

**CALIF**  **ORNIA**  
**STATE RETIREES**

CSR  
GOVERNANCE  
MANUAL

2020



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CSR GOVERNANCE MANUAL

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**CSR BYLAWS**

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## **OVERVIEW**

The California State Retirees (CSR) Governance Manual communicates the mission, objectives, goals and individual Board policies as they pertain to the strategic planning of our organization. It is designed to be used as a reference manual for CSR leadership and a tool for implementing good governance practice.

All documents and policies contained in this manual have been previously approved by the Board of Directors after consultation with chapter presidents and CSR committees.

## **WHO WE ARE**

**California State Retirees is the largest, most experienced organization exclusively representing state government retirees!**

CSR has approximately 40,000 members with 26 active chapters in California and Oregon. The California State Employees Association (CSEA) was founded in 1931 as an association to protect and improve retirement benefits for all state employees who receive their pensions and health benefits from the California Public Employees' Retirement System (CalPERS). As an affiliate of CSEA, CSR serves as a medium of representation, communication and advocacy for state retirees before state agencies and the state legislature.

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Sacramento, CA 95834  
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Fax 916.326.4201**

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# CSR Organizational Chart

Delegates



Board of Directors

President

Executive Vice President

Vice President

Chief Financial Officer

District Director A

District Director B

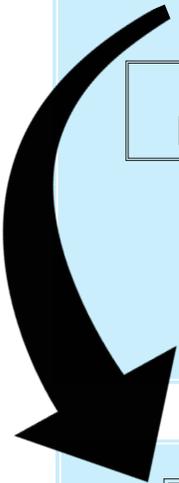
District Director C

District Director D

District Director E

District Director F

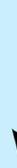
District Director G



Executive Director



Staff



Service Providers



26 Chapters  
Chapter Presidents  
1-165

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# CALIFORNIA STATE RETIREES

STRATEGIC PLAN

## OUR MISSION

The mission of the California State Retirees is to protect the pension and health benefits of all retired state employees.

# OUR GOALS

The California State Retirees  
effectively and efficiently:

1. Advocates for state retirees' benefits
2. Builds and retains membership
3. Communicates with and engages members
4. Mobilizes members
5. Leads and supports the organization at all levels

# GOALS & OBJECTIVES

## GOAL 1 ADVOCATE FOR STATE RETIREES' BENEFITS

To fulfill our mission, we must actively advocate for the pensions and benefits we have earned as state employees. In an era when these benefits are increasingly under attack, we must proactively educate and influence policy makers to keep the state's commitments. We will partner with other groups to advance shared goals. Our success in this effort will benefit current retirees as well as future retirees.

### OBJECTIVES

1A: Elect desired candidates

1B: Influence CalPERS decisions

1C: Help pass or defeat legislation

1D: Help pass or defeat ballot initiatives

1E: Educate policy makers about our issues

1F: Measure and track our advocacy efforts and outcomes

# GOALS & OBJECTIVES

## GOAL 2: BUILD AND RETAIN MEMBERSHIP

Membership is the lifeblood of our organization. We need to actively recruit new members and retain our current members. We also need to build awareness about the important work that CSR does on behalf of all state retirees. The larger our membership, the more influence we wield with policy makers.

### OBJECTIVES

2A: Set and track goals for membership

2B: Focus on retaining “roll-overs” and other members

2C: Recruit newly retired state employees

2D: Raise the visibility of the CSR brand

2E: Recruit from state employee groups

# GOALS & OBJECTIVES

## GOAL 3: COMMUNICATE WITH AND ENGAGE MEMBERS

Key to our success is ensuring that all our members understand our mission and what we want to accomplish. Effective communication is essential, using different methods to reach members with clear and consistent messages about CSR's campaigns and how members can get involved.

### OBJECTIVES

3A: Have effective systems of communication to reach all members

3B: Promote communication strategies that engage members

3C: Provide consistent information about CSR to members

3D: Measure and track communication and engagement efforts and outcomes

# GOALS & OBJECTIVES

## GOAL 4: MOBILIZE MEMBERS

To successfully protect state retirees' pensions and benefits, we need to organize and marshal our members when there is a call to action. This includes get-out-the vote, meeting with legislators and legislative staff at the state and local levels, giving testimony before CalPERS and the Legislature, and demonstrating the strength of state retirees. To the extent that we can mobilize effectively, we will be successful in achieving our mission.

### OBJECTIVES

4A: Develop members to be effective representatives of CSR

4B: Prioritize and plan opportunities for mobilization

4C: Effectively implement mobilization plans

4D: Measure and track mobilization efforts and outcomes

# GOALS & OBJECTIVES

## GOAL 5: LEAD AND SUPPORT THE ORGANIZATION AT ALL LEVELS

To be an effective organization, we need effective leaders at the chapter level, committee level, and Board level. This requires a commitment to training and developing volunteer leaders. We need to assure effective coordination between staff and volunteers in achieving CSR's priorities. Leadership also means providing support so that everyone in the organization is acknowledged for the work they do - and has the tools and training to be effective.

### OBJECTIVES

- 5A: Clarify and communicate organizational roles
- 5B: Assure effective coordination and communication in achieving the organization's goals
- 5C: Assure financial transparency and accountability
- 5D: Assure clear and efficient business processes
- 5E: Engage in leadership development at all levels of the organization
- 5F: Measure and track organizational effectiveness

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# CALIFORNIA STATE RETIREES

## STRATEGIC PLAN FREQUENTLY ASKED QUESTIONS (FAQs)

Question	Answer
<p>1. Why has CSR invested in developing this strategic plan?</p>	<p>CSR needs a strategic plan in order to:</p> <ul style="list-style-type: none"> <li>a. Make sure our mission is clear and to give us focus</li> <li>b. Provide a clear roadmap for how we will achieve our mission</li> <li>c. Make sure our resources are aligned with our priorities</li> <li>d. Clarify the roles and responsibilities within our organization</li> </ul> <p>In short, this strategic plan articulates why our organization exists and how we will fulfill our mission to protect the pension and health benefits of all retired state employees.</p>
<p>2. Who was involved in developing and adopting the plan?</p>	<p>The Board and Executive Director began the process by reviewing and updating CSR’s mission and establishing long-term goals. The Board then asked chapter presidents and committee chairs for input on mission and goals. A draft plan incorporating these ideas was shared with chapter presidents and committee chairs for feedback. The Board, chapter presidents, and Executive Director then developed objectives for each goal and worked on roles and responsibilities.</p>
<p>3. Has the plan been officially approved?</p>	<p>Yes, the Board of Directors officially adopted the plan in June 2018.</p>
<p>4. How will the plan be used?</p>	<p>The plan will be used to focus our efforts on fulfilling our mission. It will serve as a consistent roadmap over time so that even as Board members and staff and chapter presidents change, the organization is clear on what it is here to do for its members.</p>
<p>5. How will the plan affect me as a member?</p>	<p>Every member will be affected in a positive way by experiencing an organization that is aligned around our mission and our goals. Ultimately, the plan will help make sure we are as effective as we can be in protecting our members’ pensions and benefits.</p>

