

RENAISSANCE INSTITUTE POLICY AND PROCEDURES MANUAL

This manual contains the Renaissance Institute [RI] policies and procedures. This manual is **superseded** when it conflicts with RI by-laws, or Notre Dame of Maryland University (NDMU) policies and procedures. It will be reviewed and updated every two years.

ORGANIZATION OF RENAISSANCE INSTITUTE

The By-Laws of the Institute include the organization and duties of the officers, the Council, and the Coordinator of Renaissance Institute [Coordinator of RI].

USE OF RENAISSANCE NAME

Use of the names of the Renaissance Institute and or Notre Dame of Maryland University for sponsorship of an event is restricted to those individuals or groups who have obtained authorization from the RI Council. Examples of such sponsored events include exhibits, bazaars, performances, and benefits.

COMMITTEES

At the direction of the Council, committees support and implement operational actions of RI. Standing committees are listed in the RI By-Laws. Other committees may be created by the President. Each committee Chair is appointed by and reports to the President. The Chairs of Standing Committees serve as a non-voting member of the Council (unless also an elected member of the Council) and submit committee reports at scheduled Council meetings. Chairs of Non-standing Committees also submit reports to the Council. Within the scope of responsibility of each committee, the members are encouraged to help develop the recommendations made to the Council.

Expenditures by any committee must be approved by the President before action can be taken unless a committee budget that cannot be exceeded has been established.

Committees that want a budget shall be given one, and the use of a budget implies that proper reports of expenditures and income will be made.

COMMITTEE CHAIR TERM LIMITS

A Committee Chair shall serve no more than four years consecutively.

A Committee Chair is assumed to resign at the end of each year. S/He may be re-appointed by the President up to the maximum of four years in a row.

Each Committee Chair has the option to appoint a co-chair or deputy chair as approved by the President. The Deputy Chair of the Executive Committee shall be the elected Vice President by virtue of the office.

STANDING COMMITTEES

EXECUTIVE COMMITTEE

Mission: Oversee the operations and governance of the Renaissance. Work with the Coordinator of the RI to ensure operations are carried out in accordance with RI By-Laws and Policies and Procedures. Coordinate activities with the RI Council and Committee Chairs to ensure seamless operation of the Institute.

1. Review and approve the RI Budget created by the Budget Committee prior to submitting it to the RI Council for final approval
2. Conduct bi-monthly meetings with the Coordinator of RI to ensure the smooth running of RI.
3. Meet at least every two months during the academic year and/more as needed.
4. Review suggestions and requests submitted by members, committee chairs and council members to evaluate the requests prior to submitting them to the RI Council for discussion and approval/rejection.
5. Assist the RI President in preparing agendas for Council, Committee Chair, Town Hall and Constituent meetings.
6. Oversee the implementation of plans established by Council.
7. Assign projects to Council members.
8. Review the RI Budget with the Chair of the Budget committee monthly.
9. Oversee that plans of RI are implemented.

CURRICULUM COMMITTEE

Mission: Provide courses that are of high quality and are intellectually stimulating for the members, with a balanced approach to liberal arts and sciences.

1. Seek course proposals based on member suggestions and requests.
2. Solicit new and interesting course proposals.
3. Approach veteran course coordinators to repeat courses.
4. Develop class schedules and notify instructors of assigned periods.
5. Collect biographical information and course descriptions from course coordinators.
6. Schedule, plan and conduct instructor orientation in advance of the beginning of the semester.
7. Schedule and present previews of courses in advance of registration each semester.
8. In concert with the Coordinator of RI, prepare and publish the course catalog.
9. Review attendance of members at courses to determine trends and create changes to meet them.
10. Develop creative ideas to promote a cost-effective program.

11. Collaborate with other committees to share ideas and introduce new concepts.
12. Invite members to join the Curriculum Committee.

BUDGET COMMITTEE

Mission: In concert with Executive Council, President and Coordinator of RI oversee the financial activities of the Institute to assure its financial soundness. President and Vice President serve as budget committee members. Coordinator of RI is a non-voting member. In addition to the Chair and the ex-officio members, there must be two other members.

