

PLATO Bylaws

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Amended: February 19, 2016
Amended: December 14, 2018

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.

ARTICLE III—AFFILIATION

This organization is affiliated with the University of Wisconsin-Madison (UW), and the Division of Continuing Studies (DCS), and is subject to the applicable rules and policies of the University.

ARTICLE IV—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. PLATO provides these services in association with the University of Wisconsin-Madison.

ARTICLE V—GOVERNANCE

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

ARTICLE VI—MEMBERSHIP

Section 1. Qualification. Members of PLATO shall be men and women most of whom are retired or semi-retired, and who are willing to commit time and energy to themselves and others through exchange of knowledge in a continuing learning process.

Section 2. Term. The term of membership shall be for one year, from July 1 to June 30.

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 conjunction with the University Liaison. In addition to the membership dues, there may be fees required for participation in particular courses, tours, trips, lectures, or activities offered by PLATO or UW-Madison.

Section 4. Privileges. Members shall be entitled to the following privileges:

1. Participation in courses.
2. Participation in tours, trips, lectures, and other educational activities sponsored by PLATO.
3. Participation in the annual meeting in May and in social events.
4. Nominating and voting for PLATO officers and directors.
5. Receiving a copy of these Bylaws.
6. Receiving on a regular basis print and electronic communications from PLATO.

ARTICLE VII—MEETINGS

The annual all-member meeting will be held in May of each year. At least one month advance notice of this meeting will be published.

ARTICLE VIII—ADMINISTRATIVE AND FISCAL YEAR

The administrative and fiscal years for this organization shall be July 1 to June 30.

ARTICLE IX—OFFICERS

Section 1. Number and Qualification. This organization shall have four elected officers: President, Vice President, Secretary, and Treasurer, and one officer that is not elected: 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. The election method shall be as determined by the President. 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 Board of Directors meetings, preside over meetings, and coordinate the activities of the organization in accord with such policies and procedures as may be developed.
2. The Vice President shall fulfill the duties of the President in his or her absence and undertake additional responsibilities as needed.
3. The Secretary shall prepare, distribute, and file minutes of all meetings of the Board of Directors, the annual meeting, and other all-member meetings. The University/DCS shall keep the permanent, official file of these minutes.
4. Under the overall supervision of the Board, the Treasurer is responsible for the management of finances and business activities of PLATO. The Treasurer shall maintain the financial records of the organization. The Treasurer shall prepare an annual budget with projections of revenues and expenses, in consultation with Board Members and Standing Committee Chairs. The Treasurer will report the organization's current financial status at all regular Board of Director meetings, and prepare an annual report at the end of each fiscal year, which will be submitted to the Board of Directors.
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.

ARTICLE X—BOARD OF DIRECTORS

Section 1. 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 Standing Committee, as determined by the Committee Chair.
3. Five At-large Directors.

Section 2. University Liaison. The Division of Continuing Studies will appoint a representative to be a non-voting member of the Board.

Section 3. Qualification. With the exception of a University representative, all Directors shall be members in good standing of PLATO.

Section 4. Ex Officio Directors. The officers of PLATO and the representatives of the Standing Committees shall be ex officio Directors.

Section 5. 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. The election method shall be as determined by the President.

Section 6. Terms of Office. The terms of office for ex officio Directors as defined in Article X, Section 4, 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 10, 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 7. 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 8. Meetings. The Board of Directors shall meet at such times and places as may be necessary or appropriate, but in no case shall there be fewer than six meetings annually. Meetings shall be open to all members in good standing of PLATO.

Section 9. Meeting Conduct and Voting. A majority of actively serving Directors shall be necessary and sufficient to constitute a quorum for the transaction of business. In the transaction of business, each Director shall have one vote. Unless otherwise provided in these Bylaws, the action of a majority of Directors at any meeting at which a quorum is present shall be considered an act of the Board. *Robert's Rules of Order* shall be the procedural authority at all meetings.

Section 10. Vacancies. Any vacancy on the Board of an elected Director shall be filled for the unexpired portion of the term by majority vote of the remaining Directors.

Section 11. Responsibilities and Powers. The Board shall be responsible for establishing priorities and providing direction, control and planning for PLATO.

Section 12. Resignation. Directors may resign at any time by giving written 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.

(Revised Dec. 14, 2018)

ARTICLE XI—COMMITTEES

Section 1. Types of 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 three 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 PLATO members a slate of candidate officers and directors, at least one month prior to the annual election.
3. Providing members reasonable opportunity for voting for the proposed slate of officers and directors, or for other nominations as may be put forward.

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 University/ DCS.

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 recipient of these gifts. The emphasis shall be on adult 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 a majority vote of Directors as set forth in ARTICLE X, Section 9, and they will be attached to and archived with the Bylaws.

ARTICLE XIV—AMENDMENT

These Bylaws may be amended by the affirmative vote of two-thirds of the Directors eligible to vote.

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.

PLATO Standing Committees: Responsibilities and 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)

PLATO POLICIES

Approved May 16, 2014
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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
Updated: December 13, 2019

GENERAL POLICIES

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.

(Approved June 8, 2018)

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 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(s).

(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 Administrative 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.

PLATO Weekly Email Objectives:

1. Communicate relevant weekly PLATO news clearly and simply, prompting action where appropriate, providing connection to further information where needed.
2. Increase the engagement and participation of PLATO members in PLATO activities.
3. Nurture relationship between PLATO and members

PLATO Weekly Email Strategies:

1. Limit information to PLATO-sponsored programs.
2. Streamline Information
3. Provide communication guidelines to Committee Chairs.
4. Improve navigation through email content through design and templates. Considerations will include table of contents with anchor links, specified fonts, color blocks, and graphics.
5. Establish protocols for email manager regarding prioritization and categorization 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.