<p>6. As a member, how can I help implement the plan?</p>	<p>The best way to help implement the plan is to be informed and engaged: This means attending chapter meetings, reading the CSR's monthly newspaper and electronic newsletters, looking for opportunities to volunteer that are a good fit for you, and sharing CSR's mission with friends, colleagues, neighbors, and family.</p>
<p>7. How will chapter leaders implement the plan?</p>	<p>Chapter presidents, the Board, the Executive Director and staff will meet on a regular basis to coordinate specific initiatives, report on successes, identify issues to address, and ensure alignment of efforts.</p>
<p>8. How will we measure progress in achieving these goals?</p>	<p>The Board, chapter presidents, and Executive Director will be working together to determine the kind of data that needs to be reported from chapters so that during regular Board-chapter leader meetings, we can track our progress on achieving our goals.</p>
<p>9. Will there be major changes in CSR operations as a result of this plan?</p>	<p>The strategic plan will help CSR make sure our resources are aligned around the most important priorities. While we don't expect major changes to current operations, there will be adjustments in roles and responsibilities so that we have clear accountability about how to get our work done effectively and efficiently.</p>
<p>10. How much will it cost to implement this plan?</p>	<p>We will implement this plan within the organization's existing budget.</p>
<p>11. As we implement the plan, how will we take into account differences in chapter geography and capacities?</p>	<p>At our June 2018 meeting in San Diego, chapter presidents completed a self-assessment of their chapters' current capacities. We will use this as a starting point to understand what each chapter can offer and determine where staff support is needed. We want every chapter to exercise its unique strengths and get support where needed.</p>

# CALIFORNIA STATE RETIREES

## 5 HABITS WE ADOPT FOR OUR BOARD

**Habit 1:** The Board defines in writing the roles of the Board, Board officers, District Directors, Committees and Committee Chairs, Chapter Officers, the Executive Director and staff.

**Habit 2:** The Board directs the organization via written goals and/or policies.

**Habit 3:** Individual Board members do not direct the executive director, staff, members/chapters, or outside organizations except when authorized to do so.

**Habit 4:** Once a decision is made by the Board, all Board members support it, even if a member was absent for the decision.

**Habit 5:** The Board regularly monitors the effectiveness of its goals and policies – and the level of adherence to them.

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## **BOARD COMMITTEE PRINCIPLES**

These are the Board of Directors' agreed-upon principles with regard to Board committees. They were adopted unanimously by the Board on August 10, 2018.

### **I. Role of Board Committees**

1. Committees are advisory to the Board.
2. Committees take direction from the Board.
3. Committees' areas of responsibility are defined in the Governing Rules and are intended to advance CSR's mission, goals and strategic plan.
4. Committees bring expertise and advice to topics and issues.
5. Committees are clear on their realm of spending authority as designated by the Board and are not authorized to spend more money than allocated in their annual budgets.

### **II. Role of the Board with Regard to Committees**

1. On a regular, at least annual basis, the Board President, after consulting with the Board and relevant committee chairs, determines the expectations of each committee, including meeting schedule, and communicates those expectations in writing to the committee chair and members of the committee.
2. The Board consults with committees on issues relevant to that committee's areas of responsibility.
3. The Board regularly assesses the effectiveness of its committees.
4. The Board responds timely to committee recommendations.
5. A Board member serves as a non-voting member/liaison on each committee to reinforce the Board's expectations and assure alignment between the committee and the Board.
6. The Board liaison is not the chair of the committee nor should he/she attempt to control the committee.

### **III. Role of Committee Chairs**

1. Committee chairs are accountable to report regularly to the Board.
2. Committee chairs provide status reports on how they are advancing the work of their committees.
3. Committee chairs request and receive approval from the Board President before convening a committee meeting.
4. Committee chairs make sure that each committee meeting/workshop includes an agenda, a member designated to take meeting minutes

(topics of discussions, decisions made, action items, and attendance), and that the meeting minutes are submitted to HQ.

5. No Board member may be the chair of a committee, with the exception of the Finance Committee.

#### **IV. Role of the Board President with Regard to Committees**

1. The Board President appoints members to committees, with concurrence of the Board.
2. The Board President has the authority to remove individuals from committees.
3. The Board President appoints Board members to serve as non-voting members/liaisons on each committee.
4. The Board President is a voting member of every committee.

#### **V. Role of Committee Members**

1. Committee members are expected to perform work to meet the expectations of the committee, as communicated by the Board President and as directed by the committee chair.
2. Committee members do not duplicate the work of staff or direct staff.
3. An individual may serve only on one standing committee.

#### **VI. Role of Staff with Regard to Committees**

1. Each committee has staff assigned who support the work of the committee, including the preparation of motions and providing subject matter expertise.
2. Committee chairs coordinate with assigned staff regarding scheduling of meetings.

## **STATEWIDE OFFICER'S ROLE AT CHAPTER MEETINGS**

These are the Board of Directors' agreed-upon roles with regard to Statewide Officers attending chapter meetings. They were adopted unanimously by the Board on April 23, 2019.

- Prior to the chapter meeting, discuss with District Director which topics will be covered to ensure no overlap.
- Caution in not sharing confidential information.
- Make sure information provided is accurate.
- Travel to be approved by CSR President.

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## ORGANIZATIONAL AND COMMITTEE LIAISON ROLES

These are the Board of Directors' agreed-upon roles with regard to organizational and committee liaisons. They were adopted unanimously by the Board on September 19, 2019.

**Organization liaison** – Goal is for affiliate leadership to welcome CSR at all meetings.

Role includes:

- a. Creating an interface with other organizations and their membership.
- b. Specifying what CSR has to offer post-employment.
- c. Providing CSR newspaper and marketing materials.
- d. Discussing the most current CSR talking points and hot topic issues.

**Committee liaison** – Goal is to serve as a conduit from the Board to the committee without doing the work of the committee.

Role includes:

- a. Bringing recommendations and questions to the Board.
- b. Maintaining critical connection between the Board and committee.
- c. Ensuring committee operates within parameters of their charge from the Board's direction.
- d. Ensuring committee work stays aligned with the strategic plan.
- e. Working with Chair to ensure long-term productivity of the committee as well as succession planning.
- f. Escalating concerns to President and Executive Director if committee is unable to perform its work successfully for any reason.

Role does **not** include:

- a. Scheduling meetings.
- b. Facilitating meetings.
- c. Working with the President on behalf of the committee (Chair's role).
- d. Submitting agenda items.
- e. Submitting Governing Rules and Bylaws amendments.
- f. Creating work products.
- g. Preparing materials.
- h. Voting on motions.

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# CALIFORNIA STATE RETIREES

## UNIFORM CHAPTER PRACTICE

1. Follow chapter agenda.
2. Travel Expense Claims (TEC) due within 30 days of travel.
3. Submit a chapter budget and annual meeting schedule to HQ; can always revise if needed.
4. Hot topics for chapter meetings – uniform talking points on various subject matters sent to chapter presidents by staff; encourages consistent statewide messaging.

### \*Supports Strategic Plan

- Goal 3: Communicate With and Engage Members
- Goal 5: Lead and Support the Organization at all Levels

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# CALIFORNIA STATE RETIREES

## CHAPTER AGENDA

Meeting – (Insert Date)

California State Retirees

Meeting Location (Insert Location)

Chapter – (Insert Chapter #)

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Officers
4. Introduction of New Members
5. Introduction of Statewide Officers and District Directors
6. Introduction of Guests
7. Approval of the Agenda
8. Approval of Written Minutes
9. Written Financial Report
10. Reports of Officers and Committees
11. Report of District Director(s) and/or Statewide Officers
12. Old Business
13. New Business
14. Information Items
15. Guest Speaker(s) (time certain)
16. Adjournment

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# CALIFORNIA STATE RETIREES

## STATEMENT OF CONFIDENTIALITY: Use of CSR Membership Information

I agree to maintain confidentiality in all uses of CSR information.

CSR maintains limited information on retired state employees to best serve and recruit new members. We are legally obligated to protect the privacy of this information.

Under certain circumstances, we will provide limited information to CSR members upon request.

