

60+ Club

POLICIES AND PROCEDURES HANDBOOK



**60+ Club
Alumni Association
California State University, Bakersfield
53AW
9001 Stockdale Highway
Bakersfield, CA 93311-1099**

661-654-3211

60plus@csub.edu

www.csub.edu/60plus

REVISED 2012

CONTENTS

<i>Contents</i>	<i>ii</i>
<i>INTRODUCTION</i>	<i>1</i>
Partnership with the University	1
Purpose of the Handbook	1
General Policies	2
<i>Membership</i>	<i>3</i>
<i>Special Events</i>	<i>3</i>
<i>Action Network</i>	<i>4</i>
<i>Interest Groups</i>	<i>4</i>
<i>Projects</i>	<i>5</i>
<i>Governance</i>	<i>5</i>
<i>Committees</i>	<i>6</i>
Budget	6
Communications	7
The Bulletin	7
Elections	7
Legacy	8
E. David Cooke Award	8
Biennial Report	8
Welcome	8
<i>Appendix A: California State University, Bakersfield Alumni Association</i>	
60+ Club Bylaws	9
<i>Appendix B: Organization Chart</i>	<i>12</i>

INTRODUCTION

The California State University, Bakersfield (CSUB) 60+ Club, founded in 1986, is open to people from throughout the community. Members are active, curious and have time to pursue lifelong learning. The 60+ Club is a partnership between CSUB and the local community of retired people. Its purpose is to provide personal enrichment, educational opportunities, volunteer challenges and social activities in a campus environment. The CSUB 60+ Club is member-motivated and member-governed. (See Appendix A, Bylaws Article I for details.)

Citations in parentheses in this handbook refer to the Bylaws, which are included as Appendix A. Appendix B presents an organization chart of the 60+ Club Board of Directors.

Partnership with the University

In order to maintain the 60+ Club's special partnership with CSUB, a state-supported institution, the following policies must be strictly adhered to:

- **Anyone using the name of the institution cannot endorse or appear to endorse a product, vendor, service, business, political candidate, political party, or religion.**
- **All printed materials intended for general distribution must be submitted to the Director of Alumni Relations before mailing.**
- **Dues and donations to the 60+ Club will be deposited into the 60+ Club account.**
- **Only authorized CSUB employees may make binding contracts on behalf of an Alumni Association chapter or affiliate, such as the 60+ Club.**
- **Contracts must be processed through the CSUB Procurement Office and will ordinarily take from two to five weeks.**
- **The CSUB Foundation Accounting Office must process financial commitments.**

Purpose of the Handbook

The purpose of this handbook is to provide specific information to the general membership about the operations of the 60+ Club. Management guidance is provided for coordinators of Action Network, Interest Groups, Special Events, and Elder College and for members of the following standing committees: Budget, Communications, Elections, Legacy, and Welcome. The Bylaws establish the governance structure specifying duties and responsibilities of the Board of Directors and elected officers (Articles III and IV). This handbook provides guidance for management of the 60+ Club.

General Policies

The following are general policies that apply to management of the CSUB 60+ Club:

- **A proposal or plan for any fundraising activity *must* be submitted to the Board of Directors for approval before any action takes place.**
- **Carpooling to activities is encouraged, but because of liability issues, transportation *cannot* be offered in the name of the 60+ Club or the University.**
- **Field trip activities of the 60+ Club are for members, but nonmembers may participate as space permits.**
- **Before leaving for any field trip, the following is required:**
 - **Each participant must have a signed disclaimer.**
 - **The carrier must have insurance.**
- **Guests may attend a 60+ Club activity or scheduled session only *once* before becoming a member.**
- **Volunteer activities are limited to the needs of CSUB campus programs.**

The 60+ Club Board of Directors may revise the *Policies and Procedures Handbook* or may authorize exceptions to procedures specified herein by a majority vote of members present at any Board meeting.

MEMBERSHIP

In order to join the CSUB 60+ Club, an individual must meet eligibility requirements and pay annual dues established by the Board of Directors (Article II). Although new members are recruited all year, the membership year is July 1 – June 30. A member joining after January 1 will be charged half of the annual fee for the remainder of that membership year. Renewal notices will be sent out in June.

