

Lifetime Learning Institute of  
Northern Virginia

# LLI/NOVA POLICIES

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# Policies

## MEMBERSHIP

### 1. General

- A. **Membership Size.** At each annual Planning Retreat meeting, the Board of Directors will review and establish the goal for membership size.
- B. **Fees.** The Board of Directors establishes membership fees based on recommendations of the Budget and Finance Committee.
- C. **Refunds.** LLI/NOVA does not refund membership dues. Under extenuating circumstances, the LLI/NOVA Board of Directors will consider requests for refund made in writing within 30 days of joining LLI/NOVA or of the date of renewing membership.
- D. **Free Memberships.**
- (1) Any NOVA instructional faculty member (including adjuncts) at any NOVA campus who is age 50 or over and:
    - (a) is a current NOVA instructor who teaches an LLI/NOVA class or a program of classes, will be offered a one-time free 12-month LLI/NOVA membership, effective from the first class presentation date, or
    - (b) has retired from NOVA, will be offered a one-time free 12-month LLI/NOVA membership.
  - (2) The Board of Directors may choose to offer a free 12-month membership to other members of the community, at its discretion.

### 2. Membership Participation Restriction

LLI/NOVA reserves the right to deny a request for participation in any LLI/NOVA sponsored class, program, trip/tour, or other activity, or to terminate participation therein, if such participation would substantially impede LLI/NOVA operations or diminish the enjoyment of other participants. The LLI/NOVA President, or an LLI/NOVA Officer acting on behalf of the President, exercises this authority.

## **CLASSES AND RELATED ACTIVITIES**

### **1. Classes - Registration and Location**

- A. ***Class Attendance.*** Members may attend only those classes for which they have been accepted via the registration process. Unless specifically notified by the class coordinator or the LLI/NOVA Administrator, members on a waitlist may not attend.
- B. ***Waitlists.*** Class coordinators may admit a member from the waitlist based on space availability. The notification is normally by email.
- C. ***Classroom Space.*** The LLI/NOVA Board authorizes the classroom space coordinator to reserve space at locations of his/her choosing to meet curriculum needs and holds and saves the space coordinator harmless from personal liability as LLI/NOVA's agent in entering into agreements and contracts to secure such space.
- D. ***LLI/NOVA Classes Held at Senior Living Centers.*** If LLI/NOVA will not be charged rent for classroom use on the condition that residents of those facilities are allowed to attend the LLI/NOVA class(es) held there, up to 50 percent of the registrants for an LLI/NOVA class held at such a facility may be allocated to the residents. The "50 percent rule" can be modified based on actual registrations.

### **2. Cancellations – Classes and Activities**

LLI/NOVA follows the lead of Fairfax County Public Schools (FCPS) regardless of the location of the class when schedules are changed due to inclement weather or area-wide emergencies:

- If the FCPS close, there will be no IN-PERSON classes or Forums. Scheduled online (such as Zoom) classes or Forums will be held if the instructor is available to do so.
- If the FCPS delay morning opening, the IN-PERSON LLI/NOVA classes and Forums are cancelled. Scheduled online (such as Zoom) classes and Forums will be held if the instructor is available.

- If the FCPS close early, the afternoon IN-PERSON LLI/NOVA classes are cancelled. Scheduled online (such as Zoom) classes will be held if the instructor is available.

Regardless of the weather or road conditions, every LLI/NOVA member must make his/her own decision about whether it is safe to travel. This includes our instructors. SIGs, cultural excursions, and social events will take place unless cancelled at the leader's discretion. When in doubt, check the LLI/NOVA website at <https://llinova.org>.

### **3. Cancellations – Forums**

Forums are cancelled based on FCPS announcements as noted above. In addition, absent an FCPS cancellation announcement, the LLI/NOVA President, or an LLI/NOVA Officer, acting on his or her behalf, may cancel a Forum for other reasons based on information known prior to the day of the meeting, such as a forecast of severe weather or Cultural Center closure.

#### **4. Classes with Fees**

- A. **Classes for which LLI/NOVA procures class materials.** Fees will be published in the class catalog. Fees will be collected prior to the class and may be paid via credit card or check as part of the class registration process. The amount will be the same regardless of payment method. The fee will be set by the Curriculum Committee with the goal of covering the cost of materials, including any credit card processing fees incurred. Any shortfall in the amount collected will be charged against the Teaching Materials budget line item.
- B. **Classes for which the instructor procures class materials.**
- 1) Fees will be published in the class catalog. The fee and the method of collection, i.e., payment at the door or in advance, will be set by the Curriculum Committee.
  - 2) The class coordinator shall communicate the number of registered attendees to the instructor approximately 2 weeks before the scheduled date of the class. This number shall form the basis of the amount LLI/NOVA will reimburse the instructor for the cost of class materials (supplies and incidentals).
  - 3) Members may cancel up to 4 days prior to class. If the cancellation cannot be filled from a waitlist, this information should be provided to the instructor, and if feasible, the basis for reimbursement adjusted.
  - 4) If LLI/NOVA cancels a class (e.g., due to weather), the LLI/NOVA Treasurer will reimburse the instructor for costs incurred up to the agreed-to reimbursement amount using the Teaching Materials budget line item for the payment. All fees paid by members will be reimbursed.
- C. **Classes with fees collected "at the door" by the Class Coordinator.**
- 1) The class coordinator will collect fees (cash or check) from class participants upon their arrival for the class. Members who cancel fewer than 4 days prior to a class and whose space cannot be filled from a waitlist, and members who are "no shows," will be expected to pay the class fee to LLI/NOVA.
  - 2) The class coordinator shall pay the instructor the agreed-to reimbursement amount from the fees collected from class

attendees. If the funds collected are insufficient to meet the agreed-to reimbursement amount (e.g., due to cancellations and no shows), the class coordinator will request reimbursement from the LLI/NOVA Treasurer. Reimbursement documentation will include a list of no-show/late cancellations. The Treasurer shall reimburse the coordinator using the Teaching Materials budget line item for the payment.

