



## **Bylaws and Standing Rules**

### **Bylaws of the Sierra Renaissance Society**

### **El Dorado County, CA**

#### **Article I: Name**

The name of this organization shall be The Sierra Renaissance Society of El Dorado County

#### **Article II: Mission**

The Sierra Renaissance Society is a participatory organization of older adults dedicated to lifelong learning through member-driven presentations, workshops, and community engagement.

#### **Article III: Membership**

Membership shall be open to all adult persons who subscribe to the purpose of the Sierra Renaissance Society and are willing to abide by the provisions of these Bylaws and have paid their dues.

A. No person shall be excluded from membership based on color, ethnicity, religion, sexual preference or physical impairment.

B. All members of the Society are eligible to vote in any general or special meeting of the membership.

#### **Article IV: Dues**

Membership dues are set by the Board of Directors and shall be payable at the beginning of each calendar year. Members joining the Society after June 1 may pay one-half the regular dues. Non-members may attend no more than two activities prior to paying membership dues. All dues must be paid in order for members to participate in Renaissance activities including workshop registration, holding an elected or appointed position.

#### **Article V: Officers and Members At-large**

A. The elected officers shall be the President, current Past President, Vice President, Secretary and

Treasurer and shall be the Executive Committee.

B. There shall be a Board of Directors composed of the Executive Committee, Committee chairs and Members-At-large.

C. Officers and Members-at-large shall be elected by ballot at the November general meeting. All elected board members shall assume their positions on January 1st following the election. The term of office shall be for two years. Terms shall end for ½ of officers and ½ of members-at-large in alternating years. Vacancies in the positions of the elected offices shall be filled by appointment of the President, with the approval, by majority vote, of the Board of Directors.

#### **Article VI: Duties of Officers**

Duties of officers shall be as follows:

The President shall:

1. Act as Chief Executive Officer for all operations of the Sierra Renaissance Society.
2. Preside over all general and special meetings of the membership and meetings of the Executive Committee and the Board of Directors.
3. Develop agendas for the meetings of the Executive Committee and the Board of Directors.
4. Carry out decisions reached by the Executive Committee and the Board of Directors.
5. Call for reports to the membership at all general meetings on the activities of the Society.
6. Appoint all committee chairs.
7. Be an ex-officio member of all standing committees except the Nominating Committee.

The Vice President shall:

1. Assume the duties of President in his/her absence and, in the case of a vacancy, fill the office of president until the end of the current term.
2. Assist the President in carrying out all functions of his/her office.
3. Establish relationship with college contacts with College/Venue committee chair.

The Secretary shall:

1. Handle correspondence on behalf of the Board of Directors and the Executive Committee and any clerical matters as directed by the Board.
2. Take minutes of the meetings of the Executive Committee and the Board of Directors.
3. Proofread all written material that represents SRS.

The Treasurer shall:

1. Oversee all Sierra Renaissance Society financial affairs and any such financial tasks as required by the Board.
2. Prepare and present a proposed budget for the fiscal year (Jan 1 to Dec 30) no later than the November meeting of the Board of Directors.

Members At-large shall:

1. Represent and are accountable to all members of the Society.
2. Keep general membership informed of Board activities through written and oral communication.
3. Take direction from members of the Officers and Committee chairs.
4. Vote and participate in all Board meetings, planning, and policy-making.

#### **Article VII: Board of Directors**

- A. The Board of Directors shall be the policy-making body of the Society. The Board shall adopt by a majority vote such Standing Rules as are necessary to carry out the objective of the Society.
- B. The voting members shall consist of the Executive committee, Committee chairs and Members at Large.
- C. The Board of Directors shall meet at least ten times a year. Meetings shall be open to the general membership.

- D. A majority of voting members of the Board of Directors shall constitute a quorum.
- E. The Board is responsible for long-range planning and for drafting any amendments to the By-laws.

**Article VIII: Committees**

- A. The Executive committee shall be the policy-implementing body of the organization. It shall consist of the president, vice president, secretary, treasurer and immediate past president.
- B. Standing Committees shall be established by the Board of Directors as required to accomplish the objective of the organization. The purpose of each committee and its responsibilities shall be delineated in the Standing Rules.

**Article IX: Membership Meetings:**

- A. Shall be held annually. The President of the Executive Committee may call special meetings as appropriate.
- B. A quorum shall be required to conduct business. 20% of the membership shall constitute a quorum.

**Article X: Funds**

All funds shall be deposited and disbursed by the President of the Executive Committee and the Treasurer in accordance with the adopted budget. Expenses outside the budget must be approved by the Board of Directors prior to payment.

**Article XI: Parliamentary Authority**

Business meetings shall be conducted in accordance with the current Roberts Rules of Order except where these rules are inconsistent with the Bylaws and Standing rules of the Sierra Renaissance Society.

**Article XII: Amending Bylaws**

These Bylaws may be amended by the Board and then approved at the Annual Membership meeting by a simple majority of the members who are present.

