

**BYLAWS OF
PALM BEACH STATE COLLEGE
RETIREES ASSOCIATION**

**ARTICLE I
NAME, CONSTITUENCY, AND CHARACTER**

- Section 1. The name of the association shall be College Retirees Association, hereinafter referred to as CRA.
- Section 2. CRA shall be a voluntary association of employees retired from Palm Beach State College, hereinafter referred to as The College.

**ARTICLE II
PURPOSES**

- Section 1. The predominant purpose of CRA is to provide opportunities for its members to engage in a variety of social activities, such as special programs, luncheons, maintaining up-to-date addresses, and reacting with understanding and compassion in times of serious illness, misfortune, or tragedy among members.
- Section 2. Other purposes of CRA are to provide opportunities for its members:
- a. To continue their interests in and to interact with The College's administrators, faculty, staff, students, and alumni.
 - b. To volunteer their services to others in the community, especially in areas of their expertise and experience.
 - c. To obtain recognition and benefits from The College for members.

**ARTICLE III
MEMBERSHIP**

- Section 1. A member of the CRA shall be a person who has retired from The College.
- Section 2. The dues for membership shall be determined by the Executive Board.
- Section 3. The spouse or domestic partner of a member may also join the CRA.
- Section 4. An employee with 10 years or more employment at The College who has retired from a different entity may join as an Associate member.

ARTICLE IV MEETINGS

- Section 1. There shall be at least two regular meetings of members a year, one in the spring (April or May) and one in the autumn (October or November).
- Section 2. Special meetings may be called by the President or a simple majority of Executive Board members.
- Section 3. Members shall be notified at least two weeks prior to a meeting.
- Section 4. At all meetings of members, a quorum shall consist of the members present.

ARTICLE V OFFICERS AND ADMINISTRATION

- Section 1. CRA shall be governed by an Executive Board made up of the elected officers (President, Vice President, Secretary, Treasurer, Communications Coordinator, appointed by the CRA President), and The College Liaison appointed by the President of The College.
- Section 2. The President, Vice President, Secretary and Treasurer shall be elected at the spring meeting and take office immediately following the election. Elected officers shall serve for a period of two years. The Communications Coordinator shall be appointed by the President and serve for an indefinite term.
- Section 3. Duties of elected officers are as follows:
- a. President 1) presides over all meetings, 2) supervises the work of other officers and committees, 3) represents the association, and 4) appoints committee chairpersons as directed in Article VI, Section 1.
 - b. Vice President 1) aids the President and takes the President's place when that officer is unable to perform the duties of the position, 2) assists in overseeing special programs and organizational projects, and 3) chairs the Bylaws Committee.
 - c. Secretary 1) keeps the minutes of meetings and 2) files copies of minutes and committee reports.
 - d. Treasurer 1) handles all the organization's finances, 2) keeps a record of income and expenses, 3) prepares financial reports, 4) chairs the Budget and Finance Committee, and 5) notifies the Communications Coordinator of changes in status, addresses, phone numbers, etc., of members.
 - e. Communications Coordinator 1) maintains membership database, 2) oversees communication with members and 3) maintains webpage within the College's website.

- Section 4. If an elected position on the Executive Board becomes vacant prior to the expiration of an officer's term, the Executive Board may appoint another member to fill the unexpired balance of that officer's term.
- Section 5. All decisions made by the Executive Board shall be placed on the agenda for a meeting of the membership, to be discussed and voted on, if necessary, by those members in attendance at the meeting.
- Section 6. A quorum of the Executive Board shall consist of three or more members of the Board.

ARTICLE VI COMMITTEES

- Section 1. The President, with the approval of the Executive Board, shall each year appoint from the membership a chairperson for each committee described in this article, except the Committee on Budget and Finance (Treasurer) and the Bylaws Committee, and for such other committees as may be deemed advisable.
- Section 2. Each committee chairperson may choose another member or other members to work on his/her committee.
- Section 3. The Nominating Committee shall recommend candidates for election to the Executive Board in March of each year.
- Section 4. The Committee on Budget and Finance, chaired by the Treasurer, shall each year make a timely submittal at the spring meeting of a budget for the period of June 1 of the current year to May 31 of the following year.
- Section 5. The Bylaws Committee, chaired by the Vice President, shall deal with requests referred to it by the Executive Board, and it may make recommendations for amendments to the Executive Board.
- Section 6. The Newsletter Committee shall disseminate information about members and activities of the CRA in a newsletter.
- Section 7. The Program Committee shall assist the President with planning a program and an agenda for each meeting.
- Section 8. The Social Welfare Committee shall send, in the name of CRA, an appropriate card or note to a member or his/her family in the event of ill health, misfortune, demise, or a special achievement of the member or of the member's family.
- Section 9. The Social Activities Committee shall plan and organize social activities for members.

**ARTICLE VII
AMENDMENTS**

- Section 1. These Bylaws may be amended only at the spring meeting.
- Section 2. Amendments shall be proposed to the Executive Board by March 1 preceding the next spring meeting.
- Section 3. Notice of the intent to amend the Bylaws shall be sent to the members at least fourteen days prior to the date of the meeting at which action may be taken, and copies of the proposed amendments shall be made available upon request.
- Section 4. Amendments shall be read by the Vice President, chair of By-Laws Committee, at the spring meeting along with the recommendations of the Executive Board.
- Section 5. Amendments shall be adopted by majority vote of the members present at the meeting.

Robert's Rules of Order, Newly Revised shall be the authority on matters of procedure.

Last Revised: August 2019