



SENIOR UNIVERSITY OF GREATER ATLANTA
POLICIES AND PROCEDURES MANUAL
2025

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NON-PROFIT CORPORATION BYLAWS

ARTICLE I

NAME

1.01 Name

The name of this Corporation shall be Senior University of Greater Atlanta, Inc.

ARTICLE II

PURPOSES AND POWERS

2.01 Purpose

(a) Senior University of Greater Atlanta, Inc. is a non-profit Corporation and shall be operated exclusively for educational and charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (IRC), or the corresponding section of any future Federal tax code.

(b) The Corporation offers lifelong educational opportunities for senior adults who consider education an important and integral part of their lives. It provides a place for seniors to broaden their intellectual experiences, remain current with world affairs, make new friends and stay physically and mentally active. Courses are offered in subjects such as art, literature, music appreciation, history, religion, government, politics, law, health, technology, science, business, finance, economics, entertainment and personal enrichment. Collateral activities available may include trips, book club, book exchange, luncheons and volunteer opportunities within the organization.

(c) To maximize our impact on current efforts, we may collaborate with other non-profit organizations which are qualified under IRC section 501(c)(3) and which are operated exclusively for educational and charitable purposes.

2.02 Powers

The Corporation shall have the authority, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the Corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes. The powers of the Corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

2.03 Nonprofit Status and Exempt Activities Limitation.

(a) Nonprofit Legal Status. The Corporation shall be registered as a Georgia non-profit Corporation and shall be recognized as tax exempt under IRC section 501(c)(3).

(b) Exempt activities limitation. No part of the net earnings of the Corporation will inure to the benefit of, or be distributable to, its members, directors, officers, or other private persons, except that the Corporation is authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation will not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal

income tax under IRC section 501(c)(3) and the corresponding Georgia statute, or (b) by a corporation contribution to which are deductible under IRC section 170(c)(2) and the corresponding Georgia statute.

(c) Dissolution or Termination. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Corporation, distribute all of the assets of the Corporation for one or more exempt purposes within the meaning of IRC section 501(c)(3) or to a state or local government, for a public purpose. Any such assets not disposed of will be disposed of by the Superior Court of the county in which the registered office is then located, exclusively for such purposes or to such organization or organizations, as the Court shall determine, which are organized and operated exclusively for such purposes.

2.04 Registered Office and Agent.

The Corporation shall maintain a registered office in the State of Georgia which may be, but need not be, the same as its place of business. It shall have a registered agent whose address is identical to the address of the registered office.

2.05 Other Offices.

The Corporation may have other offices at such place or places, within the State of Georgia, as the Board of Directors may deem to be desirable.

2.06 Governance

The Corporation shall be governed by its Articles of Incorporation, By-Laws, and the Georgia Nonprofit Corporation Code. The Corporation shall be managed by its Board of Directors. The Board may establish committees and a management structure to assist the Board in fulfilling the purposes and objectives of the Corporation.

ARTICLE III MEMBERSHIP

3.01 Membership

(a) The general membership shall consist of all individuals over the age of 50 properly enrolled and in good standing with all amounts paid. Payments shall be non-refundable. Each Member in good standing shall have one vote at any membership meeting.

(b) Termination of Members. Membership shall be terminated upon failure to pay dues and fees.

(c) Privileges of Membership. Members in good standing: (1) may attend all classes and other functions of the Corporation; (2) may vote at any membership meeting. Membership shall be solely determined by the Board of Directors.

(d) The general membership shall hold one regular meeting each year on a date set by the Board of Directors for the election of Directors and for such other purposes as may be appropriate. Special meetings of the general membership may be held upon the call of the Board of Directors, provided at least two weeks' notice shall have been given to the general membership of the purpose, time, date, and place of such special meeting.

ARTICLE IV BOARD OF DIRECTORS

4.01 Number of Directors

The Senior University of Greater Atlanta shall have a Board of Directors consisting of at least nine and no more than fifteen voting Directors.

4.02 Ex-Officio Members of the Board of Directors.

The Executive Director, Chairs of the Standing Committees and past Presidents of the Corporation or its predecessor organizations shall serve as non-voting members of the Board of Directors.

4.03 Nominations and Election

The current Officers shall serve as the Nominating Committee for the purpose of nominating to the general membership a slate of candidates for election to the Board positions which shall become vacant at the end of the fiscal year. The report of the Nominating Committee shall be made to the Board of Directors, which shall advertise it to the general membership at least two weeks prior to the annual membership meeting. A majority of the Members present and voting at the annual meeting shall determine the results of the election.

4.04 Powers

All corporate powers shall be exercised by or under the authority of the Board and the affairs of the Senior University of Greater Atlanta shall be managed under the direction of the Board, except as otherwise provided by law.

4.05 Terms

(a) All voting Directors shall be elected for a three-year term; however, the term may be extended until a successor has been elected.

(b) Director terms shall be staggered so that approximately one third the number of Directors will end their terms in any given year.

(c) Directors may serve terms in succession.

(d) The term of office shall commence at the beginning of the next fiscal year unless the Director is filling a vacancy.

4.06 Qualifications and Election of Directors

In order to be eligible to serve as a Director on the Board of Directors, the individual must have been a member of the Corporation for at least one year. Directors shall be elected at the annual general membership meeting by the majority vote of the Members present and voting at the meeting.

4.07 Vacancies

The Board of Directors may fill vacancies due to resignation, death, or removal of a Director for the balance of the term of the Director being replaced.

4.08 Removal of Directors

A Director may be removed by two-thirds vote of the voting members of the Board of Directors then in office, if:

(a) the Director is absent and unexcused from two or more meetings of the Board of Directors in a twelve-month period. The President is empowered to excuse Directors from attendance for a reason

deemed adequate by President. The President shall not have the power to excuse him/herself from Board meeting attendance and in that case, the Vice President shall excuse the President. Or:

(b) for cause, provided the Director in question is given electronic or written notification of the reasons for the proposed removal at least two weeks before a special or regularly scheduled meeting of the Board of Directors at which the removal will be discussed and the Director given an opportunity to be heard. Witnesses may be also be called by any Director.

4.09 Board of Directors Meetings.

(a) Regular Meetings. The Board of Directors shall have a minimum of four (4) regular meetings each calendar year at times and places fixed by the Board. Board meetings shall be held upon four (4) days notice by first-class or electronic mail, or forty-eight (48) hours notice delivered personally or by telephone. If sent by mail or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

(b) Special Meetings. Special meetings of the Board may be called by the President, Vice President, Secretary, or any two (2) other members of the Board of Directors. A special meeting must be preceded by at least two days' notice to each Director of the date, time, and place. The purpose of the meeting need not be specified.

(c) Waiver of Notice. Any Director may waive notice of any meeting, in accordance with Georgia law.

4.10 Manner of Acting.

(a) Quorum and Executive Session. A majority of the voting Directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present. The Board of Directors by a majority vote at which a quorum is present may elect to hold a meeting or a portion thereof in Executive session. Any motions and official actions made in Executive session shall be entered in the minutes of the meeting. Otherwise, any meetings of the Board of Directors shall be open to the Members.

(b) Majority Vote. Except as otherwise required by law, the Articles of Incorporation, or the Bylaws, the act of the majority of the voting Directors present at a meeting at which a quorum is present shall be the act of the Board.

(c) Participation. Except as required otherwise by law, the Articles of Incorporation, or Bylaws, Directors may participate in a regular or special meeting through the use of any means of communication by which all Directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

(d) Action Without a Meeting. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken if consent in writing, setting forth the action so taken, shall be approved by a majority of the Board. For purposes of this section an electronic transmission from an e-mail address on record constitutes a valid writing. The intent of this provision is to allow the Board of Directors to use email to approve actions, as long as a quorum of Board members gives consent, and the action is ratified at the next regular or special meeting of the Board.

4.11 Compensation for Board Service

Directors shall receive no compensation for carrying out their duties as Directors. The Board may adopt policies providing for reasonable reimbursement of Directors for expenses incurred in conjunction with carrying out Board responsibilities.

4.12 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the Corporation. Such remuneration shall be reasonable and fair to the Corporation and must be reviewed and approved in accordance with the Board Conflict of Interest policy and state law.

ARTICLE V COMMITTEES

5.01 Committees

(a) The Board of Directors may designate one or more standing committees, each consisting of two or more Members of the Corporation to serve at the pleasure of the Board. The Board may also designate ad hoc committees to serve as needed. All committee actions are subject to approval by the Board of Directors and are not valid without such approval.

5.02 Meetings and Action of Committees

The Chair of the Committee shall schedule meetings and structure proceedings of the committee in consultation with the committee members. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The Board of Directors may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

5.03 Standing Committees

(a) Curriculum Committee

- (1) Plan for classes to be presented by suitable volunteer instructors, keeping in the mind the interests of members and the mix of classes recently presented.
- (2) Identify potential instructors for classes and determine their qualifications, availability, and interest.
- (3) Prepare proposed schedules for future quarters and obtain Board approval prior to publication.
- (4) Publish announcements of classes to be offered each quarter.
- (5) Provide biographical information to the Instructor Biography Recruiter.
- (6) Provide instructors' contact information to the Thank You Note Writer.
- (7) Provide instructors' contact information to the Coordinator and the Special Events Planner.
- (8) Maintain records of classes offered and instructors used.

(b) Facilities Committee:

- (1) Ensure that the assigned classroom space is available and properly set-up prior to class times.
- (2) Set up tables and chairs, as needed, for the Executive Director and for coffee break supplies.
- (3) Ensure the availability of equipment needed for Senior University activities.
- (4) Ensure that all Senior University equipment and property is properly put away and secured when no longer needed for the day's activities.
- (5) Seek assistance from facility service personnel (e.g., audio/visual staff) and member volunteers, as needed.

