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Member Handbook

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Friends For Learning Mission Statement

The purpose of Friends For Learning is to provide, at minimal cost, activities, special events, and opportunities for study for retired and semi-retired people who want to continue their intellectual growth and enjoy being part of a like-minded community.

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Unauthorized use of the information in this handbook is prohibited.

Handbook updated February 2017

Bylaws revised October 2013

FFL OVERVIEW

Friends For Learning (FFL) is an educational venture enjoyed by people age 50 and over. It is for those who wish to stimulate their thinking and expand their knowledge. The ISU Department of Continuing Education sponsors Friends For Learning in conjunction with the Institute for Learning in Retirement (an affiliate of the Road Scholar Institute Network). Students may choose from various courses that meet one to two hours each week for a prearranged number of weeks, as well as take part in a variety of activities outside the classroom. No previous college experience is needed or required for membership in FFL. The courses are not for college credit and neither tests nor grades are given. FFL members include homemakers and professionals, high school graduates and college professors, native Idahoans and those who have recently chosen Idaho as their home. The opportunity to interact with such a diverse group is one that is stimulating, enjoyable and educational.

HOW FFL STARTED

In the spring of 2001 Colleen Sargent, Marylyn Hsu, Pinky Strong, and Carol Mobley were discussing the possibility of early retirement and the need for continuing education for retirees. Colleen had been a guest at Pocatello's Idaho State University's New Knowledge Adventures (NKA) classes and activities. She contacted ISU's Office of Continuing Education to ask for sponsorship and use of Idaho Falls facilities for a similar organization. ISU was hesitant in the beginning, but in the spring of 2003 they consented to support the proposal. Open meetings were held to organize the adult continuing education, the name Friends For Learning was chosen, and officers and board members were elected. The founding officers included Colleen as president, Marylyn Hsu as vice president, Jackie Bateman as secretary, and Noel Kimble as treasurer. These officers, with the help of board members served from the fall of 2003 through the spring of 2006. Affiliation with the nationwide Elderhostel was accomplished and bylaws were established and signed by the ISU president and the director of their Office of Continuing Education. The initial membership numbered around thirty students. Class offerings continue to grow in numbers, subject matter, and quality. Friends For Learning has proven to be very successful in helping to fulfill the educational and social needs for senior members.

POLICIES, PROCEDURES AND INFORMATION

Membership

FFL is a self-supporting organization financed through semester membership dues. Members may attend any of the classes offered unless the class is limited in size. There are no tests or grades. Class assignments may be requested in some classes. Attendance is expected at all classes for which you have registered and is required in limited classes.

Alcohol Free

Scheduled activities will be maintained alcohol-free.

Website

The FFL website address is www.friendsforlearning.com. FFL functions under the auspices of the ISU Office of Continuing Education and the website uses the Idaho State University web template. Included on the website are registration forms, current semester's class information, current class calendar, newsletters, facilitator guidelines, FFL Handbook and photos of past activities. Course information, the calendar and registration forms are available for printing.

Classes and Activities

Classes are generally scheduled several months prior to being offered. Prior to registration, a detailed description of the class, the instructor, the facilitator, the location and the time will be available. Non-limited classes are open to all members up to the capacity of the classroom but all members must have a parking pass or be with a member with a parking pass.

If members have issues with the classes, they should bring them to a member of the Board to be resolved or discussed at a Board meeting. FFL is a guest of ISU and uses their facilities as part of the Continuing Education Program. Any concerns should be dealt with by the Friends For Learning Board rather than ISU Continuing Education.

If a class is in progress, members should wait quietly in the hallway until the classroom is vacated. ISU professors have the prerogative to extend class times. The class facilitators will handle any difficulties through proper channels.

FFL does not promote nor endorse any products, goods, or services presented by any of the lecturers. Nor will FFL promote fundraisers or book sales outside of lectures. Sometimes, brochures, pamphlets, or books are made available by the speaker for purchase to those who are interested. Due to fire codes at University Place, everyone must be seated. If the numbers exceed the capacity, the facilitator will refuse entrance to those not registered and to late comers if no seats are available.

Registration Dues

Dues will be charged at the beginning of every semester and are payable with registration. Board members are exempt from paying Registration Dues.

Indemnity Agreement

By registering for FFL it is understood members are signing the indemnity agreement exonerating ISU and FFL from any liability. Field trips that members choose to participate in are not covered by ISU. These are up to each individual to participate in as they choose. Activities of the Hiking, Walking and Exploring Group are not covered by ISU as each of these activities is by voluntary participation.