1. Create a budget.
2. Assist the Coordinator of RI in recording income and outflow of funds.
3. Assist the Coordinator of RI in monthly review of operating data.
4. Prepare monthly report of actual financial results and current status of income, expense, reserve fund, general and special funds for distribution to Council members at each meeting.
5. Periodically audit procedures to establish cost-saving measures.
6. When requested by the President and Coordinator of RI, develop specific proposals for restricted expenditures to present to Council.
7. Collaborate with President, Executive Committee and Coordinator of RI to review and recommend fund-raising activities which are necessary for continued operation of Renaissance Institute.
8. Prepare an easily understood chart of budget for publication in *Renaissance Chronicle*.
9. Maintain an open line of communication with membership concerning financial status of Renaissance Institute by publishing occasional statements.
10. Monitor funds contributed by sponsors for coordinators, publications and other needs.
11. Prepare budget requests for presentation to the Council in advance of the beginning of the next fiscal year.
12. Appoint auditor and review results with Coordinator of RI and Executive Committee.
13. An audit sub-committee of the Budget Committee will be appointed by the president no less than every two years to review the financial transactions of the RI.
 - a) The Audit Committee shall consist of two council members and one other member of RI. They will not include the Coordinator, President, Chair of the budget committee or any member who can disburse funds.
 - b) The audit will include reconciling all bank accounts including all committee accounts, if any.

MEMBERSHIP

Mission: Promote membership recruitment, retention and satisfaction. Respond to the needs of all Renaissance members. Maintain a friendly and welcoming atmosphere for new and current members. Recruit new members and promote continued participation of existing members.

1. Conduct meetings with committee members.
2. Recruit new committee members and promote participation of existing members.
3. Encourage members to bring friends and acquaintances who may be prospective members to visit.
4. Identify new and prospective members who would make good candidates to coordinate classes, have special talents or areas of expertise. Share with Curriculum Committee.
5. Ensure that the needs and suggestions of members new and old are addressed through a variety of communication methods.
6. Work with other committees to encourage more social activity among members by small interest group development and extended programming to include social components.
7. Initiate programs to achieve a membership reflective of the racial and ethnic makeup of the community served by Renaissance.
8. Orient new members to RI culture.
9. Assure new members have buddies available.
10. Utilize handbook for new and ongoing members.

NON-STANDING COMMITTEES

NOMINATIONS AND ELECTION COMMITTEE

Mission: Develop a slate of candidates for election to all RI offices.

1. Assure awareness of members that nominations and elections process has begun.
2. Solicit and collect nominations from NEC committee, members and self-nominations.
3. Create ballot in coordination with office and staff.
4. Supervise distribution and counting of ballots.
5. Notify nominees and President of results.
6. Submit results to Council.

COMMUNICATIONS

Mission: Facilitate the delivery of timely, useful information to the internal Renaissance community, to ensure that all members are fully informed about RI, its courses, events, and benefits. Foster the exchange of information between RI and NDMU, between committees and the Council, and among RI members. In conjunction with the RI Coordinator of RI, develop and maintain a Communications Plan which defines the types of information provided to the RI community, how each is delivered, and the roles and responsibilities of those who provide and convey such information.

1. Publish at least two issues of the RI newsletter, the *Chronicle*, per semester. The *Chronicle* will include information from the Council, Committee Chairs, Town Hall, and Constituent meetings held each semester, as well as notices of upcoming events. It may also include articles highlighting courses, coordinators/instructors, member activities, relevant NDMU activities, and other information of interest to RI members.
2. Recruit members to work on the *Chronicle* and other communications and provide support and direction to ensure the newsletter and other communications are consistent and timely.
3. Develop guidelines for RI articles, and actively solicit articles and suggestions for publication from all RI members.
4. Facilitate discussion between coordinators/instructors to support their teaching; encourage the sharing of best practices, technology uses, etc.
5. Work with the Council and relevant committees to provide a basic reference source for RI members, and ensure the currency of this Member Handbook.
6. Work with existing "suggestion" system(s) to make sure that all member ideas are documented and submitted to the appropriate RI group(s).
7. Ensure that all communications are delivered through the best means for the entire RI community. Explore use of NDMU or other technology to open additional communication channels.

COMMUNITY OUTREACH

Mission: Promote volunteerism as a source of continued learning, growth and fulfillment for members and of benefit to the community at large.

