date on CVEC calendar]. Registrations may be mailed to the Northfield Senior Center or deposited in a registration box at the Northfield Senior Center. All registrations received by [announced date] (by 6:00 pm at the Northfield Senior Center) will be treated as arriving at the same time. Random selection will be used to fill any oversubscribed course. After [announced date], late registrations will be accepted on a space-available basis.

If your course is oversubscribed, you will be notified immediately so you may register for another course. If you register by 6:00 pm on [announced date] and are not admitted to an oversubscribed course you will be given priority for admission if the same course is offered again and you again register for the course by 6:00 pm on the final day of that registration period.

Class availability and enrollment numbers will be updated periodically at cvec.org and posted at the Northfield Senior Center. Confirmation of registration will be sent by email or postcard.

- 5.7 Procedures to be followed in the event that a class session needs to be cancelled

1. The instructor should inform the Operations Director and the Executive Director as soon as possible of the cancellation. They can help reschedule the session.
2. The instructor should call everyone by phone, and may ask class members to help if it is a large class. Email shouldn't be counted on, as some people don't check it regularly. The Operations Director (or Executive Director if the Operations Director is unavailable) can also help contact the class if the instructor is stuck somewhere without a class list.
3. The instructor should call the contact person for the classroom, shown on the class list. This person will put a note on the classroom door and also inform people who call in that the class has been cancelled.

- 5.8 Coffee policy

Coffee with CVEC classes has become an important tradition. However, the coffee is to be arranged and funded by the students. The instructor or the venue should not be expected to arrange or pay for coffee, and the CVEC budget does not cover the cost of coffee.

Depending on the class location there are various sources of coffee. If the class wishes to have coffee, a student should be designated to make appropriate arrangements. A box should be provided for student contributions that would cover the cost of the coffee over the term.

SECTION 6 – BOARD OF DIRECTORS

Article 5 of the CVEC Bylaws defines the structure and responsibilities of the CVEC Board of Directors.

6.1 All Board meetings are open to any CVEC member. All Board members and staff shall receive agendas of regular Board meetings at least two days in advance.

6.2 Board terms begin on June 1 and end on May 31.

6.3 Minutes publication policy

Shortly after the monthly meeting, the Secretary will circulate the draft minutes to the Board Chair and Executive Director for their review. They may make suggestions for corrections, which they will send to the Secretary who will incorporate the corrections into the draft minutes. Once the minutes are reviewed and edited, the Secretary or Executive Director will submit the draft minutes to the webmaster to be published, marked as “draft.”

At the next Board meeting the edited minutes will be reviewed once more and, after corrections, will be approved by the Board. Following approval by the Board, the minutes will replace the draft version on the web site.

6.4 Guidelines for Board response to illness and bereavement:

Flowers or a memorial not to exceed \$50 will be sent in the name of the CVEC Board to the following persons or their families in the event of extended illness, death, or death of a spouse or child:

- Current Board members, staff, and instructors
- Instructors who have taught five or more CVEC courses
- CVEC Founders

Flowers or memorials may be sent to others at the discretion of the Board.

The Executive Director will be responsible for sending these flowers or memorials.

Board members who are aware of the above events are asked to e-mail the Board Chair or Executive Director so that appropriate action can be taken.

SECTION 7 – COMMITTEES

Article 6 of the CVEC Bylaws defines the structure and responsibilities of CVEC Committees.

7.1 Committee members, other than those serving ex-officio or on the Nominating Committee, shall serve three-year terms. Ordinarily a term will begin on Sept. 1 of the first year and end on May 31 of the third year. Normally service is limited to two successive terms.

7.2 Staffing committees from the general membership is encouraged, to promote faculty and student participation in policy formation and to gain their help in the administration of CVEC.

SECTION 8 – ADMINISTRATION

Article 7 of the CVEC Bylaws outlines the position and duties of the Executive Director and provides for the hiring and supervision of other CVEC staff.

- 8.1 The current staff – Executive Director, Curriculum Director, Finance Director, and Operations Director – conduct the administration of CVEC. Each Director receives an annual salary set by the Board. As of July 1, 2017, the salary for each of the four Directors is \$3000/year.
- 8.2 The Executive Director is in office at the will of the Board and can be dismissed or appointed at any time by a majority vote of the Board. The other Staff members can be dismissed or appointed only by joint agreement of the Executive Director and the Board.
- 8.3 The Executive Director shall conduct informal annual reviews of the other Staff members, and discuss the information obtained with the Executive Committee.
- 8.4 The Directors' responsibilities include the following:
 - a. The Executive Director's responsibilities include
 - (1) overseeing the day-to-day operation of the Elder Collegium,
 - (2) fund-raising,
 - (3) community relations, Web site and publicity,
 - (4) working with the Curriculum Committee and attending its meetings,
 - (5) working with the Curriculum Director on course scheduling and planning,
 - (6) working with the Operations Director on program decisions, and
 - (7) working with the Finance Director on finance and budgetary matters.
 - b. The Curriculum Director's responsibilities include
 - (1) *chairing the Curriculum Committee (Bylaws Article 6.3),*
 - (2) developing the course curriculum based on recommendations from the Curriculum Committee, the Board, faculty, and members,
 - (3) working closely with these groups to select an appropriate mixture of courses for each of the three terms,
 - (4) submitting a slate of courses for each term to the Curriculum Committee for approval, and notifying the Board of the slate of courses,
 - (5) managing course scheduling and planning, and
 - (6) working with the Executive Director and the Operations Director to provide for the effective operation of the CVEC curriculum.
 - c. The Finance Director's responsibilities include
 - (1) managing the financial system, including payroll, income recording and payments,
 - (2) preparing financial reports for review by the Executive Director and Treasurer,
 - (3) preparing and submitting reports to state and federal governments as required to maintain CVEC's non-profit status,
 - (4) attending Finance Committee meetings, and
 - (5) working with the Executive Director and Operations Director to maintain CVEC operations.