This information will be released for the following purposes only:

- Recruiting new members to CSR
- Retaining current members in CSR
- Promoting CSR including chapter programs and events

To receive this information from CSR, you must agree to comply with the following:

- You will use the information for the approved purposes only;
- You will not share this information with anyone who is not authorized to have it;
- If you use this information outside of the approved purposes, CSR may terminate your right to further information;
- You will indemnify CSR for any expenses, costs or damages that result from your unauthorized use of this information.

**I have read and understand the above conditions on the use of CSR membership information and agree to abide by these requirements.**

\_\_\_\_\_  
Name (print clearly)

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSR title or position (print clearly)

\_\_\_\_\_  
CSR: date received & recorded

**Please Email, Fax, or Mail the signed document to CSR HQ and keep a copy for your file.**  
California State Retirees, 3000 Advantage Way, Suite 100, Sacramento, CA 95834

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# CALIFORNIA STATE RETIREES



## **Chapter Accounting Policies and Procedures Manual #1**

**Chapters with all accounting  
managed at Headquarters**

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## CHAPTER REPORTING

### Bookkeeping is managed at CSR Headquarters

- Checkbook is held at CSR Headquarters.
- Invoices and Travel Expense Claim (TEC's) with Chapter President approval are mailed/scanned/emailed to Headquarters and checks are typically issued within 1-2 days of receipt at Headquarters.
- CSR Headquarters cannot issue any checks without the Chapter President's approval.
- Financial statements are sent to the Chapter President and Treasurer on a monthly basis.
- Chapter advances are issued as needed and only with propel approval.
- Chapter dues are transferred directly into chapter bank account.
- Chapter funds are not held due to bookkeeping errors or omissions as disbursements are audited as they are received.

NOTE: The Chapter may continue to use a separate chapter checking account for money collected from members at a meeting for scholarships and community services

**Chapters that have their accounting done by CSR Accounting do not need to submit financial reports to Headquarters.**

## **GENERAL INFORMATION**

This section provides some guidelines and suggestions on procedures that can aid the Treasurer in keeping the bookkeeping system functioning smoothly and effectively.

### **FIDUCIARY RESPONSIBILITY**

Each chapter has a fiduciary responsibility for the funds it receives from the corporation. A fiduciary is a person or a business in which another has placed the utmost trust and confidence to manage and protect property and money.

It is therefore critical that the chapter ensures the funds received are spent for the benefit of its members and California State Retirees as a whole.

### **DUTIES OF THE CHAPTER TREASURER**

The Chapter Treasurer is the custodian of funds for the chapter and, as such, must maintain accurate records of all chapter financial activities in accordance with Governing Rules 8.06 Chapter Officers Duties (d) Treasurer.

### **CHAPTER REVENUE**

Each chapter shall receive \$1,000 a month plus \$.35, inclusive of active and associate members as a share of its member's dues. Allocations shall be contingent on the chapter submitting a balanced annual budget. Chapter funds shall not be invested, in any form, by any chapter.

Chapter funds shall only be used to accomplish the mission and implement the programs of CSR.

## **CHAPTER DUES ALLOCATION (CDA) - Governing Rules 2.08**

CDA was created to ensure that chapters spend their dues money for its intended purpose. It is accounted for as follows:

At the end of the fiscal year, a chapter may hold a maximum of 3 months dues in their chapter operating account. The 3 month dues limit is calculated by taking three months of the chapter annual dues allocation for the current year. Chapters that hold more than 3 months of dues, at the end of the fiscal year will forfeit monthly dues until the chapter's operating account falls below the 3 month limit.

After the operating account decreases below the 3 month allocation limit, the chapter will receive their monthly dues allocation and may retain up to 12 months of dues income within that fiscal year.

Scholarship Funds, Grants, Special Awards and other non-dues allocation funds are not to be included in the calculation of the CDA.

## **CHAPTER ACTIVITIES - Governing Rule 8.07**

Chapters may participate in Community Outreach to a limited extent. Such activities are considered a method of advertising or seeking public awareness for the support of CSR. Chapter dues funds may be used for such activities, but only to the extent limited to an "Insubstantial Degree" as expressed in the Bylaws.

- Member's personal contributions toward scholarships and donations to charities DO NOT get deposited into the Chapter Operating Account and DOES NOT count towards the 7% limit. **These funds MUST be held separately from the dues money issued from CSR.**

**Note:** "Raffles" (which require purchasing a ticket) are permissible but require the chapter to secure an annual permit. Check [www/ag.ca.gov](http://www/ag.ca.gov) to ensure that the chapter is in compliance with State Regulations.

## **CHAPTER GRANTS**

Grants and special funding may be authorized by the Board of Directors. Grants, received by the chapter, shall be treated as income and separately itemized under Account 001A Grants.

Records must be kept for expenditures of Grant monies on the Grants-Award-Special Funding Disbursement Record (CSR form FIN 007).

## **CHAPTER BANK ACCOUNT**

With Chapter accounting Option #1, CSR Accounting will set up one checking account for funds received from the Corporation i.e. Dues, Grants, Awards, and special funding determined by the Board of Directors.

A chapter may have a separate checking account for special projects, i.e. scholarships or charitable contributions if the funds were collected by the chapter. This account needs to be reported separately to headquarters and does not count against the CDA.

Member contributions received in the chapter to offset any chapter expenses, i.e., meals, **MUST** be deposited in the chapter operating account. These deposits shall be noted as a credit against the appropriate expenditure code. Example: Members paying for lunch at a chapter meeting will be credited against Code 101 – Chapter meetings and money shall be deposited in the chapter operating account.

## **TRAVEL EXPENSE CLAIM (TEC) (CSR form # FIN 013)**

Travel expense claims (TEC's) must be submitted no later than the calendar month following the date the expenses were incurred.

Travel expenses shall be reimbursed as follows:

- a. Airfare, round trip mileage to the airport, parking and shuttle service at the destination vs. round trip mileage from home to destination
- b. When calculating the airfare, the ticket must be calculated at the cost for a ticket purchased at least three weeks in advance (not at the last minute) and for the same days of the week.
- c. The amounts shall be calculated for each individual round trip.
- d. The member may drive but would **not** receive the full mileage calculation if the other option is less expensive
- e. Mileage will not be reimbursed for rental vehicles.

- f. Payment of additional cost of lodging and meals are determined by the chapter if the member's method of choice takes longer than the least expensive.

The mileage rates are adjusted to the IRS rate on January 1<sup>st</sup> and July 1<sup>st</sup> each year. Chapters will be notified of the changes in rates.

## **RECEIPTS AND DISBURSEMENTS LEDGER**

The Receipts and Disbursements Ledger is a record of all receipts and expenditures of the chapter. The ledger shall be maintained and present an accurate, up to date record of available monies after all deposits and expenses have been recorded.

A separate ledger shall be kept for each account the chapter has.

## **CREDIT CARDS**

Chapters are **NOT ALLOWED** to have credit cards or ATM/debit cards in the name of the Chapter or California State Retirees (CSR).

A member's personal credit or debit card can be used for chapter expenditures. Member will be reimbursed by use of the Check Request form (CSR form FIN 004) submitted to the chapter with the receipt for services, credit card receipt and back up documentation

## **RECORDS RETENTION**

1. All chapters will receive a CSR Financial Report from Corporate Accounting each month regardless of reporting option.
2. California State Retirees will retain chapter official records in Corporate Office for 5 years.
3. Chapter shall keep copies of records for review purposes for a minimum of one (1) fiscal year.

Records include: All supporting documents, bank statements, canceled checks, receipts, disbursement ledger and equipment inventories.

All chapter financial records must be turned over to the new treasurer or the president when a treasurer retires or resigns.

The Chapter President shall assign a member to be present during transfer of records. These records shall include but not limited to: chapter checkbook, current ledger and files, equipment inventory and past fiscal year of records.