**D. Classes with fees collected in advance of the class by the Class Coordinator.**

When authorized by the Curriculum Committee and explained in the class catalog:

- 1) Members will not be considered registered for the class until fees (cash or check) are received by the class coordinator.
- 2) The class coordinator will refund fees paid by members who cancel more than 4 days prior to a class. Members who cancel fewer than 4 days prior to a class and whose space cannot be filled from a waitlist will not be eligible for a refund.
- 3) The class coordinator shall pay the instructor the agreed-to fee from funds collected. If the funds collected are insufficient to meet the agreed-to reimbursement amount (e.g., due to cancellations), the class coordinator will request reimbursement from the LLI/NOVA Treasurer. Reimbursement documentation will include a list of cancellations. The Treasurer shall reimburse the coordinator using the Teaching Materials budget line item for the payment.

## **TRIPS/TRAVEL**

### **1. Applicability**

LLI/NOVA's primary objective is to provide educational and cultural opportunities to its members. Trips and travel are thus an integral part of LLI/NOVA's program and serve the same educational and informational purposes as other LLI/NOVA programs. Trips and travel are separated into two broad categories:

**A. Study/Travel Program.** This program provides LLI/NOVA members (and friends and family) with one or more annual, extended duration, long-distance travel opportunities, e.g., trips that normally require airline

travel. Prior to the trip, Study Travel presents classes, listed in the class catalog and open to all members, about the area to be visited. Travel locations are selected by LLI/NOVA members, and the program is managed by the Study/Travel Committee. Study/Travel uses tour services from major tour providers and travel agents. All travel registration, expenses, and funds are handled by the tour provider, and LLI/NOVA is not obligated financially or otherwise by the Study Travel Program. These trips may or may not be exclusive to LLI/NOVA.

**B. Trip Committee Program.** The Trip Committee provides LLI/NOVA members (and friends and family) with opportunities for shorter duration, more locally oriented trips and travel, e.g., usually by bus. The Trip Committee Chair(s) has overall responsibility for coordination and oversight of the Trip Committee program. The Trip Committee Chair(s) will designate members of the committee as Trip Managers, with responsibility for execution of individual trips. Most often the Trip Manager will use the services of a commercial tour provider/travel agent. These tours may or may not be exclusive to LLI/NOVA. All travel registration, expenses, and funds are handled by the tour provider, and LLI/NOVA is not obligated financially or otherwise. However, sometimes a trip will be developed in-house, and trip registration, expenses, and funding will be managed by LLI/NOVA. For these types of trips, LLI/NOVA may incur financial exposure.

## **2. Study/Travel Program Policies**

**A. Contracts.** The Study/Travel Committee Chair has the authority to enter into agreements or contracts with travel providers or agents on behalf of LLI/NOVA, but these contracts may not obligate LLI/NOVA funds.

**B. Trip Administration.** Trip registration, payments, cancellation policies, refunds and other administrative issues for Study/Travel trips will be as established and managed by the travel vendor.

**C. Liability and Responsibility.** Because Study/Travel contracts for trips with commercial travel vendors, LLI/NOVA assumes no liability or responsibility for Study/Travel Program sponsored trips. Liability and responsibility are covered by the travel vendor's policy.

**D. Complimentary Trip Packages.** Complimentary trip packages are a common practice in the travel industry, often based on the number of trip participants. LLI/NOVA will negotiate favorable group rates and complimentary packages for Study/Travel Program trips, but these

benefits will be shared among all individuals participating in the trip and will not be reserved for the trip or group leader.

### **3. Trip Committee Policies**

A. **Definitions.** Trips provided by the Trip Committee are separated into:

(1) **Trip Packages Provided by Commercial Travel Vendors.** Trips where all travel registration, expenses, and funds are handled by the tour provider, and LLI/NOVA is not obligated financially for the trip.

(2) **LLI/NOVA-Managed Trips.** Trips where registration, expenses, and funding are processed through LLI/NOVA, and therefore, LLI/NOVA may be financially liable for the trip.

### **B. Trip Packages Provided by Commercial Travel Vendors**

(1) **Contracts.** The Trip Committee Chair(s) or Trip Manager has the authority to enter into agreements or contracts with travel providers or agents on behalf of LLI/NOVA, but these contracts may not obligate LLI/NOVA funds.

(2) **Trip Administration.** Trip registration, fees, payments, cancellation provisions, refunds and other administrative issues for these trips will be as established and managed by the travel vendor.

(3) **Liability and Responsibility.** Because the Trip Committee contracts for these trips with a commercial travel vendor, LLI/NOVA assumes no liability or responsibility for these trips. Liability and responsibility are covered by the travel vendor's policy.

(4) **Complimentary Trip Packages.** Complimentary trip packages are a common practice in the travel industry, often based on the number of trip participants. LLI/NOVA will negotiate favorable rates and complimentary packages for these trips, but these benefits will be shared in some way among individuals participating in the current trip (or in future trips) and are not reserved for the Trip Manager.

C. **LLI/NOVA-Managed Trips.** LLI/NOVA-managed trips are separated into two types: Day Trips, which include those trips made to nearby sites that do not require an overnight stay; and Overnight Trips, which include those trips that require an overnight stay of one or more nights. Due to

the increased financial exposure, overnight LLI/NOVA-managed trips require prior approval by the LLI/NOVA Board of Directors.