The Board of Directors may vote to grant an honorary life membership to members who have rendered outstanding service to the 60+ Club. In these exceptional cases, life members will receive a certificate and be exempt from payment of dues. Nominations should be made to the Awards Director.

The 60+ Club will maintain a roster of current members that may only be used by members and by the Director of Alumni Relations. The roster will not be made available to nonmembers for any purpose.

General membership meetings will be held monthly from September through June. The June meeting when elected officers and directors are installed is the annual membership meeting (Article V, Section A). General meetings serve to inform members of opportunities available to them, to educate through a variety of programs, and to promote fellowship. The First Vice President is responsible for arranging monthly programs for the 60+ Club.

SPECIAL EVENTS

Special events provide members the opportunity to socialize and celebrate the 60+ Club. Three regular special events are held in lieu of monthly membership meetings as follows:

- September: Possibilities Day
- December: Holiday Luncheon
- June: Installation of Elected Officers/Directors

The Special Events Coordinator is responsible for planning these regular special events and other social activities and may establish special event committees as needed. The Board approves expenditures for special events, and ticket prices are set to recover expenses beyond those included in the special events budget. Members are encouraged to submit ideas for social events to the Special Events Coordinator.

ACTION NETWORK

The volunteerism of the Action Network is key to the partnership between the 60+ Club and CSUB. Through participation on Action Network teams, members provide assistance to various campus departments and work in coordination with the Alumni Relations Office. Action Network volunteers must be members of the 60+ Club. The Board of Directors appoints an Action Network Coordinator.

The Action Network Coordinator represents the teams on the Board of Directors, makes funding requests for teams on the Budget Committee, and compiles volunteer hours performed by members for the University. Action Network hours demonstrate community support for the University. Volunteer hours are acknowledged annually. Special recognition is given to volunteers reaching 500-hour and 1000-hour milestones.

Each Action Network team has a leader who coordinates the work needed by the campus department. The Action Network Coordinator in consultation with the previous team leader and the Director of Alumni Relations selects team leaders. Each leader should designate someone as an alternate leader. Team leaders must track volunteer hours and report them by June 30 of each year to the Action Network Coordinator. Team leaders are also responsible for submitting items for *The Bulletin* and providing a summary of activities for the *Biennial Report*.

INTEREST GROUPS

The 60+ Club offers a wide range of interest groups to promote personal enrichment and lifelong learning opportunities for members. Interest groups are proposed and organized by members and approved by the Board of Directors. As member interests change, so will interest groups. The Board of Directors appoints an Interest Group Coordinator.

The Interest Group Coordinator represents interest groups on the Board of Directors, makes funding requests for groups on the Budget Committee, and assists in the formation of new interest groups. In consultation with outgoing group leaders, the Interest Group Coordinator selects interest group leaders. Interest groups should have a co-leader or alternate leader selected by the group leader. Group leaders are also responsible for submitting items for *The Bulletin* and providing summary of activities for the *Biennial Report*.

When 60+ Club interest groups meet on campus or pay a rental fee, participants must be members. The group leader must enforce the policy that a guest may only attend once prior to becoming a member. However, when interest groups meet off campus and facilities are provided free of charge to the 60+ Club, residents of that facility may participate as guests without becoming members.

PROJECTS

The 60+ Club may support projects that are consistent with its purpose and philosophy (Article I, Sections B and C). Proposals for projects may be made to the Board of Directors. Projects must abide by policies set forth in this handbook and must be open to all 60+ Club members, although there may be space limitations and additional costs for participation. Currently, there is one project, Elder College.

Elder College

Elder College is an educational program for active older adults with inquiring minds. Once a year for five consecutive days, Elder College offers an intensive course of study at CSUB that is open to 60+ Club members and nonmembers. There is a fee for participation in this noncredit program, which includes a field trip.