5.04 Appointment

The President, with the approval of the Board of Directors, shall appoint Committee chairs. Each Committee chair shall appoint committee members as he/she deems appropriate.

ARTICLE VI OFFICERS

6.01 Board Officers

The officers of the Corporation shall be determined by the Board. There shall be a Board President, Vice-President, Secretary, and Financial Officer, all of whom shall be chosen by, and serve at the pleasure of, the Board of Directors. Each Board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the Board to prescribe the duties and authority of other officers. The Board may also appoint additional Vice-Presidents and such other officers as it deems expedient for the proper conduct of the business of the Corporation, each of whom shall have such authority and shall perform such duties as the Board of Directors may determine. One person may hold two or more Board offices, but no Board officer may act in more than one capacity where the action of two or more officers is required.

6.02 Term of Office

Each officer shall serve a one-year term of office. Each Board officer's term of office shall commence at the beginning of the next fiscal year after his/her election.

6.03 Removal and Resignation

Any officer may resign at any time by giving written notice to the Corporation without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party. Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice, unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective. The Board of Directors may remove an officer at any time, with or without cause, by giving written notice of Board intention to the officer at least 4 weeks prior to voting on removal. The officer shall be given an opportunity to be heard – in person or in writing. Removal shall be by two thirds (2/3) vote.

6.04 President

The President shall be the chief volunteer officer of the Corporation. The President shall lead the Board of Directors in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Directors and membership meetings, and shall perform all other duties incident to the office or properly required by the Board of Directors.

6.05 Vice President

In the absence or disability of the President, the Vice-President shall perform the duties of the President. When so acting, the Vice-President shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall have such other powers and perform such other duties prescribed for them by the Board of Directors or the President.

6.06 Secretary

The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of Directors and committees of Directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws. The Secretary shall cause notice to be given of all meetings of Directors and committees as required by the Bylaws. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the

President. The Secretary may appoint, with approval of the Board, a Director to assist in performance of all or part of the duties of the Secretary.

6.07 Financial Officer

The Financial Officer shall be appointed by the Board and may be, but is not required to be, an elected member of the Board. If not an elected member, the Financial Officer serves as an ex-officio member of the Board. The Financial Officer is responsible for oversight of the financial condition and financial affairs of the Corporation, shall oversee payroll and budget preparation, and shall ensure that appropriate and timely financial reports and government filings, including an account of major transactions and the financial condition of the Corporation, are made available to the Board of Directors as may be required by the Board of Directors. The Financial Officer shall perform all duties properly required by the Board of Directors or the President. The Financial Officer may appoint, with approval of the Board, a qualified fiscal agent or member of the staff to assist in performance of all or part of the duties of the Financial Officer. The Financial Officer is responsible for dealings with the financial institution used by the Corporation, shall have authority to sign financial instruments (with other officers pursuant to Board policy), and shall provide periodic reports to the Board.

6.08 Limitation of Liability.

To the fullest extent that the Georgia Nonprofit Corporation Code permits the limitation or elimination of the liability of Directors and Officers, no Director or Officer of the Corporation shall be personally liable to the Corporation or its Members for monetary damages for breach of duty of care or other duty as a Director. No amendment to or repeal of this Article shall apply to or have any effect on the liability or alleged liability of any Director of the Corporation for or with respect to any acts or omissions of such Director occurring prior to such amendment or repeal.

ARTICLE VII EXECUTIVE DIRECTOR AND OFFICIALS

7.01 Terms.

There shall be an overall Executive Director and other Officials, to serve on a fiscal-year basis, with duties and responsibilities as indicated.

7.02 Senior University Executive Director

(a) Coordinate all administrative and personnel matters of the Corporation in accordance with the decisions and directions of the Board.

(b) Serve as an ex-officio member of all the Board of Directors and of all committees.

(c) Ensure that all committees and officials are aware of and are carrying out their respective responsibilities.

(d) Provide direction, training and assistance, as necessary, to committees and officials.

(e) Handle general inquiries, complaints, and suggestions.

(f) Maintain appropriate records of Senior University activities and property, and ensure that such records and property are properly secured.

- (g) Ensure that proper records of Members' names and contact information are maintained.
- (h) Ensure that a directory of all Members is prepared at least annually.
- (i) Oversee the receipt, recording, and timely deposit of members' payments.
- (j) Ensure that those individuals regularly attending classes are paid Members and prepare name badges for in-person classes.
- (k) Ensure that timely rental payments and other payments are made to the appropriate parties.
- (l) As appropriate, share information with Members about matters of interest, including other members' health and fortune.
- (m) Prepare and present reports each quarter to the Board of Directors on finances, membership, curriculum and other such matters and in such form as the Board may direct.
- (n) Perform other duties and responsibilities as may be assigned by the Board of Directors from time to time.

7.03 Officials

Other persons may be appointed as needed to perform important functions relative to the operation of the Corporation. These may include the following:

- (a) Travel Planner: On a regular basis, plan and manage all aspects of extended and/or one-day trips for members and guests.
- (b) Newsletter Editor: Compile, edit and distribute a newsletter for Senior University to be published once each quarter.
- (c) Special Events Planner: Plan and manage all aspects of periodic special events for Senior University Members, such as a Spring Luncheon honoring committees and a Holiday Luncheon honoring class instructors. Recruit volunteers to assist as needed.
- (d) Coffee Break Steward: Ensure that supplies for preparation of coffee and other hot drinks are available for members during the break, recruiting volunteers to help with set-up and clean-up.
- (e) Instructor Biography Recruiter: Enlist a volunteer from each class to introduce the class instructor at their first class each quarter. Provide the volunteer with a brief biography that has been prepared using biographical information from the Curriculum Committee and other sources as appropriate. Ensure that the volunteers understand that their job includes making announcements and circulation and return of the class roster each week.
- (f) Book Club Leader: Plan, publicize and manage periodic meetings of interested members for the discussion of selected books.
- (g) Book Rack Monitor: Ensure that donated books and magazines are available for loan to members on a regular basis before/after class meetings.

(h) Thank You Note Writer: Using contact information provided by the Curriculum Committee, prepare and mail Thank You Notes to each instructor/coordinator who has just completed the presentation of a full-quarter course for Senior University.

(i) Zoom Team Coordinator: Recruit, train, and coordinate volunteer members to serve as hosts and co-hosts of classes presented via Zoom.

(j) Webmaster and YouTube Administrator: Oversee the functionality of the SUGA website; evaluate and manage website performance; maintain and update website content; and manage the SUGA YouTube presence.

7.04 Appointment

The President, with the assistance, as needed, of the Board of Directors, shall ensure that the Executive Director and needed Officials are appointed. The Executive Director and each Official shall enlist such volunteers for assistance as he/she deems appropriate.

ARTICLE VIII CONTRACTS, CHECKS, LOANS, INDEMNIFICATION AND RELATED MATTERS

8.01 Contracts and other Writings

Except as otherwise provided by resolution of the Board or Board policy, all contracts, deeds, leases, mortgages, grants, insurance, and other agreements of the Corporation shall be executed on its behalf by the President or other persons to whom the Corporation has delegated authority to execute such documents in accordance with policies approved by the Board.

8.02 Payments

All checks, drafts, or other orders for payment of money issued in the name of the Corporation, shall be signed by such officers or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board. Any check, draft or other orders for the payment of money or transfer of funds of the Corporation in an amount of \$2499.00 or more shall require the signature of any two such officers or agents and shall require the approval of the Board of Directors.

8.03 Deposits

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depository as the Board or a designated committee of the Board may select.

8.04 Loans

No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless previously authorized by resolution of the Board.

8.05 Indemnification and Insurance

(a) The provisions of O.C.G.A. 14-3-850 et. seq. relating to indemnification by the Corporation of any person who has served as an Officer or Director of the Corporation, or who has brought an action in the right of the Corporation, is adopted by the Corporation by reference, except that as permitted under the Articles of Incorporation, no advance payment by the Corporation for any expense or liability permitted under the Code is authorized unless paid through an insurance policy maintained by the Corporation for

this purpose. All decisions concerning the payment of funds under this section, when not paid under a policy of insurance, shall be made by a majority vote of the Board of Directors.

(b) The Corporation may purchase and maintain insurance on behalf of all persons who are or were Directors, Officers, employees or agents of the Corporation, or who were serving at the request of the Corporation as a Director, Officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him and incurred by him in any such capacity, or arising out of his status as such, whether or not the Corporation would have the power to indemnify him against such liability under the provisions of this Title.

(c) If any expenses or other amounts are paid under the provisions of this section of the Bylaws, whether by action of the Board of Directors, court order or an insurance carrier pursuant to insurance maintained by the Corporation, the Corporation shall send by first class or electronic mail to the members of the Board of Directors, a statement specifying the persons paid, the amounts paid, and the nature and status at the time of such payment of the litigation or threatened litigation. This notice shall be sent within 30 days of payment.

(d) Limits of Indemnification. Indemnification and payments shall be limited to events and amounts covered by the Corporation's Director and Officer's liability insurance and shall be determined by the Corporation's liability insurance carrier.

(e) The Corporation adopts the provisions of O.C.G.A. 14-3-860 et. seq. regarding rules governing the procedures to be applied when a Director has a conflicting interest in a transaction involving non-profit corporations by reference.

(f) The Corporation may purchase and maintain premises liability insurance in an amount and type to be determined by the Board of Directors.

ARTICLE IX MISCELLANEOUS

9.01 Books and Records

(a) The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of all meetings of its Board of Directors, a record of all actions taken by Board of Directors without a meeting, and a record of all actions taken by committees of the Board. In addition, the Corporation shall maintain a copy of the Corporation's Articles of Incorporation and Bylaws as amended to date.