(1) **Contracts.** The Trip Committee Chair(s) or Trip Manager has the authority to enter into contractRiRis for transportation, lodging, food, entrance fees, or other contracts or agreements with travel providers or agents that obligate LLI/NOVA funds.

(2) **Trip Administration.** For LLI/NOVA-managed trips, the Trip Committee will plan, organize, and implement the trip, to include advertising the trip to members; arranging transportation, food, lodging, and tours as appropriate; maintaining financial and participant records; and setting prices. The Committee will appoint a Trip Manager for each trip. When requested by the LLI/NOVA Trip Manager, the LLI/NOVA Administrator will provide administrative services (e.g., trip registration, processing of payments, and maintenance of trip rosters) and will be compensated for this support in accordance with the Administrator's contract.

(3) **Trip Registration.** Trip registration will be first come, first served, until the limit is reached, at which time a waitlist will be established. Members (to include a non-member traveling with an LLI/NOVA member) will have registration priority until a date specified by the Trip Manager; this date will be clearly stated in the trip advertisements and on the trip registration form. After the date specified, the Trip Manager may promote the trip to other organizations or groups and registration may be accepted from anyone on a space-available basis.

(4) **Pricing.** Each LLI/NOVA-managed trip is expected to be self-financing. Pricing should be based on a break-even registration number. Non-members may be charged a minimum of \$10 more per day than members for any given trip.

(5) **Trip Cancellation.** The Trip Committee Chair will review trips that show a potential loss, i.e., registration below the break-even point, and make recommendations to the Board to continue or cancel the trip. The Trip Committee Chair, in conjunction with the other committee members, is responsible for the decision to cancel a trip in the event of bad weather, transportation difficulties, or other last-minute developments that make the trip unsafe or infeasible.

(6) **Refunds.** The Trip Manager will ensure that the specific refund policy for each trip is clearly stated in the advertisements for the trip and on the trip registration form. Refunds will normally be made after the trip has been completed.

(7) **Liability and Responsibility Waiver.** Trip participants must sign LLI/NOVA's waiver of responsibility statement included in the tour registration form. It does not apply to "meet-up" events.

(8) **Complimentary Trip Packages**

(a) **Day Trips.** The Trip Manager may be provided with a complimentary trip. The cost of the complimentary trip will be subsidized by the other trip participants. If there are co-Trip Managers, they may share the complimentary trip package as they deem appropriate. The Trip Manager will have the option of refusing the complimentary trip.

(b) **Overnight Trips.** The Board will consider, on a case by case basis when requested by the Trip Committee Chair(s), the application of a complimentary trip package for the Trip Manager for those overnight trips developed and executed in-house by LLI/NOVA (i.e. not provided as a complete tour package by a commercial tour operator). The justification for a complimentary trip package will be included as part of the Trip Committee Chair(s) request for approval of an overnight trip. Justification should be based on the level of effort and responsibility of the Trip Manager in planning, organizing, and conducting the trip. If a complimentary trip package is approved by the Board and if there are co-Trip Managers, they may share the complimentary trip package as they deem appropriate.

(9) **Financial.** The Trip Committee Chair(s) will provide the Treasurer with appropriate financial information in a timely manner. The Treasurer will keep a separate accounting of trip information and will maintain a running "trip fund" balance (trip income minus trip expenses). The Trip Committee Chair(s) will work closely with the Treasurer to ensure that trip income, expenses, and records are handled properly. The Trip Committee Chair(s) will make a final financial report to the Treasurer after each trip. The Treasurer normally will pay expenses incurred using LLI/NOVA checks or the expense will be placed on the LLI/NOVA credit card to be paid by the Treasurer when billed. The Treasurer will reimburse out-of-pocket

expenses paid by members of the Trip Committee upon receipt of proper voucher documentation. A Trip Manager may not receive both a complimentary trip and reimbursement for trip scouting expenses.

**D. Travel Coordination.** The Trip Committee Chair(s) will avoid scheduling overnight trips that conflict with the Study/Travel trip schedule.

## **SPECIAL INTEREST GROUPS (SIGs)**

### **1. Establishment**

The SIGCOM and Committee (SIGCOM) Liaison, a member of the Board of Directors, serves as conduit between the Board and all SIGs and Committees.

LLI/NOVA supports activities that enhance members' interests outside the classroom. A cadre of members may form a SIG when they desire to meet to pursue a mutual interest. The leader of the proposed SIG will contact the SIGCOM Liaison who will bring the proposal to The Board of Directors, which approves the formal establishment and recognition of a SIG. Each SIG will have a coordinator/chair who is responsible for SIG activities. SIG members establish their meeting parameters and inform the LLI/NOVA membership of the dates, times, and places of meetings to encourage participation.

### **2. Size Restriction**

A. When a SIG becomes too large to manage because of room size or other factors that may impede full participation by SIG members, the SIG coordinator(s) has the authority to limit the addition of new members. However, a waitlist will be developed and as space opens, those on the list will be notified and invited to join. The fact that a SIG is full will be advertised on the LLI/NOVA website, along with procedures for adding interested members to the waitlist.

B. When a SIG waitlist has reached sufficient length, the SIG coordinator or another interested LLI/NOVA member on the waitlist may proactively conduct a search for a qualified individual to become the coordinator for a second section of the SIG. The membership for the second section of the SIG would be drawn from the waitlist established by the first section of

that SIG. After this waitlist has been exhausted, the SIG coordinator of the second section may open the SIG to other LLI/NOVA members.