## **Mandatory Chapter Treasurer Duties for Option #1:**

1. Present monthly Financial Report at all chapter membership meetings and executive committee meetings.
2. Monitor additions to and deletions from the inventory control log.
3. Evaluate previous expenditures and resources for use in drafting an annual budget.

### **1. Presenting the Monthly Financial Report**

- a. A Treasurer's Report will be prepared, distributed to each member in attendance, and discussed at each chapter meeting or executive committee meeting. The Treasurer's Report must include the revenues received and expenses incurred since the last meeting.
- b. It shall be available for inspection by the members of the chapter.
- c. A copy of the report received from CSR Accounting may be used as the Financial Report presented to the members at all chapter membership meetings and executive committee meetings.

### **2. Maintaining the Inventory Control Log**

- a. Inventory/Equipment Control List (CSR Form #FIN 008) shall be submitted to Headquarters by the end of December each year or whenever any equipment is purchased, change of location, sold or disposed of during the year.

- b. The control log shall include the make, model, serial number, equipment location (who is responsible for the equipment), and operating condition of each item that was purchased, valued greater than \$300.

### 3. Preparing the Chapter Budget

- a. The chapter must submit an annual balanced budget, approved by the vote of the chapter members during a regular chapter meeting, no later than December 28<sup>th</sup> of each year. Failure to submit the chapter approved budget by December 28<sup>th</sup> will result in the withholding of monthly chapter funds.
- b. A budget is a financial document showing the projected revenue (receipts) and disbursements (expenses) for the next fiscal year.
  - 1. CSR requires that chapters prepare and submit a one-year budget, which may be revised at a later date.
  - 2. Chapter must use the CSR Budget – 1-year form – (CSR form FIN 003).
  - 3. Prior to the end of each calendar year a meeting of the Executive Committee, or assigned committee, shall be held to create a Budget for the coming year.
  - 4. The Treasurer will draft a budget, an estimate of expected revenue and expenditures.
  - 5. The draft budget shall be reviewed by the Executive Committee and presented to the members of the chapter for approval. A **motion must be made and passed** and entered into the Chapter minutes.
  - 6. The Budget is then submitted to CSR Accounting with signatures of the President and Treasurer, along with a copy of the minutes with the approved motion.

## CHAPTER ACCOUNT CODES AND DEFINITIONS

To provide a standardized system to help the chapters in preparing their budgets, the Corporation has devised a list of account codes which capture all chapter revenue and expenditures. Chapters must use these account codes. This section provides a description of the account codes and their use. New account codes numbers must be approved by the Board/CFO.

### **a). INCOME**

#### 001 Dues.

This is the dues revenue received from the Corporation.

#### 001A Grants

Grants and other Board allocations shall be listed separately as sub categories of "001 Dues" and can be received from the Grant Committee or CSR Board motion. Chapters shall consult the Governing Rules 5.06, for Grant procedures.

#### 002 Interest

This code is used for tracking and reporting interest income. Interest is posted in the month in which the bank pays it. All interest shall be posted, including interest from checking accounts, savings accounts, and CDs.

### **b). EXPENSES**

General. All expenses must be accurately reported and fully documented with receipts and/or expense claims.

#### **100 Local Operation.**

**All chapter operations are charged to one of these expense accounts.**

##### 101 Chapter Meetings

All expenses incurred in conducting chapter meetings. Expenses include banquet charges, announcements, door prizes, travel and any other expenses incurred directly as a result of having a meeting.

**NOTE: Money collected from members for lunch MUST be reported as an offset to chapter meetings and deposited in the chapter operating account.**

102 Chapter Executive Officer Meetings  
All expenses incurred in conducting chapter executive committee meetings.

103 Officers' Stipends  
This is a discretionary account used to reimburse chapter officers for their personal time. Stipend amounts shall be approved by a motion at a chapter meeting and recorded in the minutes of the chapter meeting.

**NOTE:** Chapter officers receiving over \$599, during any fiscal year, will receive an IRS 1099 Federal Income Tax Form.

104 Newsletter/Website  
All costs involved in publishing a chapter newsletter and/or website on the internet, including supplies, printing, mailing labels, and postage, are charged to this account code.

106 Member Recruitment and Retention  
Costs involved in recruitment and retention programs are charged to this account code.  
Any expenses incurred by the chapter for the Ambassador Program, not reimbursed by Headquarters, would be reported here.

**200 Community Operations**

This account code is used for charitable donations.

201 Community Outreach  
Charges to this account code include such items as charitable donations, scholarships, and food banks. A chapter CANNOT donate more than 7% of its annual CDA.

**300 Statewide Activities**

These account codes are for the costs of sending chapter leaders/members to the various statewide meetings of the Corporation.

301 General Council

This account code is used for any chapter costs associated with CSEA General Council that is not paid by CSR Headquarters.

- 302 CSR Board of Directors Meetings  
This account code is for any chapter costs incurred to attend CSR Board of Directors Meetings.
- 304 CSR Committee Meetings  
This account code is for any chapter costs incurred to attend CSR Committee Meetings, i.e., Bylaws & Governing Rules; Finance; Health Benefits; Investment; Membership; and Political Action.
- 305 CSR Delegate Assembly  
This account code is for any chapter costs, not paid by Headquarters, incurred to attend the CSR Delegate Assembly.
- 306 Legislative Local Office Visits and Lobby Day  
This account code is for any chapter costs to attend Lobby Day (if not funded by CSR Headquarters).
- 307 CalPERS Meetings and Events.  
This account code is for expenses to attend CalPERS Board meetings and other CalPERS events.

#### **400 Other Expenses**

- 401 Training  
This account code is for costs incurred for member training and conferences that are not covered by other line items or other training not reimbursed by Headquarters
- 402 Advances  
This is for any advance. This is a “clearing” account set up for any money issued as an advance prior to a meeting or event before actual costs are incurred. (CSR Form # FIN 012)  
  
*Note: This account is not to be used as a budget line item. The goal of this account code is to always have its balance returned to \$0.00.*  
  
Expense claims must be submitted with receipts upon completion of an expenditure, or the money repaid to clear the advance.
- 403 Telephone/Internet/Website  
Telephone, internet and website setup and maintenance costs are

charged to this account code.

- 404 Supplies  
Miscellaneous supplies, such as paper, printer ink/toner or cartridges, etc. are charged to this account code.
- 405 Postage  
This account code is for postage costs such as stamps and certified letters, etc. Newsletters and meeting notices are charged against the appropriate account code.
- 407 Rent  
This account code is for any rent paid for storage of chapter equipment or materials.
- 408 Equipment Maintenance/Rental  
This account code is for equipment rented or leased by the chapter, and the maintenance of chapter equipment.
- 409 Equipment Purchase  
This account code is for the purchase of equipment such as computers, phones, file cabinets, tape recorders, etc. costing more than \$300. Items costing less shall be charged to Supplies.
- Purchase amounts shall be approved by a motion at a chapter meeting and recorded in the minutes of the chapter meeting.
- When the actual purchase price has not been determined, an estimate may be made and a motion to "Not to Exceed" a specific dollar value can be voted on and noted in the chapter minutes.
- 410 Service Charges  
This account code is for any bank service charged to the chapter, i.e., service charges, printed checks, non-sufficient-funds (NSF) check charges or copying fees.
- 411 Miscellaneous  
Other expenses that are unique to the chapter or do not fall into another expense category go into this account.

## **CHAPTER FORMS AND DEFINITIONS**

Fin 003 Excel Budget - 1 Year

Fin 003 PDF Budget - 1 Year

- CSR requires that chapters prepare and submit a one-year budget.

Fin 004 Excel Check Request Form

Fin 004 PDF Check Request Form

- Member will be reimbursed by use of the Check Request Form.