- d. The Operations Director's responsibilities include
 - (1) managing class registration,
 - (2) managing the database,
 - (3) working with the Executive Director on administrative and program decisions, and
 - (4) managing the operation of CVEC classroom technology.

8.5 The Directors shall report to the Board on a regular basis.

8.6 The Board may appoint additional staff as needed. For example, CVEC has employed a part-time writer and a layout technician for the Newsletter.

SECTION 9 – FINANCIAL

9.1 CVEC's fiscal year begins July 1st and ends June 30th.

9.2 The Treasurer is responsible for fiscal management with oversight by the Board.

9.3 The financial books and records shall be reviewed every three years by a qualified person not a member of the Board, staff, or Finance Committee.

9.4 The Treasurer shall make a report on CVEC's financial position to the annual membership meeting.

9.5 Payment and disbursement of CVEC funds.

The following are approved for signing checks: (1) Executive Director, (2) Finance Director, (3) Treasurer, (4) Chair of the Board, and (5) Operations Director.

No officer or Director can sign a check for payment to himself or herself.

The Treasurer and the Executive Director will have access to monthly bank statements; the Treasurer will review all transactions.

Appropriate verification is required for all disbursements except for those under \$25, for which an explanatory notation is sufficient.

9.6 The Executive Director is authorized between meetings of the Board of Directors to spend up to \$500 for CVEC operations and activities without prior Board, Executive Committee, or Policy Manual authorization. Such expenditures over \$50 must be reported at the next regularly scheduled Board meeting.

9.7 CVEC Endowment Policy

a. Definition. The Cannon Valley Elder Collegium endowment consists of funds received through grants and gifts and included in the endowment by action of the Board, as well as any income or growth in the value of assets in which such funds have been invested.

b. Purpose. The endowment has three purposes: (1) to allow capital expenditures for the long-term benefit of the CVEC program, (2) to provide, when needed, a modest income to help cover current operating expenses, and (3) to provide a cushion against unforeseen future financial emergencies.

- c. Investment policy. The CVEC policy for investing endowment funds is to invest in long-term, appropriately diversified assets selected by a professional account management firm. The Finance Committee shall select the management firm and determine the acceptable level of risk for the investment portfolio. The Treasurer will report any projected changes in the professional management or the investment portfolio to the Board. CVEC will not attempt to provide day-to-day management of the funds.
- d. Use of endowment to fund operations. CVEC may budget and use a portion of the endowment to fund regular CVEC operations. The amount of endowment income so used in any fiscal year shall not exceed 4.5% of the total value of the endowment as of the last day of the preceding fiscal year.
- e. Additional withdrawals. Withdrawal of larger amounts should occur only in extreme financial emergency or when there are unusual opportunities to enhance the organization's activities. Such withdrawals require the approval of two thirds of the members of the CVEC Board present at two consecutive meetings at least 4 days apart at which quorums are present.
- f. Adding to endowment. Additional funds may be added to the endowment by approval of the CVEC Board, based on a recommendation from the Finance Committee. The Cannon Valley Elder Collegium will not solicit funds directly for the endowment fund.

SECTION 10 – PUBLIC INFORMATION

10.1 The Bylaws, Policy Manual, most financial records, and other official documents of the Cannon Valley Elder Collegium are public information and are made available to the membership. Paper copies of these are held in the CVEC cabinet at the Northfield Senior Center.

10.2 CVEC records management policy

The purposes of this policy are (1) to assure that documents are retained as required by law and so long as they are likely to be useful to CVEC, (2) to require that documents be filed in such a manner as to be reasonably accessible to interested persons, and (3) to assign responsibility for filing and maintaining documents.

All the public documents that are required to be maintained shall be located in a file cabinet at the Northfield Senior Center. Documents shall be filed within 30 days after they are generated. Copies of documents may be maintained for the convenience of interested persons, whether in paper or electronic form, but maintenance of such convenience copies shall not constitute compliance with this policy.

Certain documents containing personal or other sensitive information should not be made publicly available, though they are to be kept for possible future internal use. Paper and/or computer copies of these are held by the Director responsible for them. These documents are indicated below by *italics*.