### **3. Non-Member Participation**

While the activities of a SIG are first and foremost for the benefit of LLI/NOVA members, the Board recognizes that there may be occasions when non-LLI/NOVA members may be invited to participate. The Board therefore supports the SIG coordinator's flexibility to invite non-members to participate in a SIG activity whenever the objectives of the SIG would be enhanced by non-member participation.

### **4. Funding and Expenses**

A. SIGs are not included in the LLI/NOVA operating budget, and thus receive no LLI/NOVA funds for their operations. Expenses incurred for an event shall not be paid from LLI's operating budget.

B. With approval of the Treasurer and the Chairperson, Budget and Finance Committee, SIGs may: advertise their events in the Class Calendar (LLI website); have registration payments processed through LLI's website; and request the Treasurer make payments for the purchase of event tickets under the following conditions:

- 1) For each event, the LLI Treasurer will receive registration payments through the LLI website and will maintain accounting of funds received and credit card processing fees paid.
- 2) The Treasurer will not pay initial deposits to hold blocks of tickets to any venue.
- 3) The SIG Chair will provide the Treasurer with a signed Check/Payment Request (LLI form) along with an invoice from the venue showing ticket cost, any deposit paid, and any handling or other charges. The Treasurer will provide payment of the total amount up to a maximum of the amount deposited with LLI for the event minus the credit card fees.
- 4) If an event is canceled, LLI will fully refund registration payments. Credit card processing fees that LLI incurs to process these refunds will be absorbed by LLI. Non-refundable deposits made by the SIG will not be reimbursed by LLI.

## **COMMUNICATIONS/MEDIA**

### **1. Membership Directory**

LLI/NOVA's Membership Directory shall not be used for any commercial purposes.

### **2. Commercial Advertising**

Commercial advertising cannot appear in LLI/NOVA's Newsletter or other publications, including any advertising of products produced by LLI/NOVA members.

### **3. Class and Forum Presentations**

The Curriculum and Forum Committee members will coordinate with potential presenters to ensure that the class or Forum presentation does not essentially serve as a form of commercial advertising.

### **4. Book Sales**

A Forum speaker or class instructor may sell his or her book(s) only during the meeting or class at which he or she is the presenter.

### **5. LLI/NOVA Newsletter and Forum**

LLI/NOVA will not place announcements in the LLI/NOVA Newsletter for other organizations, regardless of their affiliation or mission. LLI/NOVA will not permit other organizations to make presentations on their own behalf at an LLI/NOVA Forum. Instead, if approved by the President, other non-profit, non-political organizations will be allotted space at a table at the Forum to present their information to the membership.

### **6. Website**

LLI/NOVA will not place announcements on the LLI/NOVA website for other organizations. In order to assure the appropriateness, accuracy, and timeliness of the information presented on the website, the Board shall appoint the Secretary, or another Board Member, to serve as the sole editor for submitting new information to the Webmaster for posting.

## **GENERAL FINANCIAL POLICIES**

### **1. Reimbursement - General**

**A. Reimbursement to Members.** Expenses incurred by members for approved LLI/NOVA purposes and activities will be reimbursed from the LLI/NOVA Treasury when requested with appropriate documentation of expenses and authorizations. Request for reimbursement must be made on a voucher signed by the committee chair or other LLI/NOVA Officer who authorized the expenditure. The same individual who is making the request may not authorize requests for reimbursement of expenses. Expenditures previously approved by the Board, when made by the committee chair or the President, do not require a countersignature.

**B. Commercial Invoices/Contractors.** Payments for contracts approved by the President, or designated representative, shall be paid by the Treasurer when due in accordance with contract provisions when supported by an invoice and confirmation by the authorized member that the work has been performed or product delivered. Payments for contracts approved by the Trip Committee Chair or Trip Manager shall be reviewed and approved by the Chair or Manager prior to payment. Payments for credit card accounts shall be paid when due and when all charges are consistent with Board-approved expenditures and receipts are available for individual charges.

### **2. Parking Reimbursement**

Instructors, class coordinators, members who work on projects in the LLI/NOVA office, members who participate in committee activities on the Annandale campus, and Forum speakers are eligible for reimbursement of the cost of their parking at NOVA. Request for reimbursement must be made on the designated voucher form and be approved by signature of the appropriate committee chair, class coordinator, LLI/NOVA Officer, or the LLI/NOVA Administrator.

Members should park on the first three levels of the Northern Virginia Community College (NOVA) Annandale campus pay-parking garage when attending LLI/NOVA functions, e.g., Forums, classes. Members are not reimbursed for attending these LLI/NOVA functions.

### **3. Class/Activity Cancellation Refunds**

For activities involving fees, if LLI/NOVA must cancel, a refund will be made less any expenditure incurred by LLI/NOVA. If a member must cancel, the request must be made at least 4 days prior to the event. After that, refunds will be considered only if the place can be filled. Refunds will be made upon completion of the event.

### **4. Check Issuing**

Only the Treasurer, Assistant Treasurer, and President may issue LLI/NOVA checks. LLI/NOVA checks over \$5,000 must have signatures of two of the above. To ensure prompt cashing of LLI/NOVA checks by recipients, the checks will indicate that they will expire in 90 days.