Fin 006 Excel Grant Request

- Grants are special funding authorized by the Board.

Fin 007 Excel Grant/Awards Disbursement Record

Fin 007 PDF Grant/Awards Disbursement Record

- Record expenditures of Grants-Awards.

Fin 008 Excel Inventory/Equipment Control List

Fin 008 PDF Inventory/Equipment Control List

- Inventory/Equipment Control List of Chapter held equipment.

Fin 012 Excel Travel Advance

Fin 012 PDF Travel Advance

- Record any money issued as an advance prior to a meeting or event.

Fin 013 Excel Travel Expense Claim

Fin 013 PDF Travel Expense Claim

- Travel expense claims (TEC's) are submitted for expenses incurred.

# CALIF ORNIA STATE RETIREES

## **Chapter Accounting Policies and Procedures Manual #2**

**Chapter maintains financial records**

*Updated: June 2019*

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# CHAPTER REPORTING

## Chapter Maintains Financial Records

- Chapters must submit the following items via USPS, scan or fax no later than the 15<sup>th</sup> of the subsequent month to be in good standing:
  - ✓ Summary/register of all checks issued during the month.
  - ✓ Bank statement for the month reported.
  - ✓ Copies of checks written with signatures visible.
  - ✓ Support for all checks issued during the month (i.e. Invoices, TECs, check requests, receipts) with proper officer approval.
  - ✓ Support for any deposits made, except for monthly dues.
  - ✓ Meeting minutes and sign in sheets for meetings held during the month.
- Support is reviewed at HQ and financial statements are provided to the Chapter President and Treasurer after the review is completed.
- Issues noted in review are brought to the CFO's attention and may lead to dues being held until issues are resolved to the CFO's satisfaction.
- Chapter dues are transferred into bank accounts held by the chapter if they are within reserve limits and all proper documentation has been provided.
- Equipment Inventory Report shall be submitted to HQ at the end of December and when changes are made to the Equipment Inventory during the year.

**NOTE:** Treasurer must retain copies of all records and documentation for a minimum of 1 year.

# GENERAL INFORMATION

## FIDUCIARY RESPONSIBILITY

Each chapter has a fiduciary responsibility for the funds it receives from the corporation. It is therefore critical that the chapter ensures the funds received are spent for the benefit of its members and California State Retirees as a whole.

## DUTIES OF THE CHAPTER TREASURER

The Chapter Treasurer is the custodian of funds for the chapter and must maintain accurate records of all chapter financial activities in accordance with Governing Rules 8.06 Chapter Officers Duties (d) Treasurer. The Chapter Treasurer duties are as follows:

- ◆ Custodian of all assets and records of the chapter.
- ◆ Accounts for all chapter revenue from dues and other sources.
- ◆ Promptly deposits all monies received in chapter checking account.
- ◆ Ensures the chapter has current signers for checking account on file with the financial institution.
- ◆ Issues all checks for authorized expenditures; ensuring there are two signatures on the check and that no signature is for reimbursement of self or a family member.
- ◆ Completes the monthly reconciliation of the chapter ledger with the bank account statement.
- ◆ Prepares required written monthly Treasurer's Report for distribution at all chapter membership meetings and executive committee meetings or presents report provided by HQ accounting.
- ◆ Prepares required monthly financial documentation for submission to Corporate Accounting at [CSRInfo@CalRetirees.org](mailto:CSRInfo@CalRetirees.org).
- ◆ Arranges for review of the financial records of the chapter after change of Treasurer or for other reasons determined by the chapter executive committee.
- ◆ Evaluates previous expenditures and resources for use in drafting the annual budget.

## TREASURER'S REPORT

1. A Treasurer's Report will be prepared, distributed and discussed at each chapter meeting.
2. It shall be available for inspection by the members of the chapter.
3. A copy of the chapter Treasurer's Report shall be kept on file by the chapter.
4. Treasurer's Reports shall be completed on the CSR form Treasurer's Report monthly. (CSR form # FIN 014). A copy of the report from CSR Accounting may be presented to the members as the monthly report.

## PREPARING THE BUDGET

**Governing Rule 2.10 – Chapter Budget** – The chapter shall submit an annual one-year balanced budget (CSR form FIN 003), approved by the vote of the chapter members, no later than December 28<sup>th</sup> of each fiscal year. Failure to submit the chapter approved budget by December 28<sup>th</sup> will result in the withholding of monthly chapter funds.

The draft budget shall be reviewed by the Executive Committee and presented to the members during a regular meeting of the chapter for approval. A **motion must be made and passed** and recorded in the Chapter minutes. The Budget is then submitted to CSR Accounting with signatures of the President and Treasurer, along with a copy of the minutes with the approve motion.

## CHAPTER REVIEW

All chapter financial records are reviewed by CSR Accounting to ensure compliance with CSR Accounting Practices.

## REVIEW OF CHAPTER RECORDS BY CHAPTER MEMBER

Chapter members have a right to review their chapter records. A member must submit a written request to review chapter financial records to the Chapter President with a copy to the CFO.

## **REVIEW OF CHAPTER RECORDS AFTER CHANGE OF TREASURER**

1. Complete a review of the chapter books any time the Treasurer changes. The Chapter President shall assign a chapter member to be present during the transfer of records. These records shall include but not limited to: chapter checkbook, current ledger and files, and past 12 months of records.
2. The review must be performed by a non-related party (not a signer of chapter checks), such as a delegate, chapter member, a finance committee member or any member designated by the CFO.
3. The results of the review are reported to the membership and must be recorded in the chapter meeting minutes.

## HANDLING CHAPTER FUNDS

The Treasurer is responsible for the funds of a chapter.

This section provides procedures for the Treasurer to keep the chapter's bookkeeping system functioning.

### CHECKING ACCOUNTS – FDIC Insured Institution Required

Chapter will establish one checking account for funds received from the Corporation i.e. Dues, Grants, Awards, and special funding determined by the Board of Directors.

### Governing Rules – 2.11 Chapter Bank Accounts

The account must be in the name of the chapter.

1. Checking accounts used by chapters must be able to provide front and back images of cancelled checks.
2. Any service charges on the checking account must be listed as an expenditure in the "cash receipts and disbursements ledger" when the bank statement is received
3. All chapter financial transactions require the signature of two authorized chapter members. Signors cannot sign a check reimbursing themselves or family members
4. To prevent loss, it is requested that all money received should be deposited without delay
5. All expenditures must be paid by check
6. Blank checks shall never be signed in advance, by any officer
7. All checks must be accounted for. Checks shall be issued in numerical order and immediately recorded in the Receipts and Disbursements Ledger. Voided checks must be kept and listed on the ledger
8. Bank statements shall be reconciled monthly

**Note:** Member contributions received in the chapter to offset any chapter expenses must be deposited in the chapter operating account. These deposits shall be noted as a credit against the appropriate expenditure code. Example: Members paying for lunch at a chapter meeting will be credited against chapter meetings and money shall be deposited in the chapter operating account

## 1. Member Contribution Checking Account

Separate accounts are identified as those holding funds for scholarships, food banks, and charitable donations from members.

- a. Personal funds are NOT considered dues monies and cannot be deposited in the chapter operating account.
- b. This account does not count towards the CDA.
- c. This account bank statement shall be submitted to Headquarters and is subject to inspection and review by CSR.

## RECEIPTS AND DISBURSEMENTS LEDGER

A permanent running record of all receipts and expenditures of the chapter must be maintained on a current basis. This will be done using the Receipts and Disbursements Ledger (CSR Form #FIN 009) which provides an accurate record of available monies after all activity has been recorded.

A copy of the Receipts and Disbursements Ledger is maintained by the treasurer and sent to HQ Accounting with your books on a monthly basis.

