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platomadison.org

MEMBER HANDBOOK

(2022 – 2023)

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PLATO provides a Member Directory to facilitate communications among PLATO members. The PLATO Program does not sell member information nor provide it to outside organizations for commercial purposes. The information in this publication may only be used for PLATO purposes.



MISSION & CORE VALUE

MISSION

PLATO, the Participatory Learning and Teaching Organization, is a learning-in-retirement organization that relies on active member involvement to develop and provide participatory learning, teaching, and social opportunities for members. PLATO also financially supports educational opportunities for learners of all ages in greater Madison. PLATO provides these services in association with the University of Wisconsin-Madison.

CORE VALUE

Be an inclusive and welcoming organization to all members of the greater Madison community who wish to continue learning and/or teaching in retirement.

2022-2023 BOARD OF DIRECTORS

OFFICERS

Rod McKenzie	President	608 444-5935	Rod.mckenzie@mail.tds.net
Mike Kernats	Vice President	608 274-5989	mikekernats@gmail.com
Kathy Brown	Past President	608 712-5491	kathyft@outlook.com
Jatinder Cheema	Treasurer	608 630-2508	cheema.aplacetobe@gmail.com
Patricia Herrling	Secretary	608 833-1684	pjherrli@wisc.edu

STANDING COMMITTEE CHAIRS

Kathie Burman	Curriculum	608 233-3347	kburman@burmancoffee.com
Jatinder Cheema	Finance Committee	608 630-2508	cheema.aplacetobe@gmail.com
Tim Otis	Fund Development	608 233-1050	tierneyotis@gmail.com
Hedy Lukas	Membership & Communications	920 915-6716	hedylukas@gmail.com
Carla DiIorio	Special Events Co-Chair	608 257-9164	carlad@tds.net
Mike DiIorio	Special Events Co-Chair	608 257-9164	mdiiorio1234@gmail.com
Scott Kolar	Technology	608 866-8150	kolarsmmj@gmail.com

REPRESENTING THE MEMBERSHIP

Alan Capelle	At-large Director	608 215-9632	alandcapelle@gmail.com
Dory Christensen	At-large Director	608 235-4446	dchristensen3@me.com
Sue Ellingson	At-large Director	608 320-8206	sue.ellingson@icloud.com
Mary Jo MacSwain	At-large Director	847 372-6806	mjmacwi@earthlink.net
Jack Mitchell	At-large Director	608 274-6903	jwmitch1@wisc.edu

STAFF (Non-voting)

Stephanie Steigerwaldt	Office Coordinator	608 572-6869	info@platomadison.org
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<u>PLATO Presidents</u>	<u>Year</u>	<u>PLATO Membership</u>
Norm Jacobson	1987-88	39
John Calhoun	1988-89	43
Bob Gates	1989-90	72
George Extrom	1990-91	105
Barbara Nodine	1991-92	148
Ann Laird	1992-93	189
Bill Mossman	1993-94	242
Martin Fliegel	1994-95	289
Ed Schten	1995-96	285
Marian Thompson	1996-97	319
Kaj Foget	1997-98	351
Herman Holtzman	1998-99	367
Wanda Williamson	1999-00	411
Joan Penn	2000-01	394
Joan McCarthy	2001-02	372
George Rueckert	2002-03	490
Bruce Gregg	2003-04	546
Ann Falconer	2004-05	554
Paul Hartwig	2005-06	572
Paul Hartwig	2006-07	685
Judy King	2007-08	753
Fred Ross	2008-09	738
Marv Beatty	2009-10	879
Judy Sadowsky	2010-11	902
Tim Otis	2011-12	914
Tim Otis	2012-13	931
Patricia Becker	2013-14	957
Mary Boyd	2014-15	1,056
Frank Power	2015-16	1,186
Scott Kolar	2016-17	1,266
Scott Kolar	2017-18	1,294
Michael Stevens	2018-19	1,323
Michael Stevens	2019-20	1,309
Kathy Brown	2020-21	1,468
Kathy Brown	2021-22	1,015

PLATO STRUCTURE

Board of Directors

PLATO's Board of Directors is comprised of 5 elected officers: President, Vice President, Treasurer, Secretary, and Immediate Past-President, plus 5 At-large Directors, and the Chairs of the standing committees. PLATO's Executive Committee includes the 5 elected officers who oversee the daily and routine operations of PLATO with administrative and operational support from Office Coordinator Stephanie Steigerwaldt (info@platomadison.org, 608 572-6869).

Standing Committees

- **Curriculum:** Organizes a balanced educational program of courses proposed and led by members. Chair: Kathie Burman (kburman@burmancoffee.com).
- **Finance:** Advises the Treasurer on financial matters. Chair/Treasurer: Jatinder Cheema (cheema.aplacetobe@gmail.com).
- **Fund Development:** Coordinates PLATO's charitable fundraising. Chair: Tim Otis (tierneyotis@gmail.com).
- **Membership & Communication:** Guides membership support activities, helps grow the organization's leadership, develops and oversees communication about PLATO. Chair: Hedy Lukas (hedylukas@gmail.com).
- **Special Events:** Develops an extensive program of bus trips, topical lectures and social events as member interests dictate, as well as provides hospitality for key events. Co-chairs: Carla DiIorio (carlad@tds.net) and Mike DiIorio (mikediiorio1234@gmail.com).
- **Technology:** Oversees PLATO's website, researches new technologies, trains members to run the website and assist other committees in utilizing the website. Chair: Scott Kolar (kolarmmj@gmail.com).

Special/ad hoc Committees

- **Diversity Awareness Committee:** Seeks to increase the diversity of PLATO. Co-Chairs: Kathy Michaelis (ksmichaelis@gmail.com) and Mary Jo MacSwain (mjmacwi@earthlink.net).
- *The Agora:* Journal of arts and ideas, created for and by PLATO members. Submissions in prose, poetry, and visual arts are juried for inclusion. Managing Editor: Edie Urness-Pondillo (epondillo@aol.com).



Have an idea for a PLATO Course?