(b) The provisions of O.C.G.A. 14-3-1601 et. seq., relating to the records of the Corporation, and the right of members to inspect, copy or review the Corporation's records, is adopted by reference. The Board of Directors may adopt rules or regulations to implement these provisions.

9.02 Fiscal Year

The fiscal year of the Corporation shall be from January 1 through December 31.

9.03 Conflict of Interest

The Board shall adopt and periodically review a conflict of interest policy to protect the Corporation's interest when it is contemplating any transaction or arrangement which may benefit any Director, officer,

employee, or member of a committee with Board-delegated powers. Each Director shall annually affirm they comply with the policy on a form provided for that purpose.

9.04 Nondiscrimination Policy

The officers, Directors, committee members, employees, and persons served by this Corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of Senior University of Greater Atlanta not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

9.05 Bylaw Amendments

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the Board of Directors at a regular or special meeting and a vote of the majority of the Members at a regular or special meeting, provided, however,

(a) that no amendment shall be made to these Bylaws which would cause the Corporation to cease to qualify as an exempt Corporation under IRC Section 501(c)(3);

(b) that an amendment which affects the voting rights of Directors requires ratification by a two-thirds vote of the Board of Directors at a regular or special meeting and a two-thirds vote of the Members at a regular or special meeting; and

(c) that all amendments be consistent with the Articles of Incorporation and applicable law.

ARTICLE X AMENDMENT OF ARTICLES OF INCORPORATION

10.01 Amendment

Any amendment to the Articles of Incorporation must be adopted by approval of two-thirds of the Board of Directors at a regular or special meeting and filed with the Secretary of State.

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated amended Bylaws of the Corporation were approved by the Board of Directors on February 1, 2023, and by the Membership at the annual meeting on November 10, 2023, and constitute a complete copy of the amended Bylaws of the Corporation.

Secretary: Gisela McClellan

Date: November 10, 2023

Amended by Board of Directors 2.1.2023

Approved by Membership 11.10.2023

POLICIES AND PROCEDURES

AUDIOVISUAL SETUP ROOM A/B

Initial effective date: 7/26/2023
Modification # 1 Date: 5/9/2023
Author: Gisela McClellan

Bring the two portable screens into room A/B from the storage closet. The screen with the white power cord is to be positioned on the right side of the room, the other screen goes on the left as you are facing the far wall. The cart labeled A/B (also in the storage closet) is to be positioned between the right screen and the right wall with the handle at the rear, next to the rear wall. This ensures that the speaker for the headset system can be easily accessed.

Open the storage box on the A/V cart, remove the orange 15' power cord and plug it into the right wall next to the first row of tables. The cord should wind around behind the A/V cart and the single power strip in the box be plugged into the receiving end of the orange power cord. Plug the white power cord from the right portable screen into the power strip – the TV screen should power up automatically. If not, push in the on button in the middle under the lower edge of the screen. Uncoil the HDMI cable (the silvery woven cable) from the back of the right screen and bring the other end toward the center of the wall. NOTE: DO NOT UNPLUG THE HDMI CABLE FROM THE MONITOR WHEN TAKING THE SYSTEM DOWN. Leave the HDMI cable plugged in at the back of the monitor. The sockets for the HDMI cables at the back of the monitor are extremely tight and difficult to plug into; hence, do not unplug the HDMI cables.

Take out the two connected power strips from the storage box and plug the male end into the outlet in the center of the back wall. Move the further power strip as close to the left screen as possible. Uncoil and bring the HDMI cable from the left screen to the center of the back wall and plug in the power cord from the TV monitor to the power strip. Turn on the screen.

Remove the HDMI cable splitter from the storage box (the splitter is a small black box with two side by side cable sockets on one side and a single cable socket along with a power cord on the other side). Plug the power cord from the splitter into the closer power strip on the left, then plug in the ends from the monitor HDMI cables into the side-by-side sockets on the splitter. Remove the white power extension cord and the single HDMI cable from the storage box. Plug in one end of the HDMI cable into the splitter on the opposite side from the side-by-side cables, bring the other end forward under the front table. It will eventually be plugged into the computer. Plug in the white 10' extension cord into the center wall socket where the power strip is plugged in and run the other end under the center front table parallel to the HDMI cable. You are now set up to receive a computer and operate it using the screens.

The next step is to get the sound system going. There is a speaker on the A/V cart that is part of the headset mike system. From the small black bag on the cart near the speaker, remove the headset, the power cord and the receiver. The headset goes on the table to be used by the instructor. The power cord gets plugged into the single power strip by the right screen. The receiver gets plugged into a receptacle at the the center rear of the speaker on the cart. The speaker also needs to be turned on by pushing in a button on the bottom left of the speaker.

The handheld mikes are connected to a sound system on the left TV screen stand. Plug in the power cord from the left sound system into the power strip and turn the sound system on at the front of the

speaker box on the TV stand. Turn on the headset and check if the sound is working. Same for the handhelds.

When using a SUGA laptop computer, remove the computer from the carrying case. Also remove the wireless mouse, power cord, hub, and slide clicker. Plug the power cord into the white extension cord running under the front table and connect to the computer. Plug the HDMI cable into the computer. Plug in the hub in the computer. The hub already has the receiver for the mouse inserted, so the mouse should work immediately. If a slide show is to be projected, plug in the receiver from the clicker into the hub. Turn on the computer (if using the most recent computer the password is 2023) and check to see if the computer screen is being projected on the TV screens. If a DVD is to be played, take out the external DVD player from the storage box, remove the connector and plug into the drive and the other end to the hub. If an old computer is being used, it has an internal DVD drive and the external drive will not be needed.

Take the cardboard storage box from the bottom shelf of the AV cart, place it on the front table and put the computer on top. It makes it easier to operate the computer when sitting on a stool. If the instructor requests a lectern, remove the wooden lectern from the bottom of the AV cart and place it on the table next to the computer. Finally, take the rug from the AV cart and place it over the power cord and HDMI cable running between the wall and the table to prevent someone from tripping over the cords.

When taking the system down just reverse the above steps. It helps to have the orange power cord on top before closing up the storage box. Make sure the HDMI cables are NOT unplugged from the back of the screens. Be sure to turn off the speaker on the AV cart by pushing the bottom right button. It can run on batteries, but if left on too long without power, the batteries run down. Before putting away all the mikes, be sure they are all turned off properly for the same reason. Wrap up all the cords attached to the screens and take the screens back to the storage closet along with the AV cart.

AUDITORIUM: AUDIO OPERATION PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/2/2023
Author: Jim Little

- Retrieve the following four microphones from the microphone storage room: Pastor's headset microphone, #3 handheld microphone, #4 handheld microphone, and #6 handheld microphone. The microphone storage closet is located at the rear of the space behind the left projector screen facing the stage. The key to the microphone storage closet is on a key ring hanging from the inside right wall of the control booth (facing the stage). It's the largest key on the key ring. A backup key is hanging in the SUGA storage room on the wall to the right as you enter the room.
- If the wire from the Pastor's headset head portion is not connected to the headset microphone power pack, connect it. Open the flap at the base of the Pastor's headset microphone power pack and insert a 9-volt battery (with the proper orientation of the battery terminals). Close the flap. (The 9-volt non-chargeable batteries are located on the top shelf of the SUGA Auditorium cart. If chargeable batteries are in use, they will be provided by the person responsible for charging them.) Turn the on-off switch at the top of the headset microphone box to the "on" position (a green light will show) and check the battery strength to make sure at least one bar is showing. Change to a stronger battery if necessary.
- Unscrew the bottom cap from one of the handheld microphones and insert a 9-volt battery (with the proper orientation of the battery terminals). (See above for location of batteries.) Remove the sleeve of the microphone and check the battery strength to make sure at least one bar is showing. Change to a stronger battery if necessary. Replace the sleeve and screw the bottom cap back in place. Repeat this procedure for the other two handheld microphones.
- Having followed the Auditorium opening checklist procedures, the audio control console should be activated at this point. The master audio control is the slide on the far right of the console. Make sure this slide is set to the "zero" setting. The volume control slides for the four microphones are marked at the bottom of the console as the No. 1 position for the Pastor's headset microphone, No. 3 for the #3 handheld microphone, No. 4 for the #4 handheld microphone, and No. 6 for the #6 handheld microphone. Set each slide to the "zero" setting initially. (The setting can be adjusted as needed later.) The "zero" setting is located approximately in the middle of the slide range, not at the bottom of the range. A volume control on-off button for each microphone is located just above each slide. Press the button for a given microphone to turn the microphone on or off. The volume is off when a button's red light is on, and the volume is on when a button's red light is off.
- The on-off switches on the handles of the handheld microphones are always left in the "on" position. The sleeves on the handheld microphones prevent the switches from being changed to the "off" position. The on-off switch of the headset microphone is located at the top of the microphone box. Test each microphone to make sure the microphone is working. To adjust the volume of a given microphone, move the volume slide very slowly either up to increase volume or

down to decrease volume. If a feedback squeal is heard, the volume is too high. After testing the volume of the headset microphone, it can be turned off until an instructor is ready to speak.

- An instructor has the option of using either the headset microphone or a handheld microphone. If a handheld microphone is preferred, place the microphone on a microphone stand next to the podium. The instructor can either leave the microphone on the stand (which can be adjusted easily), or remove it to be held as the instructor moves from place to place. Remind the instructor to hold a handheld microphone close to her or his mouth and speak into the top of the microphone.
- Here is the procedure if an instructor's presentation will include audio from the instructor's laptop computer. (The audio cable will be in place as described in the Laptop Computer Operation Checklist.) Make sure that the Auditorium audio cable is plugged into the instructor's computer. The computer audio is controlled by slide position No. 22 on the audio console. Control of the computer audio volume is done the same way as control of microphone volume, EXCEPT that the No. 22 slide should be started at the very bottom of the console and moved up slowly until the desired volume is reached. Just like the microphone slides, The No. 22 volume control slide is off when the button above the slide is lit red and on when the button is not lit.

