



# BY-LAWS

APPROVED: 10/28/13

WE, the students of Emeritus College, in order to promote our intellectual, social, educational, and cultural welfare through the proper and effective exercise of the extensive powers of self-government delegated to us, do hereby ordain and establish these By-Laws as the governing rules of this organization.

## ARTICLE I: STRUCTURE

### Section 1: Name

The name of this organization shall be the Emeritus Students Union (ESU).

### Section 2: Mission

The Emeritus Students Union is an independent member-supported organization of students attending Emeritus College, a part of Santa Monica College. Its mission is to represent the interests of Emeritus students in the public arena and to keep its members informed of all significant events that impact on their educational experience.

The aims and purposes of ESU are to:

- (1) maintain the current programs at Emeritus College;
- (2) promote students' rights and provide effective representation of their interests and concerns;
- (3) promote a positive public image of the college;
- (4) ensure good communication among students, faculty, administration and the community;
- (5) inform students of available resources and services and, in general,
- (6) represent the best interests of the students of Emeritus College.

### **Section 3: Members of ESU**

- (1) Only students enrolled in classes at Emeritus College who have paid the annual ESU dues may be members of the ESU. Membership shall continue as long as the student is attending Emeritus classes and pays the annual membership fee.
- (2) All students enrolled in classes at Emeritus College who qualify as ESU members are entitled to vote in any general or special election held during a semester in which they are enrolled.
- (3) Only members of the ESU may hold an elected or appointed office.
- (4) Community members not enrolled in classes at Emeritus College who wish to support ESU may do so through donations and participation in advocacy efforts, but cannot vote or hold office.

## **ARTICLE II: ELECTIONS**

### **Section 1: Terms of Office**

- (1) Until the first general election in the fall of 2013, the interim President, Vice-President, Secretary and Treasurer shall constitute the Executive Board and carry out all the duties and responsibilities of their respective offices.
- (2) ESU officers shall hold office for a term of two (2) years from October 1 through September 30, starting in the fall of 2013.
- (3) An officer may seek re-election for no more than a second two-year term.
- (4) If an officer resigns or is unable to perform his/her duties, an interim appointment may be made by a majority vote of the Executive Board.
- (5) No officer shall vote on a question in which s/he has a direct personal or financial interest and said officer shall disclose such an interest, if it exists.
- (6) An officer may only be removed for (a) dereliction of duty, (b) misuse of funds, or (c) abuse of authority when proof of such misconduct is verified.
- (7) Removal proceedings shall be initiated by a majority vote of the membership at a special meeting called for that purpose.
- (8) The subject of the removal proceedings may not preside at said meeting but can speak in his/her own defense.

### **Section 2: Election Committee**

- (1) Members of the Election Committee shall be appointed by the Executive Board
- (2) The Election Committee shall consist of up to five members, none of whom who is running for office. They shall choose a chair.

- (3) The committee shall verify that each candidate is an actively enrolled student at Emeritus College and has paid his/her annual ESU dues.
- (4) The committee shall prepare a slate of candidates for each office.
- (5) The list of qualified candidates and other ballot issues, if any, will be emailed to members two weeks before the election.
- (6) On election day they will arrange for volunteers to authenticate and check in eligible voters.

### **Section 3: Election Procedures**

- (1) The Executive Board shall designate an election day during the fall semester when classes are in session.
- (2) The Election Committee chair shall conduct the election.
- (3) Nominations, seconded, may be accepted from the floor. A candidate from the floor will be requested to state his/her qualifications for the office sought.
- (4) The Election Committee shall count votes and the chair shall announce the winners.

### **ARTICLE III: DUTIES OF OFFICERS**

- (1) The **ESU President** shall create the agenda for each official meeting in cooperation with the ESU advisor(s), preside at all ESU meetings, call special meetings and vote in the case of a tie. The President shall supervise the Outreach Committee responsible for and be the official spokesperson for ESU. S/he may form ad-hoc committees for specific purposes and serve as ex-officio member of any standing committee.
- (2) The **ESU Vice President** shall assume the office of ESU President in the latter's absence, resignation or removal from office. The Vice President shall supervise the Class Representatives Committee assigned to inform members of ESU activities and important college events affecting them. S/he shall help coordinate the activities of the standing and ad-hoc committees as required and perform such other duties as directed by the ESU President.
- (3) The **ESU Secretary** shall distribute to the Executive Board the agenda for each official meeting at least two days in advance of such meeting. The ESU Secretary shall prepare the minutes for each official meeting. S/he shall keep attendance at official meetings, act as historian and maintain an accessible file of minutes and other historical documents. S/he shall supervise the Membership Committee and perform such other duties as directed by the ESU President.
- (4) The **ESU Treasurer** shall have general supervision of all ESU finances, keep a written account of all finances related to the ESU, maintain a bank account and sign all requisitions for expenditures. S/he shall provide to the Executive Board a financial balance sheet and income and expenses summary at least twice a year and a Treasurer's

Report at the annual ESU membership meeting. The Treasurer shall supervise the Fund-Raising Committee and perform such other duties as directed by the ESU President.

(5) The Executive Board may select up to seven (7) qualified members to serve as Trustees at large.

#### **ARTICLE IV: STANDING COMMITTEES**

(1) The **Membership Committee** is charged with enrolling members in the ESU, running membership drives, maintaining proprietary membership lists and collecting membership fees, if any.

(2) The **Class Representatives Committee** is charged with recruiting and appointing a class representative in each of Emeritus College's classes to inform and distribute information directly to the students.

(3) The **Fund-Raising Committee** is charged with raising and collecting funds in support of ESU activities.

(4) The **Outreach Committee** is charged with two distinct responsibilities: advocacy and community relations. It will initiate communications and contacts with college officials, legislators and other regulators of Emeritus activities. It will also build support for ESU through outreach to the community, business leaders and individuals.

#### **ARTICLE V: BY-LAW CHANGES**

##### **Section 1: Amendments**

(1) Amendments to the ESU By-Laws may be proposed to membership via a petition signed by 50 eligible members of ESU.

(2) Proposed amendments will be placed on the ballot for the next general election.

(3) Notice of such proposed amendments shall be given to ESU members no less than two weeks before the election via email, mail, website or other announcement methods.

(4) Amendments to these By-Laws must be approved by a two-thirds vote of ballots cast by eligible voters in the general election.

##### **Section 2: Ratification**

(1) These By-Laws shall be ratified by a majority affirmative vote of the ballots cast by enrolled members either at a meeting or via email as designated by the Executive Board.

(2) Upon ratification, the By-Laws shall take effect immediately.

(3) All elected and appointed officers shall be bound by the rules and responsibilities outlined in these By-Laws.