Here's how easy it is to become a Coordinator...

WHAT? Courses generally follow one of three formats:

1. Discussion – the group decides on topics for discussion; the coordinator and/or participants rotate leadership.
2. Lecture/discussion – the coordinator or various participants of the group give a presentation or show a video followed by a discussion.
3. Straight lecture – the coordinator has special expertise in a subject and is willing to share.

WHO? One or more coordinators may lead the course or leadership may be passed among participants in the group. In the latter, one person is responsible for assigning weekly leaders and for any necessary organizational work.

WHEN? There are 4 periods when PLATO courses are offered: Winter Interim; Spring; Summer; and Fall. Spring and Fall classes are usually scheduled within a 10-week semester with 2-hour sessions each week. Winter and Summer Interim sessions usually run for 3 to 5 weeks. The number of weeks, length of meetings, and beginning and end dates may be adjusted to fit the schedule of the coordinator and/or the amount of material to be covered depending on space availability at the selected host site.

WHERE? Programs are held online and/or in meeting rooms in senior centers, community centers, churches, banks and retirement centers. The Curriculum Committee assists the coordinator with finding a suitable site.

HOW? A simple form (on reverse side) is submitted to the Curriculum Committee and program ideas are reviewed at the next meeting. The Committee will assist the coordinator in finding suitable space at a time agreeable to the coordinator and, when needed, assist in planning for curriculum and/or audio-visual equipment and other special needs.

MATERIALS? Participants are responsible for any costs for copies or if other written materials are necessary.

PROPOSAL DEADLINES? Fall Semester – June 1; Winter (Interim) – October 1;
Spring Semester – October 1; Summer (Interim) – March 15

The Curriculum Committee is designed to develop & encourage new leaders. Contact the Chair for information: Paul Thompson (pthompson1@outlook.com) – **Course forms should be sent to Therese Stevens (thmstevens@gmail.com)**

PROPOSAL FOR PLATO COURSE

• Please contact Therese Stevens: thmstevens@gmail.com with any questions.
Completed forms should be sent to her email address.

PROPOSAL DEADLINES: Fall Semester – June 1; Winter (Interim) – October 1;
Spring Semester – October 1; Summer (Interim) – March 15

PROPOSED TITLE:

COORDINATOR(S):

EMAIL & PHONE NUMBER(S):

BRIEF DESCRIPTION AND OBJECTIVES:
[ATTACH A BRIEF OUTLINE (if available)]

BRIEF DESCRIPTION OF YOUR INTEREST IN AND/OR EXPERIENCE WITH THE TOPIC:

NUMBER OF MEETINGS:

MATERIALS NEEDED BY THE PARTICIPANTS (texts, periodicals, copying etc.):

EQUIPMENT NEEDED BY COORDINATOR:

BEGINNING DATE (Month & Year):

PREFERRED LOCATION, DAY and TIME:

SPECIAL NEEDS: Do you have a disability that the facility offering classroom space needs to know about? If so, please bring it to our attention now so that plans can be made for accommodation.

ADDITIONAL COMMENTS:

PLATO BYLAWS

Preliminary adoption: May 23, 2008
Final adoption: July 18, 2008
Amended: October 24, 2008
Amended: January 16, 2009
Amended: February 20, 2009
Amended: January 15, 2010
Amended: June 18, 2010
Amended: October 26, 2010
Amended: April 20, 2012
Amended: August 16, 2013
Amended: May 16, 2014
Amended: November 21, 2014
Amended: December 16, 2014
Amended: November 20, 2015
Amended: February 19, 2016
Amended: December 14, 2018
Amended: April 8, 2022

ARTICLE I—NAME

The name of this organization shall be Participatory Learning and Teaching Organization, hereafter referred to as PLATO or “the organization.”

ARTICLE II—OFFICES

The office of this organization shall be located in Madison, Wisconsin. The Board of Directors, by vote of the majority of a quorum of its members, may designate other office locations in Wisconsin.

ARTICLE III—MISSION

PLATO is a learning-in-retirement organization that relies on active member involvement to develop and provide participatory learning, teaching, and social opportunities for members. PLATO also financially supports educational opportunities for learners of all ages in greater Madison.

ARTICLE IV—GOVERNANCE

The organization shall be governed by its articles of incorporation, these bylaws, and by such policies and procedures as may be established by the Board of Directors.

ARTICLE V—MEMBERSHIP

Section 1. Member in Good Standing. A member in good standing of PLATO is a person who has paid the membership fee for the current membership year and is in compliance with the rules and policies promulgated by the Board of Directors. Only a member in good standing may vote in a matter relating to the affairs of the organization and serve as an officer or a member of the Board of Directors of the organization.

Section 2. Term. The term of membership shall be for one year, from August 1 to July 31.

Section 3. Dues and Fees. The dues to become a member of PLATO shall be an amount determined annually by PLATO’s Board of Directors. In addition to the membership dues, there may be fees required for participation in particular courses, tours, trips, lectures, or activities.

Section 4. Benefits. Members shall be entitled to participate in PLATO programs subject to fees and space availability.

ARTICLE VI —MEETINGS

Section 1. Annual Meeting. A meeting of the members of the organization shall be held each year in the month of May. The officers shall provide the members with a written or oral report concerning the activities and financial status of the organization at this meeting. Other business may also be addressed at this meeting, but shall be limited to the topics identified in the meeting agenda.

Section 2. Other Meetings. Additional meetings of the members of the organization may be held if requested by the President, a majority of the members of the Board of Directors, or at least 10 percent of the membership.

Section 3. Conduct of Meetings. The President shall preside at all meetings of the members of the organization. The presence or participation of 10 percent of membership shall constitute a quorum. Actions taken by the majority vote of a quorum of the members of the organization shall be deemed the actions of the members of the organization. Each member in good standing of the organization is entitled to a vote on every matter submitted in the agenda and approved for decision by the President in a meeting of the members of the organization.

Section 4. Location and Method. The Board of Directors shall select the location of every meeting of the members of the organization. All in-person meetings shall be held in Dane County, Wisconsin. Meetings may be conducted in person, by telephone or video conference, or by electronic communication.