### **5. Credit Cards/Charge Accounts**

- A. **Credit Card Accounts** – Only the Treasurer is authorized to establish LLI/NOVA credit card accounts (e.g., Visa), and those accounts may be used only for conducting official LLI/NOVA business. If more than one account is required, the Treasurer will document the requirement for each additional account in writing and submit it to the Budget and Finance Committee for approval. The documentation will be placed in LLI/NOVA’s official financial files. Account limits will be set at a maximum of \$5,000.
- B. **Credit Card Issuance/Retrieval** – The Treasurer or Administrator will have individual credit cards issued, by name, only to persons who have a demonstrated recurring need to make purchases on behalf of LLI/NOVA, e.g., the Treasurer, the Administrator, and Trip Committee Chair(s). The rationale for the card issuance, and documentation of that issuance, will be provided to the Budget and Finance Committee and will be placed in LLI/NOVA’s official financial files. When an individual who has been issued an LLI/NOVA credit card based on his or her position leaves that position, the Treasurer or Administrator will retrieve the card, remove the individual from authorization to use the card, and destroy the card. Documentation of the retrieval of the card will be placed in LLI/NOVA’s official financial files.
- C. **Credit Card Use** – LLI/NOVA credit cards may only be used to conduct authorized LLI/NOVA business (e.g., purchase of LLI/NOVA related services or procurement of office supplies and equipment). The credit card user must submit receipts for all charges to the Treasurer with a voucher of authorization. LLI/NOVA credit card

account information may be provided to authorized vendors who routinely conduct business with LLI/NOVA (e.g., printers, office supply providers).

- D. **Credit Card Review** – The Treasurer will review and reconcile credit card charges monthly to ensure that they are for authorized purposes and will report such charges in the monthly financial statement to the Board and the Budget and Finance Committee. In addition, the Treasurer will review, at least semi-annually, the use of LLI/NOVA credit cards by individuals issued cards to determine if continued use of the card is justified. When use is no longer justified, the Treasurer will retrieve the card as noted in B above.

## **6. Annual Operating Budget**

Normal annual operating expenses should be covered by dues. Annual operating budget shortfalls are covered by the Operations Fund. In developing the annual operating budget, the Budget and Finance Committee will recommend use of Richard Risk Memorial Funds or Donated Funds to finance one-time, infrequently recurring, or unusual expenses that would not normally be covered in the routine operating budget.

## **7. Net Assets**

A. LLI/NOVA will include in Net Assets the following funds:

- 1) **Emergency Fund**: LLI/NOVA assets, the amount of which is determined annually, that are restricted for the two uses described below. Use of these funds must be specifically approved by the Board of Directors. The net, as determined annually, is carried forward in this fund at the end of the fiscal year. See also paragraph 7B and 7C below.
  - i. **Dissolution**: Funds restricted to the payment of remaining obligations when the Board of Directors has decided to cease LLI/NOVA operations.
  - ii. **Contingency**: Funds restricted to the payment of obligations of a one-time or emergency nature that were not planned for in the annual operating budget.

- 2) **Student Award Fund:** Donations, which are collected by the Scholarship Committee, that are restricted for use for the administrative cost of collection and for the award of scholarships. The net is carried forward in this fund at the end of the fiscal year, unless determined otherwise by the Board of Directors. See also the section on the Scholarship Program.
- 3) **Richard Risk Memorial Fund:** These LLI/NOVA assets will be restricted to fund one-time, infrequently recurring, or unusual LLI/NOVA activity expenses that would not be covered in the routine annual operating budget. The Budget and Finance Committee, or any Board member, may recommend use of these funds. The use of the funds will need to either be specifically approved by the Board or approved in advance as a category of expenses. Actual expenditures will be reported to the Board on the monthly Income and Expense Statement, and a fiscal year end adjustment for the total amount of such expenses will be applied to the Fund in the Statement of Financial Position. The only current restriction is that these funds may not be used in support of the scholarship award program.
- 4) **Trip Committee Fund:** Fees, which have been assessed to registered trip participants, that are restricted for use for current and future trip related expenses. The net is carried forward in this fund at the end of the fiscal year, unless determined otherwise by the Board of Directors.
- 5) **Operations:** Funds available to be used for daily operations to cover annual operating budget shortfalls, major purchases, or other activities that are consistent with and support LLI/NOVA's mission. This fund is adjusted at the end of the fiscal year, based on available funds, and the net is carried forward in this fund.
- 6) **Donated Funds:** Funds donated to LLI/NOVA can be either restricted as to use or unrestricted.
  - i. **Unrestricted funds** will be included with general operating funds, i.e., included in Net Income when received.
  - ii. **Restricted funds**, which have restrictions or stipulations on their use placed by the donor, will be carried in specific accounts based on the restrictions and used according to their restrictions. The Budget and Finance Committee, or

any Board member, may recommend use of these restricted donated funds. The use of the funds will need to either be specifically approved by the Board or approved in advance as a category of expenses. Actual expenditures will be reported to the Board on the monthly Income and Expense Statement, and a fiscal year end adjustment for the total amount of expenses will be applied to the specific donated fund in the Statement of Financial Position.

- 7) **Winter Luncheon Fund** Funds for financing the LLI Winter Luncheon. The LLI Winter Luncheons are expected to be self-financing. However, upon Board of Directors approval, funds can be transferred from another LLI account into the Winter Luncheon Fund to support companion activities or cover unintended shortfalls resulting from insufficient ticket sales or unexpected costs. Expenses associated with supporting companion activities should be included in the Annual Operating Budget. The net in the Winter Luncheon Fund is carried forward at the end of the fiscal year unless determined otherwise by the Board of Directors.
  - 8) **Net Income:** Funds available, including negative amounts, to be used for daily operations to cover operating budget expenses. The fund is calculated and reported by the Treasurer at least monthly on the Income and Expense Statement and the Statement of Financial Position. Net Income is zeroed out at the end of the fiscal year by incorporating the amount into the Operations Fund.
- B. The Budget and Finance Committee will, as part of the annual budget development process, determine, document, and recommend to the Board of Directors the amount of the Emergency Fund, specifically documenting both the Dissolution and Contingency components. The Board of Directors will approve the amounts as part of the annual budget approval process.
- C. If, during the annual budget development process, the Contingency portion of the Emergency Fund would have to be used to cover projected obligations, then the Board of Directors, based on recommendations from the Budget and Finance Committee, must take action to either increase income or reduce expenses or both to restore the Emergency Fund to the approved level for that budget development year.

