

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

Section I. 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 lunch.

Section II. Membership Expectations and Code of Conduct

As members of the Sierra College Patrons, we share a collective responsibility to uphold the values and spirit of our organization and be aware that we are representing Sierra College and must comply with all applicable laws, regulations and policies of the College and the Sierra College Foundation. This Code of Conduct is intended to provide clarity about our shared expectations, helping to foster a positive, respectful, and engaged community.

Core Values

We ask all members—whether serving on the board, volunteering, or participating in events—to embrace and reflect the following values in their involvement with Sierra College Patrons:

Integrity: Be honest, transparent, and trustworthy in all actions.

Respect: Treat everyone with kindness, dignity, and fairness.

Accountability: Take responsibility for commitments and behavior.

Inclusivity: Welcome diverse perspectives and ensure equitable participation.

Stewardship: Use our resources wisely and ethically, in support of our mission.

Shared Values

As representatives of the Sierra College Patrons, members are expected to maintain a spirit of collegiality and professionalism. Interactions—whether with fellow members, the college, or the broader community—should reflect our shared values.

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 IV - OFFICERS AND DUTIES

Section 1. The elected officers shall be President, Vice-President or Vice Presidents, Recording Secretary, Communications Director, 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 the 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 or cause to be sent, 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 treasure's working balance.

Section 5. The Communications Director 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@sierracollege.edu email and coordinate changes to the web page and will be the primary contact with marketing. Will send finalized minutes of regular and executive meetings to all members via email. Will publish information regarding Patrons events and awards to the public via printed format such as newspapers and social media.

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, make a written report at each general meeting with copies for all present, and reconcile records with the business office.-

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 Board may establish standing committees as needed and determine their duties. The chair of each committee is a voting member of the executive committee.

MEMBERSHIP and PLANNING DIRECTOR shall:

- a. Send notices to Patrons members for payment of annual dues and contact members delinquent in dues.
- b. Maintain membership list and provide to security for parking permits.
- c. Contact any prospective members that have been referred.
- d. Welcome and introduce new Members to the organization.
- e. Provide orientation materials to new Members, including a copy of the by-laws and membership roster.
- f. Working with a team, develop and update 5-year Strategic Plan for Patrons and monitor and report progress to Patrons.

HOSPITALITY CHAIR shall:

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

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

Other Committees may be added as determined necessary by the President and Executive Board.

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 Robert's 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-third 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

Amended October 6, 2025