Section 5. Notice. An officer of the organization shall provide the members of the organization notice stating the date, time, location, and agenda for all meetings of the members of the organization. This notice shall be provided at least 30 days before the date of the meeting. Notice may be provided by postal mail, electronic mail, posting on the organization’s internet web site, or in the organization’s newsletter.

ARTICLE VII—ADMINISTRATIVE AND FISCAL YEAR

The administrative and fiscal years for this organization shall be July 1 to June 30, with the exception of the membership year which runs from August 1 through July 31.

ARTICLE VIII—ELECTION OF OFFICERS AND AT-LARGE DIRECTORS

The members of the organization shall elect all officers and at-large directors from a list of candidates provided by the Board of Directors each year, which election shall be completed in the month of May. The nominating committee established in Article XI, Section 4, shall submit a slate to the Board for its approval at the Board’s April meeting.

The election process by the members shall be conducted by ballot, including electronic or paper. Each member in good standing of the organization is entitled to a vote on the slate. The Board shall provide members a reasonable opportunity for voting. Candidates receiving the greatest number of votes cast shall be elected as officers and at-large directors.

Actions taken by the majority vote of the above during the election process shall be deemed the actions of the members of the organization.

ARTICLE IX—OFFICERS

Section 1. Number and Qualification. This organization shall have the following officers: President, Vice President, Secretary, and Treasurer, and Immediate Past President. All officers shall be members in good standing of PLATO.

Section 2. Election and Terms of Office. Officers shall be elected by members in good standing of PLATO. Elected officers shall be those receiving the greatest number of votes cast. Terms of office shall be for one administrative year, but officers may be elected for successive terms.

Section 3. Duties. The following citation of officers’ duties is not necessarily exhaustive or exclusive:

1. The President, as Chief Executive, shall call and preside at all meetings of the Board of Directors and membership. The President shall have general charge and supervision of the business of the organization. The President shall coordinate the activities of the organization in accordance with these bylaws and any policies that the Board of Directors may adopt. The President has authority to sign contracts and other official documents.
2. The Vice President shall serve in the absence of the President and shall become President if the presidency becomes vacant.
3. The Secretary shall keep the minutes of the Board of Directors and member meetings according to procedures established by the Board. The Secretary shall see that all notices are duly given, in accordance with the provisions of the Bylaws and as required by law, and shall be the custodian of the records of the organization.
4. The Treasurer shall have charge of and be responsible for all funds, receipts, and disbursements of the organization and shall deposit in the name of the organization all receipts in financial institutions selected by the Board. The Treasurer, under the

overall supervision of the Board, shall be the primary liaison with any outside accounting firm. The Treasurer shall prepare reports showing the financial condition of the organization and submit it to the Board of Directors and shall ensure that annual federal, state, or municipal tax returns are completed. The Treasurer shall prepare an annual budget with projections of revenues and expenses, in consultation with Board Members and Standing Committee Chairs. The Treasurer shall provide, whenever requested, an account of the financial condition of the organization and advise the Board accordingly.

5. Money signature authority for PLATO shall reside with the Treasurer and the current President.
6. The Immediate Past President shall chair the Nominating Committee.

Section 4. Executive Committee. The five officers shall compose an Executive Committee that has responsibility for evaluating organizational needs and managing the on-going operations of PLATO under the policies established by the Board of Directors. The President shall preside at all meetings of the Executive Committee. The presence of a majority of the members of the Executive Committee shall constitute a quorum. Actions taken by the majority vote of all of the members of the Executive Committee shall be deemed the actions of the Committee. The Executive Committee is authorized to act on behalf of the Board of Directors in exigent circumstances whenever the Board of Directors is unable to meet, or when expressly authorized by the Board of Directors to do so. In appropriate circumstances, the Executive Committee may request the Board of Directors to review, approve, and ratify actions taken by the Executive Committee on behalf of the Board of Directors. The Executive Committee shall prepare and file minutes of its meetings with the PLATO Office.

Section 5. President as Ex Officio Member of Committees. The President shall be a nonvoting ex officio member of all committees, except the Nominating Committee, and shall have the right to participate in all committee meetings.

Section 6. Removal of Officers. Officers may be removed from their position only by a two-thirds vote of all Directors.

Section 7. Vacancies in Office. A vacancy in the office of President shall be filled by the Vice President. A vacancy in any other office of the organization may be filled as an interim appointment by a vote of the majority of a quorum of the Board of Directors present and voting at a meeting of the Board. An interim appointment shall remain in effect for the unexpired term of the holder of the vacant office. An office shall be deemed vacant if the holder of that office dies, resigns, is removed, is no longer able to perform his or her duties, or is no longer a member in good standing of the organization.

ARTICLE X—BOARD OF DIRECTORS

Section 1. Authority. The Board of Directors has the authority to manage and control the business and affairs of the organization. In executing this authority, the Board of Directors may hire and appoint persons and organizations reasonably necessary to administer the business and affairs of the organization.

Section 2. Directors. The Board of Directors shall include as voting members:

1. The five officers of PLATO: President, Vice President, Secretary, Treasurer, Immediate Past President.
2. A representative from each of the five Standing Committees, as determined by each of the Committee Chairs.
3. Five At-large Directors.

Section 3. Qualification. All Directors shall be members in good standing of PLATO.

Section 4. At-large Directors. At-large directors shall be elected by members in good standing of PLATO. Elected Directors shall be those receiving the greatest number of votes cast

Section 5. Terms of Office. The terms of office for Directors who are representatives of Standing Committees as defined in Article X, Section 2, continue only so long as they hold the positions listed in that section. The terms of office for At-large Directors shall be three years, but At-large Directors may not be elected to successive terms. If an At-large Director is selected by the Board under Article X, Section 11, to complete the unexpired portion of a vacant term, that Director will be eligible to be nominated for a successive three-year term. Staggered elections shall be held to ensure that not all At-large Directors are elected at the same time and to maintain continuity in At-large Director representation.