**Note:** Personal donations from members to the chapter must be deposited in a separate bank account and records kept accurately and separately from the Operating account. However, all chapter monies and accounts of any type must be submitted to HQ on a monthly basis.

## CREDIT CARDS

Governing Rule 2.11 (a). Chapters are **NOT ALLOWED** to have credit cards or ATM/debit cards in the name of the Chapter or California State Retirees (CSR).

A member's personal credit or debit card can be used for chapter expenditures. Member will be reimbursed by use of the Check Request form (CSR form FIN 004) submitted to the chapter with the receipt for services, credit card receipt and back up documentation

## RECORDS RETENTION

1. All chapters will receive a CSR Financial Report from Corporate Accounting each month regardless of reporting option.
2. California State Retirees will retain chapter official records in Corporate Office for 5 years.

Records include: All supporting documents, bank statements, canceled checks, receipts, disbursement ledger and equipment inventories.

## **CHAPTER REVENUE**

The primary source of revenue for all chapters is the Chapter Dues Allocation (CDA) as provided for in the Corporation's Bylaws and Governing Rules.

Grants and special funding authorized by the Board and received from CSR Accounting, shall be treated as Income and separately itemized under Account 001A Grants.

Records must be kept for these expenditures on the Grants-Award-Special Funding Disbursement Record. (CSR Form # FIN 007).

Each chapter shall receive \$1,000 a month plus \$.35, inclusive of active and associate members as a share of its member's dues.

Chapter funds shall not be invested by any chapter and shall only be used to accomplish the mission and implement the programs of CSR.

### **CHAPTER DUES ALLOCATION (CDA) Governing Rule 2.08**

CDA was created to ensure that chapters spend their dues money for its intended purpose. It is accounted for as follows:

At the end of the fiscal year, a chapter may hold a maximum of 3 months dues in their chapter operating account. The 3-month dues limit is calculated by taking three months of the chapter annual dues allocation for the current year. Chapters that hold more than 3 months of dues, at the end of the fiscal year will forfeit monthly dues until the chapter's operating account falls below the 3-month limit.

Funds forfeited are placed back into the CSR General Operating Account.

After the operating account decreases below the 3-month allocation limit, the chapter will receive their monthly dues allocation and may retain up to 12 months of dues income within that fiscal year.

Scholarship Funds, Grants, Special Awards and other non-dues allocation funds are not to be included in the calculation of the CDA.

## CHAPTER ACTIVITIES - Governing Rule 8.07

Chapters may participate in Community Outreach to a limited extent. Such activities are considered a method of advertising or seeking public awareness for the support of CSR. Chapter dues funds may be used for such activities, but only to an “Insubstantial Degree” as expressed in the Bylaws, i.e. not exceeding 7% of the chapter’s annual estimated dues income.

Activities considered as Community Outreach are:

- (1) Scholarships
- (2) Food banks
- (3) Charitable giving

Chapter budget, line item 201, Community Outreach, shall be used to budget for any anticipated expenditures in support of community outreach.

- ◆ Member’s personal contributions toward scholarships and donations to charities DO NOT get deposited into the Chapter Operating Account and DOES NOT count towards the 7% limit. These funds MUST be separated from the dues money issued from CSR.
- ◆ Raffles, (which require purchasing a ticket) are permissible but require the chapter to secure an annual permit. Check **[www/ag.ca.gov](http://www/ag.ca.gov)** to ensure that the chapter is in compliance with State Regulations.

## CHAPTER ACCOUNT CODES AND DEFINITIONS

To provide a standardized system to help the chapters in preparing their budgets, the Corporation has devised a list of account codes which capture all chapter revenue and expenditures. Chapters must use these account codes. This section provides a description of the account codes and their use. New account codes numbers must be approved by the Board/CFO.

### **a). INCOME**

#### 001 Dues

This is the dues revenue received from the Corporation.

#### 001A Grants

Grants and other Board allocations shall be listed separately as sub categories of "001 Dues" and can be received from the Grant Committee or CSR Board motion. Chapters shall consult the Governing Rules 5.06, for Grant procedures

#### 002 Interest

This code is used for tracking and reporting interest income. All interest shall be posted, including interest from checking accounts, savings accounts, and CDs

### **b). EXPENSES**

All expenses must be accurately reported and fully documented with receipts and/or expense claims.

#### **100 Local Operation.**

**All chapter operations are charged to one of these expense accounts.**

##### 101 Chapter Meetings

All expenses incurred in conducting chapter meetings. Expenses include banquet charges, announcements, door prizes, travel and any other expenses incurred directly as a result of having a meeting.

**NOTE: Money collected from members for lunch must be reported as an offset to this account and deposited in the chapter operating account.**

102 Chapter Executive Officer Meetings  
All expenses incurred in conducting chapter executive committee meetings.

103 Officers' Stipends  
This is a discretionary account used to reimburse chapter officers for their personal time. Stipend amounts shall be approved by a motion at a chapter meeting and recorded in the minutes of the chapter meeting.

**NOTE:** Chapter officers receiving over \$599, during any fiscal year, will receive an IRS 1099 Federal Income Tax Form.

104 Newsletter/Website  
All costs involved in publishing a chapter newsletter and/or website on the internet, including supplies, printing, mailing labels, and postage, are charged to this account code.

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Costs involved in recruitment and retention programs are charged to this account code.  
Any expenses incurred by the chapter for the Ambassador Program, not reimbursed by Headquarters, would be reported here.

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This account code is used for charitable donations.

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Charges to this account code include such items as charitable donations, scholarships, and food banks. A chapter CANNOT donate more than 7% of its annual CDA.

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These account codes are for the costs of sending chapter leaders/members to the various statewide meetings of the Corporation.

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This account code is used for any chapter costs associated with CSEA General Council that is not paid by CSR Headquarters.

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This account code is for any chapter costs incurred to attend CSR Board of Directors Meetings.
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This account code is for any chapter costs incurred to attend CSR Committee Meetings, i.e., Bylaws & Governing Rules; Finance; Health Benefits; Investment; Membership; and Political Action.
- 305 CSR Delegate Assembly  
This account code is for any chapter costs, not paid by Headquarters, incurred to attend the CSR Delegate Assembly.
- 306 Legislative Local Office Visits and Lobby Day  
This account code is for any chapter costs to attend Lobby Day (if not funded by CSR Headquarters).
- 307 CalPERS Meetings and Events.  
This account code is for expenses to attend CalPERS Board meetings and other CalPERS events.

**400 Other Expenses**

- 401 Training  
This account code is for costs incurred for member training and conferences that are not covered by other line items or other training not reimbursed by Headquarters
- 402 Advances  
This is for any advance. This is a “clearing” account set up for any money issued as an advance prior to a meeting or event before actual costs are incurred. (CSR Form # FIN 012)

*Note: This account is not to be used as a budget line item. The goal of this account code is to always have its balance returned to \$0.00.*

Expense claims must be submitted with receipts upon completion of an expenditure, or the money repaid to clear the advance.

- 403 Telephone/Internet/Website  
Telephone, internet and website setup and maintenance costs are charged to this account code.

- 404 Supplies  
Miscellaneous supplies, such as paper, printer ink/toner or cartridges, etc. are charged to this account code.
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This account code is for postage costs such as stamps and certified letters, etc. Newsletters and meeting notices are charged against the appropriate account code.
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This account code is for any rent paid for storage of chapter equipment or materials.
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This account code is for the purchase of equipment such as computers, phones, file cabinets, tape recorders, etc. costing more than \$300. Items costing less shall be charged to Supplies.
- Purchase amounts shall be approved by a motion at a chapter meeting and recorded in the minutes of the chapter meeting.
- When the actual purchase price has not been determined, an estimate may be made and a motion to "Not to Exceed" a specific dollar value can be voted on and noted in the chapter minutes.
- 410 Service Charges  
This account code is for any bank service charged to the chapter, i.e., service charges, printed checks, non-sufficient-funds (NSF) check charges or copying fees
- 411 Miscellaneous  
Other expenses that are unique to the chapter or do not fall into another expense category go into this account.