Fees

Occasionally, classes require fees for supplies, transportation costs or entrance fees for field trips. These fees will be published on the class descriptions. **They must be paid in advance and are nonrefundable.**

Classroom Etiquette

- Be on time.
- No food or drink is permitted in classrooms.
- Turn off all cell phones prior to the lecture.
- If you must take a call, leave the room.
- Don't carry on other conversations during the lecture.
- All speakers are volunteers. Respect them and show appreciation.
- **Wear nametag.**

Guests

Nonmembers are welcome to visit non-limited classes/functions held in TAB 200 prior to registering as an FFL member. Non-members must purchase a parking pass or ride with a member with a parking pass when attending TAB 200 classes. Non-members will be requested to pay a fee if they attend an activity where members' costs are already covered, such as the summer picnic or cultural cuisine.

Class Locations

Classes are held at University Place located at: 1770 Science Center Drive, Idaho Falls, ID 83402. Other locations are reserved and assigned as needed. Class locations are listed on the semester calendar or supplied by the class facilitator.

Parking Passes

Parking passes are part of the registration fee. **THEY ARE VALID FOR ONE SCHOOL YEAR** from September 1 to August 31. They must be displayed on the car windshield mirror with the information facing outward when parking in the University Place parking lots. Replacements for lost passes may be purchased from the ISU Continuing Education.

Members registering in the Spring semester who did not register in the Fall semester (and thus did not receive a parking pass at that time) will be issued a parking pass at Spring registration valid for half a year.

Name Badges

FFL name badges are distributed to new members and to those who need replacements at the beginning of each semester. Members are asked to wear the name badge to all FFL functions so that members can get to know each other. Name badges should be reused each semester.

Limited Classes

Some classes may have limited enrollment. Members will be informed at registration if they were chosen or put on a waiting list.

Couples must register separately and will not necessarily both be selected for the limited class. Members who are chosen for the class and then find they CANNOT attend need to notify the facilitator at least 24 hours prior to the class. More notice is appreciated. This will give members on the waiting list an opportunity to attend.

Class Instructors

The strength of the FFL organization comes from the volunteer class instructors who share their knowledge, skills and time with us. They receive no reimbursement for their time or travel costs and no gifts are given in the name of FFL. They are guests who have been invited to speak and appreciation should be shown. Members are encouraged to share their knowledge and skills by contacting a member of the curriculum committee. The instructor is responsible for the content, opinions and views of the courses, seminars, lectures or outings presented to the membership. FFL does not endorse any specific content but does try to present a wide range of topics to stimulate member interests

Facilitators

A facilitator will be assigned to each class approved by the board. This person will act as the liaison between ISU (or other venue) and FFL, will acquire a parking pass for the speaker, make sure the speaker knows how to operate any audio-visual equipment required, introduce the speaker to the class, and will also keep the speaker to the stated time. The facilitator will negotiate any difficulties with the classroom and ISU (or other venue). The facilitator will make copies requested by the speaker for the class and give the receipt to the FFL Treasurer for reimbursement. Requests for costs greater than \$20 must be approved prior to the expenditure by the Board. Copies are limited to ten double sided pages per student. The facilitator should remind class attendees to turn off all cell phone and pager devices and during FFL presentations. A facilitator is responsible to caution drivers for group outings to refrain from alcohol use. More detailed facilitators duties can be found under the Facilitators information tab on the main web page.

Reimbursement for Expenditures

All reimbursements for approved FFL expenses must have original receipts and written information explaining the expenses to comply with the ISU Office of Continuing Education bookkeeping criteria. All receipts must show **ONLY** the item(s) for which reimbursement is being sought. The original receipt (i.e., no copies) with a completed expense form (available on FFL website) should be given to the Treasurer. Any class needing over \$20 (such as copying) should first be presented to and approved by the President and/or Treasurer. A credit slip must be provided for all returns with only FFL credit items on the credit receipt.

Membership Mailing List

Membership phone numbers, email addresses and mailing addresses will be used by the Board of Directors and facilitators for FFL purposes only. They are used to send class reminders, newsletters and recipes for Cultural Cuisine dinners. The list will not be given to the general membership or to nonmembers. Occasionally, messages will be sent about free, non-FFL activities that are non-fundraising and that may be of interest to members.

Members without e-mail access will get one notification by postal mail or phone for a limited activity if they are chosen for that class/activity. They **MUST** let the facilitator know if they will NOT participate so that members on the waiting list may be offered the opportunity to participate. See "Limited Classes". For those without e-mail, if they are not at home when called and do not have voice mail, they will be passed over for those on the waiting list.

Sending E-Mails

When sending an e-mail to members, add "FFL" in the subject line. This identifies it as a message from Friends for Learning and filters can identify it. If your name is not part of the username, make sure you sign the e-mail so the receiver knows who it is from. Use your whole name as FFL has many members with the same first or last name. If an e-mail is sent to more than one person, use the BCC area to protect the address privacy of those receiving the e-mail.

