

WISE POLICIES

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Worcester Institute for Senior Education (WISE)
at
Assumption College

- 1) The Worcester Institute for Senior Education (WISE) at Assumption College is a program that:
 - a) Is a part of the Department of Continuing and Career Education at Assumption University.
 - b) Follows the principles outlined in the Agreement between Assumption College & WISE.
 - c) Follows the policies and procedures at Assumption College, including, but not limited to:
 - i. Code of Ethics
 - ii. Human Resources & Personnel
 - iii. Finance & Accounting
 - iv. Fund raising
 - v. Information Technology & related issues
 - vi. Classes, Events, Instructors, Rooms, & facilities
 - vii. Food Services & other support amenities
 - viii. Parking
- 2) Complies with the Assumption College Anti-Discrimination Policies as well as all state and federal laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.
- 3) The President of WISE and the President of Assumption College, or their designees, review their affiliation every four years, or earlier if necessary.

Mission Statement

The Worcester Institute for Senior Education (WISE) at Assumption College is a nonprofit, member-directed organization that provides lifelong learning opportunities for older adults.

Values Statement

The Worcester Institute for Senior Education (WISE) at Assumption College fosters a culture of teamwork, participation, acknowledgment, respect, inclusivity and transparency.

I. MEMBERSHIP

A. Definitions

Term	Definition	Comments
Academic Terms	Spring Semester: January through May.	
	Fall Semester: September through December.	
Full Year Membership	Fall & Spring Semesters.	Voting members.
Half Year Membership	Fall Semester: A & B sessions.	Non-voting members.
	Spring Semester: C & D sessions.	
Summer Participants	June and July	This is an administrative classification. Summer Participants are not WISE members.
Instructors	Concurrent with the sessions that the Instructors are teaching.	The Instructors' Membership is primarily an administrative classification. Instructors cannot register for WISE courses unless they belong to another membership category.

B. Types of Membership

Membership Types	Start Date	End Date	Comments
Full Year	July 1	June 30	
Fall Semester	July 1	December 31	
Spring Semester	December 1	May 31	Registration starts during the first week of December. Note that the Spring Membership starts a few days before registration starts.
Summer Participants	May 1	July 31	Summer Participants are not WISE members.
Instructors	Start of Session	End of Session	Concurrent with the Sessions that the Instructors are teaching.
Honorary			See below

Honorary Membership:

- 1) Honorary Membership is granted for:
 - a) Recognition of exceptional service to WISE or the community.
 - b) The promotion of special causes such as diversity.
 - c) Teaching 20 courses or more, over the previous 10 years at WISE.
- 2) Honorary Membership is:
 - a) Granted upon recommendation by the Council.
 - b) Renewable every two years at the commencement of each academic year.
 - c) Contingent upon maintaining active membership.
- 3) Honorary Membership is considered 'active' if the member is:
 - a) Participating in taking courses.
 - b) Engaged in teaching activities in WISE.
 - c) Participating as a Volunteer in WISE.
- 4) The total number of Honorary Members is limited to 15 per year.
- 5) Honorary membership entitles members the full privileges of membership.
- 6) An Honorary member who becomes 'inactive' will become a **Member Emeritus**.

C. Dues

- 1) The Dues for the Full Year, Fall Semester, Spring Semester, & the Summer Courses are determined by the Finance Committee & are approved by the Council for each Academic Year.
- 2) These dues are published on the WISE Website at the start of each Academic Year.
- 3) Members may upgrade their membership from the Fall Semester Membership to Full Year Membership by paying the difference (Full-Year Dues *minus* the Half-Year Dues).
- 4) The dues-paying Members are entitled to the full benefits of WISE membership for the duration that the membership is valid.
- 5) All WISE Officers, Committee Chairs and Group Coordinators must be full year members each year.
- 6) As a part of the nonprofit status of WISE and in keeping with the mission of Assumption College, the annual dues or a portion thereof may be forgiven for:
 - a) Those who demonstrate financial hardship as determined by the Director.
 - b) The total number of such members shall be limited to 5 each year.
 - c) These members will not be identified publicly and will be counted only in internal WISE documents.
- 7) Summer Participants are not eligible for WISE membership and its benefits.