Section 6. Conflict of Interest. PLATO has formally adopted a Conflict of Interest policy which has been approved by the federal Internal Revenue Service for tax-exempt organizations, under 501(c)(3) of the Internal Revenue Code. Each Officer and Director of PLATO shall annually sign a statement which affirms such person:

1. Has received a copy of the Conflict of Interest policy.
2. Has read and understands the policy.
3. Has agreed to comply with the policy.
4. Understands that PLATO is a charitable organization, and that to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Meetings. Meetings of the Board of Directors may be called by the President, or by a majority of the members of the Board of Directors. At least 2 weeks' notice shall be given to all members of the Board of Directors before each meeting, unless the President determines that an emergency or exigent circumstance requires a shorter notice. Meetings may be conducted in person, by telephone or video conference, or by electronic communication. The President shall preside at all meetings of the Board of Directors. The presence of a majority of the members of the Board of Directors shall constitute a quorum of the Board of Directors. Each Director shall have one vote. Actions taken by the majority vote of a quorum of the members of the Board of Directors shall be deemed the actions of the Board of Directors, except for amendment of these bylaws or removal of officers and directors which requires the vote of two-thirds of all members of the Board of Directors. A vacancy in any position on the Board of Directors reduces the number for establishing a quorum. The Board of Directors shall meet at least 6 times each administrative year.

Section 8. Recording of Votes. A member of the Board of Directors who is present at a meeting is presumed to have assented to an action taken by the Board of Directors at that meeting, unless a member abstains or votes against that action at that meeting, and the member requests the abstention or vote against that action is recorded in the minutes of that meeting

Section 9. Attendance at Meetings. Any member in good standing of the organization may attend meetings of the Board of Directors with the exception of portions of meetings held in executive session to deal with legal advice or personnel matters. When a member of the organization requests advance notice of a meeting of the Board of Directors, the President or Secretary shall provide the member with the time, date, location, and agenda of that meeting. The Board of Directors, in its sole discretion, may allow persons who are not members of the organization to attend meetings of the Board of Directors.

Section 10. No Compensation for Board Members. No officer or other member of the Board of Directors may receive any payment for his or her service as an officer or member of the Board of Directors. An officer or member of the Board of Directors may be reimbursed for actual and reasonable expenses relating to the organization's business, but only when authorized by the majority of a quorum of the Board of Directors present and voting at a meeting. No officer or member of the Board of Directors may vote in favor of his or her own reimbursement.

Section 11. Vacancies. Any vacancy in the membership of an at-large Director may be filled as an interim appointment for the unexpired term of the vacant member by the President, with the consent of the majority of a quorum of the Board of Directors, present and voting at a meeting. An interim appointment shall remain in effect for the unexpired term of the vacant member. An at-large membership on the Board of Directors shall be deemed vacant if the holder of that membership dies, resigns, is removed, is no longer able to perform his or her duties, or is no longer a member in good standing of the organization.

Section 12. Responsibilities and Powers. The Board shall be responsible for establishing priorities and providing direction, control and planning for PLATO.

Section 13. Removal of Directors. Directors may be removed from their position only by a two-thirds vote of all Directors.

Section 14. Resignation. Directors may resign at any time by giving written or electronic notice to the President or Secretary of the organization. The resignation of an officer must be from both the office and the Board. Resignation shall be effective upon receipt of such notice.

ARTICLE XI—COMMITTEES

Section 1. Types of Committees. There shall be five Standing Committees. To further the interests of the organization the Board of Directors may appoint or dissolve such Standing, Special, or Ad Hoc committees as may be necessary or appropriate for the conduct of PLATO affairs. The Nominating Committee and the Agora Editorial Board shall be Special Committees of the Board.

Section 2. Standing Committee Standards. Each Standing Committee shall meet these standards:

1. Have an appropriate number of members as determined by the Committee Chair to

- carry out the mission of the committee.
2. Hold scheduled, periodic meetings at least four times each Administrative year.
 3. Prepare and file minutes of each scheduled meeting with the PLATO Office.
 4. Have a representative present at each regular meeting of the Board of Directors.

Section 3. Standing Committee Chairs and Members. The Chair (and Co-Chair, if appropriate) of Standing Committees shall be appointed annually by the PLATO President, after consultation with Committee members, and with concurrence of the Board of Directors. The term for Committee Chairs and members shall be one administrative year, although there is no limit to the number of successive terms they may serve.

Section 4. Nominating Committee. This Committee shall be chaired by the Immediate Past President of PLATO and shall include as members at least two other Directors or past Directors appointed annually by the President. This Committee is responsible for the following activities:

1. Identifying members who are willing and able to serve as officers, Directors, and Committee Chairs for the organization.
2. Preparing and presenting to the Board a slate of officer and at-large Director candidates for approval at the Board's April meeting.

Section 5. Standing Committees, Special, and Ad Hoc Committees. Committees that may be appointed by the Board of Directors shall be furnished with a clear written charge and, if appropriate, a specific time for completion of the charge. Committees may exercise such powers as the Board confers, and shall make reports to the Board on activities and progress as the Board may request. Meeting minutes will be recorded and a permanent copy will be retained by the Committee Chair with a copy forwarded to the Secretary.

ARTICLE XII—CHARITABLE GIVING

Each fiscal year the Board of Directors shall determine the amount to be drawn from the PLATO Fund for charitable giving in the year and the recipients of these gifts. The emphasis shall be on educational programs that target the economically disadvantaged.

ARTICLE XIII—POLICIES AND PROCEDURES

The Board of Directors may from time to time adopt Policies and Procedures involving matters essential to the organization's activities but not requiring codification and inclusion in the Bylaws. Such Resolutions may be adopted, revised, or rescinded by vote of the majority of a quorum of its members, and they will be attached to and archived with the Bylaws.

ARTICLE XIV—AMENDMENT

Section 1. Method of Amendment. These bylaws may be amended or repealed by the affirmative vote of two-thirds of all of the members of the Board of Directors. The Board of Directors may, but is not required to, request the approval of the amendment or repeal of these bylaws by the members of the organization.

