

**PRO  
PERALTA RETIREES ORGANIZATION**

**CONSTITUTION AND BYLAWS**

This non-profit Organization was founded in June 2004

**ARTICLE I  
NAME**

The name of this non-profit Organization shall be Peralta Retirees Organization, known as PRO.

**ARTICLE II  
OBJECTIVES AND PURPOSES**

The objectives and purposes of PRO are to:

- provide assistance to, and representation for, the members in matters relating to retirement;
- generate and distribute information concerning retirement issues;
- initiate, sponsor, and encourage activities that will improve the general welfare of the members;
- aid the greater Peralta Community College District community through volunteer service;
- accept, maintain and expend funds by way of dues, grants, or from other sources to promote and advance these purposes.

**ARTICLE III  
MEMBERSHIP AND DUES**

The membership of PRO shall be open to all retirees of the Peralta Community College District and survivors of deceased retirees, including widows, widowers and registered domestic partners.

PRO shall have two (2) categories of members:

- A) Dues paying members shall have full privileges and benefits of PRO.
- B) Non-dues paying members shall have full privileges and benefits of PRO with the exception of voting, holding office and receiving the newsletter and other PRO communications by postal mail.

Dues shall be twenty (\$20.00) dollars per year payable each January. The dues amount may be changed as needed by a majority vote of the Executive Board.

## **ARTICLE IV EXECUTIVE BOARD**

The affairs of PRO shall be administered by an Executive Board. The Executive Board shall:

- promote the purposes of PRO;
- act for the membership, as necessary, between PRO membership meetings;
- administer the property and funds of PRO as authorized by law and the direction of the membership.

Membership of the Executive Board shall consist of eleven (11) members consisting of the President, Vice President, Secretary, Treasurer, immediate Past President and six (6) members at large. While not mandatory, it would be advantageous if there were at least one (1) representative from each of the following four (4) groups: Classified, Facilities and Ground Maintenance, Faculty, and Management. The Membership/Database Committee Chairperson and the Newsletter Editor/Webmaster, if not elected Executive Board members, shall be ex-officio members of the Executive Board with no voting privileges at Executive Board meetings.

The terms of office for the President, Vice President, Secretary and Treasurer shall be two (2) years.

The terms of office for the six (6) members at large shall be one (1) year for the first year and two (2) years thereafter.

The Membership/Database Committee Chairperson and the Newsletter Editor/Webmaster shall be appointed by the Executive Board and shall not have set term limits.

The Executive Board shall meet once every two months or as frequently as circumstances determine. Meetings may be called by the President or any three (3) members of the Executive Board.

A simple majority of the members of the Executive Board shall constitute a quorum for conducting meetings.

Vacancies on the Executive Board shall be filled for the unexpired term by a majority vote of the members of the Executive Board.

## **ARTICLE V OFFICERS**

The officers of PRO shall be A) President, B) Vice President, C) Secretary and D) Treasurer.

The duties of the officers are:

A) the President shall prepare an agenda for and preside at all meetings where business is conducted including all meetings of the Executive Board. The President shall serve as the official spokesperson for PRO.

B) in the absence of the President, the Vice President shall perform the duties of the President, as well as such other duties as the President or the Executive Board requests.

C) the Secretary shall keep the minutes of the Executive Board meetings and the membership meetings.

D) the Treasurer shall keep and maintain the financial records of PRO; deposit funds received by PRO; expend these funds as authorized by the Executive Board or membership of PRO and submit regular reports at Executive Board and membership meetings.

## **ARTICLE VI COMMITTEES**

The Executive Board shall designate such committees as will advance the work of PRO. Appointments to committees shall be made by the President with the approval of the Executive Board.

## **ARTICLE VII ELECTIONS**

The President, with the advice and consent of the Executive Board, shall appoint a nominating committee four (4) months prior to the annual meeting. The nominating committee shall present a slate of nominees for officers and members at large to the Executive Board at the Board meeting in September. The slate of nominees shall be published in the October newsletter.

Elections shall be held at the annual meeting. The slate of nominees presented by the nominating committee and additional nominations (with the consent of the nominee) from the floor shall be voted on according to election procedures determined by the Executive Board.

## **ARTICLE VIII MEETINGS OF PRO**

The annual business meeting and elections shall be held in November of each year on a date, time and place specified by the Executive Board. The President shall present a report on the state-of-PRO; the Treasurer shall report on the financial condition of PRO, including highlights of the budget approved by the Executive Board for the coming year. The Executive Board shall schedule such additional meetings as seem desirable for the good of PRO.

Additional membership meetings may be called by the President, or upon written petition of ten percent (10%) of the voting membership.

