

**BY-LAWS OF THE  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RETIREES' ASSOCIATION**

MARCH 2000 (Article V amended on 3/12/2008)

**\*\* ARTICLE I - NAME \*\***

The name of the association shall be Ventura County Community College District Retirees' Association.

**\*\* ARTICLE II - PURPOSE \*\***

The purposes of this association are:

- ~ a shared concern for the VCCCD and the success of its goals.
- ~ to provide a voice to the District in regard to Board actions that may affect retirees.
- ~ to provide educational, recreational and social activities for its members.

**\*\* ARTICLE III - MEMBERS \*\***

Section 1. Classified, certificated, and management retirees of the Ventura County Community College District are members of the association. Spouses are welcome at all general meetings and social affairs.

Section 2. Any person, upon retirement, shall immediately become a member in good standing with all rights and privileges pertaining thereto.

Section 3. There shall be no initiation fee. THE BOARD SHALL RECOMMEND ANNUAL DUES. THE AMOUNT TO BE VOTED UPON BY THE MEMBERS AT A GENERAL MEETING. Dues were reduced to \$10.00 beginning July 1, 1998.

Section 4. A member may request life membership status by a one-time payment of an amount recommended by the Executive Board and the amount approved by two-thirds of the members present at the annual meeting.

**\*\* ARTICLE IV - OFFICERS \*\***

Section 1. Eligibility to hold elective office is restricted to VCCCD retirees only. All retirees in good standing are eligible to hold office.

Section 2. All elected officers, listed in rank order are:

- a. President
- b. Vice President/Newsletter editor
- c. Secretary/Treasurer

Section 3. Officers shall perform the duties prescribed by these by-laws.

Section 4. The duties of the President shall be:

- a. To preside at all general meetings and Executive Board meetings.
- b. To be an ex-officio member of all committees except the Nominating Committee.
- c. To appoint, subject to approval of the Executive Board, all committees except the Nominating Committee.
- d. To represent the Association in all matters pertaining to Association business not specifically delegated to another individual, and in all contacts with the VCCCD.

Section 5. The duties of the Vice President/Newsletter editor shall be:

- a. To take the chair if the President vacates the chair or is absent.
- b. To act as program chairperson.
- c. To assume the office of President in the event the President resigns or is no longer able to perform the duties of the president.
- d. To collect information about members and subjects of interest to members and publish a newsletter at least three times each year.

Section 6. The duties of the Secretary shall be:

- a. To record minutes of all Association membership and Executive Board meetings.
- b. To keep the official membership roll.
- c. To have on hand at each meeting a list of all committees and their members.
- d. To sign any certified copies of acts of the Association.
- e. To maintain record books in which by-laws, special rules of order, standing rules and minutes are entered.
- f. To conduct the general correspondence of the Association, that is, correspondence which is not a function proper to other offices or to committees.
- g. To keep an archive of all Association records.

Section 7. The duties of the treasurer shall be:

- a. To act as custodian of all Association funds.
- b. To collect all dues and special fees or assessments.
- c. To maintain appropriate and proper bank accounts.
- d. To dispense funds only upon authority of the Association or Executive Board.
- e. To prepare financial reports and annual statements.

**\*\* ARTICLE V - ELECTIONS \*\***

- Section 1. The Executive Board shall appoint a Nominating Committee which will present its recommendations at its annual general meeting. Nominations may be made by mail to the Chairperson of the Nominating Committee any time prior to the annual general meeting, or on the floor on the day of the annual general meeting.  
(Amended on 3/12/2008)
- Section 2. The annual election of officers will be held at a general meeting held in the spring of each year on the third Wednesday of March, or the nearest Wednesday to this date depending on availability of accommodations.  
(Amended on 3/12/2008)
- Section 3. The term of office for the elected officers shall be one year from July 1 of the then current year through June 30 two years hence.
- Section 4. Voting for officers shall be by voice, or a showing of hands, by members in attendance at the annual general meeting, unless a secret ballot is called for and approved by a majority of those present. Secret ballots will be counted by the nominating committee.  
(Amended on 3/12/2008)
- Section 5. Officers shall be elected by a plurality of all votes cast.
- Section 6. Only a candidate may make a request for a recount of ballots for the office in question.
- Section 7. A Presidential candidate shall be elected for TWO YEARS, and may not be immediately re-elected but may be elected to the office of President again after TWO YEARS out of office.
- Section 8. No member may hold more than one elective office at the same time.

Section 9. If an officer must resign from office for any reason during a term of office, the other members of the Executive Board will appoint a member to fill the position until the next election.

**\*\* ARTICLE VII - THE EXECUTIVE BOARD \*\***

Section 1. The Executive Board (hereinafter referred to as "The Board") shall consist of all elected officers, standing committee chairpersons, and the immediate past President. Each Board member shall have one vote.

Section 2. The Board shall meet at such a place and time as may be ordered by the President. Special meetings of the Board shall be called by the President on a written request of three (3) members of the Board.

Section 3. The Board shall have general supervision and administration of the affairs of the Association between its general meetings and make recommendations to the Association. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with actions taken by the Association.

Section 4. A quorum for doing business by the Board shall be one more than half of the members of the Board.

Section 5. Any member may attend a Board meeting as an observer only. If a member feels that he/she has business to discuss with, or present directly to the Board, he/she may do so only if a description of the subject to be discussed is presented in writing to the President before hand. He/she will have no vote at the Board Meeting.

**\*\* ARTICLE VIII - STANDING COMMITTEES \*\***

The President shall appoint all committee chairpersons as the need for a committee arises.

**\*\* ARTICLE IX - PARLIAMENTARY AUTHORITY \*\***

The rules contained in Robert's Rules of Order, Newly Revised shall guide the Association in all cases where they are applicable and in which they are not inconsistent with these by-laws and any special rule or order the Association may adopt.

**\*\* ARTICLE X - DISSOLUTION OF ASSOCIATION \*\***

The Association may be dissolved by a vote of two-thirds of the members present at a meeting of the Association specifically announced for this purpose. Notification processes for this proposed action shall be made in accordance with the procedures of article XI for amendment of the by-laws. If such dissolution takes place, all fiscal holdings of the Association shall be gifted to the three college foundations equally divided for use exclusively for student scholarships. The Executive Board will disburse these funds within 60 days of the dissolution. The Executive Board is empowered to act in this single matter ONLY following dissolution.

**\*\* ARTICLE XI - AMENDMENT OF BY-LAWS \*\***

These by-laws may be amended at any general meeting of the Association by two-thirds vote of the members present at the meeting provided that the amendment has been submitted in writing to each member at least thirty (30) days prior to the General Meeting at which the amendment is to be voted upon.















