

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

ARTICLE I. NAMES, DUES AND ASSESSMENTS

- I. The Association name: California State Polytechnic University, Humboldt-Emeritus, Retired Faculty and Staff Association or informally be called Cal Poly Humboldt-ERFSA and Humboldt-ERFSA, depending on usage.
- II. The dues of the Association, all assessments, shall be approved by a majority vote of the HSU-ERFSA Executive Committee membership.
- III. July 1 through the following June 30 shall constitute the fiscal year.
- IV. Members pay dues annually or by semester, shall pay prior to or at the first regular meeting of the Fall Semester, online at <https://commerce.cashnet.com/humboldthmo?CNAME=FACULTY+ASSO> or by sending a check to the Cashier's Office, SBS 285, 1 Harpst St, Cal Poly Humboldt, Arcata, CA 95521.

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 President 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 President has these additional duties:
 - a. Be responsible for the overall functioning of the Association.
 - b. Nominate officers and conducting an election by the Executive Committee.
 - c. Call membership and executive committee meetings.
 - d. Will coordinate the notice and solicitation of Association Small Grants Awards Program in conjunction with the Association Treasurer and notify recipients.
 - e. Will coordinate fundraising activities in conjunction with the Association Development Chair and the Association Treasurer.
 - f. Shall designate another member of the Executive Committee to assume the duties and responsibilities of the Association President whenever absent.
- III. The Association Program Chair shall develop a program of presentations for the association in conjunction with the Executive Committee for the regular monthly business luncheons. The Association Program Chair has these additional responsibilities:
 - a. Creates a list of potential speakers as developed by the Executive Committee.
 - b. Contacts prospective speakers and coordinates selected dates.
 - c. Confirms presentation descriptions and contact information.
 - d. Designates introducers and thank you letters.
 - e. Finalizes and distributes Luncheon Series.
 - f. Reminds Presenter of expected format, equipment availability and possible further contact by the Communications Chair regarding press releases.
- IV. The Association Membership Chair shall maintain all records of retiree members to Humboldt-ERFSA and CSU-ERFSA. The Membership Chair has these additional responsibilities:

Document History:

These Bylaws were approved by the Coordinating Committee, November 2019, and approved by the Association membership in December, 2019. Approved by the Executive Committee, May 12, 2022, and approved by the Association membership May 23, 2022. Approved by the Association membership July 4, 2022. Update to 'The Association Program Chair' section approved by membership February 26, 2025.

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- a. Make monthly reports to the Executive Committee and on status of the membership and periodically to the Association at the monthly business meetings. Announce who joined the Association at Executive Committee meetings
- b. Managing the recruitment plan for the recruitment of members to both Humboldt-ERFSA and CSU-ERFSA soliciting past, recent, and new faculty, and staff retirees to join both HSU ERFSA and CSU ERFSA.
- c. Maintains the HSU Google Docs membership records.
- d. Solicits membership of recently retiring faculty, staff, and administrators.
- e. Remind all members that grant donations are also provided through additional membership in CSU-ERFSA with donation link.
- V. The Association 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. 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.
 - b. Report the organization's financial status to the Association periodically at the monthly business meetings.
 - c. Keep track of income, including donations from members, interest on the HSU ERFSA HAF corpus as well as the fund total and CSU ERFSA reimbursements (15% of member dues from CSU-ERFSA).
 - d. Oversee the collection of Humboldt-ERFSA member dues meant to cover Association expenses such as postage, materials, photocopying, mailings and other office administrative expenses.
 - e. Keep track of disbursements from the Humboldt-ERFSA HAF account and the Humboldt-ERFSA account at Humboldt Financial Services Office. These include faculty awards, payment of educational expenses and payments to the Humboldt-ERFSA Office for postage and other administrative expenses.
- VI. The Association Communications Chair shall have the following duties and others as assigned by the Association President or the Executive Committee:
 - a. Will be responsible for taking notes at Executive Committee meetings and providing them to Association President who will have the Humboldt-ERFSA Administrative Assistant post them on the ERFSA website.
 - b. Will be responsible for developing content on publicity and promotion of the Association as directed by the Association President or Executive Committee.
- VII. The Association Development Chair shall have the following duties and others as assigned by the Association President or the Executive Committee:
 - a. Organize fundraising activities when directed by the Executive Committee working in conjunction with the Association President and the Association Treasurer.
 - b. Create donor thank you notes to be sent to donors under the auspices of the Association President and the Executive Committee.
 - c. Develop and maintain templates and distribution system.

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- d. Other duties as assigned by the Association President and Executive Committee
- VIII. Up to two At-Large Member positions shall be appointed by the Executive Committee to serve with specific responsibilities as assigned by the Association President or the Executive Committee or have a specialized role that is needed by the organization.
- IX. The Immediate Past Association Chair, or the most recent Past Association Chair willing and able to serve, shall serve on the Executive Committee.
- X. The Humboldt-ERFSA University Senate Representative shall attend all regularly scheduled University Senate meetings. Humboldt-ERFSA University Senate Representative shall have these additional responsibilities:
 - a. Make periodic reports to the Executive Committee and at the full luncheon business meetings on issues that are deemed important to the membership.
 - b. ERFSA nominations for emeritus status to be approved by the Humboldt ERFSA Executive Committee before forwarding to the University Senate.
 - c. ERFSA emeritus status nomination letters to be written by the ERFSA Senate Representative or other members of the Executive Committee.
 - d. Work with and coordinate with the University Senate Chair on recommendations of nominees for Emeritus Status to the University Senate for their approval in coordination with the Executive Committee.
- XI. The CSU-ERFSA State Council Representative shall attend both State Council meetings of each fiscal year or their designee and report back to the Executive Committee and when appropriate at the full luncheon business meeting on issues that are deemed important to the membership.

ARTICLE III. ADMINISTRATIVE SUPPORT

- I. Cal Poly Humboldt University ERFSA Office
 - a. Notify the membership of the time, place, and guests for monthly luncheon business meetings.
 - b. Call for applications for Humboldt ERFSA small grant awards: Send to all faculty from the Humboldt-ERFSA Office.
 - c. Association Expense Request: Submit to the Humboldt-ERFSA Fund to request a disbursement from the Humboldt-ERFSA account for postage and other administrative expenses. Copy sent to the Humboldt ERFSA Treasurer.
 - d. Keep the Association WEB page up to date.
- II. Administrative Liaison
 - a. Appointed by the Cal Poly President.
 - b. Informs the Humboldt ERFSA Executive Committee of important University matters.
 - c. Informs the Cal Poly Humboldt President and President's Advisory Team of Humboldt ERFSA matters, concerns, and activities.
 - d. Advocates for Humboldt ERFSA as needed and appropriate.

ARTICLE IV. Membership

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- I. All California State Polytechnic University, Humboldt retirees who are CALPERS annuitants, and retirees from other CSU campuses, 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 paid association membership and approved if supported by a simple majority (>50%) of those members who respond.

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