AUDITORIUM LAPTOP COMPUTER PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/2/2023
Author: Jim Little

Note: This checklist is for operation of a SUGA laptop computer in the Auditorium. If an instructor brings her or his own laptop computer, the procedure is the same except for the following: (1) a different type of adapter may be needed to connect to the Auditorium VGA video cable depending on the type of computer brought by the instructor, and (2) the instructor may have her or his own wireless mouse and wireless slide presenter (aka “clicker”). Regarding the adapter, the plastic box on the top shelf of the SUGA Auditorium cart contains a bag with many types of adapters.

- A laptop computer connects to the Auditorium’s projectors and audio system through two long cables. One cable connects to the projectors and has a VGA video plug at the end. The other cable connects to the audio system and has an audio plug at the end. The two cables are bound together with tape. When not in use, the bound cable pair is curled up and can be found either on top of or behind the big speakers on the floor at the base of the right side of the stage (facing the stage). Retrieve the bound cable roll and carefully unroll it to a desired length. Lay the coupled cables along the floor at the base of the stage until the cable bundle reaches the power outlet about half-way along the stage base. Then extend a long enough section to go to the table next to the podium, underneath the table, and up to a laptop computer on top of the podium. For safety’s sake, use the rug located on the bottom shelf of the SUGA Auditorium cart to cover the exposed section of the bound cables that goes from the base of the stage to underneath the table. (Also include the extension cord, see below, under the rug.) The plastic box on the top shelf of the SUGA Auditorium cart contains wide black gaffer tape that can be used to secure the rugs to the floor. Tear off small pieces and attach them to the corners and edge mid-points of the rugs. (Do not use any tape other than the gaffer tape. Other types of tape can damage the flooring.)
- Take the carrying bag with the SUGA laptop computer from the SUGA Auditorium cart to the table at the front of the Auditorium. Remove the computer, the wireless mouse, the wireless slide advancer (aka “clicker”), and the power cord. Place the computer on the podium.
- The top shelf of the SUGA Auditorium cart contains an extension cord for the laptop computer’s power cord. Take the extension cord to the front of the room and plug it into the outlet about half-way along the base of the stage. Stretch the extension cord from the outlet to a point underneath the table next to the podium where it can be reached by the computer power cord.
- A VGA adapter is needed to connect SUGA’s laptop computer to the Auditorium projectors. This adapter is located in a bag (along with many other adapters) within the plastic box on the top shelf of the SUGA Auditorium cart. The required adapter is in a zipped bag labeled VGA-to-USB C. Select the required adapter and plug it into the USB C port on the SUGA laptop computer. Then connect the Auditorium’s projector cable to the computer by plugging it into the VGA side of the adapter.

- Next plug the Auditorium’s audio cable into the microphone port of the laptop computer. (Note: Not all instructors will have computer audio as part of their presentations. If you are certain that computer audio will not be needed, you can skip this step. However, it never hurts to connect the Auditorium audio cable to the laptop computer just to be on the safe side.)
- Remove the small receiver (aka “dongle”) from the wireless mouse and insert it into a USB port on the laptop computer. The receiver is located on the underside of the mouse (if not left in a computer from the previous class day). It may be immediately visible, or it may be inside the battery compartment, depending on the type of mouse. Turn the mouse switch to the “on” position.
- Remove the receiver (aka “dongle”) from the base of the “clicker” and plug it into a USB port on the laptop computer. Make sure the on-off switch of the “clicker” is in the “on” position. You can test to make sure the “clicker” has power by aiming it at the floor and pressing the button of the “clicker’s” laser pointer component. A red dot should appear on the floor.
- If not enough individual USB ports are available for all the plug-in devices, a USB “hub” with multiple ports can be used. The USB hub is inside a plastic bag located on the top shelf of the SUGA Auditorium cart.
- Plug the laptop computer power cord into the appropriate port on the laptop computer and connect the power cord to the extension cord.
- Turn on the computer. The SUGA laptop computer may require a personal identification number (PIN) to gain access. The PIN should be shown on the outside of the computer case or next to the keyboard (or both). After a computer is activated, operate it like any other Personal Computer with a Microsoft operating system. Shut off the computer after the end of the last class that uses the computer.

AUDITORIUM OPENING AND CLOSING

Initial effective date: 7/26/2023
Modification # 1 Date: 5/2/2023
Author: Jim Little

Opening Checklist

- Turn on Auditorium lights. Light switch panels are on the columns located to either side of the control booth. Push the upper left button on either panel to turn lights on or off.
- If not already in place, install a tall round podium, a table, a tall stool, and a handheld microphone stand at the front of the Auditorium. These items should be near the front of the Auditorium or in the spaces behind the curtains surrounding the two projector screens.
- Retrieve the Auditorium cart from the SUGA storage closet. Make sure water bottles are on the cart for use by the instructors and members of the audience if needed. Extra water bottles are in the SUGA storage room.
- Remove the cloth cover from the audio control console.
- To allow use of a laptop computer at the front of the auditorium, push in the right button of the small black box located on the horizontal surface of the control booth about halfway across the surface.
- Turn on power to audio control console. The key-controlled power switch box is located on the column to the right side of the control booth (facing the front of the auditorium). The key ring for this purpose is hanging on the right inside wall of the control booth (facing the front of the auditorium). Use the smallest key on the key ring. Insert the key and turn clockwise. There will be a delay of several seconds before the audio control console lights up. Return the key ring to its position on the wall of the control booth.
- Turn on the projectors at the front of the Auditorium. (Note: This step can be delayed until the break between the first and second classes if the first class does not require use of a laptop computer.) The remote control for the projectors is in a container with other remote controls located on the horizontal surface of the control booth. The correct remote control has a label on the side indicating its use for projectors. Stand close to the projectors (one at a time) and press the power on button of the remote control. The power on button is the left button at the top of the remote control. There will be a delay of several seconds after pressing the power on button before the light of a projector shows on the screens. (Note: The projectors are in the spaces behind the screens. As an option, you can go behind the screens and point the remote control directly at the projectors to turn them on and off. A projector is on when a green light is showing and off when a

red light is showing.) Return the remote control to its container on the horizontal surface of the control booth.

Closing Checklist

- Turn off projectors (one at a time) at the front of the auditorium by standing close to the screens, pointing the projector remote control at the screens, and holding down the power off button until the screens go dark. The power off button of the projector remote control is the second from the left button at the top of the remote. Make sure the remote control for the projectors is returned to the container on the horizontal surface of the control booth.
- Push in the left button of the small black box on the horizontal surface of the control booth. (This is the box that allows use of a laptop computer at the front of the Auditorium.) If you forget this step, don't be concerned. The Rehoboth church people know how to use this box.
- Move the slides of all the individual audio controls that were in use to the bottom-most position and turn off all the individual audio controls that were in use with the button above each control. (The light above each control will be red when the control is off.)
- Retrieve the key ring from the control booth wall and insert the smallest key in the power switch box. Turn off the power to the audio control console by turning the key in the key switch counterclockwise. There will be a delay of several seconds after turning the key before the audio control console shuts off. Return the key ring to the key ring hook on the inside right wall of the control booth (facing the front of the auditorium).
- After allowing the audio control console to cool off for a minute or so, cover it up with the cloth cover.
- Do the following if the instructor for the last class is using her or his own laptop computer. Remove the audio and video cables and the laptop computer power cord from the laptop computer. Remove the VGA adapter from the video cable. Disconnect the laptop power cord from the extension cord and give the power cord to the instructor. Remove the rug covering the cables on the floor. Disconnect the extension cord from the wall outlet. Return the VGA adapter, the extension cord, and the cover rug to the SUGA Auditorium cart. Roll up the audio and video cables and place the roll behind the speaker boxes on the floor to the right side of the stage (facing the stage).
- Do the following if the instructor for the last class is using a SUGA laptop computer. Remove the audio and video cables and the laptop computer power cord from the laptop computer. Remove the VGA-to HDMI adapter from the video cable. Disconnect the laptop power cord from the power cord extension. Place the laptop computer, the wireless mouse, the wireless "clicker," and the

power cord in the computer carrying case. Remove the rug covering the cables on the floor. Disconnect the extension cord from the wall. Return the computer carrying case, the VGA adapter, the extension cord, and the cover rug to the plastic box on the top shelf of the SUGA Auditorium cart. Roll up the audio and video cables and place the roll behind the speaker boxes on the floor to the right side of the stage (facing the stage).

- Remove the 9-volt battery from each microphone and place batteries on the Auditorium cart. If rechargeable batteries are in use, return them to the person responsible for charging the batteries.
- Place the microphones in their respective labeled pouches. (Placing the headset microphone in its pouch can be a struggle.) Return the microphones in their pouches to the microphone storage room and lock the door to the room. The door can be locked by turning the lever within the inside doorknob.
- Return the SUGA Auditorium cart to the SUGA storage room.
- Turn off Auditorium lights. (See instructions above for turning on the lights.)

BOOK CLUB PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/9/2023
Author: Kay Collins

Note: Some of these procedures happen concurrently, not consecutively.

- Establish a leader for the group.
 - Currently this is the SUGA Book Club Coordinator.

- Verify that the book club is an authorized activity of SUGA.

- Establish a schedule for meetings.
 - Currently meetings are held after in person classes and must avoid board meetings, curriculum committee meetings and luncheons. They are held twice a quarter: first and seventh Wednesdays of Winter, Spring and Fall Quarters, and the first and sixth (last) Wednesdays of the Summer Quarter.

- Obtain a copy of the annual class calendar.
 - Specify the dates per the scheduled quarterly class schedule.

