EFA Constitution

Art. I. Name & Status

The name of the organization shall be the SAN JOSE STATE UNIVERSITY EMERITUS FACULTY ASSOCIATION. The Association shall function as a nonprofit organization.

Art. II. Purposes

The purposes of this organization shall be to:

1. Help emeritus faculty members maintain a continuing and fruitful association with the University.
2. Keep emeritus faculty informed of University affairs and to develop means to facilitate their participation in the life of the University.
3. Secure and enhance the status, rights, and privileges of the emeritus faculty of San Jose State University.
4. Encourage and facilitate the emeritus faculty to continue their scholarly and professional activities (teaching, research, writing, consultation) as contributing members of the academic community of the University.
5. Provide social, recreational, and educational programs for emeritus faculty.
6. Contribute to achievement of the University mission by such means as may be determined by Association members.

Article III. Membership

Section 1. Membership is defined by the Bylaws (Article I.).
Section 2. Regular members in good standing shall be entitled to participate fully in the activities of the organization and to vote on all ballots and resolutions.
Section 3. Regular membership shall be automatic, subject to Section 1 above and payment of appropriate dues.
Section 4. Associate membership may be granted to those individuals holding emeritus academic status in other accredited institution of higher learning, spouses of regular members of San Jose State University emeritus faculty and spouses of deceased members, faculty participating in the Faculty Early Retirement Program (FERP), counselors, lecturers, and members of the San Jose State University Administration. Associate members shall be subject to the same dues as regular members, shall have voting rights, and may serve as chairs or as committee members.

Article IV. Officers.
Section 1. Officers of the organization shall be: (a) President, (b) Vice President (President Elect), (c) Secretary, (d) Treasurer, and (e) Academic Senator.

Section 2. The President, Vice President, and Academic Senator shall serve one-year terms, and the Vice President shall be the President Elect. The Secretary and Treasurer shall serve staggered two-year terms except that terms of two years for the Secretary and one year for the Treasurer will be observed for the first election.

Article V. Executive Committee

Section 1. The Executive Committee shall consist of nine members, as follows: (a) President, Past President, Vice President, Secretary, Treasurer, and Academic Senator, (b) three Members-at-large, also selected by the membership, to serve staggered two-year terms of office.

Section 2. Except for the President’s and Vice President’s positions, vacancies occurring within the Executive Committee shall be filled by a majority vote of the Executive Committee, and the appointees shall serve until the annual business meeting at which regular election and balloting procedures will be followed to fill vacancies. A vacancy in the office of Vice President shall be filled by election at the next business meeting.

Section 3. A quorum of the Executive Committee shall consist of five of its members.

Section 4. The San Jose State University member of the Executive Board of ERFA, the Emeritus Retired Faculty Association of the California State University, shall be a member of EFA in good standing and shall serve ex-officio on the EFA Executive Committee with voice but no vote.

Article VI. Meetings

Section 1. One meeting each year shall be designated as the annual business meeting of the Association; this meeting shall be called to receive reports of officers and committees, to act on items recommended by the Executive Committee, and to conduct elections. Written notice of this meeting shall be given to the members at least two weeks in advance.

Section 2. The Association shall call business meetings as designated by the Executive Committee or upon petition of at least 10% of the membership.

Article VII. Nomination Procedures

The President, with the advice of the Executive Committee, shall appoint an ad hoc nomination committee to prepare a list of candidates to fill vacancies in the office of Vice President and members of the Executive Committee whose terms of office are expiring. Suggestions for such
names will be sought from members. Nominations may also be made from the floor at the business meeting.

Article VIII. Amendments

Section 1. Proposed amendments to this Constitution or Bylaws may be presented to the Association either upon majority vote of the Executive Committee or by a petition addressed to the Secretary for presentation to Association members. Such petition shall be signed by not fewer than 10% of the members.
Section 2. Any proposed amendment to this Constitution or its Bylaws shall be sent to each member by the Secretary not less than two weeks before the annual business meeting.
Section 3. Any such proposed amendment shall be considered adopted if it receives a majority vote of the members present at the annual business meeting, provided those voting represent at least 20% of the total membership. If that should not be the case, the amendment shall be submitted to members by mailed ballot. The amendment shall then be considered adopted if it receives a favorable vote by a majority of those responding, provided their number equals at least 20% of the total membership.

Bylaws

Article I. Membership

Section 1. Regular membership is open to emeritus professors and emeritus librarians of all ranks at San Jose State University. These individuals shall become regular members of the Association upon certification of their emeritus status by appropriate officers of the University and by payment of appropriate dues. Regular membership is also open to lecturers who have retired under CalPERS.
Section 2. Associate membership may be granted to those individuals holding emeritus academic status in other accredited institutions of higher learning, spouses of deceased San Jose State University emeritus faculty members, faculty participating in the Faculty Early Retirement Program (FERP), counselors, other lecturers, and members of the San Jose State University administration. Associate members shall be subject to the same dues as regular members.

Article II. Dues and Assessments

Section 1. The yearly dues and assessment of the Association shall be recommended by the Executive Committee and approved by the membership.
Section 2. The Association shall operate on a fiscal year, July 1 through June 30 of the following year.

Article III. Duties of Officers

Section 1. The President shall preside at Association meetings and meetings of the Executive Committee, and he/she shall appoint all ad hoc committees which report to the Executive Committee. The President shall also exercise general supervision over affairs of the organization and serve as an ex officio member of all standing committees.
Section 2. The Vice President shall assume the duties of the President in the absence of the latter.
Section 3. The Secretary shall supply to members minutes of business meetings, committee reports, and important communications as directed by the Executive Committee. She/he also shall prepare necessary communications for the Association and shall maintain a current roster of Association members.
Section 4. The Treasurer shall be responsible for the collection of dues and assessments, the payment of approved Association bills, and the custody of the Association’s funds. He/she shall be responsible for preparing and presenting to the Executive Committee and to the membership an annual financial report including a proposed budget.
Section 5. The Academic Senator shall represent the Association on the San Jose State University Academic Senate, shall serve on committees as appointed by the Senate, and shall report to the Executive Committee.

Article IV. Committees

Section 1. Chairs and members of Standing Committees shall be appointed by the President with the advice of the Executive Committee. Such appointments cease with the expiration of the President’s term except they shall continue until replaced. Chairs of the Standing Committees shall meet with the Executive Committee at least once during the year to participate in planning and evaluation of activities.
Section 2. Standing Committees shall include but not be limited to the following: (a) Membership, (b) Finance, (c) Benefits and Services, (d) Public Relations & Publications, and (e) Projects.
Section 3. The Association’s Ad Hoc Committees shall include but not be limited to the following: (a) Nominations, (b) Auditing, and (c) Amenities.
Section 4. At the annual business meeting, chairs of standing and ad hoc committees shall file with the Secretary written reports of their activities and recommendations; they may be requested also to report at other meetings of the Association.

Article V. Quorom
A quorum shall consist of the members present at regularly called meetings except as specified in the Constitution, Article VIII, Section 3.

Article VI. Parliamentary Authority

*Robert’s Rules of Order, Revised,* shall be the parliamentary authority for this Association.

Note: This version of the EFA Constitution is based on the April 1, 1993 text as amended by the addition of Article V, Section 4 as well as the changes made to Article III, Section 4 and to Bylaws Article I, Section 2.

Prepared by Peter M. Buzanski
May 19, 2006
*Includes amendments to by-Laws, Article I, Sections 1 and 2, passed May 19, 2008.*