Newsletter

The purpose of the FFL newsletter is to keep the membership informed of upcoming events, updates on classes and outings and other items of interest. The newsletter is sent via email to those who have email and mailed to those who do not have an email address. The newsletter is also published on the FFL website: www.friendsforlearning.com.

Annual Membership Meeting

Members are strongly encouraged to attend the Annual Membership Meeting held during the spring semester. New Board members are elected at this meeting. In addition, general information concerning summer and future activities is discussed and members are given the opportunity to provide suggestions for future classes and speakers.

Use of Funds

Idaho State University administers the funds sent to them from registration fees. The FFL treasurer maintains a checking account for collection of fees and reimbursement.

FFL funds are spent as follows:

- 10% to ISU for administration
- Sponsorship of an Idaho Humanities Council presentation
- Room rental for classes not held at University Place
- Monthly website fee
- Copies for registration, classes and the newsletter mailings postage
- \$5 for every member for an annual parking pass
- Summer picnic and annual meeting for all members
- Miscellaneous cultural cuisine costs
- Updating computer programs on the FFL computers
- Other expenditures as determined by the Board of Directors
- Facilitator breakfast

Field Trips

Field trips are classes or activities held off campus and outside the immediate Idaho Falls area. Members usually carpool for field trips. Carpooling or other provided transportation might be required for some field trips. Classes held at the Senior Citizens Center and other regularly used locations are not considered field trips. Liability is not covered by ISU. Carpooling is strongly encouraged and each driver must take responsibility for the passengers in his/her vehicle. If rides are shared, the driver should be reimbursed for gas. **All the passengers in a vehicle will share the total cost of the trip.** This cost may be figured by the facilitator or activity organizer. Drivers will not pay since they provide the vehicle.

A person driving for a scheduled activity must adhere to state law and is responsible for the safety of passengers in their vehicle. Passengers will cooperate with the driver in things such as wearing seatbelts.

For trips with groups over 20 people, going more than 50 miles and traveling mainly on paved roads bus contracts may be set up for members. If a bus is used the participants must ride the bus unless good cause can be shown otherwise. Fees will be collected in advance by a deadline determined by the facilitator. If fees are not received by the deadline the individual will lose their place. With few exceptions, **there will no refunds.**

If a member pays and then finds they cannot participate they are responsible for notifying the facilitator who will notify the next person, if any, on the waitlist. If a paying replacement is found, then the fee may be refunded. Otherwise fees will be forfeited. Students are encouraged to work with the facilitator to find a replacement.

On occasion, there may be overnight trips, usually with the Hiking, Walking, and Exploring (HWE) group. Examples of other trips would be educational trips to Yellowstone and trips of interest outside of HWE. Details of these trips will be worked out in meetings with the participants. FFL has no liability for these trips. Participants are responsible for costs associated with the trip to include medical costs in case of illness or personal accident.

BYLAWS
for
Friends For Learning
An Institute for Learning
IDAHO STATE UNIVERSITY
Idaho Falls, Idaho
AMENDED September, 2013

NAME

The name of this organization shall be Friends For Learning.

PURPOSE

Friends For Learning shall be a participatory and self-directed group which furthers the wellbeing and intellectual pursuits of its members within the setting of the university community.

RELATIONSHIP TO IDAHO STATE UNIVERSITY (ISU)

Friends For Learning shall be a membership organization under the administrative auspices of ISU's Office of Continuing Education. Vacant classrooms at the ISU Idaho Falls Campus may be scheduled and utilized for free. Friends for Learning shall function in accordance with these Bylaws or any amendments hereto as approved by the President of ISU or by a designated representative of the President of ISU.

MEMBERSHIP

Membership shall be open to any person 50 years or older who is willing to abide by the provisions of these Bylaws and who has paid their dues. A spouse or "significant other" under 50 is also welcome to join.

Membership dues will be assessed and paid on a semester basis.

Those wishing to participate in Friends For Learning courses or activities will, upon payment of membership dues, sign a Friends For Learning Indemnity form each semester to waive all liability on the part of Friends For Learning and/or its officers.

A designated representative of the Office of Continuing Education at ISU shall be an ex officio nonvoting member of Friends For Learning.

OFFICERS AND MEMBERS-AT-LARGE

The officers shall be: President, Vice President, Secretary, and Treasurer. They will be voted on annually at the general membership meeting. There is no limit on how many years they may serve.

There shall be two or more Members-At-Large (MLs) as determined by the Board. They will be elected by the membership to serve on the Board of Directors as member representatives.

MLs will serve two-year terms.

Election of officers and MLs shall be held during spring semester at the membership annual meeting. All elected officials will assume office on June 1 each year and must remain an active member of Friends For Learning during their service.