1. Send email, cards, and other correspondence to members who are ill or who have suffered a loss.
2. Enlist interest and participation of members to respond to needs of agencies and organizations outside Renaissance.
3. Collaborate with curriculum and other committees to present speakers and information identifying community interests.

4. Collaborate with Notre Dame of Maryland University, as well as members at large, to identify new areas of community need and to facilitate ease of providing services to community organizations.
5. Develop lines of communication with personnel in organizations responsible for specific activities.
6. Enlist participation by Renaissance membership in the activities developed by the committee with announcements, displays, bulletin board notices, and flyers.
7. Publicize the needs and wants of the community within Renaissance and provide ongoing information to the membership.
8. Follow through and provide feedback on collection, distribution, and accounting for donations.

LIBRARY

Mission: Provide an organized collection of books donated to Renaissance, to be available for sale to members at a small fee.

1. Maintain the library collection.
2. Develop the collection through donations.
3. Organize and execute book sale once a semester.
4. Publicize collection through occasional articles in newsletter and daily announcements.

REFLECTIONS:

Mission: Produce high quality literary magazine using material created by Renaissance members exclusively. Oversee publication of *Reflections*, to assure appropriate content, consistency, accuracy, attractive appearance and conformity with professional journalistic standards.

1. Develop, institute and maintain cost-effective method for publication of *Reflections*.
2. Initiate and encourage submission of articles and notices for *Reflections*.
3. Develop policies, procedures and guidelines to ensure that *Reflections* contains only materials appropriate for dissemination to the membership, and if the material is intended for release to outside areas, that the content is appropriate for an external audience and does not include privacy information.
4. Recruit committee members to serve as editors, proofreaders, writers, graphic artists and electronic communication experts.
5. Collaborate with other committees to encourage communication of works created in other arenas within Renaissance.
6. Include publications in Renaissance library and historical data.

REGISTRATION

Mission: Collaborate with RI office and NDMU to facilitate member registration.

1. Meet with RI office and Curriculum Committee to identify special needs for registration.
2. Develop plan of action with RI office and committee members who work on Registration Day.
3. Assure that members are aware of the date of registration and any changes to the process with announcements.
4. Participate in creating and delivering any special instructions for registration.
5. Provide personnel to assist members who have difficulty with registration.
6. Provide method for collection of tuition and gifts to RI.
7. Recruit members to assist in proofreading the registration forms after they have been input into the system.
8. Provide personnel to facilitate mailing of class schedules.
9. Meet with Coordinator of RI and Curriculum Committee to identify special needs for registration.
10. Develop plan of action with Coordinator of RI.

SOCIAL COMMITTEE

Mission: Arrange social events and provide refreshments at events such as the annual holiday party, Pi Day, Spring Awards' luncheon and Coordinators' luncheon.

1. Promote and maintain a welcoming and friendly atmosphere at Renaissance Institute for all members.
2. Assist and/or coordinate with other committees' new social activities which may be included in connection with their programs.
3. Develop new techniques and programs for promoting social interaction within Renaissance.
4. Utilize RI *Chronicle* to advertise upcoming events.
5. Interact with all committees to combine their activities with a social component.
7. Expand committee membership.
8. Plan and Coordinate food for end of Semester Events, in December and May (e.g. Holiday Party and Spring Awards Luncheon).
7. Provide food for first week of class and occasional days during the school year (e.g. Pi Day or Halloween).

SAFETY COMMITTEE

Mission: In conjunction with the NDMU develop and implement a safe environment, procedures and activities, and further educate the R I membership in adherence to them and particularly in emergency situations.

1. Identify within the building and the campus, areas that may present safety problems with specific focus on those especially relevant to the mature adult.
2. Make sure that the emergency exits and fire call boxes are marked and well placed, as well as the emergency reporting communication mechanisms are well understood.
3. Provide and maintain a well-stocked first aid kit and an accessible Automatic External Defibrillator (AED).
4. Develop methods and tools to make certain that RI members are aware of emergency procedures (i.e. fire drill).
5. Work closely with the NDM Department of Public Safety in carrying out the Committee's mission.
6. Provide some basic safety information to selected RI members who can assist and primarily in emergency evacuation procedures.