## **TRAVEL EXPENSE CLAIM (TEC) (CSR form # FIN 013)**

1. The expense claim form must be complete indicating the date, location, hour of departure, return time and purpose of expenditures, in addition to the following:
  - a) Expense claims must be submitted no later than the calendar month following the date the expenses were incurred.
  - b) Any expense paid by another claimant shall be noted on the expense claim.
  - c) Each claimant must sign the certification statement at the right of the claim form.
  - d) Expense claims which are not accompanied by the required receipts, authorization and details will not be paid.
  - e) The most economical use of Corporate funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control.
  - f) Only members of the Board of Directors may claim all reasonable and necessary out-of-pocket expenses for their spouses, significant others or domestic partners (in the same amount outlined for Corporate members in the Governing Rules) when attending meetings in an official capacity.
  - g) With approval of the President, any elected officer of the Corporation or delegates may be reimbursed for travel, lodging and meal expenses incurred for personal care services when on authorized Corporate business at the same per diem as the member. The President shall require medical verification of the need for personal care services prior to granting approval. The President shall also require, prior to granting approval, a written waiver of liability for the Corporation which shall be executed by both the member and the person(s) providing personal care services.
  
2. A member may choose to travel by another method, but the reimbursement shall be by the least expensive method.
  - a) Airfare, round trip mileage to the airport, parking and shuttle service at the destination vs. round trip mileage from home to destination.
  - b) When calculating the airfare, the ticket must be calculated at the cost for a ticket purchased at least three weeks in advance (not at the last minute) and for the same days of the week.

- c) The amounts shall be calculated for each individual round trip.
  - d) The member may drive but would **not** receive the full mileage calculation if the other option is less expensive.
  - e) Mileage will not be reimbursed for rental vehicles.
  - f) Payment of additional cost of hotel night and meals are determined by the chapter if the member's method of choice takes longer than the least expensive.
3. The mileage rates are adjusted to the IRS rate on January 1<sup>st</sup> and July 1<sup>st</sup> each year. Chapters will be notified of the changes in rates.

# APPENDIX # 1

## FINANCIAL ACCOUNTING AND REPORTING TERMS

### 1. Assets

Liquid assets include cash accounts on deposit in financial institutions including checking and savings accounts.

### 2. Budget - Governing Rules – 2.10

Chapters are required to prepare a one-year budget, which can be revised at a later date. Each chapter shall submit to CSR Accounting, a copy of the member approved 1-year budget no later than December 28<sup>th</sup> of each year.

If the budget is not submitted by December 28th the chapters dues check will be withheld until a balanced budget is received.

### 3. Certification

Monthly reports and a copy of the budget shall be signed by the chapter President and Treasurer, certifying that the information provided is correct. (CSR Form # FIN 005)

### 4. Chapter Accounting

To comply with state and federal regulations regarding the collection and disbursement of dues, it is necessary for chapters to follow standardized accounting policies and procedures in documenting the chapter's portion of member's dues allocated to them.

The Corporation shall provide each chapter with a Chapter Accounting Policies and Procedures Manual (CAPP Manual), containing the information and forms necessary to account for and report the chapter's income and expenditures.

Chapters shall be required to use the approved format and CSR approved forms in maintaining its financial records.

Scholarship Funds, Grants, Special Awards and other non-dues allocation funds are excluded from the calculation of the CDA.

**5. Chapter Financial Reporting - Governing Rules 2.08; 2(g)**

Monthly Financial report includes accounting of income and expenditures, due to CSR Accounting, by the **15<sup>th</sup> day following the end of each month.**

**6. Chapter Grant & Award Funds - Governing Rule – 5.06**

The CSR Chapter Grant Fund is established to assist chapters that require additional funding. The amount of a chapter grant will depend upon the sustained need and the availability of funds. All Grants are approved by the Board of Directors.

Awards and specials allocations are approved by the CSR Board of Directors and given to the chapters for special purposes.

**7. Equipment**

Equipment with a service life of one year or greater is reportable to the corporation.

**8. Exceptions to Funds Withheld - CFO Discretion**

Extensions of the reporting requirement deadlines may be granted, by the CFO, for good cause.

**9. Fiduciary Responsibility**

To manage and protect the assets of the organization

**10. Fiscal Year (FY) Bylaws Article X, Section 1 Fiscal Year**

The fiscal year of the chapter is from January 1 to December 31, inclusive

**11. Funds Withheld**

Any chapter that fails to comply with the reporting provisions or at the discretion of CSR's CFO, shall be notified and future dues will be withheld until that chapter is in compliance.

**12. IRS Form 1099**

When a chapter pays \$600 or more in a year to an individual for a service, an IRS Form 1099 must be issued, and the total paid must be reported to the IRS and FTB.

These payments would include Officer Stipends issued.

**13. State and Federal Reports**

The Corporation has obtained a federal tax ID number for each chapter, to be used by the chapter for the establishment of bank accounts and Post Office Non-Profit and Raffle Permit.

## **APPENDIX # 2**

### **FINANCIAL ACCOUNTING AND REPORTING ACRONYMS**

1. **ACH** – Automatic Clearing House = Automatic Deposit
2. **Board** – CSR Board of Directors
3. **CalPERS** – Public Employees Retirement System
4. **CAPP** – Chapter Accounting Policies and Procedures (CAPP Manual)
5. **CDA** – Chapter Dues Allocation
6. **CFO** – Chief Financial Officer
7. **CSEA** – California State Employees Association
8. **CSR** – California State Retirees
9. **DEP** – Deposit
10. **FTB** – Franchise Tax Board
11. **HQ**- Headquarters
12. **IRS** – Internal Revenue Service
13. **MDA** – Monthly Dues Allocation
14. **TEC** – Travel Expense Claim
15. **TSFR** – Transfer

## **APPENDIX # 3**

### **CHAPTER FORMS AND DEFINITIONS**

Fin 003 Excel            Budget - 1 Year

Fin 003 PDF            Budget - 1 Year

- CSR requires that chapters prepare and submit a one-year budget.

Fin 004 Excel            Check Request Form

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- Record expenditures of Grants-Awards.

Fin 008 Excel            Inventory/Equipment Control List

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- Inventory/Equipment Control List of Chapter held equipment.

Fin 012 Excel            Travel Advance

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- Record any money issued as an advance prior to a meeting or event.

Fin 013 Excel            Travel Expense Claim

Fin 013 PDF            Travel Expense Claim

- Travel expense claims (TEC's) are submitted for expenses incurred

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# CALIFORNIA STATE RETIREES

## BYLAWS

The mission of the California State Retirees is to protect the pension and health benefits of all retired state employees.



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## **Article I Name and Principal Office**

Section 1. Name. The name of this Corporation is California State Retirees (hereafter referred to as the "Corporation").

Section 2. Principal Office. The principal office of the Corporation shall be in Sacramento County, California. (Resolution BGR 7/15, Delegate Assembly 10/13/15)

Section 3. Other Offices. The Corporation may from time to time establish branch or subordinate offices.

## **Article II Mission**

The mission of the California State Retirees is to protect the pension and health benefits of all retired state employees. (Resolution Bylaws 2/3, Delegate Assembly 10/23/18)

## **Article III Purpose**

The purpose of the Corporation is to:

- A. Represent the interests of the California State Retirees, and
- B. Serve as a medium of representation, communication and advocacy for members before state agencies and the state legislature.