Elder College is planned and implemented by a committee comprised of 60+ Club members. The chair of this committee is then nominated by the President and approved by the Board to be Elder College Coordinator of the 60+ Club. The Elder College Coordinator reports on plans and finances to the Board. Elder College has separate funds within the 60+ Club account. The Elder College committee is responsible for program design, finances and campus logistics in coordination with staff of the Office of Alumni Affairs.

GOVERNANCE

The Board of Directors establishes policy and conducts the business of the CSUB 60+ Club in accordance with the Bylaws, which specifies the composition, duties, meetings, and voting of the Board (Articles III, IV, V). This handbook expands on the operations of the Board of Directors.

There are 16 members of the Board of Directors (Article III, Section A). Thirteen members are voting members. However, two members, the Faculty Liaison and Director of Alumni Affairs, are liaisons rather than 60+ Club members and therefore do not vote.

The President may call special meetings of the Board of Directors or the Executive Committee (Article III, Section C) to conduct business of the 60+ Club. These meetings may be held by email if necessary. The Executive Committee may act on behalf of the Board, including approving unbudgeted expenditures.

Vacancies on the Board are filled by appointment of the President and approval of the Board.

In addition to the duties specified in the Bylaws (Article IV), the following responsibilities are assigned to Board members:

- The President develops an annual calendar and prepares agendas for Board meetings. The President or designee may make presentations to recruit members.
- The Second Vice President works with staff of the Office of Alumni Relations to provide badges for current members and maintain the membership roster. The Secretary has materials such as pins, membership forms and copies of *The Bulletin* available to members at General Meetings.
- Directors-at-Large assist the Second Vice President with membership duties including greeting members at meetings, assist other officers as requested, and bring issues of concern to members to the attention of the Board.
- The Past President serves as Parliamentarian.
- The Director of Alumni Affairs is liaison with the Alumni Association, reports to the Board on important alumni issues, and provides staff assistance to the 60+ Club.
- The Faculty Liaison reports to the Board on important campus issues.

Board members also have specific committee responsibilities.

COMMITTEES

As a member-driven organization, the 60+ Club relies on members to accomplish its goals. Any member interested in serving should contact the President or the relevant committee chair. Primary responsibility for policy rests with the Board of Directors that may also create *ad hoc* committees to address short-term issues. The President makes appointments to committees in consultation with committee chairs, is an *ex-officio* member of all committees except the Elections Committee, and may attend meetings or designate a representative. Committees meet as necessary and may conduct business electronically. Ongoing management responsibility for the 60+ Club rests with five standing committees that are comprised and function as follows:

Budget

The Treasurer chairs the Budget Committee. The committee generally meets in August after fiscal closing for the previous year to consider revenue and expenditure projections for the year and draft an annual operating budget for Board of Directors approval. Members include: Vice Presidents (program and membership), Coordinators (Action Network, Interest Groups, Special Events), and Alumni Office staff responsible for processing and monitoring finances.

Communications

The First Vice President (Programs) chairs the Communications Committee. The committee is responsible for the effectiveness and consistency of message in internal and external communications. The committee promotes a positive image of the 60+ Club and CSUB. Members include: Web master, Calling Director, Publicity Director, Sunshine Director, and Editor of *The Bulletin*.

The Bulletin

Each year, the Editor of *The Bulletin* announces copy deadlines for the eight issues to be published. *The Bulletin* is published monthly during the academic year; however, the December/January and May/June issues are double issues. Members with email addresses receive *The Bulletin* electronically, and those without email receive it by U.S. mail. To reduce costs, members with access to email are encouraged to use it to receive *The Bulletin*.

Elections

The Elections Committee prepares nominations for elected officers and directors annually in accordance with the Bylaws (Article III, Section A). No officer may serve on the committee. The President appoints the committee as follows: Coordinators of the Action Network and Interest Groups; two Directors-at-Large in the second year of their terms; and at least one member not currently on the Board of Directors. The committee selects its chair on a rotating basis so that no one serves as chair for two consecutive years. The Elections Committee's work is ongoing to identify and recruit potential candidates. Anyone interested in serving or nominating someone should contact a member of the committee.

All paid members and life members of the 60+ Club are eligible to be candidates and to vote for officers and directors. Voting may be conducted electronically.

