

FOOTHILL-DE ANZA RETIREE'S ASSOCIATION (FODARA)

BYLAWS

Article I – Name

The name of this organization is Foothill-De Anza Retirees Association hereafter referred to as FODARA.

Article II – Purpose

The purposes of the organization are to enable the former working associates to:

1. Communicate among themselves and in concert with others;
2. Establish representation to the Foothill-De Anza Community College District;
3. Make recommendations pertinent to retirement status, including, but not limited to, pre-retirement education, support, benefit policies, and maintenance of relations with the District and its active employees;
4. Provide support to the District in its educational endeavors;
5. Offer educational and social opportunities to its members.

Article III – Membership

- A. Membership is granted to those who have separated service from the FHDA District for the purpose of retirement and activate status as an annuitant under STRS or PERS.
- B. The prescribed dues shall be paid in a timely manner.
- C. Rights of Members:
 1. To participate in meetings and functions of FODARA;
 2. To hold any office of the organization if duly elected or appointed;
 3. To serve on any committee;
 4. To receive all communications made to members;
 5. To vote in the election of Directors.
- D. There will be two categories of membership:
 1. Regular Member – As described in Article III, A;
 2. Honorary Member – Those who do not meet the definition of Regular Member, who have been approved by the Board for membership. As example: former Board of Trustee member; or designated Distinguished Citizen, as described in Article IV, C.

Article IV – Organization

- A. FODARA will be governed by the Board of Directors (hereafter referred to as the Board) under these Bylaws.
- B. Meetings will be called for informational, educational, or social purposes at a time and place designated by the Board.
- C. The Board may select distinguished citizens as honorary members.
- D. Member grievances may be presented to the President in writing by individuals or groups. The matter will be listed for action at the next meeting of the Board, A written report and recommendations for action may be made to the membership at the discretion of the Board.
- E. Former status, certificated, classified, management, or District Board member, shall not be consideration in affairs of the organization.

Article V – Officers

- A. Nine Directors plus the Immediate Past President (See C. below) shall make up the Board.
- B. Three Directors shall be elected each year for the three-year terms.
- C. If the presidency was in the third year of office, that person will serve a fourth year as an ex-officio member of the Board.
- D. A former Director will be eligible to run again for a Board seat.
- E. The Board will elect from its own membership the President, Vice-President, Secretary, and Treasurer.
- F. Replacements of vacated Director positions will be appointed by the Board for the balance of the vacated term.
- G. Duties of officers:
 - 1. The President Shall:
 - a. Preside at all meetings of the Board;
 - b. Appoint all committees and their chairpersons;
 - c. Be ex-officio member of all committees;
 - d. Ensure that policies and actions approved by the Board are carried through to completion.
 - 2. The Vice-President shall:
 - a. Assist the President in all duties;
 - b. Temporarily perform the duties of President when the President is absent.
 - 3. The Secretary shall:
 - a. Keep minutes of all Board meetings and record same (at the discretion of the secretary, a recording secretary may take minutes of official meetings);
 - b. Handle all correspondence.
 - 4. The Treasurer shall:
 - a. Keep full and accurate accounts of receipts and disbursements;
 - b. Have custody of the organization's funds;
 - c. Make regular reports of the financial condition at Board meetings;
 - d. Prepare an annual financial report for submittal to the members of and other interested parties.
 - 5. The Webmaster/Listserve Administrator shall:
 - a. Update the FODARA website with minutes, AW photos, In Memoriam, reservation forms, updated text, etc.
 - b. Send out regular email when AW is posted and other information important to members. This could include benefits clarifications from FHDA Benefits, retirement parties, event reminders, etc.
 - c. Coordinate article information with AW editor that may require communication with members.
 - d. Seek training and coordination as necessary with FHDA, ETS, staff.
 - 6. The Immediate Past-President shall:
 - a. Serve as a member of the Board;
 - b. Perform duties and functions as delegated by the President.

Article VI – Board of Directors

- A. The composition of the Board shall be as defined in Articles V, elected in accordance with Article VII.
- B. If needed, a summer meeting called by the President and the Nominating Committee will certify the results of the electronic and mail-in balloting. Newly elected Directors will take office at the September meeting of the Board, at which time officers will be elected for the year.
- C. The Board shall meet regularly at a time and place determined by vote of the Board. Special meetings may be called by the President or any two Directors.
- D. Simple majority of the Board shall constitute a quorum.
- E. The Board shall have the full authority for Governance of the organization except the election of Directors, which shall be by the membership. It shall make provision for communicating its actions to the general membership.

Article VII – Nominations and Elections

- A. Selection of the new Board:
 - 1. Nomination for Directors will be invited from the membership at large at meetings throughout the year.
 - 2. A nominating committee, selected by the President, in March, will submit to the Board at its May meeting a slate of nominees for next year's Board, to be elected by Membership in a June election. At least five nominees for each seat is a desirable goal.
 - 3. The nominating Committee shall consist of at least three members, at least one of who is from De Anza College and one from Foothill. Both certificated and classified retirees shall be represented on the committee. At least one, but not more than two of the members shall be current Directors.
 - 4. In add to the slate presented, the name of any member may be submitted as a write-in vote.
 - 5. Voting for Directors shall be by electronic or mail-in ballot, or by acclamation, should nominations for all positions be uncontested.
- B. Directors shall be elected by majority vote of the electronic or mail-in ballots submitted by members, or by acclamation as described in VII, 5.

Article VIII – Financial

- A. The fiscal year of the chapter shall be July 1 – June 30.
- B. All financial transactions and the books of record shall be reviewed as directed by a vote of the Board.
- C. Yearly dues shall be prescribed by vote of the Board.
- D. Expenditures shall be approved by the Board and all checks shall require the signature of the President or Treasurer.
- E. In the event that FODARA dissolved or ceases to function, any remaining funds shall pass to the Foothill-De Anza Colleges Foundation.

Article IX – Rules of Order

Roberts Rules of Order, latest edition, shall govern the conduct of all meetings of the membership and the Board when they are not in conflict with these Bylaws.

Article X - Amendments to the Bylaws

Amendments may be proposed by any member. The approval of any amendments will require a favorable vote by at least two-thirds of the Directors.

Revised May, 2005
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