Section 2. Member Requests for Amendment. Ten percent of the membership may request the Board of Directors to amend or repeal these bylaws. The Board of Directors shall consider this request within 60 days after receiving this request.

ARTICLE XV—DISSOLUTION

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

COMMITTEE RESPONSIBILITIES & PROCEDURES

Approved May 16, 2014
Updated December 16, 2014
Updated June 19, 2015
Updated November 20, 2015
Updated April 15, 2016
Updated October 21, 2016
Updated November 18, 2016
Updated March 17, 2017

I. Executive Committee

This Committee oversees the operations of PLATO. Its membership consists of the PLATO President, President-Elect, Secretary, Treasurer and Immediate Past President. It is responsible for:

1. Advising on Board agenda.
2. Authorizing expenditures subject to Board approval when deemed necessary by the Committee or the Board.
3. Implementing board decisions or overseeing their implementation by others.
4. Providing oversight for day-to-day operations of the organization
5. Planning of the annual member meeting.
6. Evaluating organizational needs and making recommendations to the Board.

Chair of the Executive Committee

The PLATO President, the chair of this committee, is responsible for:

1. Planning and conducting meetings.
2. Developing a working relationship with the leadership of PLATO Committees and informing the Executive Committee of issues and activities of the Committees.
3. Briefing the Executive Committee on proposed new initiatives, concerns, etc. affecting the organization.
4. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

(Approved December 16, 2014)

II. Curriculum and Facilities Committee

This committee is responsible for the following:

1. Planning, reviewing and scheduling an array of courses.
 - Identifying, recruiting and confirming course coordinators.

- Locating and reserving suitable meeting rooms for courses.
 - Providing reports to the Board.
2. Supporting course coordinators.
 - Arranging training for members who desire instruction prior to assuming coordinator duties.
 - Soliciting feedback from course coordinators and implementing improvements.
 - Reserving the facility, hiring the caterer and organizing the program for the Fall Coordinators Luncheon.
 3. Planning and leading the Fall and Spring Previews.
 - Collaborating with facility representatives and PLATO Special Events Committee members to reserve and arrange space, set Preview timelines and determine hospitality needs.
 - Planning Preview format with the Committee and communicating plans to coordinators and speakers.
 - Conducting program evaluation.
 4. Participating in PLATO website design and maintenance.
 - Assisting with the posting of course descriptions.
 - Assisting with the implementation of Curriculum-related website features.
 5. Other activities as may be assigned or as its members deem appropriate.

Chair or Co-chairs of Curriculum and Facilities Committee

The chair person(s) for this committee are responsible for:

1. Providing representatives at host locations with timely information on course schedules.
2. Collaborating with the PLATO Administrative Assistant on tasks related to curriculum.
3. Compiling course schedule details for distribution to various sources.
4. Recruiting committee members.
5. Planning and conducting Curriculum Committee meetings
6. Serving as a member of the PLATO Board of Directors.
7. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

III. Finance Committee

This committee provides advice and counsel to the Treasurer concerning the development and oversight of the budget and expenditures, other PLATO financial activities, and business functions and initiatives. The Treasurer, President, and President-Elect will serve on the committee as ex officio members. Additional

committee members will be selected by the Treasurer in consultation with the ex officio members. The Committee is responsible for:

1. Reviewing and monitoring PLATO financial statements on a quarterly basis.
2. Participating in the development of the annual budget each spring.
3. Reviewing the annual federal and state tax returns prior to their submission
4. Discussing and making recommendations about PLATO Fund management issues.
5. Reviewing detailed PLATO general ledger documents on a quarterly basis.
6. Participating in financial planning for new PLATO initiatives
7. Making recommendations about dues increases and amounts
8. Performing other duties as needed to further the financial and business interests of PLATO
9. Providing advice and counsel to the Treasurer in the development of financial aspects of the Memorandum of Agreement with UW-Madison.

Chair of the Finance Committee

The PLATO Treasurer chairs this committee and is responsible for:

1. Planning and conducting meetings.
2. Producing and distributing financial documents and reports for review and comment by the committee.
3. Recruiting new members to the committee.
4. Seeking member input on matters having significant financial impact on the organization.
5. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

(Approved June 19, 2015)

IV. Fund Development Committee

The Committee oversees the fundraising activities of PLATO. Its responsibility is twofold involving:

- (a) donations to the PLATO Fund that provide scholarships to adult students with significant financial needs who are returning to college to complete their education, and
- (b) donations given directly to PLATO in support of the organization's charitable and other initiatives.

1. Oversight and Expenditure of Donations
Overseeing the PLATO Fund in conjunction with the administrative oversight of the UW Foundation and the lead role played by DCS at UW—Madison.
 - Making recommendations to the PLATO Board about annual distributions

from this Fund for scholarship assistance.

- Overseeing the direct donations made to PLATO for other charitable and organizational purposes and making recommendations to the PLATO Board for their use.
2. Fundraising
 - Developing and utilizing promotional materials to encourage giving to the PLATO Fund and other PLATO initiatives--by members and other potential donors.
 - Planning and implementing future fundraising activities to support the purposes of the PLATO Fund and the organization's charitable and other initiatives.

Chair of Fund Development Committee

The chair person is responsible for:

1. Planning and conducting meetings.
2. Recruiting new members for the committee.
3. Reviewing monthly donor reports from the UW Foundation and from PLATO.
4. Preparing quarterly reports of fundraising activities for the PLATO Board.
5. Insuring that donors are appropriately recognized.
6. Serving as a member of the PLATO Board of Directors.
7. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

V. Membership & Communication Committee

This committee is responsible for the following:

- Retain current members.
- Recruit new members (in alignment with membership goals established by the PLATO Board).
- Develop and/or deliver internal and external communications as needed to achieve these membership responsibilities.
- Provide assistance, as needed, to other committees or parties communicating on behalf of PLATO.

