

VERITAS SOCIETY POLICIES AND PROCEDURES

I. MEMBERSHIP

- A. Membership is open to anyone 50 years of age or older (exceptions may be made on an individual basis), without regard to prior level of formal education.
- B. Members need not have had any previous association with BELLARMINE UNIVERSITY.
- C. An active member is one who pays the membership fee for that term. Payment of said fee entitles the individual to (1) enroll in courses, subject to payment of required course fees and space-availability, and (2) participate in all non-course activities sponsored by the SOCIETY.
- D. The distribution of catalogs, newsletters, and other Veritas invitations are sent to members defined as having paid membership one of the most recent three terms. After three terms without paying the membership fee, names are removed from the distribution list.
- E. Veritas Society membership benefits, policies, and Code of Conduct are outlined in the Veritas Membership Handbook. Veritas members are expected to abide by the Code of Conduct.
- F. Members have full privileges at the BELLARMINE UNIVERSITY Library and Student Recreation and Fitness (SuRF) Center.
- G. Members are permitted to park in BELLARMINE UNIVERSITY'S non-restricted parking areas during the term(s) in which they are enrolled.
- H. All registrations are done online each term for membership, course fees, and Lunch and Learn sessions.
- I. The Betts Meehan Lifetime Membership Award is awarded to course and discussion group presenters who have offered 10 courses in Fall, Spring or Summer terms. Such persons will incur no charges for membership or for enrolling in courses each term and will be invited to attend the Annual Spring Celebration free of charge.
- J. Members are encouraged to promote the SOCIETY to the community at large and to potential new members.

II. ADMINISTRATION AND FINANCE

- A. VERITAS SOCIETY does not sponsor or engage in any type of fund-raising that extends beyond its own membership.
- B. Membership fees and course fees are reviewed periodically and adjusted as warranted to compensate for changes in costs, number of members, and the competitive environment.
- C. BELLARMINE UNIVERSITY is the SOCIETY'S preferred supplier of facilities and services. The UNIVERSITY handles all cash management for the SOCIETY. The Board of Directors may request substantiation and explanation of the financial reports by the UNIVERSITY.
- D. Surplus funds may be used to (1) provide scholarships for members seeking assistance; (2) moderate the effect of inflation on fee structure; (3) support selected BELLARMINE UNIVERSITY initiatives that are closely aligned with the interests of the SOCIETY; and/or (4) otherwise generally enrich the curriculum and non-course program.
- E. BELLARMINE UNIVERSITY provides staff support to the VERITAS SOCIETY. Staff support salaries and benefits are paid from membership and course fees. The cost of staff support shall be reported in the financial reports prepared for each board meeting.
- F. Scholarships
 - 1. A scholarship covers the membership and class fees for a single term.
 - 2. The scholarship application form can be obtained from the Veritas office or printed from the web site and must be in the Veritas office for processing prior to the opening day of class registration.
 - 3. The maximum number of scholarships available is calculated at two percent (2%) of the membership count for the prior term, rounded. Example: membership roster of $375 \times .02 = 7.5 = 8$ scholarships.
 - 4. A member may apply for multiple subsequent terms as long as the need is still current. There is no guarantee that subsequent applications will be granted.
 - 5. A new member may apply.

6. The granting of scholarships will be at the joint discretion of
 - a. an appointed Bellarmine staff person
 - b. the Veritas board president or president designee.
 7. The basis for granting of scholarships is financial need. This need can be manifest in many forms and all situations are considered.
 8. The processing of scholarships will be done by Veritas office staff.
 9. The availability of scholarships will be advertised in appropriate Veritas literature to reach both potential and current members.
- G. Veritas Society is a 501(c)(3) non-profit, and tax-deductible charitable gifts are gratefully received.

III. CURRICULUM AND NON-COURSE ACTIVITIES

- A. The curriculum and non-course activities are decided, designed, and where possible, led by members. Individuals are encouraged to propose and present programs in their area(s) of expertise and/or interest. Course proposals are processed through the Curriculum Committee.
- B. Non-course activities are processed through the appropriate committee(s).
- C. Presenters, discussion, and non-course leaders receive no monetary compensation.
- D. Coursework is non-credit, and no tests or grades are given.
- E. The Curriculum Chair and the Production Chair work directly with the appropriate BELLARMINE UNIVERSITY personnel to schedule classroom space, AV equipment, and other facilities required for the next term.
- F. Courses may be offered in-person, online, or a combination of the two.

IV. ADDITIONAL POLICIES

- A. These Policies and Procedures may be amended at any time with proper notice by a two-thirds vote of the Board of Directors.
- B. Copies of the By-Laws, Policies and Procedures, and the Job Descriptions for Officers and Standing Committees shall be provided to each Board member and posted on the SOCIETY'S web page.

- C. Announcement of the date and place of the Board meetings shall be listed on the SOCIETY'S web page and included in the Veritas Weekly electronic newsletter for the month prior to the Board meeting.

Revised November 18, 2022