

**THE LIFELONG PEER LEARNING PROGRAM
GUIDELINES
FOR LP² ADVISORY BOARD**

STATEMENT OF PURPOSE

The mission of the Lifelong Peer Learning Program (LP²), Advisory Board (the Board) is to promote a diverse, dynamic, high-quality academic community of adults engaged in lifelong peer learning as an integral component of The Graduate Center of the City University of New York. The Board, along with the director, employed by The Graduate Center, work together to advance LP² goals within our own community and in relation to The Graduate Center. For these purposes, the Board members endeavor to:

- * set standards meant to ensure a broad curriculum to attract and to intellectually challenge the membership;
- * foster members' opportunities for academic and administrative participation, leadership, and social interaction;
- * elicit and respond to members' views by regular communication with the membership and committees;
- * set standards that promote the recruitment and selection of a diverse membership interested in serious, peer learning;
- * serve as a model for successful peer learning for other institutions.

I. NAME

1. The program name shall be the Lifelong Peer Learning Program (or LP²), of The Graduate Center.
2. The LP² is a program of the Office of Academic Initiatives and Strategic Innovation (AIS) under the direction of said office's dean and director.

II. LP² MEMBERSHIP

1. Candidates for membership must attend an information session, complete an application form, and be interviewed by a member or members of the Admissions Committee. Admissions criteria is set forth by the Admissions Committee and the director. Recommendation for acceptance shall be made by the Committee and forwarded to the director, who shall make the final decision in consultation with the Committee.
2. All fees are set by AISI. They cover tuition and registration fees for a minimum of two study groups including the study group a member may be coordinating and a maximum of three study groups not including the study group a member may be coordinating each semester and a separate fee is charged for summer session. The Institute for Education in Retirement (IER) offers a limited number of needs-based scholarships in order to help members cover Graduate Center fees.

3. Maintaining membership status requires the member to enroll in at least two LP² study groups each semester. At the discretion of the director, this requirement may be waived and fee adjusted for members enrolled in only one study group. Maintaining status further requires the member to participate as a study group coordinator, advance study group discussion, serve on a committee, or give other service as shall support the general welfare of the LP².

4. In consideration of the purposes of the LP² and the requirements of membership, a review of new members may take place after a period of no less than three years. Subsequently, future reviews may be requested by the director. Procedures for review and recommendation for renewal shall be determined by the director and the director shall have final authority to account for special circumstances and needs in the process of membership renewal.

III. GOVERNANCE OF THE LP² ADVISORY BOARD

1. The Advisory Board is the principal body advising the LP² director and has the primary responsibility for suggesting and implementing LP² policy as it affects the needs and interests of LP² members. The composition of the Board and the requirements for election thereto are set forth below.

2. The Board shall consist of a maximum of fifteen voting members, each member to serve for three years, except that the Vice Chairperson and Secretary of the Executive Committee may serve a maximum of four years on the Board, and the Chairperson may serve a maximum of five years on the Board. The Board may invite a retiring Chairperson to serve a term of one year as Chairperson Emeritus.

3. The fifteen voting members of the Board shall be selected in accordance with procedures established by the Board and implemented by the Nominations and Election Committee and shall be elected by the total membership of the LP². Twelve members shall be elected by the total membership and three members shall be designated by and from the members of following committees: Admissions, Curriculum and Diversity in consultation with the Executive Committee and the director. All members may run for the Board. One member shall have been a member of the LP² for no more than three years.

4. The officers of the Board, who shall comprise the Executive Committee, shall be elected annually by the Board itself and shall consist of Chairperson, Vice Chairperson, Secretary and any other Advisory Board Members as the Executive Committee determines. The Executive Committee meets with the director to set the agenda for each Advisory Board meeting. The director consults with the Executive Committee as needed between Board meetings.

5. No member may serve on the Board for two consecutive terms but may stand for re-election after a one-year hiatus. The Nominations and Elections Committee may ask the Board, in consultation with the director, to set aside this provision if there are not sufficient eligible candidates.

6. Any alteration in the composition of the Board shall be by amendment of these guidelines as set forth in Paragraph X. Ad hoc or temporary, non voting members may be added at the discretion of the Executive Committee with the consent of the Board.

7. The Board shall meet on a biweekly schedule during the academic year. A majority of voting members shall constitute a quorum.
8. The minutes of the meetings of the Board shall constitute the official record of the LP² and shall be available to the members on the ZINE or other LP² online presence, and in the Office of AISI at The Graduate Center.
9. Any member may attend a meeting of the Board with permission of the Executive Committee.