1. Retain Current Members:

- a. Develop and maintain the membership infrastructure:
 - Work with PLATO office in creating and managing standards for membership registration information.
 - Determine and direct the acquisition of specific member information (e.g. professional backgrounds, degrees, skills, and interests).

- b. Develop and manage a membership satisfaction program:
 - Plan and conduct surveys and compile, analyze, and report membership data and make recommendations as appropriate.
 - Develop new member welcome/check-in program (e.g. manage welcome e-letter and follow ups with new members).
2. Recruit New Members (the level of new member recruitment will be determined by the PLATO Board).
 - a. Determine which audiences to target and what tactics and communication methods to use. (e.g. social media, talk shows on public radio, presentations to community groups, outreach to UW employees near retirement, recruiting retired teachers, instructors and faculty as volunteer instructors).
 - b. Staff membership sign-up stations at PLATO events.
3. Manage Key PLATO Publications
 - The Persimmon:
 - Identify authors and topics, set deadlines, edit submissions, and format for publication.
 - Submit to PLATO Office for printing and distribution.
 - The Agora:
(Note: general oversight related to PLATO brand only; editorial control remains with Agora Editorial Board)
 - Solicit submissions, set deadlines, edit submissions, and format for publication.
 - Submit to PLATO Office for printing and distribution.
4. Consultation as Needed
The committee will provide assistance on an as-needed basis regarding communication style, content, and procedures.

Chair of Membership Committee

The chair person for this committee is responsible for:

1. Recruiting new members for the committee.
2. Identifying sub-committee chairs as needed.

3. Collaborating with sub-committees in planning activities.
4. Planning and conduct committee meetings.
5. Serving as a member of the PLATO Board of Directors.
6. Submitting minutes of committee meetings to the PLATO Board and PLATO archivist.

(Approved March 17, 2017)

VI. Special Events and Activities Committee

This committee is responsible for planning lectures, day trip programs, and hospitality for Board events including the following:

1. Arranging for speakers for special event lectures.
 - Contacting potential speakers, arranging sites, dates and times for lectures.
 - Developing announcements and planning for registration process as needed.
 - Introducing speakers and moderating lectures as needed.
2. Developing, planning and publicizing day trips.
 - Planning itinerary and making contacts with service providers.
 - Developing announcements, materials and the registration process; arranging for publication on the website, PLATO weekly announcements, and mailings as needed.
 - Monitoring registration process and developing follow-up communication with members and DCS (UW-Department of Continuing Studies) as necessary.
 - Working with DCS to receive invoices and make payments to providers.
 - Hosting or arranging for host(s) for bus trips.
 - Providing guidance on PLATO trip policies and coordination of dates for organizers of events and trips *outside* those determined by the Special Events and Activities Committee. (Such organizers are strongly encouraged to contact the chair of this committee for such guidance.)
3. Planning hospitality for the Fall and Spring Previews and the Annual Luncheon.
 - Meeting with Curriculum Committee Preview Chair to plan for hospitality needs (food, beverage, set-up arrangements and Preview schedule).
 - Planning food purchase, decorations, as well as setting up and cleaning up after the event.
 - Assisting the Board with Annual Luncheon arrangements.

(Revised Dec. 14, 2018)

Chair of Special Events Committee

The chair person for this committee is responsible for:

1. Planning and conducting Special Events Committee meetings.
2. Serving as a member of the PLATO Board of Directors.
3. Recruiting new members for the committee.
4. Coordinating leadership for committee activities.
5. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

VII. Technology Committee

This committee is responsible for:

1. Providing technology services
 - Researching, evaluating, and recommending new technologies for PLATO use.
 - Assisting other committees in the adoption and use of technology
2. Maintaining the PLATO website
 - Overseeing all website work.
 - Recruiting and training website volunteers.
3. Assisting committees with data retrieval and analysis.
4. Recommending data archival storage and retention policies.

Chair of Technology Committee

The Chair of the Technology Committee is responsible for:

1. Recruiting new members for the committee.
2. Identifying sub-committee chairs as needed.
3. Collaborating with sub-committee chairs as needed
4. Planning and conducting Technology Committee meetings.
5. Serving as a member of the PLATO Board of Directors.
6. Submitting committee meeting minutes to the PLATO Board and PLATO archivist.

(Approved December 14, 2018)

GENERAL POLICIES

Approved May 16, 2014
Amended: September 19, 2014
Amended: May 15, 2015
Amended: August 21, 2015
Updated: November 20, 2015
Updated: January 20, 2017
Updated: March 17, 2017
Updated: September 15, 2017
Updated: February 9, 2018
Updated: April 13, 2018
Updated: June 8, 2018
Updated: December 14, 2018

Management by the Board

The Board shall be responsible for control and management of the affairs and interests of the organization. Any changes in committee policies and procedures that affect the PLATO mission or have significant financial implications must be approved by the Board.

Copying

Committees: Use of the DCS (UW-Department of Continuing Studies) copy machine for committee work is legitimate. To the extent possible, committee materials should be distributed by email.

Courses: Coordinator use of the DCS machine for class organization, e.g., syllabi, class lists, is legitimate. Coordinators should communicate with and distribute handouts to class members as much as possible by email. Class members should be asked -and expect- to contribute to the costs of class materials. Copyright law must be respected.

Use of the Copy Machine: The number of copies made should be recorded on the sheet at the copy machine. Committee members and course coordinators should consolidate copying as much as possible to reduce the number of visits to the DCS copy machine. To the extent possible, for each committee and course there should be a designated “copier” who will be familiar with the machine, where paper is stored, etc.

Policy on Alcohol at PLATO Events

PLATO does not provide alcoholic beverages at PLATO-sponsored events, nor does it encourage members to bring their own alcoholic beverages to PLATO-sponsored events (e.g. No “bring your own bottle” statements on event announcements). This policy is not meant to prohibit individual members from purchasing alcoholic beverages at PLATO meal events where the site venue has a bar at which members can purchase alcohol with their own funds.

Exceptions to this policy must be explicitly approved in advance by the Board of Directors.

