

# **SIERRA COLLEGE PATRONS**

## **BY-LAWS**

### **ARTICLE I - ORGANIZATION AND GOALS**

As a support group of the Sierra College Foundation, the Sierra College Patrons, formed in 1984, raises funds to support and enhance all aspects of student life with a primary emphasis on the Liberal Arts.

### **ARTICLE II - MEMBERSHIP**

There shall be two types of membership: Active and Life

- a. Active: pays annual dues, attends meetings and is entitled to vote, serve on committees, and hold office.
- b. Life Membership: bestowed on a member who has made a significant, positive impact on Patrons. Life members may continue to be active members, do not pay dues, but do pay for lunches.

### **ARTICLE III -MEETINGS**

Section 1. The organization shall meet monthly from September through June, unless otherwise designated by the Executive Board.

Section 2. The majority of the members present at any meeting shall constitute a quorum, which will be established at the beginning of the business meeting.

Section 3. Election of officers shall be at the May meeting.

Section 4. The Executive Board shall meet monthly at the discretion of the President.

### **ARTICLE 1V - OFFICERS AND DUTIES**

Section 1. The elected officers shall be:President, Vice-President or Vice Presidents, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. The President shall preside at all meetings, exercise general supervision over the affairs and activities of the organization, serve as a member ex-officio on all committees, and vote to break a tie vote. The President shall appoint all committees.

Section 3. The Vice-President(s) shall assume all duties of the President in the event of her/his absence, serve as advisors to the President, perform duties as assigned by President, and work with executive committee to provide programs and fund raisers.

Section 4. The Recording Secretary shall keep a careful and authentic record of all meetings, send minutes to members either by electronic or postal mail, keep officer and committee reports, list of members, and any other business. Official minutes should include all motions, name of maker and if it passed or not, brief summary of important discussions, approval of minutes, whether as sent or corrected, and treasurers working balance.

Section 5. The Corresponding Secretary shall write all official correspondence, answer all official letters, write letters of thanks to speakers and those who contribute to the organization, read incoming correspondence at the meetings, send cards to members when needed and maintain a file of all correspondence. Will also monitor Patrons@edu email and coordinate changes to web page.

Section 6. The Treasurer shall, in cooperation with the Sierra College Foundation and business office, handle all funds received, make all financial transactions as directed by the membership, keep a record of all transactions, keep track of dues and the current membership list, make a written report at each general meeting - with copies for all present, and reconcile records with the business office.

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Section 8. The Past President shall become the Parliamentarian, or a Parliamentarian may be appointed. The Parliamentarian shall advise the president on parliamentary procedures.

Section 9. The officers shall be elected by ballot at the meeting in May, and will be installed and take office in June each year. Officers are elected for one year, and may be re-elected. - All officers should make a written summary of their activities for the previous year and turn over to new officers at the June executive meeting.

Section 10. In case a vacancy occurs during the year, the President, with Executive Board approval, may appoint a member to fill the vacancy.

## **ARTICLE V - EXECUTIVE BOARD**

### **Definition and Duties**

Section 1. The elected and appointed officers, the chair of the standing committees, and the Parliamentarian shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs, offer recommendations, make emergency decisions for later ratification by the membership, and perform other duties as specified in the by-laws.

Section 3. Meetings will be held monthly on dates selected by the executive committee and announced to the general membership. Special meetings of the Executive Board may be called by the President or by written request of three members of the Board.

Section 4. Standing Committees: The President and executive committee may establish standing committees as needed and determine their duties. The chair of each committee is a voting member of the executive committee.

**MEMBERSHIP CHAIR -shall:**

- a. Encourage sponsorship of new members and organize membership drives.
- b. Contact any prospective members that have been referred.
- c. Have Patrons membership applications and information available at all times.
- d. Provide copies of the by-laws and membership roster to all new members
- e. -Contact members delinquent in dues.

**HOSPITALITY CHAIR shall:**

- a. Contact members to remind them of the general meeting and request RSVP.
- b. Arrange for meals as needed.
- c. Provide count of members attending to cafeteria and listing to President, Treasurer and Recording Secretary.
- d. Reserve rooms for meetings.

ACTIVITY COORDINATORS such as Gallery Sitting and Ushering shall perform duties as requested and give a report as needed.

**PUBLICITY CHAIR shall:**

- a. Be familiar with the Sierra College office of Public Relations.
- b. Meet with Patrons president to obtain a schedule of upcoming programs and events needing to be publicized.
- c. Develop a timeline and make sure press releases are submitted in a timely way.

Other Committees may be added as determined necessary by the President and executive committee.

NOMINATING: A nominating committee shall be established to select nominees for officers by the regular April meeting. Additional nominations shall be permitted from the floor. The nominating committee shall be composed of two board members selected by the President and three active members selected from the floor. An election, taken from the slate of officers recommended by the nominating committee and any nominees from the floor, will be held at the May meeting.

## **ARTICLE VI - DUES**

Section 1. The annual dues shall be \$40 payable on or before June 1 and held delinquent after October

New members joining in January or after shall pay \$30 dues. There will be no refunds.

## **ARTICLE VII- PROCEDURES and POLICIES**

Section 1. The fiscal year shall be from July 1 through June 30 of each year.

Section 2. The Treasurer or President may sign check requisitions as required.

Section 3. The rules contained in the current edition of Roberts' Rules of Order, Newly Revised, shall be the parliamentary authority.

Section 4. When using Patrons funds for Memorial Gifts, the gift must be to a Sierra College program supported by Patrons. If it is to honor a member, any outstanding service made by the individual benefiting Sierra College and the Patrons is to be a consideration. All Memorial Gifts will be one-time contributions and must be approved by the Executive Board and voted on by membership.

## **ARTICLE VIII - AMENDMENTS**

These by-laws can be amended at any regular meeting by a two-thirds vote of the active members in attendance at a regular meeting provided the proposed amendment has been submitted in writing at a previous meeting.

Revised by-laws approved: October 7, 2013, Amended September 8, 2015,

Amended November 6, 2017

Amended December 10, 2021

Amended May 5, 2025