

**MISSION STATEMENT AND BYLAWS  
EMERITI AND RETIREES ASSOCIATION  
OF THE CALIFORNIA STATE UNIVERSITY, FRESNO**

**MISSION STATEMENT**

The Fresno State Emeriti and Retirees Association (ERA) consists of Emeriti professors, retired faculty, librarians, and administrators who support the continuation of scholarly and creative activities, maintain an active connection with the campus and use their expertise and talents as an ongoing resource for the University. ERA also seeks to advocate for the interests of its members.

**BYLAWS**

**ARTICLE I AUTHORITY**

The procedures and business of the Emeriti and Retirees Association, California State University, Fresno (ERA–CSUF) shall be conducted by these Bylaws.

**ARTICLE II ASSOCIATION OFFICE**

The office of the Association shall be established at the beginning of each fiscal year by the Executive Committee and announced to all members.

**ARTICLE III MEMBERSHIP**

Section 1 Membership in this Association shall be based on membership in the California State University – Emeritus and Retired Faculty Association (CSU-ERFA). The dues shall be paid directly to CSU-ERFA which shall reimburse ERA - CSUF the predetermined amount.

Section 2 Membership shall be open to CSUF emeriti and retired faculty, librarians and administrators.

Section 3 A member in “good standing” shall be one with paid-up dues and who meets the criteria in Sections 1 and 2 of this Article.

**ARTICLE IV STANDING COMMITTEES**

Section 1 The Executive Committee shall be a standing committee. It shall consist of an odd number of persons who shall be no more than nine (9) and no fewer than five (5).

Section 2 The President, the Vice President, the Historian-Editor, the Secretary-Treasurer and the Association’s Representative to the CSU-ERFA State Council shall serve on this committee. Additional members, in accordance with Section 1 of this Article, shall be appointed by the Association’s officers.

Section 3 The Executive Committee may create additional standing committees as well as *ad hoc* committees and task forces.

Section 4 Each committee shall file an annual report with the Secretary-Treasurer.

Section 5 Each committee shall be appointed by the President with a majority vote of the Executive Committee.

Section 6 Vacancies occurring among the officers or on a committee, shall be filled by the President with a majority vote of the Executive Committee.

ARTICLE V OFFICERS AND DUTIES

- Section 1 All officers of the Association shall be elected for a term of two (2) years commencing on July 1 after the first election, which may occur at any time.
- Section 2 The Executive Committee may create new or change existing officer positions.
- Section 3 **PRESIDENT**  
The President shall be elected by and from the membership and shall be in good standing.
- Section 4 The duties of the President shall be:
- a. Prepare the agenda and preside over meetings of the membership and the Executive Committee.
  - b. Exercise general supervision over the affairs of the Association.
  - c. Create, with the Executive Committee, a yearly calendar of meetings, events, workshops and social activities for the Association at the beginning of each fiscal year.
  - d. Serve, if he/she wishes, as *ex-officio* member on all committees.
  - e. Represent the Association to the CSUF Academic Senate or designate an Executive Committee member to do so.
  - f. Represent the Association to the CSUF administration.
  - g. Represent the Association at university functions, ceremonies and all public meetings or designate an alternate from the Executive Committee.
  - h. Inform the members of the Executive Committee of all agendas, dates, times and places of all meetings. Information may be sent by USPS or electronically.
- Section 5 **VICE PRESIDENT**  
The Vice President shall be a member in good standing to be elected by and from the membership.
- Section 6 The duties of the Vice President shall include:
- a. Act for the President and assume the responsibilities and conduct meetings in the absence of the President.
  - b. Under the direction of the Executive Committee, plan the semi-annual luncheons.
- Section 7 **SECRETARY-TREASURER**  
The Secretary-Treasurer shall be a member in good standing elected by and from the membership.
- Section 8 Duties of the Secretary-Treasurer shall include:
- a. Sign all official Association documents.
  - b. Create and maintain the minutes of all meetings of the Association and the Executive Committee.
  - a. Receive and deposit in the Association bank account all funds received.

- b. Receive and maintain all bank and financial records.
- c. Pay all Association obligations and maintain a file of the invoices and receipts.
- d. Gain approval of the Executive Committee for all disbursements in excess of two hundred dollars (\$200).
- e. Present at the close of each fiscal year a complete financial statement to the Executive Committee.

Section 9 HISTORIAN-EDITOR

The Historian-Editor shall be a member in good standing and appointed by the President with a majority vote of the Executive Committee.

Section 10 The duties of the Historian-Editor shall include:

- a. Collect all Association minutes, membership lists and other documents.
- b. Arrange with the Henry Madden Library for receiving and keeping Association archives and documents.
- a. Prepare and submit copy to the printer for each issue of the Association's newsletter Connections.
- b. Coordinate the mailing of each issue of Connections and special notices. The mailing may be by USPS or electronically.

Section 11 REPRESENTATIVE TO THE CSU-ERFA STATE COUNCIL

The CSU-ERFA Representative shall be appointed by the President with a majority vote of the Executive Committee.

Section 12 The duties of the State Council Representative shall include:

- a. Attend the State Council meetings.
- b. Meet the responsibilities of a State Council member as specified by CSU-ERFA.

ARTICLE VI NOMINATIONS

The President shall appoint a Nominations Committee which shall present a slate of nominees to the membership in adequate time prior to the Annual Meeting.

ARTICLE VII PARLIAMENTARY AUTHORITY AND DEFINITIONS

Section 1 Robert's Rules of Order, current edition, shall be the parliamentary authority for all meetings of the Association.

Section 2 A quorum shall consist of those members present at a previously announced and scheduled meeting.

Section 3 The fiscal year of the Association shall begin July 1.

Section 4 Business meetings of the Association will be held as needed at the call of the President with the concurrence of a majority of the Executive Committee. Such a meeting can also be requested by any group of at least five members of the Association in good standing. The request is to be submitted to the Executive Committee via the President

stating the agenda for the meeting. The Executive Committee will determine, by majority vote, whether or not a meeting is warranted.

#### ARTICLE VIII AMENDMENTS TO THE BY-LAWS

The By-laws of the Association may be amended by a two-thirds (2/3) vote of the Executive Committee and said amendments shall be distributed to the membership by the Secretary-Treasurer.

#### ARTICLE IX DISSOLUTION

Section 1 The Association may be dissolved by a two-thirds (2/3) vote of the Executive Committee with immediate notice sent, by USPS or electronically, to all members.

Section 2 Any funds in the treasury at dissolution shall be contributed only to the Henry Madden Library.

Approved  
11-09-2012

Amendments Discussed by the Executive Committee on August 30, 2016  
Adopted by e-mail vote on September 1, 2016