FINANCIAL

Nonprofit Status

PLATO is a nonprofit corporation organized under Wisconsin law and is recognized by the U.S. Internal Revenue Service as a tax-exempt organization under section 501(c)(3) of the Internal Revenue code.

Memorandum of Agreement

PLATO is affiliated with the University of Wisconsin-Madison and its Department of Continuing Studies (DCS). UW-Madison and PLATO are parties to a Memorandum of Agreement (MOA) relating to the purchase of services from the University. This MOA is typically renegotiated every two years.

The MOA gives PLATO the option of operating directly with vendors or individuals from the University of Wisconsin-Madison Division of Continuing Studies. With transactions or contracts involving other entities within UW-Madison, or contract transactions such as bus trips, catering or facility use, with potential liability, PLATO members need to operate through UW-Madison Division of Continuing Studies and UW-Madison purchasing.

Expenditures

For transactions involving outside vendors, PLATO members should ensure that the purchase or obligation they are undertaking is within the budget of the relevant committee. In general, financial transactions other than bus trips, catering or facility use (which involve potential liability) should be handled within PLATO's traditional mechanism for reimbursement, including obtaining committee chair approval for purchases over \$50 and forwarding invoices or receipts promptly to the PLATO Treasurer for payment or reimbursement.

Committees may spend budgeted funds without further approval. Committees wishing to make non-budgeted expenditures or spend on a budgeted item substantially in excess of the amount budgeted must obtain prior approval from the PLATO Board.

Budgets

Each spring, the Treasurer, with input from committee chairs, shall submit a proposed budget for the following fiscal year for Board approval.

Vehicle Rental

PLATO does not carry insurance for rental vehicles, thus it does not allow its officers, committee members or members to rent vehicles without a driver. For most PLATO events members drive their own vehicles. If it is desired to have members travel in one vehicle, various size vans and buses can be rented from commercial carriers such as Badger Bus, Van Galder/Coach USA and others that provide a driver and carry insurance. Because of the lack of insurance for PLATO there are no exceptions to this policy.

PLATO does not authorize nor encourage members to use their personal vehicles to give rides to other members. If a PLATO member chooses to give a ride to another member, they are doing so on their own, under their own insurance.

(Approved February 9, 2018)

Honoraria and Expenses

Honoraria policy generally falls into one of four categories as follows:

- **Courses** – PLATO does not pay honoraria or expenses to speakers at courses.
- **Special Events** – the Special Events Committee has a budget overseen by the chairperson. Honoraria are sometimes built into the event cost and paid, often to a person's charity.
- **PLATO Annual Meeting and Board authorized special activities** – these are overseen and approved by the Board.
- **Volunteers** – honoraria or expenses are not paid to PLATO volunteers, with the exception of waiver of registration fees for trip organizers and assistants.

(Approved December 13, 2019)

CURRICULUM

Course Approval

New courses may be proposed by any member, following procedures established by the Curriculum Committee.

The Curriculum Committee anticipates approving proposals for new and ongoing courses submitted by potential and current course coordinators. The committee reserves the right to reject any course. The decision will be based on a review of the course's content, the interests or experience of the individual coordinating the course, and his/her willingness to abide by PLATO policies in leading the course.

Course coordinators and presenters are volunteers and do not receive remuneration for teaching.

Course Host Locations

Venues for PLATO courses include, but are not restricted to: senior centers, residential communities, libraries, churches, community centers and banks. Sites meeting the needs of members typically provide the following:

1. Ample parking.
2. A location close to city bus lines.
3. Accessibility for the physically handicapped.
4. Connections for audio-visual equipment and/or internet access. The equipment may be owned by the facility, PLATO or the course coordinator.

Fees paid to venues are determined by the PLATO Board.

Nonmember Participation

Nonmembers may attend the first two sessions of a course at no cost, but if they intend to continue with the course, they should join PLATO by paying the appropriate fee. Residents of host facilities are exempt from fees when participating in PLATO activities at their residence.

SPECIAL EVENTS

Managing Inappropriate or Unsafe Behavior

PLATO is committed to providing a welcoming, safe and respectful environment for all participants in PLATO's many local activities and on its various out of town events such as bus trips.

Event Coordinators have the responsibility for promoting and maintaining this welcoming and safe environment. PLATO Event and Associate Trip Coordinators should have patience, understanding and an awareness of the physical challenges and disabilities that some adults may face.

When necessary, respectful dialogue concerning any perceived inappropriate behavior should be initiated. Individuals should be reminded of the negative effects of such behavior on their fellow participants. Participation may be denied, temporarily or permanently, if a participant has displayed a history of inappropriate behavior. Event and Trip Coordinators can expect the full support of the Special Events Committee Chair and PLATO Board should any formal action be necessary.

(Approved August 21, 2015; Updated September 15, 2017)

PLATO does not authorize external recordings of any PLATO function.

(Approved December 14, 2018)

Disability Issues

PLATO fully values the Americans with Disabilities Act and welcomes people with disabilities at its events. However, PLATO's Event Coordinators and Bus Drivers do not provide assistance with boarding and exiting the bus, navigating the venues or with Activities of Daily Living such as eating, taking medications or using the rest room. Participants unable to manage these necessary activities themselves must bring, at their expense, a companion to assist them.

Committee members will assess all venues and trips regarding mobility and disability issues. Information about hearing assistance and general mobility issues such as wheelchair availability, many stairs or much walking should be provided with each event's promotional materials.

(Approved September 15, 2017)

Nonmember Surcharge

Nonmember guests of PLATO members may participate in PLATO special events trips. Nonmember guest registration fees will include a surcharge to cover indirect costs. The fee will be a percentage of the member registration fee and be set to cover not less than the total of all indirect costs. The rate shall be set annually by the treasurer, in consultation with the Special Events chair.

(Approved December 13, 2019)

Bus Trip Accessibility

Participants must be able to climb steps to board and exit the bus. Those who need assistance should be advised to bring a friend to provide the required assistance. Trip organizers will not be responsible for providing this assistance. **Trip Registration materials will describe accessibility limitations.**

Refunding Trip Cancellations

This policy provides guidelines for refunds when trips are canceled and to establish a restricted trips' account (RTA) to pay for refunds and to pay for potential annual trip operating losses.