D. If, as a result of operations during a fiscal year, the Net Income Fund becomes negative and exceeds the available Operations Fund (i.e., requiring the use of the Contingency component of the Emergency Fund to pay obligations), then the Board of Directors, based on recommendations from the Budget and Finance Committee, must take action to either increase income or reduce expenses or both to resolve the situation in the next fiscal year.

## **8. Investment of Funds**

Our investment strategy is to invest funds not required in the short term (6 to 12 months) in low-risk, interest or dividend-providing vehicles. The Budget and Finance Committee will determine the portion of LLI/NOVA Funds to be invested, the portion to be retained in the checking account, and the portion to be retained as petty cash. The Budget and Finance Committee will recommend for Board Approval, at least annually as part of the annual budget approval process, the investment amounts and investment vehicle to be used for these Funds.

## **9. Honoraria**

- A. ***Forum Speakers.*** LLI/NOVA usually does not provide expenses or honoraria to Forum speakers, to include any lodging or transportation costs a speaker may incur in traveling to the Forum, except for parking in the NOVA garage. Forum speakers are generally presented with a gift card (e.g., from Amazon), the standard dollar amount of which is established by the Board. The Board may modify the dollar amount of the gift card for a particular speaker or make an alternative token of appreciation. The Board may approve specific exceptions for limited travel reimbursement when requested in advance by the Forum Speaker Committee Chair.
- B. ***Instructors.*** LLI/NOVA usually does not provide expenses or honoraria to class instructors, to include any lodging or transportation costs an instructor may incur, except for parking in the NOVA garage. The Board may approve specific exceptions for limited travel reimbursement when requested in advance by the Curriculum Committee Chair.
- C. ***Departing Board Members.*** The President may present departing Board members with a gift card (e.g., from Amazon) upon completion of their tenure with the Board of Directors. The Board determines the dollar amount of the gift card.

## **10. Contracts**

Only the President of LLI/NOVA has the authority to enter into contracts that obligate LLI/NOVA funds. Contracts that obligate funds up to a maximum of \$5,000 may be entered into either by the President, or at his or her option, by a designated representative. This delegation of contracting authority must be in writing. A record copy of all contracts must be promptly filed in the LLI/NOVA official files, along with the delegation of contracting authority, when utilized. A copy of all LLI/NOVA contracts must also be provided to the Treasurer and the Budget and Finance Committee. The Trip Committee Chair(s) or Trip Manager has/have a delegated authority to contract for transportation or other services with travel providers or agents, for LLI/NOVA managed trips, not to exceed \$5,000.

## **11. Account Reconciliation**

The Treasurer will reconcile the monthly bank and investment account statements with LLI/NOVA's financial system. The Treasurer will also provide these bank and investment account statements, along with printed reports showing the reconciliation details to a Board member appointed by the President, for review. The Board member shall sign and date the reports, which will be maintained with LLI/NOVA's financial records.

## **12. Retention of Financial Files**

LLI/NOVA shall retain the following financial files for a period of five (5) years after the date of the item. Archive files shall be maintained in an appropriate electronic form on LLI devices (e.g., office desktop, Administrator and Treasurer laptops, shared Google drive, and the LLI website) and on paper copies maintained in the LLI office files. The minimum files to be retained are as follows:

- Annual FY Income and Expense Statement
- Annual FY Statement of Financial Position
- Approved annual FY budget
- Annual tax submission and supporting documents
- Annual Financial Review report and Budget and Finance Committee review/recommendations
- Contracts
- Insurance Policies
- Monthly Treasurer Reports
- Reconciled monthly bank statements and investment account reports

- Reimbursement requests and justifications
- Invoices and credit card receipts

## **SCHOLARSHIP PROGRAM**

The Board authorizes the Scholarship Committee to solicit funds from the membership to award scholarships for tuition and books to NOVA students at the Annandale Campus. All funds are to be deposited in the LLI/NOVA treasury and accounted for by the LLI/NOVA Treasurer. The Committee is authorized to work with NOVA faculty and administrators to publicize and administer this program. The Board reserves the right to approve the amount and number of scholarship awards based on recommendations to the Board by the Committee Chair.

## **COMMUNITY OUTREACH**

It is an LLI/NOVA objective to provide benefit to the community in which it operates, including the Annandale Campus of NOVA and the surrounding areas of Fairfax and Arlington counties. To achieve this objective, the Board may approve specific community outreach programs proposed by LLI/NOVA members, e.g., the Student Awards and Food Donation programs. LLI/NOVA does not accept monetary donations in lieu of food at the monthly Forums; members may send any monetary donations directly to the food bank.

## **BOARD MEETINGS**

### **1. Agenda Items**

The President, in coordination with Board Members, selects agenda items. If a non-Board member wishes to submit an item for the agenda, he or she must submit it to the President no less than one week prior to a Board meeting.

### **2. Minutes**

Minutes of a Board meeting will not be released to the LLI/NOVA membership until they have been approved as final by vote of the Board at the Board meeting immediately following. The approved minutes will be posted to the LLI/NOVA website and a copy will be available at the Administrator's table at each Forum meeting.

## **Table of Changes**

### **Base Document – Approved October 10, 2008**

The Board approved the base document on October 10, 2008, as a compilation of LLI policies approved by the Board since its inception. Future policies or amendments will be added to this document and dated as approved by the Board.