Tasks and timeline for the Elections Committee are as follows:

- Determine vacancies to be filled (January)
- Announce vacancies in *The Bulletin* and at General Meeting (February)
- Present slate (March General Meeting)
- Prepare ballot and brief biographical statements for *The Bulletin* (April issue)
- Voting (April General Meeting)
- Announce results in *The Bulletin* (May/June issue)
- Installation of officers and directors (June)

At the June installation, the Faculty Liaison or Director of Alumni Affairs will ask elected officers and directors for an affirmative response to the following question:

“Do you pledge to serve the CSUB 60+ Club in accordance with the Bylaws?”

Legacy

The Secretary chairs the Legacy Committee that maintains the records of the 60+ Club. Members include: Awards Director, Historian, Past President, and Alumni Office staff responsible for official files. The Awards Director processes nominations for honorary life memberships and also makes recommendations to the Board for the E. David Cooke Award.

E. David Cooke Award

The purpose of this award is to recognize outstanding leadership and character of a member of the 60+ Club. Named for Dr. Cooke, a founder and champion of the 60+ Club, it is not to be taken lightly or given frequently but is to reflect excellence in leadership, steady effort, and many hours dedicated to furthering the purposes of the 60+ Club.

The Historian maintains files and photo albums. The committee is also responsible for preparation of the *Biennial Report*.

Biennial Report

The 60+ Club prepares a *Biennial Report* for the Alumni Association in even numbered years. The Past President and Historian are responsible for compiling the report, but officers, Action Network Coordinator and team leaders, Interest Group Coordinator and group leaders, Elder College Coordinator, Special Events Coordinator, committee chairs and directors are responsible for providing two-year summaries of activities.

Welcome

The Second Vice President (Membership) chairs the Welcome Committee that is responsible for attracting and retaining 60+ Club members. Committee members include: four Directors-at-Large, the Outreach Director, and additional members at the discretion of the chair. The committee represents the CSUB 60+ Club in the community and may organize newcomer functions, budget permitting. New members with questions or suggestions should contact a member of the Welcome Committee.

APPENDIX A: CALIFORNIA STATE UNIVERSITY, BAKERSFIELD ALUMNI ASSOCIATION

60+ CLUB BYLAWS

Article I Name, Purpose and Philosophy

Section A. The name of the club is the 60+ Club. The 60+ Club is a subsidiary of the California State University, Bakersfield Alumni Association and as such is in accord with the bylaws of that Association and with the bylaws of the California State University, Bakersfield Foundation.

Section B. The purpose of the 60+ Club is personal enrichment through lifelong learning, social activities and volunteerism in the campus environment utilizing the resources of the university and experience of its members.

Section C. The philosophy of the 60+ Club is as follows:

The 60+ Club is a partnership between the university and the community of retired persons, which is made up of persons from all walks of life who are concerned citizens, active and curious, with time to pursue lifelong learning. The 60+ Club is a member-motivated and member-governed organization.

Article II Membership and Dues

Section A. Membership in the 60+ Club is open to any person 60 years of age or older or retired upon payment of specified dues. For a couple to join, one person must meet the age requirement or be retired, and both pay dues.

Section B. The dues structure and amounts are recommended by the Board of Directors and approved by the CSUB Alumni Association. All funds are maintained with the CSUB Foundation under the name “60+ Club.”

Section C. Membership classifications are:

1. Regular member: at least 60 years of age or retired
2. Spouse/life partner of a regular member
3. Honorary member, as determined by the Board of Directors

Article III Board of Directors

Section A. The Board of Directors of the 60+ Club consists of 16 members:

1. Five officers elected for one-year terms: president, first vice president, second vice president, secretary and treasurer
2. Four directors-at-large elected for two-year terms, two elected each year

3. Coordinators of the Action Network, Interest Groups, Special Events, and Elder College
4. Ex-officio members: past-president, alumni director and the faculty liaison appointed by the CSUB Academic Senate.

