

**ICL BOARD OPERATIONAL DECISIONS
NOT INCLUDED IN THE BY-LAWS**



DATE	SUBJECT	RULING
11/15/01	Audits	All financial audits will be internal audits only.
3/12/22	Bulletins	Due to the high cost of publishing bulletins ICL will no longer print quarterly bulletins. All ICL bulletins will be posted online and all MailChimp participants will be notified when the bulletin is posted to the website.
11/20/12	Chamber	Board approved joining the Towns County Chamber with annual renewal. Others Chambers to be considered in the future.
2/25/17	Checking Account Signature	Board approved Treasure and Registrar should have signature authority.
4/23/10	Class behavior	“ICL reserves the right to deny class admittance and/or cancel membership to any person whose conduct is deemed disruptive.” The foregoing statement will be proposed to the membership for inclusion in the Bylaws under Article III – <u>PURPOSE</u> and will be added to the <u>AGREEMENT TO PARTICIPATE</u> that is signed by all class participants and course leaders.
3/12/22	Class Cancellations	The decision to cancel a class/seminar due to inclement weather will be made by the class leader and the registrar or another board member in the absence of the registrar. The host will then notify all class members.
3/12/22	Class Host	A class refund will be given to the person hosting the class at the end of the quarter.
6/4/22	Class Host	A class refund will no longer be given to the person hosting the class at the end of the quarter. A voucher for a future class of their choice will be issued.
11/18/17	Class Size Limits	If the number of students in a class exceeds the number of students allowed, students accepted for the class will be based on first come, first serve basis. There will no longer be a random drawing. Approved by the Board on 11/18/17.
3/7/20	Class Terms	All terms will be 8 weeks in length starting January 2021. Approved by the Board on 3/7/20.
2/25/17	Class venues	Off-campus venues may be used when necessary.
8/21/08	Color copies	Color copying on campus is forbidden unless approved beforehand by the Curriculum Committee.
3/6/08	Commercialization policy	The ICL classroom cannot be used for advertising or offering at additional cost any material, commodity, service, or instruction, or for promoting any business or other money-making endeavor, personal or otherwise, unless said advertisement, offering or promotion is directly related to the subject of the course then being offered, is identified as an option to participants in the applicable course announcement and is approved beforehand by the Curriculum Committee.

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11/20/21	Course Fees	<p>The Board approved an increase in course fees effective for the Winter Session 2022.</p> <p>New Course Fees: 2 to 5 hours - \$15, 6 to 13 hours - \$20 and 14 to 16 hours - \$25. Over 16 hours - \$25.</p> <p>Courses that have a student limit the following calculation will be used to determine the course fee.</p> <p>Honorarium ÷ limited number of students. (Approved on 8/20/16) Example: Honorarium \$300, student limit 10. Course fee = \$30.</p> <p>Seminars up to 2 hours in length \$10, over 2 hours will be \$15. (Approved 3/8/14)</p>																								
11/21/02	EIN	Affiliation with Elderhostel Institute Network (EIN) reinstated. In 2013 EIN was renamed to Road Scholar.																								
2/25/17	Financial records	Financial records are to be kept for only 7 yrs.																								
2/1/17	Guest and children attending class	ICL is a program of continued learning for mature adults. Since the curriculum is specifically designed for adults, children are not accepted in the program. Guests of a class member, who are 18 years and older, are permitted to attend a single session, provided such is approved by the class coordinator and course leader”.																								
3/12/22	Honorarium	<p>The instructor honorarium will be based on instruction hours. The honorarium for classes over 16 hours will be \$300.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Hours</th> <th>Honorarium</th> </tr> </thead> <tbody> <tr><td>2</td><td>\$50</td></tr> <tr><td>3</td><td>\$75</td></tr> <tr><td>4</td><td>\$100</td></tr> <tr><td>5</td><td>\$125</td></tr> <tr><td>6</td><td>\$150</td></tr> <tr><td>7</td><td>\$175</td></tr> <tr><td>8</td><td>\$200</td></tr> <tr><td>9 - 10</td><td>\$225</td></tr> <tr><td>11 - 12</td><td>\$250</td></tr> <tr><td>13 - 14</td><td>\$275</td></tr> <tr><td>15 - 16</td><td>\$300</td></tr> </tbody> </table>	Hours	Honorarium	2	\$50	3	\$75	4	\$100	5	\$125	6	\$150	7	\$175	8	\$200	9 - 10	\$225	11 - 12	\$250	13 - 14	\$275	15 - 16	\$300
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3/12/22	Seminar Honorarium	The honorarium for special seminar sessions will be \$25 per hour.																								
5/30/15	Membership	Anyone taking an ICL class must be a member. Non-members can no longer participate in ICL during summer classes. Approved by the Board 5/30/15. Effective summer session 2016.																								

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11/20/21	Membership Fee	The Board approved increasing the annual membership dues to \$30 per year effective for the Winter Session 2022. The \$10 fall membership fee only for fall will remain in effect. (Approved 2/25/17)
2/25/17	Membership and Course Fees for current and retired YHC employees, spouses and students	YHC employees and spouses, retired YHC employees and their spouses and YHC students are not required to pay membership dues or course fees; courses are on a space available basis.
2/25/17	Mileage reimbursement	For course leaders traveling over 100 miles one way, mileage will be addressed on case-by-case bases. The standard current federal mileage rate will be used for reimbursement.
6/22/92	Name tags	Course members will be provided name tags.
6/2/12	Newsletter/Announcement	Board approved combining the Newsletter & Course Announcement into one quarterly Bulletin.
2/25/17	Off-site Classes	\$5 per hour can be paid to off-site locations for ICL classes or as otherwise negotiated.
2/25/17	Open to the Public	Curriculum Committee has the authority to determine classes open to the public with YHC approval.
3/12/22	Course Cancellation	If a course is canceled or a person is unable to register due to class limits a refund for the course will be issued.
3/12/22	Under Registered Course	If fewer than 5 individuals are registered for a course the course will be canceled.
1/25/17	Road Scholar/EIN	ICL will lend financial support to Board members to attend the Road Scholar/EIN conferences if funds are available.
2/25/17	Scholarship/surplus funds	Funds donated to YHC for scholarships will be designated for the general scholarship fund. All expendable surplus funds will go to YHC with distribution and timing to be decided by the Executive Board.
2/25/17	Social Gatherings at General Meeting	An ice cream social will be held immediately following the summer course previews and general meeting.
1/25/17	Waiver	All ICL participants (course leaders and students) must sign a waiver each quarter.
3/12/22	YHC payments	As per the Letter of Agreement between Young Harris College and the Institute for Continuing Learning, ICL will reimburse YHC an annual amount as specified in the agreement to defray the cost of services provided by YHC to ICL.