### **Revision 1 – Approved July 15, 2009**

The Section on Communications/Media was reorganized/expanded to incorporate several items related to Communications/Media that existed in other sections in the October 2008 Policy document. Specifically, Parts 1 – 4 previously appeared in a section entitled Commercial Use Restrictions.

General Financial Policies is a new section added to incorporate previous Board approved financial related policies, existing procedures that should be formalized as policy, and Audit recommendations. Specifically, Reimbursement – General formalizes existing reimbursement procedures and FY 2008 Audit recommendations. Class/Activity Cancellation Refunds incorporates existing published guidance in the LLI Handbook. Check Issuing formalizes existing practices, incorporates Board decision of Jan 10, 2003, on checks over \$5,000, and incorporates Board decision of October 2006 on check expiration. Credit Card/Charge Accounts formalizes existing procedures. Members Equity formalizes existing procedures and Board decision at the 2004 Board Retreat on Special Purpose Reserve. Sections on Parking and Honoraria represent reorganization of the October 2008 Policy document to incorporate financial parts in this section.

### **Revision 2 – Approved October 9, 2009**

A Table of Changes has been added to the end of the Policy document to track changes to policy approved by the Board.

The Section on Trips/Travel has been modified throughout to reflect co-chairs, i.e., Chair has been changed to Chair(s). Section 3-D was changed to permit announcement of trips outside LLI under limited circumstances. Section 3-G was changed to reserve responsibility for trip cancellation to the Trip Committee Chair(s) rather than the trip leaders. Section 3-H clarified the refund policy for Day Trips and changed the notice period from 4 days to 7 days.

General Financial Policies Section 1 Reimbursement General was modified to eliminate the need for countersignature for Board approved expenditures by a committee chair or the President. Section 3 on Class/Activity Cancellation Refunds was modified to add a time provision and clarify refunds when a member must cancel participation. Section 6-C was amended to define more clearly the intended use of the Special Purpose Reserve fund.

**Revision 3 -- Approved May 13, 2011**

The acronym NVCC for Northern Virginia Community College has been changed to NOVA throughout to reflect the college's new nomenclature.

The Section on Classes and Related Activities, Part 3 Cancellations-Forums, has been modified to clearly reflect that it is the President or an LLI officer acting on behalf of the President (rather than merely "someone") who has the authority to cancel a Forum.

The Section on Trips/Travel, Part 3-A Contracts, has been modified to clarify who has the authority to enter into contracts for trips in the absence of a Trip Committee Chair and to remove LLI's Administrator as an alternate for entering into such contracts (per the FY10 Audit report recommendation). In Part 3-H (1) Refunds Day Trips, the timing of a refund was clarified to stipulate that under certain circumstances a refund can be made before the trip is completed.

In the Section on Trips/Travel, Part 3 Complimentary Trip Packages, day and overnight trips have been differentiated and the policies for each changed. The Day Trip policy has been changed to permit a complimentary trip package for a day trip leader. A new policy on Overnight Trips has been added to permit a complimentary trip package for an overnight trip leader under certain circumstances subject to Board approval.

The Section on Special Interest Groups, Part 2 Non-Member Participation, has been modified to allow more flexibility for SIG coordinators to include non-members in SIG activities.

The Section on General Financial Policies, Part 7-A Honoraria-Forum Speakers, has been modified to allow limited travel reimbursement under certain circumstances.

A new policy--Part 8 Contracts--has been added to the Section on General Financial Policies to clarify who has authority to enter into contracts that obligate LLI funds.

In the Section on Community Outreach a policy has been added that prohibits LLI from accepting monetary donations for food banks at the Forums.

**Revision 4 -- Approved February 8, 2013**

The Section on Classes and Related Activities, Part 2 Cancellations – Classes and Activities, has been modified to more clearly define the cancellation policy for SIGs, social events, and trips.

The Section on Scholarship Program has been changed to update the outdated committee name of “Student Awards Program Committee” to the appropriate “Scholarship Committee” name.

**Revision 5 -- Approved June 13, 2014**

The Section on Trips/Travel, Part 1, Applicability has been revised to add a description of the Study Travel program and to clarify the reason that the LLI policies focus on the trips sponsored by the Trip Committee rather than those sponsored by the Study Travel program.

**Revision 6 -- Approved February 13, 2015**

The Section on General Financial Policies, Parts 6-8, has been revised to reflect the Board's decision to realign LLI's financial system to conform to generally accepted accounting practices for non-profit organizations. The terms "Members Equity" and "Special Purpose Reserve" have been eliminated. New categories of funds designated as "Temporarily Restricted Funds" and "Unrestricted Funds" have been established. The definitions and appropriate uses of the components of these funds --- to include an "Emergency Fund" --- have been spelled out. Further, Part 6-C and Part 7-B define the financial situation that will trigger action by the Board to either increase income or reduce expenses or both.

A Table of Contents has also been added to this revision.

**Revision 7 -- Approved July 14, 2015**

The entire Trips/Travel section has been revised to document Study Travel Program policies for the first time and to establish new policies for the different types of trips offered by the reconstituted Trip Committee: 1) trips using commercial travel vendors, and 2) trips developed and executed in-house by LLI.

Significantly, the \$10 per day additional fee for non-member participation in LLI-managed trips, which was previously mandatory, has been made optional at the discretion of the Trip Committee for any given trip. Also, the Trip Committee has been given flexibility in deciding how to share the benefits of complimentary trips offered by commercial travel vendors.

**Revision 8 – Approved July 7, 2016**

The section on General Financial Policies, Part 5 Credit Cards/Charge Accounts, has been revised by the Board to provide additional guidance on the issuance and use of LLI credit cards. This revision was made in response to the Financial Review Committee's review of LLI's FY 2015 financial condition.