- Ask the club membership for recommendations for the following year.
 - Criteria for recommendations: subject matter should be of interest to both women and men and the contents should be discussable; the book can be either fiction or non-fiction. The book should be easily available. Currently selections are voted on at the last book club meeting of the Fall Quarter for the following calendar year.

- Prepare the list of recommended books for selection for the following year.
 - Information for the listing should include the book title and author, publication date, number of pages, a brief description usually from the Amazon site, and comments from the person recommending the book, if available. Titles on the list may be recommended by club members or general SUGA members, and others may have been referred to in classes.

- Prepare the specific schedule of the eight books.
 - The schedule is based on availability, length of book, and perhaps timeliness related to an event or other class topic.

- Distribute the final list to the book club membership and the Executive Director to notify all SUGA members.

- The general members may ask to be placed on the distribution list for the book club for updates, notices and reminders that do not go to the general membership.
- Request that Executive Director post the list of books on the SUGA Bulletin Board.
- Ongoing through the year
 - Send reminders to the distribution list reminding of the upcoming meeting, book and title, and asking for volunteers to lead the discussion particularly of titles they recommended, while recognizing that individuals may have done research and listened to interviews and may choose to contribute to the discussion without a specific leader.
 - Maintain list of book club members.
 - Maintain ongoing list of recommendations for consideration for the next year.

Summary

The coordinator of the book club leads the meetings and prepares the calendar, issues the list of recommended books, schedules the selected books, issues the list to book club members and to the Executive Director; emails reminders to club members; asks for volunteer leaders; reminds Executive Director (board) to send notice to general membership; asks that list of selected books be posted on bulletin board; maintains an ongoing list of recommendations and maintains the list of book club members.

COFFEE TEAM PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/9/2023
Author: Kathy Scheiblin

The following details the supplies, procedures and time frames for the SUGA social gathering held from 10:30-10:50 on Wednesdays and Fridays at Rehoboth Baptist Church.

Supplies

- *Rehoboth owned:*
 - 2 long yellow wheeled tables for coffee “line”
 - 1 orange wheeled table to be placed between yellow tables for cookies and signs
- *SUGA owned:*
 - 2 coffee urns
 - 2 red extension cords (approximately 10-12 ft.)
 - 2 tiles for coffee urns to be placed on
 - 2 metal trays to be set in front of coffee urns
 - signs/reminders – placed on yellow and orange tables
 - re: reporting spills and 10:30-10:50 coffee break time
 - 2 mobile carts
 - larger cart for storage and transporting of coffee urns to and from the kitchen
 - smaller cart for storing plastic containers used on yellow coffee tables each week
 - Perishable and nonperishable supplies, replenished as needed (brands currently used noted):
 - Instant coffee – freeze dried Folger
 - Instant decaffeinated coffee – freeze dried Kroger
 - Cocoa – Nestle
 - Individual tea bags – Lipton
 - Creamer – Coffeemate
 - Sugar packets – Domino
 - Non-sugar packets – Splenda
 - 8 oz. disposable coffee cups – Dixie 5338CD “PerfecTouch”
 - Plastic lids for coffee cup
 - wooden stirrers
 - plastic spoons
 - napkins
 - paper towels
 - cookies and individually wrapped candy
 - red plastic plates (for cookies)
 - baskets for individually wrapped candy

All supplies are stored on the metal shelving units in the storage room. To make the setup easier, a smaller number of coffee cups, lids, and stirrers are stored along with the signs, tiles, and metal trays in a black tote.

Keys for storage room are held by Executive Director and designated volunteers.

Procedures

Set up

Arrival for set up - 8:45 a.m. +/-

Coffee, tea, cocoa

- Remove 2 yellow (Rehoboth) tables from the storage room and place them on the long wall to be used for coffee, cocoa, tea. Place the orange table between them for cookies and additional signs.
- Place a “runner” of paper towels on each yellow table. The plastic containers and spoons will be placed on the paper towel runners. Paper towels are also placed on the metal trays in front of the hot water coffee urns and under the coffee cups and lids.
- Hot water: Cart the coffee urns to the kitchen at the left end of the dining room. Enter the door under the Trays sign and then immediately turn left. There is a large ice machine on the left and a sink across from the ice machine. Fill each urn with ice cubes, then water, to approximately a 3/4 +/- level, then put the lid on each. Cart the urns to the break room area and place one on either end of the yellow tables (far left and far right). Place each urn on an individual tile and plug in via extension cord to an electrical outlet behind each table.
- Time required for the water to heat thoroughly is approximately 45 minutes. Red light on each urn will indicate / confirm when the water is ready.
- In advance: Fill 2 plastic labeled containers each for coffee, decaf, cocoa, tea bags, creamer, sugar, and Splenda. Replenish as needed.
- The placement of the containers is planned so that an individual will begin with a cup, located in front of the plastic container which holds instant coffee, then move along adding all dry ingredients and complete the process by adding hot water from the coffee urn. Then take/use a stirrer and obtain a lid and napkin located next to the coffee urn.
- Specifically, the “Line” along the yellow table on the right:

coffee cups (on the left behind the containers with coffee, etc.); stirrer / lids / napkins (to the left of the urn)

coffee / decaf coffee / cocoa / tea / creamer /sugar / Splenda / urn

Spoons are placed in front of the plastic containers that hold the coffee, decaf coffee, cocoa and creamer.

Left yellow table set up is in reverse order of the right table set up.

Cookies and candy

- Cookies: Put a napkin on each of the red plastic plates. Add cookies.
- Candy: Use baskets for individually wrapped candies.

Typically, 5 or 6 plates with a variety of cookies (as donated by members), are prepared prior to the beginning of the 9:30 class. The cookie plates are then covered with napkins, placed on the smaller cart, and left in the right corner of the meeting room.

At about 10:20, Bill Beeson and/or a volunteer will complete preparation: open all the plastic containers, put spoons in as necessary (coffee, decaf, cocoa, creamer), and place the prepared cookie plates on various tables and on the orange table between the two long yellow tables.

Coffee break is between 10:30 and 10:50.

Clean up

At 10:50 volunteers will begin clean up.

- Close all containers.
- Dispose of paper towel runner, spoons, etc.
- Empty hot water from urns. Wipe / dry inside of the lids of coffee urns.
- Place coffee urns on larger mobile cart.
- Distribute or dispose of cookies. If there are lots of cookies left, they can be stored in empty metal tins in the storage closet for the next coffee break.
- Wipe / clean plates. Place plates and baskets on the shelf in storage closet next to the unopened cookie supply.
- Put unused cups and lids, signs, wiped-cleaned trays, and tiles in the large black storage tote.
- Put plastic containers of coffee, decaf, etc. on the smaller cart.
- Either replenish those supplies for the next coffee break at that time or replenish when the next coffee break is set up.
- Return all supplies to the storage room.

CONFLICT OF INTEREST POLICY

Initial effective date: July 26, 2023
Modification # 1 Date: 4/10/2023
Author: Norman Slawsky

- **Purpose**
 - The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director, *committee member and/or members* of the SUGA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- **Definitions**
 - Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
 - Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - An ownership or investment interest in any entity with which the SUGA has a transaction or arrangement,
 - A compensation arrangement with the SUGA or with any entity or individual with which the SUGA has a transaction or arrangement, or
 - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the SUGA is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

N.B. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

- **Procedures**
 - Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
 - Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. *A committee quorum shall be present for such hearings and vote.*
 - Procedures for Addressing the Conflict of Interest –
 - An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - After exercising due diligence, the governing board or committee shall determine whether the SUGA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the quorum of disinterested directors whether the transaction or arrangement is in the SUGA’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
 - **Violations of the Conflicts of Interest Policy**
 - If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.
- **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

 - The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.
 - The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.
- **Compensation**
 - A voting member of the governing board who directly or indirectly receives compensation from the SUGA for services is precluded from voting on matters pertaining to that member’s compensation.
 - A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the SUGA for services is precluded from voting on matters pertaining to that member’s compensation.
 - No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the SUGA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.
- **Annual Statements**

- Each director, principal officer and member of a committee with governing board delegated powers **shall annually sign a statement**, which affirms such person:
 - Has received a copy of the conflicts of interest policy,
 - Has read and understands the policy,
 - Has agreed to comply with the policy, and
 - Understands that SUGA is charitable and to maintain its federal tax exemption must engage primarily in activities which accomplish one or more of its tax-exempt purposes as stated in Incorporation documents and affirmed in the current bylaws.
- The Executive Director shall provide the statement and obtain the required signature from each director, principal officer and member of a committee with governing board delegated powers prior to installation of the individual and annually to each Board member.
- **Periodic Reviews**

To ensure the SUGA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

 - Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
 - Whether partnerships, joint ventures, and arrangements with management organizations conform to the SUGA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- **Use of Outside Experts**
 - When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Senior University of Greater Atlanta, Inc. (SUGA)
Director's Assent to Conflict of Interest Policy**

I am a director or a committee member with governing board delegated powers.

I have received a copy of the Senior University of Greater Atlanta's Conflict of Interest Policy. I have read and understand the policy, I have agreed to comply with the policy, and I understand in order for the SUGA to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Pursuant to the policy, I have disclosed any financial interest and all material facts to the Board of Directors for the Board to determine whether there is a conflict of interest with regard to a proposed transaction or arrangement.

Name _____

Signature _____

Date _____

CURRICULUM COMMITTEE PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/9/2023
Author: Ann Levine

The SUGA Curriculum Committee meets on a quarterly basis on the second Wednesday of each quarter following the second class.

