



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Guidelines for the Operation of Senior Institute	
Page 1 of 1	Implementing Procedure For Policy # N/A
Date Approved: 03/11/08	Division: CF Institute

I. Mission Statement

The Senior Institute provides continuing educational opportunities to its members by offering courses of instruction on subjects of general interest and provides opportunities for social interaction among the membership. A secondary mission is to make available to CF a cadre of persons whose life experiences, skills, and knowledge may be of benefit to the college and its students.

II. Membership

- A. Membership in the Senior Institute is open to all area residents age 50 and better. Members in good standing are eligible to participate in all activities of the Senior Institute, to vote, and to hold office as provided herein. CF classifies members as students of CF, issues student IDs and parking permits, provides use of college facilities, and gives student discounts for those attending special events.
- B. Fees - The Senior Institute depends on member fees to provide programs and basic services to its members. Payment of a basic fee entitles a member to participate in regular programs of the Senior Institute, to hold office, to serve on committees, and to vote as herein stated. Courses, social activities, and special events will be available to members upon payment of an additional fee. The Senior Institute Commission shall recommend all fees to the CF Institute.
- C. Donations - Members and others may make financial donations to the Senior Institute for the enhancement of Senior Institute programs. Donations of \$500 or more will be made to the CF Foundation and designated for Senior Institute.

III. Programs

- A. The Senior Institute provides educational opportunities for its members by presenting noncredit, college-level courses covering a broad range of academic interests. The Program Committee plans courses of instruction as approved by the Senior Institute Commission and gives consideration to members' preferences and instructor availability. Faculty may present these courses as lecture, discussion, or any other form appropriate to the subject.
- B. The Senior Institute also provides a variety of activities as approved by the Senior Institute Commission. These activities may include luncheons, dinners, picnics, excursions, or other events that promote social interaction among the members.

- C. The Senior Institute may also provide informational programs on local or national issues such as political forums, debates, symposia, or lectures.

IV. Organization

- A. Organizational Placement - The Senior Institute operates under the authority of the CF Institute. Responsibility for coordinating the activities of the Senior Institute is assigned to the executive manager for Continuing Education who may delegate the authority for the day-to-day operation to the coordinator for the Senior Institute.

- B. Senior Institute Commission

1. Members - The commission consists of a president, vice president, secretary, treasurer, three commissioners at large and the immediate past president. The Senior Institute coordinator and the executive manager for Continuing Education shall be ex-officio members.
2. Duties - The commission, chaired by the Senior Institute's president, guides the business and activities of the Senior Institute.
3. Meetings - The commission shall meet monthly unless a majority of its members vote to cancel a monthly meeting. The president, the Senior Institute coordinator, or a majority of the commission members may call special meetings. A majority of the commission members present constitutes a quorum. Meetings will be conducted according to *Robert's Rules of Order, Revised*, and the secretary will record the proceedings.
4. Executive Committee - The Executive Committee is comprised of elected members of the Senior Institute Commission: the president, vice president, secretary, treasurer, the Senior Institute coordinator, or the executive manager for Continuing Education. It may meet at the direction of the president or the Senior Institute coordinator to take action in emergency situations when time constraints prevent assembly of the full commission. A majority of the committee members present constitutes a quorum.

V. Officers and Commissioners at Large

Officers and commissioners at large shall be annual members in good standing and shall serve for terms of one year. They are elected annually by the members of the Senior Institute. The term of office shall begin at the April commission meeting each year and end at the March commission meeting of the following year. No person shall serve more than two consecutive terms in any one office, but may be returned to that office after a period of at least two years. Any officer or commission member may be removed from office with or without cause by vote of sixty (60) percent of the members in attendance at a meeting called for that purpose. Should a vacancy occur in the office of president, the vice president shall assume the duties of that office. The Senior Institute Commission may fill other vacancies from the roster of the annual members. All commission members, with the exception of the president, may vote at commission meetings. The president will vote only in the event of a tie.

- A. President - The president presides at all meetings of the Senior Institute membership, serves as chairman of the Senior Institute Commission, appoints members to standing and ad hoc committees, and acts as spokesperson for the Senior Institute to the College and to the public. The president must have been a member of the Senior Institute for at least one year before assuming office.
- B. Vice President - The vice president carries out the duties of the president in the absence of the latter. He or she must have been a member of the Senior Institute for at least one year before assuming office.
- C. Secretary - The secretary keeps the official records of all meetings of the Senior Institute.
- D. Treasurer - The treasurer prepares the Senior Institute's annual budget for review/approval by the Senior Institute Commission and subsequent submission to the executive manager for Continuing Education for submission and approval through the College's annual budget process. The treasurer reports monthly progress to the Senior Institute Commission and executive manager for Continuing Education.
- E. Commissioners at Large - The commissioners at large participate as members of the commission. They are available for such additional functional assignments as the president may direct.

VI. Standing Committees

- A. The president shall appoint members to assist in performing the various functions of the Senior Institute, including but not limited to: membership, public relations and programs.

VII. Election of Officers and Commissioners at Large

- A. The Nominating and Election Committee - The president, with the approval of the Senior Institute Commission, will appoint a nominating and election committee of at least three members, one of whom shall be the Senior Institute coordinator; no other member of the committee shall be an elected member of the Senior Institute Commission. It shall be their duty to prepare a slate of officers and commissioners for consideration by the members. This committee shall consider any annual member who has expressed interest in holding elective office in its preparation of the slate.
- B. The chairperson of the committee shall submit the slate to all members, by mail, at least thirty (30) days before the time established for voting. Ballots shall be distributed by mail containing the slate proposed by the nominating committee; write-in candidates shall also be counted by the committee and publicly announced.
 - 1. Newly elected officers and commissioners shall be installed at the first Senior Institute Commission meeting following the election.

VIII. General and Called Meetings of the Members

The Senior Institute shall hold at least one meeting each year for its general membership with additional special meetings as needed.

- A. The Fall General Meeting will be held to review the programs for the coming year and to conduct other business of the Senior Institute.
- B. The president, Senior Institute Commission, or the executive manager for Continuing Education may call a special meeting of the members. Notification of such meeting shall be mailed at least two (2) weeks in advance of the meeting date and shall include the meeting's purpose and agenda.
- C. Members present at any general or called meeting will constitute a quorum.
- D. Meetings shall be conducted in accordance with *Robert's Rules of Order, Revised*.

IX. Financial Responsibility

The Senior Institute shall have the responsibility for generating funds sufficient to cover the cost of operations. This includes, but is not limited to:

- 1. Compensation and benefits of a Senior Institute coordinator and part-time staff assistant
- 2. Office supplies
- 3. Copying and duplication
- 4. Instructor cost

X. Modification and Guidelines

The Senior Institute Commission of the CF Institute will appoint a committee to review these guidelines and to recommend appropriate modifications to the Senior Institute Commission and the executive manager of Continuing Education of the CF Institute.

This review shall occur at least every two years or as recommended by the Vice President for Instructional Affairs.

XI. Dissolution

Upon dissolution of the organization, all funds will go to the College of Central Florida.

Vice President for Instructional Affairs

Date

Approved by President

Date