

## **ENCORE Learn Policies and Procedures**

### **April 2020**

This document memorializes the policies and procedures [P&P] that guide ENCORE Learn [ENCORE]. Before fall 2019 ENCORE never had a P&P document, instead inserting policies into the ENCORE bylaws, thereby requiring bylaws amendments yearly, or not documenting them at all. With ENCORE becoming an Oregon non-profit business with 501 [c] [3] tax status and with the bylaws revised in 2019, the Board felt there was a need to create a separate document that memorializes the P&P that guide our organization and that can be updated as necessary.

Guidelines for inclusion in the P&P document are as follows:

- The P&P must have at some time been approved by the ENCORE Board or be general knowledge regarding ENCORE operations.
- The P&P should be one that does not need to be included in the bylaws and/or require a vote of the general membership.
- The P&P should generally be one that reflects day-to-day ENCORE operations.

#### **A. Yearly Dues**

Dues for a full academic year [July 1-June 30] are \$50. If a member joins after the winter quarter dues decrease to \$25. ENCORE's fiscal and academic year corresponds to Clatsop Community College's [CCC] academic year.

#### **B. Waiver of Dues**

A waiver of dues is allowed if a member applies to the President for a scholarship based on need and is approved by the President. Dues may be waived for a member who teaches 6 or more hours/year.

At the Board's discretion dues may be waived for a member who provides significant outstanding service to ENCORE in other areas. In this instance, dues waivers are not applicable to board members or other members who hold voluntary or designated ENCORE positions.

#### **C. Class Auditing**

A prospective member may audit one class for one or two sessions free of charge before he/she decides whether or not to join ENCORE. Otherwise non-members, persons ineligible for ENCORE membership, or friends of the instructor or ENCORE members may not attend a class for more than two sessions without approval by the President. Caregivers accompanying an ENCORE member to class may attend at no charge.

#### **D. Attendance and Grades**

ENCORE classes do not have grades, compulsory homework/attendance, or exams, but members are required to fill out a registration form at the beginning of the course and are expected to register their attendance at every class. This helps ENCORE and CCC understand member participation and course interest. Registration forms for individual classes will be required for fte-generating classes.

## **E. Exceptional Service Recognition**

From time to time, the Board may recognize a member who has provided unique and/or exceptional service to ENCORE over an extended time. Any ENCORE member or a non-ENCORE individual such as an instructor or donor may be nominated for recognition by an active member with the final decision made by the Board. Routine volunteer service to ENCORE, while necessary and valued, does not qualify the nominee for this special recognition. No more than two recognitions per year will be entertained. Recognition will generally include a special recognition ceremony at an ENCORE event and be memorialized by a plaque or other memento. Dues waivers and lifetime memberships will not be used for this recognition.

## **F. Donations to ENCORE**

As a 501 [c] [3] organization, ENCORE can accept tax-deductible donations which should be directed to the treasurer and reflected in the monthly financial statement. While the donor can express his/her desires for use of the donation, the Board has ultimate authority to direct use of the donation after considering the donor's wishes.

## **G. Reimbursement for ENCORE expenses**

A member spending personal money to support Board-designated ENCORE activities will be reimbursed for those expenses after submitting the request to the treasurer. All expenditures must be approved prior to the purchase by a Board member using one of the following procedures:

- Committee Chairs are authorized to spend up to their committee's budgeted total.
- Expenses that are not directly related to a single committee's expensed may be approved by the Board President.
- The Board President has the authority to approve an expenditure up to \$200 on items that have not been anticipated in the budget. Above \$200, items that are in question should be brought to the Board.

## **H. Reimbursement for Class Instructors who are not ENCORE members**

From time to time, ENCORE has volunteer instructors who are not ENCORE members and/or are ineligible for membership. Often these instructors teach at CCC or other institutions. Such instructors may be given an honorarium for their service not to exceed \$100 for 6 or more hours of instruction per term upon approval by the Board.

## **I. Insurance**

CCC provides insurance coverage for ENCORE classes and class-related events/trips. The Astoria Senior Center provides some coverage for ENCORE activities held there. ENCORE provides necessary and reasonable insurance coverage as recommended by our legal and insurance advisors. Thus ENCORE provides Board members and volunteers E & O insurance [Errors and Omissions insurance, also referred to as Directors and Officers insurance] for their service, as well as coverage for individual events such as the holiday party, summer picnic, general membership meeting, and signature event [when required by the venue and/or not otherwise covered].