II. CURRICULUM

- 1) The Curriculum Committee Charter & Membership are outlined in the Committees section.
- 2) The Curriculum Committee shall develop catalogs for each Semester & for the Summer Courses & distributes them.
- 3) Any Course Instructors being considered for teaching at WISE, who have been or currently are on the Faculty at Assumption College, will need the support of the College before they can teach at WISE.
- 4) The processes for enrollment are outlined in the Website, & may change from time to time.
- 5) Only those members enrolled in a course may attend.
- 6) For the purposes of acquainting a potential member to WISE, a member may bring a friend to *one* class, provided:
 - a) Prior approval has been obtained from the Instructor
 - b) The Class Assistant is informed as a courtesy.
- 7) The honorarium for Class Instructors is determined on an annual basis by the Curriculum Committee & is approved by the Council.
- 8) It is recommended that all Instructors read the "Guidelines for Instructors" published in the Website.

III. COMMUNICATIONS

- 1) The Communications Committee Charter & Membership are outlined in the Committees section.
- 2) Publications and announcements by the Committee made on behalf of WISE are done by email.
- 3) The timetable of communications follows a schedule during September through May each year for the following individuals:
 - a) President
 - b) Director
 - c) Chair, Communications Committee
 - d) Technology Advisor
 - e) Others to be selected by the Committee from time to time.
- 4) The Committee determines the precise steps involved in this schedule.
- 5) The Committee is responsible for:
 - a) All content in the WISE Website: <https://assumptionwise.org>
 - b) Social Media including Facebook, Twitter and others.
 - c) All information collected by WISE on the Website shall be governed by the WISE privacy policy.
- 6) The WISE Website is not to be used for advertising for events or entities other than WISE and Assumption College.
- 7) The Committee has the responsibility to assign operational access to the Website to the:
 - a) President
 - b) Director
 - c) Office Manager (who also serves as the Web Master)
 - d) Technology Advisor
- 8) Other individuals may be granted access to a portion of the Website to facilitate the execution of their responsibilities, which include:
 - a) Responsibility for updating & maintaining the website, course information, emails, collecting and reporting financial information.
 - b) Other aspects of the Website.

IV. FINANCE

- 1) The Finance Committee Charter & Membership are outlined in the Committees section.
- 2) The Financial Statements will follow the General Accounting Principles & as outlined by Assumption College.
- 3) The Academic or Fiscal Year shall be from June 1 through May 31 of the following year.
- 4) WISE shall invest a portion of its reserve funds in Assumption College's investment funds.
- 5) The WISE Director shall be:
 - a) Allowed discretionary funds, the amount of which shall be recommended by the Finance Committee & approved by the Council.
 - b) Responsible for all operational expenses of WISE.

V. SPECIAL EVENTS

- 1) The Special Events Committee Charter & Membership are outlined in the Committees section.
- 2) These Special Events are for WISE members only, unless otherwise stated.
- 3) The events include:
 - a) Brown Bag lectures
 - b) Excursions
 - c) Music Performances
 - d) The Annual Meeting
 - e) The Holiday Lunch
 - f) The Spring Dinner.
- 4) All these events are self-funded.

VI. DEVELOPMENT

- 1) All development & fundraising shall comply with the policies of Assumption College.
- 2) The annual fundraising drive consists of soliciting donations to one or more of the following:
 - a) WISE General Fund
 - b) Assumption College Building Fund
 - c) Students' Scholarships Fund
 - d) Other Targeted Funds
 - e) Gifts made in memory or honor of an individual.
- 3) All donations are to be made payable to Assumption College/WISE.
- 4) All donors are acknowledged in writing by the Director and the President.

VII. INCLEMENT WEATHER

- 1) Inclement weather is defined as: rain, hail, snow, high winds, extreme high or low temperatures) by virtue of which it is not reasonable or safe to travel or walk to class.
- 2) In the event of inclement weather, the WISE Director shall:
 - a) Determine if the Worcester Public Schools & Assumption College are closed.
 - b) The WISE Director shall confer with the WISE Office Manager.
 - c) The two shall determine if the WISE classes should be cancelled.
- 3) The Wise Membership is sent an email &/or text message informing the membership of the decision.
- 4) A telephone recording regarding the decision is placed in the WISE Office telephone.

VIII. PRIVACY

- 1) The WISE Privacy policy and practices are in accordance with the Assumption College Privacy Policy.
- 2) WISE does not make available, information about WISE members to outside organizations or individuals without the members' permission.
- 3) WISE does not store credit card information on the WISE Website or in the WISE office.
- 4) The WISE office staff and website administrators use member information in the course of their work, such as reviewing membership payments, course and event registrations, and communications.
- 5) Members may restrict the type of personal information in the privacy settings in the Website guide.
- 6) The WISE Directory is visible only to current WISE members and is limited by the members' privacy settings.

POLICIES APPROVED BY THE WISE COUNCIL	
Approved	
	March 11, 2020
Supersedes	
	June 2017
	October 2016
	February 2014
	November 2012