IV. NOMINATIONS AND ELECTIONS

1. Election of Advisory Board members shall be held annually in the Spring Term and installation of new Board members in May.
2. Nominations for elections shall be closed on a date determined by the Board and the Nominations and Elections Committee.
3. Any member who has completed at least one year of membership and has further served in one of the capacities set forth in Paragraph II.3 may be nominated to represent the general membership with permission of the nominee, or may nominate him or herself.
4. The ballot order of the names of the candidates for election to the Board shall be determined by lot.
5. Members elected to the Board shall be elected by secret ballot.
6. The three standing committee representatives to the Board shall be nominated by their committees and approved by the director in the Spring Term.

V. BOARD VACANCIES

1. When vacancies on the Advisory Board occur, the Executive Committee with the advice and consent of the Board, shall appoint replacements for the balance of the academic year; such replacements shall have full voting privileges.
2. An appointed Board member who has served for one year or less may stand for election for a full three-year term.

VI. THE DIRECTOR

1. The director of the LP² is appointed by and reports to the dean of AISI at The Graduate Center, CUNY.
2. The director is the liaison between the LP² and the administration of AISI and The Graduate Center, CUNY.
3. Only the director or the director's designee may represent the LP² in public assemblages, publications, and in any communication or interaction with other organizations.
4. The director may participate in all meetings of the Board without a vote.
5. The director serves as the decision making authority for all issues pertaining to the LP², subject to the review by the dean of AISI.
6. The director shall annually invite the dean of AISI to attend a General Membership Meeting.

VII. STUDY GROUPS

1. Central to the purpose of the LP² shall be the development of peer led study groups.
2. A study group may be proposed by any member.
3. All study groups and their coordinators shall be subject to approval by the Curriculum Committee and the director.
4. All study groups shall be conducted in accordance with the LP²'s policy of peer learning.
5. Additional academic, cultural, and social offerings of the program elaborate on the peer learning model with a peer organized structure through committees and special interest groups as well as ad hoc seminars, meetings, and events that may be open to the public and prospective members.
6. Membership in study groups shall be determined in accordance with registration procedures established by the director or designee(s).
7. Coordinators shall meet as a group at least once each year, such meetings to be organized and chaired by the director or designee(s).
8. Attendance in any study group shall be limited to enrolled members; guests must be approved by the director and the coordinator(s) of the study group.

VIII. COMMITTEES

1. The Advisory Board, through the Executive Committee, may establish or discontinue committees as it deems appropriate to carry out the objectives of the LP².
2. The Chairperson of the Board or designee shall be a non-voting, ex-officio member of all committees.
3. Committee members shall nominate their Chairperson with the consent of the director. The Chairperson of each committee, in consultation with committee members and the director, shall appoint new members as vacancies occur.
4. Each committee shall develop and submit to the Board for approval a statement that will include the committee's functions and responsibilities and the means by which these are to be accomplished. The statement shall be reviewed by the committee every two years and any change submitted to the Board for approval.
5. Each committee shall report to the Board by the end of the Spring Semester of each year setting forth the committee's accomplishments.
6. Each committee shall establish the terms and conditions of membership, with the consent of the director. Terms and conditions shall include that maximum years of service for the chair is five years and for the membership, four years. The rotation of committee chairs will be tracked by the Executive Committee and administered by the director.

IX. MEETINGS OF THE LP² MEMBERSHIP

During each academic term, at least one meeting of the general membership shall be convened by the director for any of the following purposes:

- * an exchange of views and information among the director, the Advisory Board, and the membership;
- * discussion of amendments to the existing guidelines;
- * programs of educational and cultural interest; and
- * such business as may be pertinent to the well-being and functioning of the LP².

X. AMENDMENTS TO THESE GUIDELINES

1. A proposal to amend these guidelines requires:

- * a majority vote of the Advisory Board in favor of presenting the proposal to the LP² membership, or
- * a petition signed by no less than ten percent of the total membership and delivered to the Executive Committee.

2. After the action of the Board or the Executive Committee's receipt of the petition, the proposed amendment shall be discussed at a membership meeting convened for that purpose or at the next general meeting of the membership. If the time remaining in the semester is less than six weeks, such amendment shall be considered at the following general membership meeting.

3. Prior to the general or special meeting, written notice shall be provided to all LP² members; such notice shall provide the text of the proposed amendment, the date and time of the meeting, and specification of the procedures and regulations which shall be applicable. Electronic notification is considered written notice under this provision.

4. Subsequent to the meeting, voting on an amendment shall be by secret ballot. Within a reasonable time after the general or special meeting, ballots shall be provided to the membership.

5. An affirmative vote of two thirds of the ballots cast shall be required for adoption of an amendment.

6. Executive Committee in consultation with the Board and the director, shall make all arrangements for the implementation of the foregoing procedures.

XI. PARLIAMENTARY PROCEDURES

1. All decisions of the Advisory Board, the committees, or the general membership shall be made by a majority of those present, except as herein otherwise provided.

2. Procedures shall be guided by the current Robert's Rules of Order.

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