

**ICL BOARD OPERATIONAL DECISIONS
THAT ARE NOT INCLUDED IN BYLAWS**

DATE	SUBJECT	RULING
11/15/01	Audits	All financial audits will be internal audits only.
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.
3/6/03	Class cancellations	The decision to cancel a class/seminar due to, for example, inclement weather will be made jointly by the class leader and class coordinator; the coordinator will then notify all class members.
11/30/15	Class Coordinator	Each class coordinator will be given a voucher covering the fee for a future course to be used within one year. Effective January 1, 2016. Motion by Bob Langenbacher, second by Charlene Reis. Vote of board members was done by email. Vote unanimous.
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.
08/20/16	Class Terms	The winter term and summer term will be 6 weeks in length and the spring and fall term will be 8 weeks in length. Approved by the Board on 8/20/16.
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.
11/19/16	Course Fees	16 hours - \$24, 14 to 15 hours - \$22, 12 to 13 hours - \$20, 8 to 11 hours - \$18, 6 to 7 hours - \$16, 4 to 5 hours - \$14, 2 to 3 hours - \$12. Effective – Spring 2017. Board approved 11/19/2016. The class limit course fee will remain the same as approved on

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		<p>8/20/16 - For those courses that have a student limit the following calculation will be used to determine the course fee. Honorarium ÷ limited number of students. Example: Honorarium \$300, student limit 10. Course fee = \$30.</p> <p>The seminar fees will remain the same as approved on 3/8/2014 - Seminars \$10 up to 2 hours in length, \$15 above 2 hours in length.</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”.
11/15/01	Honorarium	\$300 for 8 wk./16-hr. course \$250 for 6 wk./12-hr. course \$200 for 4 wk./8-hr. course \$25 per hour for seminar sessions
2/25/17	Member Death	A Email will be sent to ICL members when an ICL member has passed.
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.
2/25/17	Membership	The Board approved increasing annual dues to \$25 per year per person effective January 1, 2013. There will be a \$10 fall only member fee assessed during the 4 th quarter.
2/25/17	Membership (Fall)	New members joining in the fall term will be charged \$10 for a fall membership only. In the new year they will be required to pay the regular membership of \$25.
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.

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8/28/97	Over/Under subscribed courses	A rain check system will be adopted for individuals who are not able to participate in a course because of the cut off for over-subscribed courses; these individuals will be guaranteed a place in the next class of their choice; the offer will be good for one year.
8/31/93	Over/Under-subscribed courses	If fewer than 10 individuals are registered for a course, the situation will be evaluated by the Curriculum Chair.
1/25/17	Road Scholar/EIN	ICL will lend financial support to Board members to 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.
12/14/93	Special course equipment	The Curriculum Committee may spend up to \$100 for special equipment for a course; at the end of the course, the equipment will be offered to the YHC library for joint college/ICL use or placed in the ICL office if the library declines the offer.
1/25/17	Waiver	All ICL participants (course leaders and students) must sign a waiver each quarter.
3/20/10	YHC payments	The annual payment to YHC will be \$1600.