California State University, Long Beach

**Emeriti & Retired Faculty and Staff Association**

A Chapter of the California State University Emeritus and Retired Faculty and Staff Association

(CSU-ERFSA)

**BYLAWS**

Approved June 18, 2021; Effective July 1, 2021

**Article I. Dues and Assessments**

The Chapteris currently funded by rebates of membership dues paid by Chaptermembers to the statewide California State University Emeritus and Retired Faculty and Staff Association (CSU-ERFSA).

**Article II. Terms and Duties of Officers and Members at Large.**

 **Section 1.** The officers of the Chapter shall be the President, Immediate Past President, Vice-President, Secretary, and Treasurer. In the event that the immediate past president is unable to serve on the Executive Committee, another past president of the Long Beach Chapter of ERFSA may, with the approval from the Executive Committee, serve in that role on the Executive Committee.

 **Section 2.** The President*,* Vice-President*,* Secretary*,* and Treasurer shall serve two-year terms, with the President and Vice-President elected in odd years and the Secretary andTreasurer elected in even number years.

 **Section 3.** The President shall preside at the meetings of the Chapterand the Executive Committee, shall exercise general supervision over the affairs of the Chapter, and shall oversee the work of all Chapter committees*.* The President shall, in consultation with the Executive Committee, appoint members of approved committees subject to confirmation by a majority vote of Chaptermembers attending a scheduled Chapter meeting.

 **Section 4.** The Vice-President shall assume the duties and responsibilities of the President in the absence of the latter,work with the President and the University's Office of Alumni Relations to plan and schedule Chapter meetings and other membership events*,* and perform such other duties as assigned by the President.

 **Section 5.** The Secretary shall keep the minutes of the Chapterand Executive Committee meetings, and shall work with the Office of Alumni Relations to maintain an archive of all Chapter minutes and documents and to distribute current minutes for approval by the Executive Committee and the membership*.*

 **Section 6**. The Treasurer shall be the custodian of all Chapter funds and shall make a report on the financial standing of the Chapter at each Chaptermeeting.

 **Section 7*.*** Like the elected officers**,** Members at Large shall serve staggered two-year terms; Members at Large shall assist elected officers in the work of nominations and elections, marketing and publicity, and building and maintaining membership*.*

**Article III. Chapter Committees**

 **Section 1.** Executive Committee: The Committee shall advise and consult with the President and shall have such duties as assigned by the Chapter or by the President. All decisions of the Executive Committee shall be subject to confirmation by the Chapter. The members shall consist of the officers of the Chapter and up to five elected Members at Large. The committee shall hold regularly scheduled meetings.

 **Section 2.** Ad hoc Committees: The President, in consultation with the Executive Committee, may establish ad hoc committees as the need arises.

 **Section 3.** Vacancies: The President, in consultation with the Executive Committee, shall have the authority to fill committee vacancies by appointment until the next scheduled election of offices.

 **Section 4.** Quorum: A quorum for all committee meetings shall consist of a majority of the committee.

**Article IV. Nomination and Election of Officers.**

 **Section 1.** Nomination: Executive Committee shall identify a slate of candidates it nominates for the current year’s elections; voting will occur at or before the last meeting of the academic year. Nominations from the floor may be made at this meeting.

 **Section 2.** Election: Election shall be by majority vote of Chapter members attending a scheduled Chapter meeting. Voting shall be by secret ballot for contested offices; a voice vote shall be in order for those offices not contested.

 **Section 3.** Effective Date: Officers shall have terms that coincide with the academic year, with newly elected officers assuming their duties on July 1, with those whose terms are ending completing their service on June 30.

**Article V. Chapter Meetings.**

 **Section 1.** The Chapter shall meet annually and may meet at other times as determined by the Executive Committee.

 **Section 2.** The Chapter shall meet at other times as determined by the Executive Committee, or as petitioned by at least ten (10) members of the Chapter*.*

**Section 3.** All meetings of the Chapter shall be announced to the membership at least two weeks in advance.

**Article VI. Amendments to the Bylaws.**

Amendments to the Bylaws may be proposed at a meeting of the Chapter or by the Executive Committee or by a petition signed by at least seven (7) members of the Chapter who are not members of the Executive Committee, at least three weeks prior to the next meeting of the Chapter. Action on the proposed amendment shall take place at that time. The amendment shall be ratified upon a favorable vote of the majority of the Chapter members present and voting.