

# **Los Angeles City College Emeriti Association Bylaws of Association – February 15, 2017**

## **Article 1 – Name**

The name of the organization shall be the Los Angeles City College Emeriti Association.

## **Article 2 – Purpose**

The purpose of the Emeriti Association is to enrich the emeriti experience through connections such as the newsletter, luncheon programs, website and membership roster. The Emeriti Association also supports the campus and college Foundation through participation on the Foundation board, scholarship review, the Learning Community award process, honor student speaker honorarium, and membership on ad hoc committees as requested by the Foundation and/or the college.

## **Article 3 – Membership**

Active membership in the Emeriti Association is open to all retired academic faculty and administrative members who wish to participate in the association's events.

Benefits of active membership include: Two meetings per year where fellowship and social interaction are encouraged; newsletter and website access; and an ongoing source of information about activities and events at the college.

Active members pay annual or lifetime dues to support the organization's activities. The amount of the dues shall be determined by the Board of Directors.

## **Article 4 – Meetings**

The Association shall hold two meetings per year for the general membership, one during the Fall semester of the college and one during the Spring semester. The scheduling of these shall be at the discretion of the Board of Directors.

## **Article 5 – Board of Directors**

The Association shall maintain a Board of Directors, which is charged with the management of the group's finances and activities.

### **A. Requirements for Board Membership**

Board of Directors members shall be Active Association members.

Board members will attend regularly scheduled Board meetings. They shall provide input and suggestions for the Association meetings and activities. They shall attend Association meetings and agree to assist with setup and cleanup. They shall chair or serve on committees with other Board members as requested by the President.

Board members who do not attend three (3) consecutive Board meetings will be asked to resign. A Board member may resign from the Board at any time with 30 days advance notice to the President.

#### B. Selection of Board Members

A new Board member may be nominated by a current Board member for a specific position and selected by a majority vote (more than half) of the existing Board. Board members serve a three year term, beginning July 1, which is renewed by consent of the Board member and the Board.

#### C. Officers

The Board of Directors shall consist of the following officers.

**President** The President prepares the agenda for and chairs the Board meetings; serves as liaison with members of the college and Foundation on behalf of the Association; and communicates with the Emeriti membership at large as needed. The President may provide articles and input for the newsletter and web page. The President may assist the Vice President, Programming, with organization of the Association meetings.

**Vice President, Programming** The Vice President, Programming, shall be responsible for the preparation and organization of the programs for the Association meetings. This includes contacting the speakers or presenters; coordinating the presentations; reserving facilities and equipment as needed; providing printed programs if needed; and provide information for the newsletter and web site.

**Vice President, Finance (Treasurer)** The Vice President, Finance, shall maintain records of the finances of the organization including income and expenses; collect funds for dues; maintain a record of lifetime members; collect funds for meetings and donations; and maintain records of funds in the hands

of the Foundation. The Vice President, Finance, shall reconcile the Association record keeping with the records of the Foundation on a semi-annual basis. The Vice President, Finance, shall keep the Board of Directors advised on allocations for scholarship and awards obligations, and for reimbursement of meeting and luncheon expenses.

**Vice President, Communications** The Vice President, Communications, shall prepare the semi-annual newsletter, including collecting articles, preparing the layout, arranging for printing, labeling and mailing. The Vice President, Communications, shall assist the President in the preparation and mailing of any other letters to members as needed.

**Secretary** The Secretary shall compile and distribute minutes of the Board meetings and make these available to the Board members within ten days by email.

**Membership Chair** The Membership Chair shall maintain and update the membership roster and make copies available to the Board members on a yearly basis.

**Webmaster** The Webmaster shall maintain the website, including updating it with current information about Emeriti and their activities, meetings, and events.

**Learning Community Chair** The Learning Community Chair shall coordinate with the representative of the Staff Development Committee regarding the Learning Community Faculty Awards and participate in the selection of the Learning Community Award recipients. The Chair shall present the \$500 award to one of the selected winners. The Chair shall recommend to the Board which awardee(s) should present their work at an Emeriti Association meeting.

**Hospitality Chair** The Hospitality Chair shall coordinate the refreshments and luncheon menu for the semi-annual Association meetings.

**Fellowship Chair** The Fellowship Chair shall send sympathy and get-well messages on Emeriti stationery when informed of a death or illness and send congratulations messages on occasion, such as upon retirement.

**President Emeritus** Former Presidents shall be available to the Board to pro-

vide advice and share expertise.

**Members At Large** Active members of the Association may be created Board Members At Large at the discretion of the Board of Directors. These members shall participate in Board meetings and the Association's activities. They may participate in such committees as the Board designates.

- D. Board Meetings – Emeriti Association Board of Directors meetings shall be held twice a year at the discretion of the President, generally in January and August.
- E. Each Board member shall be given one vote.
- F. Quorum – A quorum shall be defined as the attendance of at least a majority (more than half) of the Board of Directors members at a regularly scheduled Board meeting for decisions involving votes to be considered valid.
- G. Committees – Ad Hoc committees may be formed as needed, with approval of the Association President.

### **Article 6 – Budget**

A budget of income and expenses for the organization shall be prepared by July 1 of each calendar year and approved at the next regular Board of Directors meeting. The budget shall include expected incomes and expenses. Disbursement of the monies available shall be in line with the projected expenses but at the discretion of the Board of Directors. Expenditures of funds over the amount of two hundred dollars (\$200.00) must be approved by the Board of Directors. Expenditures under this amount may be approved by the Association President.

See addendum to this document for details.

### **Article 7 – Amendments**

These bylaws may be amended by a majority (more than half ) vote of those attending a Board meeting that has a sufficient number of attendees to be a quorum. The proposed amendments shall be posted on the web site and/or within the newsletter at least 30 days prior to the Board meeting at which the amendment is to be considered. In cases of tie votes, the President will break the tie.

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**Budget Addendum**

**INCOME**

The expected income of the Association shall be derived from annual or lifetime dues payments for active members and donations.

Annual Dues:	\$ 150
Lifetime Dues:	\$ 625
Donations:	\$ 245
Luncheon:	<u>\$1000</u>
Projected Income:	\$2020

**EXPENSES**

The projected Fixed Expenses for the Association are:

Newsletter production, total for the year (two newsletters):	\$ 500
Luncheons, total for the year (two luncheons):	\$ 700
Learning Community Award:	\$ 500
Honor Student Honorarium:	0*
Refreshments:	20
Miscellaneous:	\$ 200
Stationery	<u>\$ 100</u>
Projected Expense:	\$2020

\* Honor Student Honorarium is a \$500 check awarded to the student graduation speaker. It is presently funded by an anonymous donation to the Foundation of \$10,000.