At each meeting, the curriculum team is expected to accomplish the following three main tasks:

- Approving the written “class catalog/schedule” for the upcoming quarter, which has been prepared by a member of the Committee. Currently, this person has been the Curriculum Chairperson, but could be done by any team volunteer. The Catalog/schedule includes course titles, presenter names and affiliation, and a brief course description prepared by the presenter. The catalog also includes brief bio sketches of the presenter/class coordinator that have been submitted.
- Looking ahead to the following quarter: A list of potential classes and presenters is prepared and presented for discussion prior to the meeting. At the meeting, the committee settles on 12 potential classes with at least two alternates (Fall, Winter and Spring quarters; only 6 courses are offered in the Summer quarter), and various team members then volunteer or are assigned to contact these presenters to ascertain their interest and availability for the quarter after next. After making contact, the team member then reports these results to the Chairperson and other committee members via email.
- The Committee discusses other ideas for classes and presenters going forward, as well as discussing feedback from recent classes as to the effectiveness of the presenter and the interest in the topic.

Following the quarterly meeting and the approval of the next quarter’s schedule, any corrections are made in the document, which is sent to the Executive Director for providing to the upcoming Board meeting, which is usually the third Wednesday of the quarter. After approval by the Board, the Executive Director has the responsibility for providing the schedule to the webmaster for uploading to the website. The Director also prepares paper copies of schedule and course registration information for circulation to members at the welcome/registration table.

- **Next Steps:**
After potential speakers have been contacted and have agreed to present a course and indicated their preference for in-person or zoom presentation, as well as day/time preferences, the Chairperson and a committee volunteer(s) prepare a time-slot schedule, taking into consideration the balance of topics as well as potential size of the class.
- The Chairperson or committee members then contact the confirmed presenters, informing them of their time slot, and giving them a deadline for their submission of course description and biosketch. This deadline is typically one month prior to the next regularly scheduled curriculum committee meeting, to allow for adequate time to prepare the next course catalog/schedule.

The curriculum committee is composed of volunteers. The President and Vice-President shall serve as ex-officio members. New members may be invited after learning of their interest. Any SUGA member is welcome to attend Curriculum Committee meetings to bring new ideas to the committee.

EMAIL TO MEMBERS PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 7/1/2023
Author: Bill Beeson

Email to members is sent via Constant Contact by the Executive Director. Using Constant Contact can be learned by going to YouTube and searching for “Getting Started with Constant Contact.” There are many useful videos to view. If there is need for an emergency mailing to members when the Executive Director is not available, follow the instructions below. Contact the Executive Director or the SUGA President for the password.

Emergency Mailing

Emergency mailing for notice to SUGA members may be done by the following instructions:

- Go to www.constantcontact.com and select “Login.”
- User name – SugaAtlanta@Gmail.com
- Password – to be supplied on need.
- Click “login.”
- Click on “Marketing Campaigns” and select “All Campaigns.”
- Click “Status” – select “Draft.”
- “Important Email from SUGA” should appear. (If not, enter under search for “Important...”)
- Click on the “Important Email” draft email.
- Change “Enter Message here” to your message.
- Save.
- Enter “Continue.”
- Check box for appropriate school year for active members.
- Click “Send now.”
- Confirm by selecting “Send now” again.

EMERGENCY RESPONSE PROCEDURES

Initial effective date: 7/26/2023
Revision # 1 Date: 3/27/2024
Author: Bill Beeson

These guidelines are designed to respond to emergencies during scheduled SUGA activities:

EXTREME WEATHER – in the case of an extreme weather warning, all members and visitors will go immediately to the ground floor. Stay inside, away from outside walls and glass doors. All present will remain in place until the all-clear is sounded.

FIRE – if smoke or fire is present in the area, activate the nearest fire alarm box and call 911. **Immediately** evacuate the building. **DO NOT USE ELEVATORS.** Notify the Executive Director who will communicate with emergency responders. Move away from the building allowing emergency equipment to have access to the building. Those who are able will help members with walking difficulty to navigate the stairs.

PERSONAL INJURY, HEALTH EMERGENCY -

- Minor cuts, abrasions, burns – first aid kit is available at welcome desk.
- Falls – **IF CONSCIOUS**
 - Talk to victim to determine extent of injuries.
 - Seek medical assistance from any of our retired physician members or retired nurse members.

Remind anyone assisting that Georgia has a Good Samaritan Law ([O.C.G.A. § 51-1-29](#)), and they are therefore protected from civil litigation for providing emergency care in good faith without charging for their services. This protection includes use of automated external defibrillators.
 - **Do not move victim** until it has been determined no serious injuries have occurred.
 - If in doubt call 911.
- Falls – **IF UNCONSCIOUS** – call 911 immediately. Stay with victim. Seek medical assistance.
- Other Major Medical Issues – heart problems, stroke, diabetes complication, etc.
 - **Any indication of heart attack or stroke, call 911 immediately.**
 - **The Executive Director will be notified of all injuries and medical emergencies at the time of occurrence.**
 - **Proper forms will be filled out and maintained for any future references. (Forms are available from the Exec. Director)**
 - **For any event resulting in a call to 911, Rehoboth Baptist Church shall be notified.**

FACILITIES SET-UP AND STORAGE PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 4/19/2023
Author: Patrick Belott

Items are delivered and set up as needed by all or any available people. Carts, cones, screens, easel, bulletin board are all located in the supplies storage room at the far end of the break room.

Prior to classes (approximately 1 hour before)

- Deliver carts for A/V to
 - Auditorium
 - A/B classroom.
- Deliver and set up screens for A/V in A/B classroom.
- Deliver carts and urns for coffee service to kitchen (see Coffee Team procedures).
- Unlock entrance doors with Allen wrench. Doors used are those 4th and 5th from back parking lot end. Allen wrench is in the card file on supplies cart.
- Set up 2 cones at each entrance door.
- Set up easel and bulletin board for class locations and times and announcements in front of column (facing entrance doors) between auditorium and A/B classroom.
- Deliver supplies cart to Welcome Table.

After coffee break

- Store carts used for coffee service.

After classes

- Return carts, screens, easel, bulletin board, and supplies cart to storage room.
- Lock entrance doors (Executive Director usually does this).

FINANCE COMMITTEE PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/31/2023
Author: Art Slavin

The Finance Committee is made up of the Chief Financial Officer (CFO), the SUGA Executive Director (ED), and the Budget Coordinator (BC). The President and Vice-President shall serve as ex-officio members.

- The Committee meets at a time near the end of the fall quarter to review the year's budget, determine any adjustments required for the following year, and to prepare a budget for review and approval of the Board of Directors (BoD).
- Informal meetings are held as needed as expense requirements not included in the current budget arise.
- The responsibilities and duties of the current committee members are outlined in a separate document.

Authorities for approving expenditures are as follows:

- Salaries: CFO or BC
- Expenses under \$2500: ED or CFO
- Expenses over \$2500: two signatures -- ED & CFO
- All expenses are documented and filed by the ED.

Signature authorities as documented at Wells Fargo Bank (WF) are as follows:

- Operating account: CFO, ED, and BC
- Reserve account: CFO, ED, and a third party designated by the Committee
- ED and CFO have daily oversight online access to both SUGA bank account balances.

Finance Committee's rules for expense approvals:

- All requests for expenses to be submitted to SUGA Executive Director.
- Executive Director has authority to pay all expenses within budgetary limits.
- Requests for items in excess of budgeted amounts will be submitted by the Executive Director to the Finance Committee for approval.
- Requests for non-budgeted items will be submitted by the Executive Director to the Finance Committee for review and approval or referral to the board in extraordinary cases.

GREETER TEAM PROCEDURES

Initial effective date: 3/27/2024

Modification # 1 Date: 3/27/2024

The Greeter Team's purpose is:

- To welcome each person who comes to enter Rehoboth Church
- To check for a name tag that denotes paid membership
- To check for markers on the name tag that denote various requirements, for example, payment for the current year, required vaccinations, etc.
- To provide security for the building as required in our lease.

The Greeter Team Chair does the following:

- Recruit willing members, who are cheerful, responsible, dependable, and able to arrive at 9:00 am on their assigned days.
- Ask each one if they have class days when they are not able to serve.
- Create a schedule before the beginning of each quarter providing two team members each in-person class day to open the two doors we use, which are marked by cones placed there by the set-up team. (All other doors are locked.) Each team member will serve two to four times per quarter.
- Keep in mind not to schedule someone who cannot serve that day.
- Send the schedule to each member of the team by email asking that each check it for accuracy.
- In the email, go over the responsibilities of the job, and ask if any can come the first few days of class to direct members, answer questions, etc.
- Make copies of the schedule for each member to distribute the first day of class.
- Make arrangements for changes that happen during the quarter caused by illness or other complications.
- Provide a copy of the schedule to the Welcome Desk in case someone does not show up. A person at the Welcome Desk or the Greeter Team Chair can ask someone else to cover that door.
- At the beginning of the year, provide a copy of the members of the team to the Secretary for updating the Policies and Procedures Manual and to the Website Administrator for updating the list of volunteers on the SUGA website.
- Provide a copy of the members of the team to the Volunteer Recognition Luncheon Chair so each member can be recognized.

INSURANCE PROGRAM POLICY

Initial effective date: 7/26/2023
Modification # 1 Date: 5/23/2023
Author: Norman Slawsky

SUGA maintains an insurance program to cover its

- personal property
- general liability
- auto liability
- terrorism coverage
- accidental death and dismemberment
- excess (umbrella) coverage
- employee dishonesty
- forgery and alteration
- workers compensation.

The coverage is reviewed and adjusted annually under the guidance of the SUGA Finance Committee.

NEWSLETTER PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 4/17/2023
Author: Bonnie Hoyt

- The Suga Newsletter is published quarterly. Content is provided by the volunteer editor whose job is to gather, solicit, edit, and write articles of interest to the membership. The newsletter is formatted by the volunteer producer who designs the document.
- The articles may include photos and information about past programs and trips, on-going programs, and programs and trips planned for the future quarters. The Newsletter usually includes at least one message from the President (in the first issue of the new program year) along with reports from various committee chairpersons as needed. Detailed profiles of officers, instructors, and members are often featured.
- *In Memoriam* announcements may also be included.
- Suggestions for articles and announcements are welcome from members at any time and may be included at the discretion of the editor.

