

# BYLAWS

## SAN JOSE STATE UNIVERSITY

### EMERITUS AND RETIRED FACULTY ASSOCIATION

#### ARTICLE I. MEMBERSHIP

Section 1. All retired faculty, librarians, counselors, and academic administrators who are CalPERS annuitants are eligible for membership. These individuals shall become regular members of the Association upon application and payment of appropriate dues.

Section 2. Associate membership may be granted to faculty, librarians, counselors, and academic administrators with retired status in other accredited institutions of higher learning; San Jose State University pre-retirees (reduced time base); spouses of deceased members of the San Jose State University Emeritus and Retired Faculty Association. Associate members shall be subject to the same dues as regular members.

#### ARTICLE II. DUES AND ASSESSMENTS

Section 1. The yearly dues and assessment of the Association shall be recommended by the Executive Board and approved by the membership.

Section 2. The Association shall operate on a fiscal year, July 1 through June 30 of the following year.

#### ARTICLE III. DUTIES OF OFFICERS

Section 1. The President shall preside at Association meetings and meetings of the Executive Board. The President shall also exercise general supervision over affairs of the organization and serve as an ex officio member of all standing committees.

Section 2. The Vice President shall assume the duties of the President in the absence of the latter.

Section 3. The Secretary shall supply to members minutes of business meetings, committee reports, and important communications as directed by the Executive Board. The secretary shall also prepare necessary communications for the Association.

Section 4. The Treasurer shall be responsible for the collection of dues and assessments, the payment of approved Association bills, the filing of tax forms, and the custody of the Association's funds. The treasurer shall be responsible for preparing and presenting to the Executive Board an annual financial report including a proposed budget.

Section 5. The Academic Senator shall represent the Association on the San Jose State University Academic Senate, may request appointment to serve on Senate committees, and shall report to the Executive Board.

Section 6. The Past President shall attend Executive Board meetings and offer advice when appropriate.

#### ARTICLE IV. NEWSLETTER EDITOR

The newsletter Editor shall be appointed by the President, with the advice of the Executive Board, for a two-year term, and is responsible for the publication and distribution of the Association's newsletter.

#### ARTICLE V. WEBSITE ADMINISTRATOR

The Website administrator shall be appointed by the President, with the advice of the Executive Board, for a two-year term, and is responsible for maintaining the email distribution lists and the website of the Association.

#### ARTICLE VI. ARCHIVIST

The Archivist shall be appointed by the President, with the advice of the Executive Board, for a two-year term, and shall be responsible for preserving important documents and records of the Association.

## ARTICLE VII. APPOINTMENTS AND COMMITTEES

Section 1. Chairs and members of committees shall be appointed by the President with the advice of the Executive Board. Such appointments cease with the expiration of the President's term or they shall continue until replaced.

Section 2. Standing Committees shall be formed to conduct assigned work on a continuing basis and may include such subjects as: activities, programs, faculty awards, and membership.

Section 3. The Association's Ad Hoc Committees shall be formed to address specific tasks of limited duration and may include such work as: nominating, auditing, and special projects.

Section 4. Presidential appointees and chairs of standing and ad hoc committees may be requested to report at meetings of the Executive Board and/or the Association.

Section 5. Presidential appointments to specific positions may be made and terminated by the President as needed with the advice of the Executive Board. Such appointments shall expire at the end of the President's term or continue until (a) the appointee is replaced or (b) the appointee's position is no longer needed.

## ARTICLE VIII. QUORUM

A quorum shall consist of the members present at regularly called meetings except as specified in the Constitution, Article V, Section 3 and Article VIII, Section 3.

## ARTICLE IX. PARLIAMENTARY AUTHORITY

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

## ARTICLE X. DISSOLUTION

Should the SJSU Emeritus and Retired Faculty Association cease to exist, all of its remaining funds shall be given to the Tower Foundation, on the understanding that the funds are to be used only for student scholarships.

## ARTICLE XI. NO PECUNIARY GAIN OR PROFIT

This organization does not contemplate pecuniary gain or profit to the members thereof and is organized for nonprofit purposes.

## ARTICLE XII. ACTIVITIES FURTHER PURPOSES OF ASSOCIATION

Notwithstanding any of the above statements of purposes and power, this association shall not, except to an instrumental degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of the association.

Changes to the SJSU ERFA Bylaws were:

Approved by membership May 7, 2010  
Approved by membership May 6, 2011  
Approved by membership May 11, 2012  
Approved by membership May 19, 2017  
Approved by membership May 10, 2019  
Approved by membership May 14, 2021  
Approved by membership May 19, 2023  
Approved by membership May 2, 2025