

POLICIES AND PROCEDURES HANDBOOK

**60+ Club
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INTRODUCTION

The California State University, Bakersfield (CSUB) 60+ Club, founded in 1986, is open to people 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 60 years of age and older and/or retired or semi-retired people. Its purpose is to provide personal enrichment, educational opportunities, and social activities in a campus environment. The CSUB 60+ Club is member-motivated and member-led. (See Appendix A, Bylaws Article I for details.)

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 Engagement before mailing or as delegated by the Director. The Director needs to approve any branding the club is doing and also have administrative access to any of their social media accounts and state the Office of Alumni Engagement manages the 60+ Club website.**
- **Dues and donations to the 60+ Club will be deposited into the 60+ Club account.**
- **Only authorized CSUB employees may handle money and/or may make binding contracts on behalf of 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.**
- **60+ Club members must follow CSUB guidelines for all Club activities.**

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 any Ad Hoc committees. 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.

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 and the Director of Alumni Engagement 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 CSUB Liability waiver issued by SAFETY & RISK MANAGEMENT.**
 - **The carrier must have insurance.**
- **Guests may attend a 60+ Club activity or scheduled session and will be strongly encouraged to become a member after their second meeting.**
- **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. The information on changes will be included in The Bulletin with links online information to review complete changes so they may vote on the changes included on the election ballot. The amendments will be approved with a majority of affirmative votes submitted, with prior review and approval by the Director of Alumni Engagement.

MEMBERSHIP

In order to join the CSUB 60+ Club, an individual must meet eligibility requirements and pay annual nonrefundable dues established by the Board of Directors (Bylaws Article II). Although new members are recruited all year, the membership year is July 1 – June 30. 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 be exempt from payment of dues. Nominations should be made to the Board.

The 60+ Club will maintain a roster of current members that may only be used by members and by the Alumni Engagement Office. 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 (Bylaws 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 or to the 60 + Club president.

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*.

ACTION NETWORK

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 Office of Alumni Engagement. Action Network participants 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, and compiles the work hours performed by members for the University. Action Network hours demonstrate community support for the University. Each Action Network team has a leader who coordinates the work needed by the campus department. The Action Network Coordinator works in consultation with the previous team leader and finds team leaders. Team leaders must track work

hours and report them by June 30 of each year to the Action Network Coordinator. Each leader should designate someone as an alternate leader.

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 and guests will be encouraged to become members. 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 (Bylaws 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.

Elder College

Elder College is an educational program for active older adults with inquiring minds. Once a year for two to five days, Elder College offers a 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 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 Engagement.

60+ Club Scholarship

In 2019, the Board of Directors implemented a \$1500 scholarship for upper division nursing or students seeking a career in education (the amount can be changed as the committee determines). The applicant must have a GPA of at least 3.0. The committee will consist of three board members and two members-at-large to review the students submitted for consideration by the Financial Aid Office. Students are asked to complete an essay on how the scholarship might help their contributions to their community (the essay topic can be changed as the committee determines). The board will vote yearly to renew the scholarship. The committee will receive names from the Financial Aid Office in February and the scholarship recipient selection should be made by April to be rewarded in May.

ADMINISTRATION

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 (Bylaws Articles III, IV, V). This handbook expands on the operations of the Board of Directors.

There can be up to 16 members of the Board of Directors (Bylaws Article III, Section A). However, the Director of Alumni Engagement, is a liaison rather than a 60+ Club member and therefore does not vote.

The President may call special meetings of the Board of Directors to conduct business of the 60+ Club. These meetings may be held by email, live, or online if necessary.

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 Publicist will work with the President and the Alumni Engagement Office to publicize events as needed.
- The First Vice President (Programs) oversees programs for the general meetings. The First Vice President (Programs) is responsible for:
 - The effectiveness and consistency of message in internal and external communications to promote a positive image of the 60+ Club and CSUB.

- The Second Vice President (Membership) works with staff of the Office of Alumni Engagement maintain the membership roster and to provide badges for current members.
- The Secretary has materials such as pins, membership forms and copies of *The Bulletin* available to members at General Meetings, in addition to recording the minutes at board meetings and submitting the minutes for board approval.
- The Historian maintains files and social media recording ongoing club activities. The Historian, with the Past President, is responsible for compiling the *Biennial Report*.
- 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.
- Treasurer accounts for all funds received and disbursed by the 60+ Club, reporting at scheduled meetings as instructed by the Board.
 - The Treasurer generally meets with the Board of Directors 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. At minimum, the members include: Vice Presidents (program and membership), Coordinators (Action Network, Interest Groups, Special Events), and Alumni Office staff responsible for processing and monitoring finances.

If a board member finds they can no longer serve in their position for any reason, they should notify the president by letter or email so someone can be selected to continue the duties of their position.

Director of Alumni Engagement

The Director of Alumni Engagement provides leadership support through the Office of Alumni Engagement and serves as a resource to the 60+ Club Board on matters involving the University. While the Office of Alumni Engagement provides the Club's day-to-day administrative support, the Director advises and assists the Board as needed on matters involving University and Foundation policies and procedures, fundraising activities requiring institutional coordination or approval, risk management considerations, and other significant issues requiring University or Foundation guidance. The Director also helps facilitate connections with appropriate campus and Foundation partners in support of the Club's mission.

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 by email, live, or online.

Elections Committee

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 by email, live, or online.

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 Director of Alumni Engagement (or club president or outgoing president) 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?”

Biennial Report Committee

The 60+ Club prepares a *Biennial Report* –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 summaries of activities.

GENERAL STATEMENT/END NOTES

General Statement

It is the intent of the Division of University Advancement and the Office of Alumni Engagement to provide administrative assistance to the CSUB 60+ Club and ensure the club aligns with campus policies and procedures.

Historical Note

*January 2023: Removed from **Action Network** (volunteer hours stopped being tracked around 2017)*

June 2026: Returned to Action Network as we will start counting hours starting 7/1/2026. ... 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 other milestones. ... Team leaders must track volunteer hours and report them by June 30 of each year to the Action Network Coordinator.

*January 2023: Removed from **Committees** (volunteer hours stopped being tracked around 2017)*

Legacy Committee: *The Secretary chairs the Legacy Committee that maintains the records of the 60+ Club. Members include: Historian, Past President, and the Alumni Office staff responsible for official files. The Historian processes the nominations for honorary life membership to people who reflect excellence in leadership, steady effort, and many hours dedicated to furthering the purposes of the 60+ Club.*

*August 2024: Removed from **Committees** (membership has fallen and no longer need)*

Welcome Committee: *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, 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.*

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.

Policies and Procedures adopted and previously revised as follows:

April 1986, Adopted

September 2006, Revised

October 2024, Revised

August 1987, Revised
September 1987, Revised
February 1989, Revised

February 2012, Revised
November 2021, Revised
February 2023, Revised

October 2026, Revised