

HUMBOLDT STATE UNIVERSITY
EMERITUS AND RETIRED FACULTY AND STAFF ASSOCIATION
BYLAWS AND RULES OF PROCEDURE

ARTICLE I. DUES AND ASSESSMENTS

- I. The dues of the Association, all assessments, shall be approved by a majority vote of the HSU-ERFSA Executive Committee membership.
- II. July 1 through the following June 30 shall constitute the fiscal year.
- III. Members paying annually or by semester, shall pay at the first regular meeting of the Fall Semester, or by sending their check to the HSU-ERFSA Office.

ARTICLE II. TERMS AND DUTIES OF OFFICERS

- I. All Association officers of the Executive Committee shall serve beginning on the first day of July of each year.
- II. The Association Chair shall preside at the meetings of the Executive Committee and shall exercise general supervision over the affairs of the Association, and shall serve as an *ex officio* member of all committees. The Association Chair has these additional duties:
 - a. Responsible for nominating officers and conducting an election by the Executive Committee.
 - b. Responsible for calling board and committee meetings, for coordinating fund-raising, membership solicitation, publicity, call for faculty awards, and other duties recommended by the Executive Committee.
 - c. Also responsible for taking minutes at Executive Committee meetings and providing them to the HSU ERFSA Administrative Assistant for retention.
 - d. The Association Chair shall designate another member of the Executive Committee to assume the duties and responsibilities of the Association Chair whenever absent.
- III. The Program Chair shall develop a speaker's program for the association for presentation at regular monthly luncheons or periodically designated socials.
- IV. The HSU University Senate Representative shall attend all regularly scheduled University Senate meetings and make periodic reports to the Executive Committee and/or the full luncheon meeting on issues that are deemed important to the membership.
- V. The Membership Chair shall maintain all records of retiree members to CSU-ERFSA and HSU-ERFSA, and make periodic reports to the Executive Committee and/or the full luncheon meeting on status of the membership. The Membership Chair has these additional responsibilities:
 - a. Recruitment of members to both the CSU-ERFSA and HSU-ERFSA and the paying of local membership dues are important duties of this office.
 - b. Overseeing the collection of HSU ERFSA member dues meant to cover Association expenses such as postage, materials, photocopying, mailings and other office administrative expenses.
 - c. Maintaining both the CSU ERFSA and HSU ERFSA membership records, soliciting past, recent, and new faculty and staff retirees to join both CSU ERFSA and HSU ERFSA, works with the HSU ERFSA Administrative Assistant to maintain the HSU Google Docs membership records.
- VI. The Treasurer shall be the custodian of all Association funds and shall be authorized to track investment of such funds at the Humboldt Area Foundation in consultation with the Executive Committee. The Treasurer has these additional responsibilities:
 - a. Develop an annual budget for confirmation by the Executive Committee and shall present a complete statement of the financial standing of the Association at the monthly intervals and soon after the close of each fiscal year.

Document History:

These Bylaws were approved by the Executive Committee, November 2019, and approved by the Association membership in December, 2019.

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- b. Keeping track of income, including donations from members, CSU ERFSA reimbursements (15% of member dues from CSU ERFSA), and interest on the HSU ERFSA HAF corpus as well as the fund total.
 - c. Keeping track of disbursements from the HSU ERFSA HAF account and the HSU ERFSA account at the HSU Financial Services Office. These include faculty awards, payment of educational expenses and payments to the HSU ERFSA Office for postage and other administrative expenses.
 - d. Reporting the organizations financial status to the Executive Committee at monthly intervals and to the Association at monthly meetings.
- VII. The CSU-ERFSA State Council Representative shall attend both meetings of each fiscal year and report back to the Executive Committee and/or the full luncheon meeting on issues that are deemed important to the membership.
- VIII. The Immediate Past Association Chair, or the most recent Past Association Chair willing and able to serve, shall serve on the Executive Committee.
- IX. Up to three At-Large Member positions shall be selected by the Executive Committee to serve.

ARTICLE III. ADMINISTRATIVE SUPPORT

- I. HSU University ERFSA Office
 - a. Fund Raising Expense Request: Submitted to the HSU ERFSA Fund to request a disbursement from the HSU ERFSA account for postage and other administrative expenses. Copy sent to the ERFSA Treasurer.
 - b. ERFSA Membership Paid Dues Information: Submitted to HSU ERFSA by sending to the HSU ERFSA Office.
 - c. Donor Thank You Notes: Sent to donors by sending to the HSU ERFSA Office
 - d. Call for applications for Junior faculty awards: Sent to all faculty via eblast from the HSU ERFSA Office.
 - e. Notification of Awards to Faculty: Sent to recipients of Faculty Awards

ARTICLE IV. Membership

- I. All Humboldt State University retirees who are CALPERS annuitants, and such other who have been accorded faculty status, are eligible for membership in this Association, as well as encouraged to become members in the CSU Emeritus and Retired Faculty and Staff Association.

ARTICLE V. PARLIAMENTARY AUTHORITY

- I. Robert's Rules of Order, Newly Revised, latest edition, shall be the parliamentary authority for this Association.

ARTICLE VI. AMENDMENTS TO THE BYLAWS

- I. Amendments to these Bylaws may be proposed at a meeting of the Executive Committee or the full association membership or by a petition signed by twenty-five members of the association. If approved by the Executive Committee, the amendment shall be solicited to the full association membership and approved if supported by a simple majority of members who respond.

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