The section on General Financial Policies, Part 10 Contracts, has been revised by the Board to clarify contracting authority in response to the Financial Review Committee's review of LLI's FY 2015 financial condition.

**Revision 9 – Approved October 12, 2018**

A new section on General Financial Policies, now Part 6, Annual Operating Budget, has been added to provide guidance on the development of the annual Operating Budget and the use of

Temporarily Restricted and Unrestricted Operating Funds. The former Part 6, Temporarily Restricted Funds, has been redesignated as Part 7 and revised by the Board to add the Richard Risk Memorial Fund. This revision was made to reflect the restrictions on the use of these funds. The former Part 7, Unrestricted Funds, has been redesignated as Part 8 and revised by the Board to add a new category, Donated Funds, to properly describe funds received in this category. Former Parts 8, 9, and 10 have been redesignated as Parts 9, 10, and 11 respectively.

To reflect our ongoing close relationship with Northern Virginia Community College, NOVA, we have adopted the term “class” rather than “course,” and all appearances of the term course have been changed to class. This is an editorial change only.

#### **Revision 10 – Approved February 8, 2019**

The section on Special Interest Groups (SIGs) was revised to in Part 1 to change the establishment procedures and a new Part 2 was added to provide procedures for restricting participation, establishing waitlists and creation of additional sections of a SIG

The General Financial Policies was revised to add a new Part 12 covering monthly reconciliation of financial accounts.

#### **Revision 11 – Approved March 8, 2019**

At the February 8, 2019, Board meeting, the Board approved the Treasurer’s recommendation that the asset terms “restricted” and “unrestricted” be eliminated. The General Financial Policies and footnotes in the monthly financial reports achieve the same objective. Therefore, previous Part 6, Annual Operating Budget, was revised. Previous Parts 7, Temporarily Restricted Funds, and 8, Unrestricted Funds, were combined into one new Part 7, Net Assets, and the listed fund categories were re-sequenced to match the monthly Statement of Financial Position. Subsequent parts were renumbered, and new Part 8 was revised. No other changes were made.

#### **Revision 12 – Approved July 11, 2019**

At the July 11, 2019, Annual Board Retreat, the Board approved the Treasurer’s recommendation that the General Financial Polices Part 11, Accounting Reconciliation, be revised to have the President assign the reconciliation task to a Board Member rather than to the Vice President.

#### **Revision 13 – Approved March 3, 2020**

Revises the Section Classes and Related Activities Part 1, Classes - Registration and Location, to reflect waitlist function in the online registration environment. Revises Part 2, Cancellations – Classes and Activities, to reflect the current policy wording published on the website. Adds a new Part 4, Classes with Fees, to provide guidance on fee collection,

payment, and reimbursement for classes with fees. Amends all instances off LLI to LLI/NOVA throughout the document to properly reflect the organization's name.

**Revision 14 – Approved November 13, 2020**

Revises the Section General Financial Policies. Part 1 – Reimbursement General is changed to cover reimbursement to Members and also for commercial invoices/contracts. Part 7 Subsection A - Richard Risk Memorial Fund, Donated Funds, and Net Income are all revised to distinguish between restricted and unrestricted funds and clarify reporting of various fund type income and expenditure. Part 8 provides an investment strategy and clarifies responsibility for Investment of Funds. Part 12 – Retention of Files is added to provide guidance on financial records.

**Revision 15 – Approved September 17, 2021**

Revises the Section – Special Interest Groups, Part 4, Funding & Expenses. Section is revised to permit Special Interest Groups (SIGs) to schedule events on the calendar and to receive payments via the LLI website. Provides limits of payments to be made by LLI and provides guidance if an event is cancelled and refunds required.

Revises the Section – General Financial Policies, Part 11, Account Reconciliation. Section is revised to delete the requirement for the treasurer to provide “original” bank and investment statements for review. Original statements are no longer provided by the institutions but downloaded from their website.

Entire document – minor formatting changes to facilitate automatic Table of Contents generation with linked sections and automatically-generated page references.

**Revision 16 – Approved March 8, 2024**

Revises the Section – Classes and Related Activities, Part 2, Cancellations – Classes and Activities. Section is revised to address cancellation of online (such as Zoom) classes and Forums.

**Revision 17 – Approved March 8, 2024**

Revises the Section – General Financial Policies, Part 7, Net Assets. Renumbers paragraph 7 to 8 and inserts new paragraph 7, Winter Luncheon Fund, to address funding for the Winter Luncheon.

**Revision 18 – Approved April 12, 2024**

We propose the language below be added as D. to the LLI/NOVA Policies to codify these decisions and provide additional flexibility.

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MEMBERSHIP

1. General
    - A. Membership Size
    - B. Fees
    - C. Refunds
    - D. Free memberships
- 

D. Free Memberships.

(1) Any NOVA instructional faculty member (including adjuncts) at any NOVA campus who is age 50 or over and:

(a) is a current NOVA instructor who teaches an LLI/NOVA class or a program of classes, will be offered a one-time free 12-month LLI/NOVA membership, effective from the first class presentation date, or

(b) has retired from NOVA, will be offered a one-time free 12-month LLI/NOVA membership.

(2) The Board of Directors may choose to offer a free 12-month membership to other members of the community, at its discretion.

**Revision 19 – Approved March 14, 2025**

Revises the Section – General Financial Policies, Part 5, Credit Cards/Charge Accounts. Paragraph B, Credit Card Issuance /Retrieval, is changed by replacing “Treasurer” with “Treasurer or Administrator” in the two sentences about having credit cards issued to individuals having a recurring need to make purchases and about retrieving, deactivating, and destroying credit cards from such individuals. In addition, the word “they” is changed to “his or her” to be consistent with other sections.