OUTREACH COMMITTEE PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 6/2/2023
Author: Norman Slawsky

Purpose: To publicize and communicate SUGA's activities internally with members and to extend SUGA to additional interested persons.

- Contact SUGA members and interested persons at senior facilities to develop a relationship with the facility and potential additional members. Provide potential members access to sample Zoom classes, sample classes in the SUGA video library, schedules of upcoming class offerings, and the SUGA website.
- Facebook—maintain a public access SUGA FB page to publicize SUGA course offerings and events. Maintain a SUGA members only Facebook group to enable members to post comments and photos.
- Newsletter—maintain contact with the SUGA newsletter editor to discuss content.
- Develop publicity materials such as a flyer which may be posted on bulletin boards at senior facilities and libraries.
- SUGA video library—maintain contact with and provide input to the video library administrator.
- SUGA website—maintain contact with and provide input to the SUGA web master.

REGISTRATION PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 5/9/2023
Author: Lauren Wood-Viscardi

Two forms of registration are offered, paper and online. Courses and therefore registration information comes from the Curriculum Committee.

Paper registration

- The Executive Director creates the paper version based on information from the Curriculum Committee.
- Paper registration forms are made available at the Welcome Desk.

Online registration

- The Executive Director sends a copy of the paper registration form to the Webmaster. Based on this information, the Webmaster creates the Google Forms online version. Instructions for how to create a Google Form can be found here:
<https://support.google.com/docs/answer/6281888?hl=en&co=GENIE.Platform%3DDesktop>.
- A separate SUGA graphic is needed for the Google Form due to the different size requirement.
- Once created, the link to the Google Registration Form is embedded in the website and sent by email to the Executive Director.

SPECIAL EVENTS PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 4/14/2023
Author: Joy Glucksman

We currently have two special events every year, the SUGA Board Luncheon and the SUGA Volunteers and Instructors Luncheon. These procedures will address those events and can be used or modified if the Board decides to have other special events.

SUGA Board Luncheon

- Participants: current and new board members.
- Date: This will be determined by the President in consultation with the Special Events Coordinator and will generally take place in the fall after it is determined who will be on the Board for the next year.
- Place: The Special Events Coordinator will find a restaurant close to our meeting place, currently Rehoboth Baptist Church. It is suggested that the restaurant is within 10 miles of RBC. The restaurant selected should have a good variety of food with vegetarian, vegan, and gluten-free options available.
- Time: The luncheon should begin at approximately 12:45 PM or 1:00 PM depending on the location to give all participants time to get there after the last class at RBC.
- Budget: The board shall set the budget for the luncheon and provide it to the Special Events Coordinator at least forty-five days prior to the date of the luncheon
- SUGA shall inform participants of the date, time, and venue of the luncheon two weeks before and require RSVPs returned to the Special Events Coordinator at least one week before the lunch so that final arrangements can be made with the restaurant.
- Payment: The CFO or his/her delegate shall make direct payment to the restaurant. The Special Events Coordinator shall not be required to use his or her credit card to pay the restaurant unless agreed to in advance.

SUGA Luncheon for Volunteers and Instructors

- Participants: Guests: anyone who has volunteered for a position that required more than de minimus work and anyone who has been an instructor or course coordinator in the past year.
- Date: The President in coordination with the Special Events Coordinator and the Executive Director shall set the date for the luncheon. The luncheon should be held the week before or the last week of the fall quarter. The Executive Director shall communicate with Rehoboth Baptist Church before the date is finalized.
- Additional duties:
 - Select luncheon caterer.
 - Determine number and arrangement of tables. Work with SUGA table decorator for appropriate design.
 - Determine luncheon cost. Consult with Executive Director and CFO for luncheon budget.
 - Invite instructor and volunteer guests.
 - Set up, staff, and arrange for luncheon sign-up table and collect payments for members.
 - Coordinate caterer payment with Executive Director and CFO for Board approval.
 - Coordinate member announcements.

THIRD PARTY ACCESS TO AND INVOLVEMENT WITH SUGA MEMBERSHIP POLICY AND PROCEDURES

Initial effective date: 7/26/2023
Modification # 2 Date: x/x/2024
Author: Roy Sobelson

SUGA's membership continues to express an interest and a desire to participate in events and activities beyond the scope of SUGA's curriculum. In order to provide SUGA's membership with an opportunity to experience benefits such as extended travel, day trips, special events, social gatherings, etc., it is important to establish a policy that while serving the membership also protects SUGA from liability.

Non-endorsement policy

SUGA does not promote, recommend or endorse any product, service or activity other than its educational offerings or activities approved by the Day Trip Committee or Board of Directors. A copy of this statement shall be included in all SUGA communications to the general membership and materials made available to the general public.

No SUGA resources (including, but not limited to, instructional time, money, premises, labor, means of communication, or mailing or membership lists with identifying personal information) may be used, or provided by SUGA to others for use, directly or indirectly, for the advertisement, promotion, sponsorship or recommendation of any commercial, religious or political product, service or activity, unless authorized by the Board of Directors.

Fliers, brochures, and written information

- Requests for posting non-SUGA printed materials on the SUGA bulletin board will be presented to the Executive Director for approval.
- Approval will be at the Executive Director's discretion, in accordance with SUGA policies.
- Any materials randomly placed around the classroom and/or coffee room will be removed.

Day trips, special events, and social gatherings

- Members may suggest various activities such as day outings, site visits, or social gatherings open to the full membership.
- Requests for such activities will be submitted to the Day Trip Committee and the Executive Director for approval and must include a written disclaimer limiting SUGA's liability.
- Charges and fees will be used to cover the expenses of the activity and may include an administrative fee for SUGA.

Use of SUGA rented facilities

- Use of SUGA rented facilities by third parties must comply with the RBC Lease Agreement and SUGA policies.
- Any request to personally display a third party's activity/event in rented areas will be presented for approval to the Executive Director and if necessary to the Board. Approval shall be granted only if such information for display is consistent with SUGA policies.
- Any request by providers to use space for informational meetings must be presented to the Executive Director for approval. Such informational meetings will be limited to SUGA members

and their families and friends. Approval shall be granted only if the activity is consistent with SUGA policies.

TRAVEL POLICY

Initial effective date: 1/31/2024
Modification # 1 Date: 1/31/2024
Author: Roy Sobelson

- It is the policy of SUGA that any travel programs offered to SUGA members are available to all members and are accessible and consistent with ADA guidelines.

SNOW/INCLEMENT WEATHER POLICY

Initial effective date: 7/26/2023
Modification # 1 Date: 5/9/2023
Author: Bill Beeson

- If DeKalb County Schools **cancel** or **delay** in-person classes due to inclement weather, we WILL CANCEL our in-person classes. Check website WWW.DEKALB.K12.GA.US or check local TV stations.
- We will also cancel in-person classes if Rehoboth Baptist Church campus closes for any reason, including weather.
- To the extent possible, cancelled in-person classes will be moved to Zoom delivery.
- If DeKalb County Schools announce an early dismissal, or weather becomes threatening during our regular class times, SUGA will dismiss in-person classes early as well.
- Our website *SU-GA.ORG* or Facebook may be checked for announcements on closing.

WEBSITE PROCEDURES

Initial effective date: 7/26/2023
Modification # 2 Date: 8/4/2023
Author: Lauren Wood-Viscardi

The website is created in Weebly.

General procedures

The Weebly account is "owned" by the Executive Director who should be contacted for access to the account as an administrator.

- To learn the basics of how to create/design/edit the website, go to [How to Use Weebly: An Easy Step by Step Tutorial](#), and skip down to the **Design Your Site** area.
- To find out how to do additional design and add other features to the website, Google for videos on YouTube that go into various aspects of the Weebly platform.
- Graphics:
 - Graphics can be created in [Canva](#), a free design tool. Tutorials on use of Canva are at <https://www.canva.com/designschool/>.
 - Information on adding graphics to Weebly is at <https://www.weebly.com/app/help/us/en/topics/adding-pictures-to-a-site>.
 - Information on graphic sizes for Weebly can be found by Googling "Weebly graphic sizes."

Specific components

For each new term, complete the following steps. The entire process is done in coordination and communication with the Executive Director. Nothing is posted or shared until there is an agreed upon date.

- **Schedule and registration materials**
 - Class information is received from either the Curriculum Committee, Board, or Executive Director. This is just a matter of whomever gets back to you first. Start bothering people as early as appropriate.
- **Graphics**
 - Based on the class descriptions, start creating graphics in Canva. This can be a bit time consuming as you have to not only read the descriptions, but sometimes do some extra research or ask the instructor what s/he is intending with this class. Then research graphics that might be incorporated into a complete class graphic. Class graphics should include the Course name, Day/Time/Zoom or In-Person, and instructor. These graphics are used on the Homepage, the Courses page, the Online Registration page, and occasionally in eNews mailings.
 - Share these graphics with the Executive Director, in case s/he can make use of them. Since they should be used on social media as well, send to the SUGA member managing the SUGA Facebook page.
 - Create other graphics to replace older graphics on the website.
- **Google forms**