**Article XIII: Dissolution**

- A. The organization may be dissolved by a two-thirds vote of those present or voting electronically and voting at a membership meeting called for this purpose, provided that notice has been sent to all members 30 days in advance of the meeting.
- B. In the event of the dissolution of the organization and after payment of all outstanding obligations of the organization all remaining assets of the organization shall be distributed to a non-profit organization serving seniors as agreed upon by two-thirds of the membership present and voting at a meeting at the time of the dissolution.

Adopted: October 21, 2015 by the Steering Committee

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**STANDING RULES AND POLICIES**

**Administration**

1. The organization is a completely volunteer organization which exists for the benefit of its members, striving to further the life-long learning of its members.

#### **Members**

1. The organization shall protect the privacy of members' personal information collected by the organization for the purpose of conducting business.

2. No personal information shall be released to any entity or non-member without express permission of the member.

3. Membership directories may not be shared with non-members.

4. Charter members are defined as members joining the organization between September 1, 2015 and

December 31, 2016. Dues of forty dollars (\$40.00 annually) will continue at that rate for the duration of their membership with the Society.

5. Membership will be individual but may be shared if member cannot attend a class or presentation.

#### **Actions in the Name of the Organization**

1. Any action taken in the name of the organization must be approved by the Executive Committee.

2. No member shall use any of the organization's activities to further his/her personal gain. Examples of such activities include promoting a business, forming investment clubs or soliciting memberships to outside organizations, sale of books. This list is not all-inclusive.

3. With approval of the Curriculum Committee, books and/or DVDs of the presenter may be sold.

#### **Committees**

Standing committees shall be College/venue liaison, Curriculum, Membership, Nominating, Marketing and publicity.

1. Chairpersons of standing committees are appointed for 2 years with terms running from January 1 - December 31st of each year. The President, with the approval of the majority vote of the Board of Directors, shall make appointments or reappointments.

2. Special ad hoc committees may be created by the President as a need arises. The committee members shall serve until the specified task is completed and the committee presents its final report.

3. Each committee shall consist of a chairperson and as many members as necessary to carry out the function of the committee except as specified in these standing rules.

4. Each chairperson shall be a member of the Board.

#### **Standing Committees' Responsibilities and Policies**

##### **College/Venue Liaison**

1. The duties of this committee include working with the representative of the college or other venues to secure space for holding classes, negotiate prices for the use of the space, secure parking for attendees and ensure all fees are paid in a timely manner.

2. The Liaison will work with the Curriculum Committee to understand space requirements based on class size and date.

3. The Liaison will work with the Treasurer to ensure negotiations are within the Society's budget and

costs are paid in accordance with the college's/venue's policies.

## **Curriculum**

1. The duties of this committee include planning and executing presentations, workshops, excursions.
2. Costs shall be paid in advance by registrants and shall include all fees and reimbursement for organizers' reasonable expenses.
3. First-time non-member registrants are eligible for two presentations prior to paying membership dues.  
However any excursions, presentations, or workshop fees must be paid by the non-member registrant.  
After participating in two SRS activities, dues must be paid at the current rate to continue registering for classes.
4. Excursions shall be cancelled if insufficient registrants are not received by specified date. No-shows will not be reimbursed if all spaces are not filled.
5. Members have priority over non-members when space is a consideration.

## **Workshop Subcommittee**

1. The purpose of the committee is to encourage and coordinate member-initiated workshops which may take place on or off the El Dorado campus of Folsom Lake College.
2. Each workshop shall have an organizer who will submit a plan of study to the committee, work with the facilities' coordinator on scheduling time and place of meetings, record members present, and make periodic reports to the committee on the workshop's status. Restrictions or guidelines on who may participate must be approved by the workshop committee (eg. group size, ability levels.)
3. Workshop participants will be responsible for any costs beyond the use of the El Dorado campus facilities.
4. Coordinator of Workshop Subcommittee is a Board member.

## **Membership**

1. The purpose of the committee shall be to insure all functions necessary to recruit and maintain membership are carried out.
  - a. All personal information provided by members will be entered into the SRS Membership database and dues collected will be given to the Treasurer for deposit. After information is entered, the applications will be shredded to protect the privacy of the member.
  - b. Committee chair will periodically provide a membership report of appropriate data to the President, Board and Curriculum Committee.
  - c. Charter members' dues will not increase during their membership with the Society.
2. The committee will decide the material to be included in mailings to prospective new members.
3. The Committee will work with the Curriculum committee to identify registrants qualifying and attending two free classes to identify recruits for membership.
4. The committee chairperson will work with the Nominating Committee in the recruiting process of members willing to serve on the Board of Directors and in other operating functions.

## **Nominating**

1. The purpose of the committee is to develop a slate of eligible candidates to stand for election as officers or as Members-At-Large of the Board of Directors and to recruit members willing to serve other various operating functions of the organization.
2. The committee will serve for two years and be composed of 3 members.
3. The committee will submit the list of nominees to the Board of Directors for approval. Candidates will be elected at the annual membership meeting in November in conjunction with presentation of the annual budget.

### **Marketing and Publicity**

1. The purpose of the committee is to send publicity announcements to various media including use of websites, email, social media, newspapers and other appropriate means.
2. All publicity shall not include material that is intended to promote any individual's private business endeavors or promotions for other outside organizations.

Adopted October 18,  
2017 \_\_\_\_\_