SUMMER AND WINTER ACTIVITIES

Mission: Provide broad avenues of academic and social opportunities for edification, enjoyment and camaraderie during semester breaks.

1. Design activities to foster inclusion of all participants.
2. Encourage Renaissance member interest and participation.
3. Offer non-members specified opportunities to become acquainted with Renaissance Institute.
4. Present free and/or affordable activities of interest, tours, historic, educational programs to RI members, paying guests and prospective (non) members.
5. Recruit hosts and schedule potluck events in private homes,
6. Develop, and present special activities, events and special projects.
7. Use resources from Renaissance Institute, individual and/or group sponsors, instructors from the Institute, Notre Dame of Maryland University and community.
8. Involve other committees to successfully carry out programs, enhance member enjoyment, foster inclusion and participation of program attendees.
9. Develop a committee membership.
10. Utilize activities to make Renaissance known to non-members.

TRAVEL COMMITTEE

Mission: Provide travel opportunities for Renaissance members to expand educational and social interests.

1. Encourage input from members concerning their requests for travel.
2. Develop and publish levels of activity for travel.
3. Arrange carpooling or other transportation for day trips to interesting locations.
4. Provide up-to-date information to members about Renaissance travel via email and notices in Renaissance *Chronicle*.
5. Post information from travel agents for overnight and longer trips that members may take in self-formed focus groups.
6. Publicize NDMU travel opportunities.
7. Invite new members to join Travel Committee.
8. Consider repeating very successful past trips.

AWARDS

Father Joseph Connolly Award

Criteria:

The Father Joseph Connolly Award is awarded no more than once a year, but not necessarily every year, to an individual who demonstrates ongoing commitment to the mission and goals of RI, and is based on one or more of the following:

- Long-term service to the Institute (3 or more years)
- Leadership role, such as course coordinator, Council member and/or committee Chair
- Long-term and broad participation in many facets of the program.

Award:

The recipient, chosen by a committee composed of members who have previously received this award, is named at the Spring Annual Banquet and receives a one-year honorary membership.

Joe and Adele-Ethel Reidy Award

Criteria:

An individual who works tirelessly, and what might appear thanklessly, behind the scenes to support the programs and activities of RI may be granted our "Unsung Hero" Award.

Award:

This award is privately endowed. The recipient, who is chosen by a committee composed of members who have previously received the award and is named at the Spring Annual Banquet, S/He receives a one-year honorary membership.

Council President Service Award

Presented to the out-going president in appreciation of his or her two-year term of office.

This award is presented at the Spring Annual Banquet and the out-going President receives a one-year honorary membership.

Renaissance Institute Council Award

This award shall be given by the RI Council to a member or members who provide special and/or outstanding service to Renaissance Institute.

Guidelines:

1. Criteria shall be established by the RI Council.
2. Nominations can be made by any member to the RI Council or by a member of the RI Council.
3. The award will be a suitable and useful RI memorabilia item. (Sample of proposed item to be made as part of presentation to the RI Council.)

Renaissance Institute Fellowship

A fellowship shall be defined as a monetary award given by RI to an eligible coordinator or prospective coordinator for the purpose of learning more about an appropriate subject in order to lead a class in it.

Guidelines:

1. In order to be eligible, the person shall have been a member of RI for at least a year.
2. The fellowship shall be for the development of subject matter expertise or advancement of knowledge.
3. The fellowship shall cover the full tuition of the course, subject to the Curriculum Committee's recommendation to the Council.
4. The member requesting the fellowship shall submit in writing a course subject and a preliminary course outline. The course idea must be on a topic the Curriculum Committee agrees to offer.
5. The commitment of the member receiving the fellowship is that the course will be presented within a year of the study's completion (e.g., a fall 2006 fellowship should result in the course being offered in the spring or fall of 2007).
6. Recipients of the fellowship shall agree to participate in workshops or mentoring opportunities offered by RI.

Acronyms and Abbreviations

- 1. Notre Dame of Maryland University (NDMU)**
- 2. Renaissance Institute (RI)**
- 3. Coordinator of Renaissance Institute [Coordinator of RI].**

Approved by Council on _____

Signed by President on _____

10.31.19 version