- Whenever a decision is made by the PLATO trip coordinator(s) to cancel Special Events Trip due to unforeseen circumstances, such as weather, all paid participants shall be entitled to a full refund.
- A surcharge representing a percentage of direct trip costs will be added to each participant's trip fee to help fund a RTA to offset losses when trip cancellations occur. The rate shall be set annually by the treasurer, in consultation with the Special Events chair. The RTA will only be charged for trips that require the advance purchase of non-refundable tickets.
- At the end of each fiscal year if there is an overall surplus of revenues over expenses for trips that surplus will be added to the RTA. If, at the end of the fiscal year there is an overall deficit of revenues and expenses, then that amount will be debited from the RTA, and added to the PLATO general revenues account.
- It is anticipated that there will be very few instances when trips will be canceled or that there will be overall annual operating losses for trips. Thus, it is anticipated that, over time, the RTA will accumulate sufficient funds to pay for these infrequent events. On an annual basis, the Treasurer, SE Chair, and the SE Trip Coordinator will review the status of the RTA to determine if adjustments to the surcharge or other actions need to be taken to preserve the adequacy of the funds available in the RTA.

(Approved December 13, 2019)

MEMBERSHIP & COMMUNICATION

Fee Waiver/Modification

A person who cannot afford the annual PLATO membership fee should contact the PLATO Administrative Assistant. The PLATO Administrative Assistant will offer the person the option of joining for a reduced fee (50% of the established membership fee). The PLATO Admin. Assistant will keep this information confidential, and will only report aggregate numbers. This option will need to be renewed annually by the member. A complete fee waiver may only be implemented in unusual situations and with the approval of the PLATO President.

Member Information and Privacy Policy

PLATO maintains the following information about its members: name, address, telephone number, email address, year of birth, how they learned about PLATO, their areas of interest, whether they would be willing to share their knowledge and whether they would be willing to serve on a PLATO committee. Member information is stored in a secure database. PLATO only uses this information to benefit PLATO members. PLATO member information is never sold or provided to outside organizations for commercial purposes. This information may only be used for PLATO purposes.

(Approved September 19, 2014)

Member Directory Listing

PLATO provides a member directory to facilitate communications among PLATO members. The directory lists the member's name, address, telephone number and email address. Members may designate which items should be displayed or opt out of being listed in the directory by contacting the PLATO office. The directory will be in electronic format. Members wishing a paper copy may contact the PLATO office to request that a copy be mailed to them not more than once a year.

(Approved September 19, 2014; Updated November 20, 2015)

The University of Wisconsin-Madison Library System may access the electronic membership directory to facilitate issuance of UW Library Courtesy Cards to PLATO Members (a PLATO membership benefit).

(Approved May 15, 2015)

Communications to Members

The primary means of communication from PLATO to its members shall be the Tuesday PLATO Update delivered via email. The Tuesday Update is designed to work in concert with the PLATO website. It should provide PLATO members with access to all the news they need to fully enjoy their membership. It also goes to other interested parties (non-PLATO members) who are added to the list at the request of the board. Whenever possible, the Update will contain a link to the PLATO website where readers can find fuller information. **PLATO's administrative staff shall have exclusive authority to send out e-mail communications.**

Under normal circumstances, **only one e-mail blast should be released in a week** out of respect for our members' time and to establish the weekly Updates as a predictable and meaningful vehicle of information.

On some occasions, the PLATO executive committee acting collectively or the PLATO president may authorize exceptions. The expectation is that these shall be few and the following list offers **guidelines to the executive committee regarding the circumstances in which it should consider granting an exception:**

- High priority organization-wide events and activities that need extra focus. An example would be: the opening of registration for courses at the beginning of a new semester.
- Organization-wide voting or an organization-wide poll or survey where a link is embedded and restricted to members. An example would be: ballots for election of officers or satisfaction surveys.
- Organization-wide events that require registration or a financial transaction. Examples would be: the Annual meeting or a fund development appeal.
- Sudden events of importance to members that were not known prior to the weekly update, but which would take place before the release of the following week's update.

Emergency announcements affecting health or safety should be made at the judgment of Staff without requiring executive committee or president’s approval. An example might be: announcements of cancellations due to weather.

(Approved April 13, 2018)

FUND DEVELOPMENT

Fund Development Expenses

The activities of the Fund Development Committee shall be entirely self-funded.

WEBSITE, MISSION, OBJECTIVES, AND GUIDELINES

Mission Statement

The primary mission of the PLATO website is to provide members with accurate and timely information about PLATO’s offerings and services. It and the PLATO Weekly Update email constitute the authoritative sources of PLATO communications. The secondary mission of the PLATO website is to provide information about PLATO to prospective members and the public.

Objectives

1. To provide members and the public with relevant and timely information regarding PLATO and its programs
2. To provide online access to join and renew memberships and to register for PLATO courses and events
3. To provide a secure, online method of paying for PLATO services
4. To provide potential members with information about PLATO and an online method for joining
5. To provide a source for the latest version of PLATO organizational documents

Guidelines

To ensure the website mission is accomplished, the website should:

1. Reflect the breadth of PLATO offerings — Members and site visitors should see that PLATO offers classes and special events as well as provides ways to connect and share.
2. Take a balanced approach to content — The Home page is the gateway to the website, providing direction and access to other content. As such there is a high demand for space on the Home page. Consequently, the placement of content on the Home page should be dynamic and flexible with the goal of providing a balance between information fundamental to PLATO’s mission and responding to time-sensitive activities and events.
3. Offer an easy and secure means to join or renew membership and to register for courses and events.
4. Provide an appealing and professional appearance, including the consistent use of PLATO brand identity, typography, colors, images, and graphics.
5. Posted content should be informational in nature and related to PLATO sponsored activities or services.

(Approved Dec. 14, 2018)

REVISION OF POLICIES

This document is to be reviewed annually and updated if needed.

(Revised May 16, 2014)