## **J. Committees**

Standing committees in ENCORE include Trip, Membership, and Curriculum Committees. From time to time the Board may determine that a committee not designated in the bylaws be formed.

These may include, but are not limited to, a Nominating Committee [generally chaired by the past-president and ENCORE members not in nomination] and Ad Hoc Committees formed for a specific purpose.

**K. Non-Board ENCORE Positions**

ENCORE has no paid employees, relying on the efforts of volunteer members. The Board has the power to establish or delete positions not delineated in the bylaws. These positions include Newsletter Editor, Webperson, Lunch Bunch Coordinator, Sunshine person, Historian, and Media Liaison. Their responsibilities are outlined in the Member Directory, as are the responsibilities of Board members.

**L. Relationship Agreements**

ENCORE has relationship agreements with CCC and Astoria Senior Center. These agreements are approved on an annual basis by the Board and are signed by the President. Agreements with other facilities for classes are arranged by the CCC liaison who is a non-voting member of the ENCORE Board.

**M. Communication with Members**

Members can learn about ENCORE activities in several ways. These include the website [encorelearn.org], the newsletter Class Act published 3 times per year, and mailings. Members are encouraged to use the website. ENCORE members may also attend committee and Board meetings. Personal and non-ENCORE related advertising is not allowed on the website or in the newsletter unless permitted by the Board.

**N. Special ENCORE Events**

In addition to the summer picnic, annual holiday party, and annual general membership meeting, ENCORE sponsors and/or supports other activities and events. These include the Conference on Extraordinary Living [held annually in September and sponsored by ENCORE], monthly Lunch Bunch, special trips organized by the Trip Committee, and an annual signature event. The signature event is generally a presentation of general interest to the community and is open and free to the community. Generally these events are alcohol-free, but the Board can designate individual events to allow alcohol if allowed by the venue and not prohibited by insurance constraints.

**O. Rights and Responsibilities**

ENCORE's main goal is to support life-long learning for persons over age 50. ENCORE endeavors to be apolitical and to provide freedom of expression for members in an open respectful learning environment. The following statement adopted by the Curriculum Committee on October 19, 2015 expresses ENCORE's policy regarding these issues. When appropriate class coordinators are urged to review this policy with attendees at the start of their class:

“ Your Curriculum Committee is trying to put together programs and courses that appeal to a broad audience. Whereas some of these offerings may be as tame as crocheting, others can be controversial. And where we encourage our instructors, old and new, to give our members a fair advance notice of the contents of their presentations, under the principle of Academic Freedom, we neither require an absolutely unbiased presentation nor censure our instructors and facilitators. If you are exposed to subject matter and instructors whose bias you can't

share, you have the option of leaving. Short of that, we request that you respect the opinions of others just as you would expect others to respect yours.”

**P. ENCORE Membership in other Groups**

In addition to ENCORE’s relationship agreements with CCC and Astoria Senior Center, ENCORE is open to involvement in other organizations with no political affiliations. Currently ENCORE is a member of the Astoria-Warrenton and Seaside Chambers of Commerce. Involvement with other organizations is a Board decision.

**Q. ENCORE Advisors**

From time to time ENCORE needs professional advice regarding operations and policy. The Board makes all decisions regarding utilization of the services of lawyers, insurance agents, accountants, parliamentarians, and other consultants.

**R. ENCORE Records and Property**

All records and property of ENCORE are stored in the locked basement of the Astoria Senior Center. The basement can be accessed through the center’s director. ENCORE’s permanent records date back to 2002 and are stored in boxes with inventory lists included. These boxes should not be removed from the Senior Center without Board approval. Other items, such as educational materials and event items, are available to the class/event organizers and should be returned as soon as reasonably possible after the class/event.

**S. Class Cancellation Policy**

In the event of inclement weather or other unforeseen event, ENCORE will follow CCC decisions regarding class cancelation and school closure. ENCORE members should check the college website[[www.clatsopcc.edu](http://www.clatsopcc.edu)] and/or radio announcements for information regarding possible closure. In the event of class cancellation for other reasons such as instructor illness, the class coordinator is responsible for student notification in consultation with the instructor. For insurance concerns ENCORE does not endorse class instructors and/or coordinators convening classes when CCC has announced school closure.