

Lifetime Learning Institute of
Northern Virginia

LLI

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 does not refund membership dues. Under extenuating circumstances, the LLI Board of Directors will consider requests for refund made in writing within 30 days of joining LLI or of the date of renewing membership.

2. Membership Participation Restriction

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

COURSES AND RELATED ACTIVITIES

1. Courses - Registration and Location

- A. **Course Attendance.** Members may attend only those courses for which they have been accepted via the registration process, which is described in the course program catalog and in the *LLI Handbook and Membership Directory*.
- B. **Wait-Listing.** Course coordinators may admit a member from the wait-list. Members who have been wait-listed for a course, and not selected to attend from the wait-list during the term in which the course is conducted, will have priority to attend that course in the next term in which it is taught, if they re-register for the class. Thus, they need not make that course their first priority when re-registering.

C. **Classroom Space.** The LLI 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's agent in entering into agreements and contracts to secure such space.

D. **LLI Classes Held at Senior Living Centers.** If LLI will not be charged rent for classroom use on the condition that residents of those facilities are allowed to attend the LLI course(s) held there, up to 50 percent of the registrants for an LLI course held at such a facility may be allocated to the residents. The "50 percent rule" can be modified based on actual registrations.

2. **Cancellations – Courses and Activities**

Each course catalog will contain the policy for cancelling classes and activities. This policy also will be included in the LLI Newsletter and the LLI web site. The cancellation policy is as follows:

If the Fairfax County Public Schools (FCPS) cancel school for the day due to inclement weather, all LLI classes, special interest groups (SIGs), and forums are cancelled regardless of location. LLI morning activities are cancelled if the FCPS announces a 2-hour delay in class openings; LLI afternoon activities are cancelled if the FCPS announces early dismissal. Trips and social events will take place unless cancelled at the leaders' directions.

3. **Cancellations – Forums**

Forums are cancelled based on FCPS announcements as noted above. In addition, absent an FCPS cancellation announcement, the LLI President, or an LLI 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.

TRIPS/TRAVEL

1. **Applicability**

LLI's primary objective is to provide educational and cultural opportunities to its members. Trips and travel are thus an integral part of LLI's program and serve the same educational and informational purposes as

other LLI programs. Trips and travel are separated into two broad categories:

A. Study Travel Program. This program provides LLI 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 courses, listed in the course catalog and open to all members, about the area to be visited. Travel locations are selected by LLI 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 is not obligated financially or otherwise by the Study Travel Program. These trips may or may not be exclusive to LLI.

B. Trip Committee Program. The Trip Committee provides LLI 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. All travel registration, expenses, and funds are handled by the tour provider, and LLI 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. For these types of trips, LLI 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, but these contracts may not obligate LLI 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 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 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 is not obligated financially for the trip.
- (2) **LLI-Managed Trips.** Trips where registration, expenses, and funding are processed through LLI, and therefore LLI 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, but these contracts may not obligate LLI 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 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 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-Managed Trips.** LLI-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-managed trips require prior approval by the LLI Board of Directors.

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

(2) **Trip Administration.** For LLI-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 Trip Manager, the LLI 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 wait-list will be established. Members (to include a non-member traveling with an LLI 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-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'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 (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 checks or the expense will be placed on the LLI 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

LLI 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 Board of Directors 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 membership of the dates, times, and places of meetings to encourage participation. A member of the Board of Directors serves as liaison between the Board and the SIGs.

2. Non-Member Participation

While the activities of a SIG are first and foremost for the benefit of LLI members, the Board recognizes that there may be occasions when non-LLI 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.

3. Funding and Expenses

SIGs are not included in the LLI operating budget, and thus receive no LLI funds for their operation. Participating SIG members must pay all expenses incurred for a SIG activity or for resources required by the SIG. A SIG may not obligate LLI funds through contracts or purchases. LLI will not purchase theater, concert, movie, or other event tickets on behalf of a SIG.

COMMUNICATIONS/MEDIA

1. Membership Directory

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

2. Commercial Advertising

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

3. Course and Forum Presentations

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

4. Book Sales

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

5. LLI Newsletter and Forum

LLI will not place announcements in the LLI Newsletter for other organizations, regardless of their affiliation or mission. LLI will not permit other organizations to make presentations on their own behalf at an LLI 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 will not place announcements on the LLI 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

Expenses incurred by members for approved LLI purposes and activities will be reimbursed from the LLI 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 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.

2. Parking Reimbursement

Instructors, course coordinators, members who work on projects in the LLI 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, course coordinator, LLI Officer, or the LLI Administrator.

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

3. Course/Activity Cancellation Refunds

For activities involving fees, if LLI/NOVA must cancel, a refund will be made less any expenditure incurred by LLI. If a member must cancel, the request must be made at least four (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 checks. LLI checks over \$5000 must have signatures of two of the above. To ensure prompt cashing of LLI 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 credit card accounts (e.g., Visa), and those accounts may be used only for conducting official LLI 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's official financial files. Account limits will be set at a maximum of \$5,000.
- B. **Credit Card Issuance/Retrieval** – The Treasurer will have individual credit cards issued, by name, only to persons who have a demonstrated recurring need to make purchases on behalf of LLI, 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's official financial files. When an individual who has been issued an LLI credit card based on their position leaves that position, the Treasurer 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's official financial files.
- C. **Credit Card Use** – LLI credit cards may only be used to conduct authorized LLI business (e.g., purchase of LLI 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 credit card account information may be provided to authorized vendors who routinely conduct business with LLI (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 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. **Temporarily Restricted Funds**

- A. LLI will include in Net Assets the following temporarily restricted funds.

- 1) **Course Fees:** Fees, which have been assessed to registered students, that are restricted for use to cover special expenses for those specific courses. The net is moved to the Unrestricted Operations Fund at the end of the fiscal year.
 - 2) **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.
 - 3) **Scholarship 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.
 - 4) **Emergency Fund:** LLI 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 6B and 6C below.
 - i. **Dissolution:** Funds restricted to the payment of remaining obligations when the Board of Directors has decided to cease LLI 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.
- 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.

7. **Unrestricted Funds**

A. LLI will include in Net Assets the following unrestricted funds.

- 1) **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'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.
- 2) **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. The net is incorporated into the Unrestricted Operations Fund at the end of the fiscal year, i.e., the fund is zeroed out at the end of the fiscal year.

B. 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 Temporarily Restricted 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**

The Treasurer will determine the portion of Temporarily Restricted and Unrestricted Funds to be invested, the portion to be retained in the checking account, and the portion to be retained as petty cash. The Treasurer will recommend, for Board approval, the investment vehicle to be used for these Funds.

9. **Honoraria**

A. **Forum Speakers.** LLI 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 a bookstore), 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 usually does not provide expenses or honoraria to course 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 generally presents departing Board members with a gift card (e.g., from a bookstore) 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 has the authority to enter into contracts that obligate LLI 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 official files, along with the delegation of contracting authority, when utilized. A copy of all LLI 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 managed trips, not to exceed \$5,000.

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 treasury and accounted for by the LLI 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 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 members, e.g., the Student Awards and Food Donation programs. LLI 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 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 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, items 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. Course/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 items 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 Course/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 Courses and Related Activities, Item 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, Item 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 Item 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, Item 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, Item 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, Item 7-A Honoraria-Forum Speakers, has been modified to allow limited travel reimbursement under certain circumstances.

A new policy--Item 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 Courses and Related Activities, Item 2 Cancellations – Courses 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, Item 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, Items 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, Item 6-C and Item 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, Item 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, Item 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.