Section B. Duties of members of the Board of Directors of the 60+ Club shall be:

1. Attend all regularly scheduled and special meetings. Unexcused absence from three consecutive meetings of the Board of Directors may be cause for replacement at the discretion of the Board.
2. Provide ongoing support for the development of CSUB.
3. Adopt an annual budget that is reviewed by the CSUB Alumni Association and approved by the CSUB Foundation Board of Directors.
4. Establish committees as necessary to facilitate operations.
5. Maintain a Policies and Procedures Handbook.

Section C. The Executive Committee of the Board of Directors consists of the president, first vice president, second vice president, secretary, treasurer, past-president, alumni director, and faculty liaison.

Article IV Officers and Duties

Section A: Members of the 60+ Club elect the following officers whose duties are specified:

1. President shall
 - a. Preside at meetings.
 - b. Serve on the CSUB Alumni Association Board of Directors.
 - c. Perform other duties and functions normally assigned to this office or as designated by the Board, including appointing the Elections Committee.
 - d. Appoint replacements for all vacancies on the Board for unexpired terms, with approval of the Board.
 - e. Serve ex-officio as a member of all committees except the Elections Committee and may attend committee meetings or appoint a designee.
2. First vice president, programs shall
 - a. Assume duties in the absence of the president.
 - b. Oversee the proposing, developing and implementing of programs.
3. Second vice president, membership shall
 - a. Oversee the proposing, developing and implementing of plans to promote membership.
4. Secretary shall
 - a. Record minutes of meetings of the Board and the Executive Committee.
 - b. Submit minutes to the Board or Executive Committee for approval.
5. Treasurer shall
 - a. Account for all funds received and disbursed by the 60+ Club.
 - b. Report at scheduled meetings as instructed by the Board.

Section B: Members also elect four directors-at-large to serve on the Board of Directors. The Board determines duties of at-large members.

Article V Meetings

Section A: There shall be at least one meeting each year of the general membership, the date and time to be determined by the Board of Directors.

Section B: The Board of Directors shall meet monthly, or as needed, with the time and place to be determined by the Executive Committee.

Section C: The president has the option of calling special meetings, with the approval of the Executive Committee, as is deemed necessary to conduct business.

Section D: Business of the Board of Directors is conducted by a majority vote of the directors in attendance, provided that all members of the Board have been duly notified of the meeting.

Article VI Amendments

Section A: These bylaws were adopted by a majority vote of the membership of the 60+ Club and approved by the CSUB Alumni Association Board of Directors and the CSUB Foundation Board of Directors.

Section B: These bylaws may be amended by the affirmative vote of a majority of voting directors present at any regular meeting of the Board of Directors providing prior approval for any amendment has been granted by the CSUB Alumni Association and the CSUB Foundation.

GENERAL STATEMENT/ENDNOTES

General Statement

It is the intent of the CSUB Alumni Association and the university alumni director to provide as much assistance as possible to clubs affiliated with the CSUB Alumni Association.

Historical Note

The Organizing Committee of the 60+ Club acted as Board of Directors until members elected a Board. In March 1986, the Organizing Committee unanimously accepted the original charter.

Organizing Committee members: David Cooke, Roy Dull, Tom Jarvis, Lorraine West, Judy Clausen, Ralph Nowlen, Sunny Scofield, Charles Jones, Liela Findley, and Tara Hagen.

Bylaws adopted and previously revised as follows:

- April, 1986 Adopted
- August, 1987 Revised
- September, 1987 Revised
- February, 1989 Revised
- October, 1993 Revised
- September, 2006 Revised

APPENDIX B: ORGANIZATION CHART

60+Club Board of Directors

Five officers
Elected by members

President

First vice president-programs

Second vice president-membership

Treasurer

Secretary

Committees:

Budget
Communications
Elections
Legacy
Welcome

Four directors-at-large
Elected by members

Two directors in second year

Two directors in first year

Coordinators
Appointed by Board

Action Network

Interest Groups

Special Events

Elder College

Teams-leaders

Groups-leaders

EC Committee

Ex-officio

Past president

Liaisons (nonvoting)

Director of Alumni Affairs

Faculty Liaison