President

- act as chief executive for Friends For Learning.
- preside over all general membership, officer, and Board of Director meetings.
- develop the agenda for all meetings.
- seek implementation of decisions reached by the officers and Board of Directors.
- report Friends For Learning activities during the annual membership meeting.
- appoint committee chairpersons with Board approvals.
- act as an *ex officio* member of all standing committees except Nominating Committee.
- serve as an *ex officio* member of the Board of Directors until his/her successor becomes the past president.

Vice President

- act for the President in his/her absence and assist in carrying out the decisions of the officers and the Board of Directors.
- chair the Social Committee.

Secretary

- handle correspondence on behalf of the executive committee and the Board of Directors.
- keep minutes of all executive committee and Board of Directors' meetings.
- maintain membership lists with addresses and telephone numbers.
- maintain a current list of Friends For Learning property and custodians.
- assist with registration and student enrollment

Treasurer

- coordinate Friends For Learning financial affairs in accordance with the policies of the ISU Office of Continuing Education.
- collect and transmit membership dues to ISU's Office of Continuing Education.
- present Friends For Learning financial status at all general meetings and at each board meeting.
- make miscellaneous transactions as needed.

Members-at-Large

- follow the duties for the MLs that are contained in Job Descriptions created by the Board of Directors. These may be modified by the Board as needed to meet the objectives of Friends For Learning. These positions are to represent the members' interests/concerns but are also to assist the Board in the smooth running of the organization.

BOARD OF DIRECTORS

The Board of Directors is the implementing body for all Friends For Learning activities. They will adopt, by a majority vote of those present at a board meeting, such standing rules as are necessary to carry out the functions and objectives of Friends For Learning.

All Board of Director members present at Board meetings shall have a vote on Board decisions.

The Board of Directors will consist of: the officers, the Past President (who will serve until his/her successor becomes the Past President), members-at-large, other Board appointed positions, and the chairpersons of standing committees.

A designated member of ISU's Office of Continuing Education will be a non-voting member. This member will offer guidance on maintaining compliance with ISU policy.

The board shall meet at least twice per semester.

EXECUTIVE COMMITTEE

The Executive Committee will be the policy-making body of Friends For Learning. The Executive Committee will consist of the elected officers, the MLs. The past president and the designated member of ISU's Office of Continuing Education will offer guidance as requested.

All decisions shall be consistent with ISU policy. They will meet as frequently as needed to facilitate decisions in an expedient manner.

COMMITTEES

The Board of Directors may establish other board positions (eg. Historian, Webmaster, Publication Editor, Computer Support), and assign standing committee chairpersons for committees such as Curriculum Planning and Outdoor, Hiking and Exploring to accomplish the objectives and functions of Friends For Learning.

A Nominating Committee shall be selected by the President and approved by the Board of Directors to solicit candidates for elected positions. Candidates running for office shall not serve on this committee. The committee will be responsible for creating slates of candidates to fill vacancies for all elected positions on the Board of Directors.

The President and Board may, as the need arises, appoint *ad hoc* committees for specific purposes. Such committees shall disband at the completion of the assigned task(s).

VOTING

All Friends For Learning members are eligible to vote in any general or special meeting of the membership (except for the nonvoting member of ISU).

The officers and MLs will be elected by secret ballot at the annual meeting. If a single slate is presented and there are no nominations from the floor, voting may be by a show of hands. Elections will be determined by a simple majority of attendees. If it is deemed appropriate by the Board of Directors, voting may be conducted by mail or e-mail.

Vacancies in any elected board position may be filled by an appointment of the President with the approval of the Board of Directors for the term remaining until the next election.

GENERAL MEMBERSHIP MEETINGS

An annual meeting of the general membership shall be held once per year. The President may call special meetings of the general membership when approved by the Board of Directors or if requested by 20 or more members.

FUNDS

Funds shall be deposited and distributed through ISU's Office of Continuing Education as our fiscal agent. All reimbursement requests received by the Treasurer must be accompanied by an original itemized receipt showing only the items being reimbursed.

PARLIAMENTARY AUTHORITY

Meetings shall be conducted in accordance with the rules contained in the latest edition of *Robert's Rules of Order Revised*, except where these rules are inconsistent with the Bylaws and any standing rules.

AMENDMENTS TO THESE BYLAWS

These Bylaws may be amended at a General Membership Meeting after being notified of the proposed amendments at least one month prior to the meeting.

Amendments to these Bylaws require a majority vote of those present and voting at a General Meeting. Voting may be conducted by mail or e-mail, if deemed appropriate by the Board of Directors.

The ISU President or his designee must approve the Bylaws and all amendments prior to their official adoption by Friends For Learning.

TERMINATION

These Bylaws may be terminated by the President of ISU or by the majority vote of members present and voting at a general or special meeting called for this purpose.

