

BYLAWS of the  
RETIRED FACULTY AND STAFF CLUB  
AN AFFILIATE OF THE  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California  
Amended at the November 19, 2009 Meeting of the Club  
To be effective January 1, 2010

ARTICLE I

Name and Affiliation

The name of this organization shall be the Retired Faculty & Staff Club, hereinafter referred to as the Club. This Club shall be an affiliate of the University Advancement Division of California Polytechnic State University, San Luis Obispo. It is also an affiliate member of the California State University- Emeritus and Retired Faculty Association.

ARTICLE II

Purposes

The purposes of this organization shall be as follows:

1. To aid in the promotion of the general welfare of California Polytechnic State University.
2. To perpetuate friendships among retired members of Cal Poly faculty, staff and their spouses.
3. To encourage worthy young people to attend California Polytechnic State University.
4. To cooperate with administrative, faculty, and student officers of California Polytechnic State University by participating in the development of special projects and programs.
5. The general purposes stated above shall be liberally construed to the end that the Club, through its retired members collectively and/or individually, may continue to benefit Cal Poly.

ARTICLE III

Responsibilities

The Club, through its officers shall:

1. Operate in accordance with the laws of the State of California, and conform to policies and procedures of the university.
2. Promptly report to University Advancement any amendments or revisions of the Club Bylaws.
3. Carry out all activities in accordance with the Club By-Laws.
4. Report within one week the results of all elections and/or appointments of Club officers to University Advancement.
5. Maintain with the University Advancement a current roster listing the names, addresses, and telephone numbers, and email addresses of all officers of the Club.

ARTICLE IV

Membership

- A. Eligibility: Membership in the Club shall be determined as follows:
  1. Any person who has retired from employment at California Polytechnic State University or any of its auxiliary organizations shall be eligible for membership in the Club.
  2. The spouse or surviving spouse of a member qualifying for membership in the Club by the above shall be eligible for membership.
- B. Rights and Privileges. Any member of the Club is entitled:
  1. To participate in all meetings of the Club and to hold elected office in the Club.
  2. To receive official publications of the University as designated by University Advancement.

ARTICLE V

Officers, Elections, Board of Directors

#### A. Officers

The officers of the Club shall be President, Vice President, Secretary, Newsletter Editor, and Treasurer-Membership chairperson.

#### B. Elections

1. Officers shall be elected for two-year terms and may be elected and serve for as many additional consecutive or nonconsecutive terms in the same or any other Club office as desired by vote of the membership. Terms of office shall begin July 1<sup>st</sup> of odd-numbered years.

2. A nominating committee composed of at least three members shall be appointed by the Club president. Nominations for the officers of the Club from this committee shall be presented to the membership at the last meeting of the calendar year in even-number years. Additional nominations from the membership at this meeting shall also be accepted at that time. Officers of the Club shall be elected by the membership at the first meeting of the calendar year to be held no later than May 1<sup>st</sup> of each odd-numbered year.

3. In the event of premature vacancy of an office (e.g. illnesses, death, resignation, etc.), the Club president shall appoint a replacement to fill the vacant office. Such appointed officer shall serve until the next regular election of officers and shall have the voting privileges of a duly elected officer.

#### C. Board of Directors

The Board of Directors of the Club shall consist of all elected officers and immediate past president, all with voting privileges. A representative of University Advancement chosen by the Vice-President shall be a non-voting, ex-officio member of the Board of Directors. The Board shall meet at the call of the President or any two other board members. It will meet not less than twice a year, once in the Fall and once in the Spring. The Board is authorized to conduct business on behalf of the club.

### ARTICLE VI

#### Meetings

Club Meetings shall be scheduled no less than three times per year. There shall be a Club meeting held no later than May 1 of odd-numbered years to elect officers.

### ARTICLE VII

#### Funds and Finances

##### A. Dues

Annual and life membership dues shall be established by the Board of Directors of the Club.

##### B. Funds

The Club Treasurer-Membership chairperson shall be the custodian of all financial records of the Club. He or she will maintain the club checking account and report on the state of accounts at each meeting of the board.

##### C. Records

The Treasurer-Membership chairperson of the Club shall be responsible for all financial transactions and maintenance of financial records of the Club.

### ARTICLE VIII

#### Amendments to the Bylaws

Amendments to the Bylaws of the Club shall be proposed to the Club membership as deemed necessary or expedient by at least a 2/3 majority vote of the Board of Directors of the Club. Ratification of such a proposal requires at least a 2/3 majority vote by the members present at any meeting of the Club.

## ATTACHMENT TO THE BYLAWS

Approved at the 5 October 1994 Meeting of the Board of Directors. Amended November 2009  
Duties of Officers

### President

1. Coordinate activities of the Board of Directors.
2. Insure that the responsibilities set forth in Article III of the Bylaws, are carried out.
3. Appoint a nominating committee as set forth in Article VB2.
4. Appoint people to fill vacant offices as set forth in Article VB3.
5. Appoint such other club officials as deemed necessary and approved by the Board.
6. Set agendas for Club and board meetings; officially open and close all such meetings.

### Vice President

1. Carry out all duties of the president whenever the president is unable to do so or when the office is prematurely vacated.
2. Arrange for venues and food service at Club meetings.
3. Select, schedule and make necessary arrangements for speakers and other programs and club meetings.
4. Discharge other assignments made by the President.

### Treasurer/Membership Chairperson

1. Collect Club dues.
2. Deposit funds, pay bills and maintains the checking account.
3. Maintain records of all associated financial transactions.
4. Submit (at least annually) summaries of financial transactions to the President the Board, and University Advancement.
5. Maintain current list of all members, their addresses, and phone numbers.
6. Receive reservations and collect money for luncheon meetings. Arrange for change at such functions. Pay for room rental and/or food services as required.
7. Keep records of those who attend.

### Secretary

1. Record minutes at club business meetings and a meetings of the Board.
2. Maintain all records and correspondence pertinent to the Club.
3. Assist the Vice President and Treasurer/Membership Chairperson in taking reservations, taking roll, and collection of fees (when required) for Club meetings.

### Newsletter Editor

1. Prepare a manuscript of Club Newsletters (and other mailings as needed) and submit them to the appropriate university official for approval.
2. Summarize activities of Club members for inclusion in the Newsletter from information on the dues forms or other available sources.
3. Arrange for distribution of the Newsletter via email or the postal service.

### Scholarship Chair

The Retired Faculty and Staff Club offers a scholarship for an outstanding Cal Poly student. Funds are received via donations and dues for Life Membership (currently \$250).

The Scholarship Chair is appointed by the President, He/she shall:

1. Promote contributions to the scholarship fund.
2. Report the status of the fund at least annually to the Board and membership
3. Maintain contact with the scholarship officer of the Financial Aid Office.