The Operations Director shall be responsible for filing all documents, except the Secretary shall be responsible for filing the Minutes and the Finance Director shall be responsible for filing the "Financial Records" documents.

Articles of Incorporation and Bylaws (called “Policies” until 2010). These, along with formative documents that deal, e.g., with nonprofit status, shall be kept in one or more three-ring binders forever

Policy Manual. Any policies **adopted**, rescinded, or modified by the Board shall be incorporated into a revised Policy Manual, maintained in a three-ring binder. The previous, superseded portions or editions of the Policy Manual shall be kept in the same binder forever

Board and Membership meeting minutes. These minutes shall be kept in separate three-ring binders, arranged by date. Note: Minutes are not complete unless all appendices have been attached. For example, the minutes of a Board meeting where revisions to the Bylaws were adopted would be incomplete unless accompanied by the revised Bylaw items. Keep these records forever

Agendas. Agendas of Board **meetings** shall be maintained in a separate folder..... forever
Agendas of Committee meetings may be maintained by Committee members for so long as may be convenient.

Lists of Board members. Lists of Board members and lists of members of committees of the Board shall be maintained in a separate folder..... forever

Course descriptions, Newsletters and Brochures. Copies of course descriptions, brochures and newsletters prepared and circulated on behalf of CVEC to its membership or to a broader audience shall be maintained in a separate binder forever

Student registrations. Summaries prepared with respect to each term and each year shall be maintained in a separate **folder** forever
Detailed lists of students for each course may be maintained by the Operations Director for so long as may be convenient, but will not be maintained with the public records.

Newspaper clippings. Copies of **newspaper** and magazine articles about CVEC shall be maintained in a separate folder forever

Other historical documents, such as commentaries left in the files by the founders of CVEC and written planning proposals (e.g., reports of Board retreats) presented for discussion at Board meetings but not acted upon by resolution, shall be maintained in a separate folder and arranged by date. Keep these documents forever

Calendars. These shall be maintained in a separate folder after the expiration of the period covered for..... 1 year

Agendas. Agendas of Board meetings shall be maintained in a separate folder for..... 3 years
Agendas of Committee meetings may be maintained by Committee members for so long as may be convenient.

Other documents. Other documents presented to Board members at or prior to Board meetings, such as summary financial statements, suggestions for members’ meeting agendas, and the like, become part of the Minutes if voted upon. If these documents are only discussed, but not voted upon, they do not become part of the Minutes. Such documents shall be maintained in a separate folder, arranged by date, and shall be kept for 3 years

Financial records. These records shall be maintained in three-ring binders and arranged by date as follows, for the periods indicated. (Items in italics are not to be made public. Those cited as “electronic” may be kept in computer instead of paper form when convenient.)

- a. Annual financial reports presented to the Board and/or membership forever
- b. Budgets forever
- c. Grant proposals and requests for funding by the City, etc., as well as related correspondence forever
- d. Fund raising letters forever
- e. Audit and financial review letters..... 10 years
- f. *Gift reports (electronic)*..... 10 years
- g. *Lists of donors (electronic)*..... 10 years
- h. Annual reports to Minnesota and the IRS 4 years
- i. *Bank and investment account statements* 4 years
- j. *Records of checks and bank deposits (electronic: currently QuickBooks or Quicken)* at least 4 years
- k. *Documentation supporting checks and bank deposits*..... 4 years
- l. *Records of payments of course fees (electronic)* 3 years

10.3 Sharing of the membership lists with organizations outside CVEC is authorized only after review by the Executive Director and approval by the Board. The Executive Director also reviews requests for collaboration, including requests for mailing lists from organizations outside CVEC. Whenever the request is from a cause deemed worthy, procedures will be used that guard the confidentiality of our membership. The Board will decide to act in a manner consistent with good community citizenship.

SECTION 11 – AMENDMENTS

11.1 These policies may be amended by resolution at any Board meeting by a majority vote of members attending (except that amending sections 9.7d and 9.7e requires a two-thirds vote). A reading of the proposed amendment at a previous meeting is desirable but may be waived by the Board.

11.2 Staff members will review the policies of CVEC periodically and recommend any changes to the Board.

11.3 Any CVEC member may propose a policy change in writing to the Board.

Certification

These Policies were approved by a majority vote at a meeting of the Board of Directors on March 18, 2015. They entirely replace the Policies of the Cannon Valley Elder Collegium that were separated from the Bylaws by action of the Board of Directors on April 20, 2011, and that were amended from time to time thereafter.

Amended sections 5.3, 7.1, 8.4a, 8.4c and 9.1 were approved by the Board on October 21, 2015.

Amended sections 5.6 and 7.1 were approved by the Board on February 17, 2016.

Amended section 5.3 was approved by the Board on April 20, 2016.

Amended section 8.1 was approved by the Board on October 19, 2016.

Amended sections 4.2 and 5.1 were approved by the Board on April 19, 2017.

Amended sections 3.3, 4.4, 4.5, 5.4 and 10.2 were approved by the Board on October 18, 2017.