- Create the online registration form in Google forms. The registration form is provided by the Executive Director. It requires a new graphic that will coordinate with the website for the upcoming term.
- **Website**
 - **Homepage**
 - Create a new slide show with a sneak peek of the classes coming in the new term. This can go live prior to the rest of the information but is done in coordination with the Executive Director.
 - Revise as needed. Items needing updates on a regular basis are the following:
 - Newsletter
 - Post new edition of newsletter once each quarter as received from the Newsletter Editor or the Executive Director.
 - Pricing information
 - Next term information
 - **Courses page**
 - Create a new Courses page by duplicating the previous Courses page, naming it Courses - [year term]. Change this naming convention right before it goes live. Initially, this page will HIDE IN NAVIGATION. This will be changed when it is ready to be visible.
 - Update all the classes, graphics, and any information relating to the Book Club.
 - Information on the Book Club dates and selections for the upcoming year are sent by the Executive Director after the fall quarter meeting of the Book Club.
 - Update the dates and selections for the following year on the website.
 - At the end of each quarter, remove the listings for the quarter just completed.
 - Online Registration
 - This is updated with the link to the new Google Form with the online registration.
 - **SUGA Calendar**
 - The SUGA Calendar is created in Google and then imported via a widget to be “live” on the SUGA website. There are separate credentials required to access this calendar. It is created a Google account named sugacalendar@gmail.com.
 - Update as received from the Executive Director.
 - **Instructor Bios**
 - This page must be updated with any new instructors, or new descriptions, as provided by the Executive Director.
 - **Membership**
 - This page must be updated with the link to the Online Registration, printable versions of the Registration, must have the updated membership cost (update each quarter), and any other information the Board has communicated is important to change.
 - **Field Trips page**
 - Update as needed.
 - **Donate**
 - Update as needed.
 - **About Us**

- Update Officers, Board of Directors, and Committees at the end of each Fall Quarter.
 - Update Bylaws whenever revisions are made and approved.
 - Post minutes of Board Meetings once a quarter after approved minutes are sent by the Secretary.
- **FAQs**
 - Edit/add as changes occur.
- **Contact and Location**
 - Update as needed.
- **Links**
 - Before the new term goes live, links throughout the site must be checked and updated. Weebly does not have a link tracker, so this must be done manually. It is important to have all links that lead off the site, e.g., Online Registration, open a new page, so people using the site do not get lost and are not able to get back to the site easily.

ZOOM HOSTING PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 1/8/2023
Author: George Wieder

Before class presentation

- Arrive early to class.
 - Sign in ½ hour to 15 minutes before start time. Host/Cohost are SUGA Ambassadors. Use time to greet new members, provide training, answer questions.
- Claim Host (if host and first to sign on). See Zoom Host Schedule for code.
- Check Chat setting.
 - Participants can unmute/start video and chat with everyone publicly & privately before class.
- Host
 - Assign the SUGA CoHost.
 - Assign Instructor as Cohost.
 - Mute All and ask instructor to unmute.
 - Host and CoHost are muted during class and use Space Bar to unmute as needed.
 - Begin class on time.
 - Follow Zoom class script.
- CoHost
 - Begin Record to Cloud when Host begins class.
 - Set Chat to Only Host/CoHost.
 - Spotlight Host for Introduction and then Speaker.
 - Monitor Participants and Chat during presentation.
 - Count attendance at 30 minutes into class.
 - Send attendance to sugatlanta@gmail.com.

After presentation

- Host
 - Follow Zoom class script for instructions on asking questions.
- CoHost
 - Ask members with questions to unmute.
 - Spotlight both members asking question and presenter.
 - Lower Raise Hand after question is asked.

Ending class

- CoHost
 - Stop recording.
- Host
 - Ask all to unmute, go to Gallery view, and give applause to presenter.
 - End meeting for all.

ZOOM RECORDING TO YOUTUBE POSTING PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 6/9/2023
Author: Lauren Wood-Viscardi

Zoom

- Before starting, Zoom must finish processing the recording just made. This can take several minutes or more. Refresh the Zoom page periodically to check to see if it is finished processing.
- Once processing is finished, go to that video and download the 2-3 files.
- Find the MP4 file in your Download folder on your device. Rename the file at this point using the following template – “Class Name – Class – Date. This will make naming the post in YouTube easier to do. Consistency in this naming will help find and sort videos later.

YouTube

- Once you have the recording file from Zoom ready to go, move over to the Google account that you intend to use for YouTube, e.g., SugaAtlanta2.
- Once in the account, go to the 9-dot square (waffle) at the top right portion of the page. This is where you will find the Google apps available. Go down the list until you find YouTube. If you do not see it immediately, click on **More from Google**. Find YouTube at the bottom of the next page. Select it.
- Once at the YouTube home page, go to bottom to find **YouTube Studio** under Products. (Alternatively, search online for YouTube Studio and login with the appropriate Google account).
- Once in YouTube Studio, from the menu on the left, go to the **Content** button. Here you will see any previously recorded videos. The Content is then organized by **Videos, Live, Posts** and **Playlists**, along the top. Videos gives you all the individual recordings. Playlists has the grouped recordings.
- In the top right corner, find the **CREATE** button with a little movie camera next to it. Click that button. It will give the choice to Upload videos, Go live, Create Post, New Playlist. Choose **Upload videos**. Click **SELECT FILES** and navigate to your Download folder to find the appropriate video. As soon as the video is chosen, this will start the uploading process.
- Once started, this will bring you to the **Details** page. While the video is uploading, you can fill in the information on this page.
- **Details**
 - o **Reuse Details** – It is possible, if an early class in the series has been uploaded, to reuse the details previously provided from that recording. All or some details may be used from whatever recording is selected. Details can be further edited, if needed.
If Reuse Details cannot be used:
 - o **Title** - The Title box will have normally chosen the file name as the title name. If this is appropriate, nothing to do here.
 - o **Description** – the Presenter name and description can be copy pasted from the SUGA website (the individual calendar events is usually most convenient).
 - o **Playlists** – Playlists help organize individual class videos into a one course. Click this down arrow to find the appropriate course, or to Create a new playlist for a course. When complete, hit Done.
 - Note:** Once a playlist is created, the description for the course may be put into the playlist description area. This can be handled at any point after creating the playlist.

If Reuse Details cannot be used:

- o **Thumbnail** – Once the video is uploaded, three thumbnails will be made available as representative of the recording. Choose one, **or** upload the class graphic used on the SUGA website, whichever is most appropriate.
- o **Audience** – Since these classes are geared toward an adult audience, choose, “No, it’s not made for kids”.
- o **NEXT** – move on to the next page.
- **Video Elements** – nothing needs to be done on this page. NEXT.
- **Visibility** –
 - o **Unlisted** – Will only make this video available to someone who has the link. It will not be searchable out on any search engines, on YouTube, or elsewhere.
 - o Schedule – N/A.
 - o **SAVE** – this will publish the video.
- **Channel Content** - You may now notice on the Content page that the video has a Yellow Pending or Red Blocked next to the name. This indicates that there is a Copyright Claim issue. This will be covered below. If there are no Copyright Claims, it will post with no extra notifications.
- Go to the Playlists option on the top Content page menu. The newly uploaded video should be found in the appropriate Playlist. The Playlist page, under the graphic for the playlist, allows you to get a shareable link for the Playlist. There will be more than one opportunity presented to get the link for the video. To get the Playlist link, you must go to that Playlist, and hit the Share arrow, which then popups a link.

Copyright Claims (accurate as of Fall 2022).

During the processing of the uploading video, YouTube will check for video clips, songs, etc., that may be owned by someone else. This can stop the video from being viewed from others. Such claims can be disputed. [Dispute a Content ID claim](#)

- Find the video with the claim you want to dispute.
- In the “Restrictions” column, hover over “Copyright claim” and click SEE DETAILS.
- Click SELECT ACTIONS and then Dispute
- This will put you through a number of questions that must be answered. SUGA videos normally are covered under the legal concept of **Fair Use** for **Educational** purposes. All questions should be answered with this in mind. Below is the description that can be used to explain the reason for posting these videos with clips from other sources:

*I believe my use of the video clip is covered by **fair use**. The video is used as part of a class taught for senior citizens. I am a volunteer instructor and receive no pay. The recording of the class, which includes the short clip, is posted on YouTube so that people who miss a class can go back and watch it. The video is not monetized on YouTube.*

Review of Copyright Claim Disputes can take from 48 hours to a couple of weeks. Sometimes, they will come back denied, at which point an Appeal can be submitted, or the clip can be trimmed from the rest of the video. For any required actions, YouTube will walk the user through this process.

Editing: If needed, editing can be done in MovieMaker before posting them to YouTube.

ZOOM SCHEDULING PROCEDURES

Initial effective date: 7/26/2023
Modification # 1 Date: 6/15/2023
Author: George Wieder

Creating Zoom links

- We use two Zoom accounts for our Zoom classes. The 9:30 am Class is normally Account 1; and the 11:00 am Class is normally Account 2. This will eliminate any problems if the first class goes late.
- The SUGA Executive Director controls access to the Zoom accounts.
- After signing into the account, select SCHEDULE MEETING
- Topic – Enter class name and instructor name
- When – Date of first class and time
- Duration – 1 hour
- Check Recurring meeting
 - Recurrence: select Weekly
 - Repeat every: select 1 week
 - End date: enter last class date
- Security
 - Passcode SUGA
- Video
 - Host ON
 - Participant OFF
- Audio
 - BOTH
- Click Save.

Copy the Zoom link and email to SUGA

See the screen prints below.

Schedule Meeting

Topic

Understanding the Weather & Climate of GA - Zachary Handles

[+ Add Description](#)

When

07/13/2023

11:00

AM

Duration

1

hr

0

min

Time Zone

(GMT-4:00) Eastern Time (US and Canada)

Recurring meeting **Every week on Thu, until Aug 17, 2023, 6 occurrence(s)**

Recurrence

Weekly

Repeat every

1

week(s)

Occurs on

Sun

Mon

Tue

Wed

Thu

Fri

Sat

End date

By

08/17/2023

After

7

occurrences

Invitees

Enter user names or email addresses

Enable a dedicated group chat for this meeting [i](#)

Registration Required

Template

Security Passcode

Only users who have the invite link or passcode can join the meeting

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

Video Host on off

Participant on off

Audio Telephone Computer Audio Both

Dial from **United States** 

Options [Show](#)

Save

Cancel