The Corporation shall not engage in any activities not permitted to be carried on by a corporation exempt from federal or California income or revenue taxes under section 501(c)(5) of the Internal Revenue Code or section 23701(a) of the California Revenue and Taxation Code, or the corresponding provisions of any future United States or California internal revenue or taxation law. Notwithstanding any other provision of these articles, this Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the Corporation. (Resolution BGR 8/15, Delegate Assembly 10/13/15)

## **Article IV Membership**

Section 1. Classes of Membership. The Corporation shall have two mutually exclusive classes of membership: active and associate. No person may hold membership in more than one class.

Section 2. Qualification for Membership. Any adult individual dedicated to the purpose of this Corporation and qualified for membership in one of the following classes may be admitted to membership in such class on compliance with the procedures set forth in this Article. The qualifications for the respective classes of membership shall be as follows:

- A. Active Members. Active members are persons who retired from state service under provisions of a public retirement system and who continue to be retired from state service.
- B. Associate Members. Associate members are those persons who are not qualified for active membership and who meet other such criteria and conditions as established by the Board of Directors and set forth in the Governing Rules. (Resolution BGR 10/15, Delegate Assembly 10/13/15)

C. Rights and Benefits.

1. Active Members

Active members have the right to take all actions and enjoy all benefits provided for the members of the Corporation, including the rights to vote and to run for elected office in the Corporation and the Association. They also have those additional rights and benefits as established by these Bylaws or in the Governing Rules of this Corporation. Notwithstanding anything to the contrary only persons who are classified as active members above shall be deemed members of the Corporation for purposes of voting under California Corporation Code ("CCC") Section 5056(a).

2. Associate Members

The rights and benefits of these associate members shall be established in the Governing Rules. Persons who are classified as associate members are not members of the Corporation for purposes of CCC Section 5056(a) and associate members shall not have any voting rights, including but not limited to, any right to vote as a class under CCC Section 7150. (Resolution BGR 14/15, Delegate Assembly 10/13/15)

### 3. Eligibility.

Each member shall be a member of a Chapter as well as a member of the Corporation and shall be entitled to any of the rights of membership. A person who is eligible for membership in the Corporation shall be eligible for membership in the Chapter where the person now resides or any Chapter to which the member chooses to belong. A person who does not reside in the territory of any chapter may choose to belong to any Chapter. No member may hold membership in more than one Chapter.

### 4. Dues.

The dues for the members, which may from time to time be adjusted by the Board of Directors, shall be set forth in the Governing Rules. (Resolution BGR 13/15, Delegate Assembly 10/13/15)

## **Article V Board of Directors**

Section 1. Board of Directors. The CSR Board of Directors shall consist of two components: the first component shall be known as the CSR Officers and shall consist of a President, an Executive Vice President, a Vice President and a Chief Financial Officer/Secretary, the responsibilities of which shall be statewide. The second component shall be a minimum of seven District Directors each elected by geographical area representing members. (Resolution BGR 1/15, Delegate Assembly 10/13/15; Resolution Bylaws 3/3, Delegate Assembly 10/23/18)

Section 2. Powers of the Board of Directors. Subject to the provisions and limitation of applicable law, and subject to any limitations in the Articles of Incorporation, the activities and affairs of the Corporation shall be managed, and all corporate power shall be exercised by or under the direction of a Board of Directors. (Resolution BGR 1/15, Delegate Assembly 10/13/15)

### Electoral Districts

The state shall be divided into a minimum of seven Districts with one Director elected from each District. The minimum of seven geographical districts and their accompanying assigned Chapters shall be established by the Board of Directors as detailed in the Governing Rules of the Corporation. (Resolution BGR 1/15, Delegate Assembly 10/13/15; Resolution Bylaws 3/3, Delegate Assembly 10/23/18)

Section 3. Executive Committee. The Committee consists of the President, Executive Vice President, Vice President and Chief Financial Officer/Secretary.

Section 4. Elections for Statewide Officers and Directors.

- A. Statewide Officers – Term of Office: The statewide officers shall be elected at each Delegate Assembly by the delegates. Statewide officers shall be elected to three-year terms. (Resolution BGR 1/15, Delegate Assembly 10/13/15; Resolution Bylaws 1/3, Delegate Assembly 10/23/18)
  
- B. Board of Directors – Term of Office: The members of the Board of Directors that are not statewide officers shall be elected by the membership in their respective Districts. The Board of Directors shall be elected to three-year terms. The terms shall commence with installation at the first Board meeting after their respective elections and shall terminate following installation of their successors. (Resolution BGR 1/15, Delegate Assembly 10/13/15; Resolution Bylaws 1/3, Delegate Assembly 10/23/18)

Section 5. Prohibited Use of Corporate Funds. Corporate funds shall not be expended to support nominees for any elective or appointed office.

Section 6. Secret Ballot. Election of board members, officers and alternates shall be taken by secret ballot.

Section 7. Installation of Officers and Directors.

- A. Statewide officers shall be sworn into office at the meeting of the Delegate Assembly at which they are elected. (Resolution BGR 1/15, Delegate Assembly 10/13/15)
  
- B. Members of the Board of Directors shall be sworn into office at the first meeting of the year following their election to office. (Resolution BGR 1/15, Delegate Assembly 10/13/15)

Section 8. Meetings of the Board of Directors.

- A. Place of Meeting. Meetings of the Board shall be held at such places as the Board determines.

B. Quorum. A total of seven (7) Officers and Directors shall constitute a quorum for the transaction of business. (Resolution BGR 1/15, Delegate Assembly 10/13/15)

## **Article VI Officers**

Section 1. Officers. The Statewide officers of the Corporation (“officers”) shall be the President, an Executive Vice President, a Vice President, and a Chief Financial Officer/Secretary. Any active member in good standing shall be eligible to run for President, Executive Vice President, Vice President and Chief Financial Officer/Secretary.

Section 2. Election of Officers. The procedures for election of officers shall be established by the Board of Directors and are set forth in the Governing Rules.

Section 3. Resignation. Any officer may resign from office by giving written notice to the President, or in the case of the President, to the Executive Vice President. Such resignation will be effective when received unless it specifies a later date, in which case it shall take effect on that later date. A new officer shall be elected by provisions set forth in the Governing Rules.

Section 4. Vacancy. If the office of the President becomes vacant, the Executive Vice President shall assume the office of President. If the office of Executive Vice President, Vice President or Chief Financial Officer/Secretary becomes vacant, the vacancy shall be filled by the election procedure established in the Governing Rules.

## **Article VII Representatives to CSEA Board**

Representatives to the CSEA Board shall be the President, and the Chief Financial Officer/Secretary. To the extent consistent with CSEA Bylaws and California Corporate Code, in absence of the President or Chief Financial Officer/Secretary, the Board of Directors may appoint other CSR officers to the CSEA Board of Directors.

## **Article VIII Governing Rules**

The Board shall amend the rules, policies and procedures in a timely manner between sessions of the Delegate Assembly as required concerning the rights of members, governance and operation of the Corporation that shall be titled the “Governing Rules,” and other matters deemed appropriate by the Board. The Rules shall be incorporated into and be a part of the Bylaws,

provided however, that while the Delegate Assembly must approve amendments to the Bylaws, the Board shall have the power to amend the Rules without the consent of the members, the Delegate Assembly, or any class vote, subject only to the terms set forth in the Governing Rules. In addition, each person, as a condition to becoming a member of the Corporation (and thereafter remaining a member) hereby acknowledges and agrees (A) that the Board has the authority to implement amendments to the Rules without the consent of the members or the Delegates, and (B) that any amendments to the Rules shall be deemed not to materially and adversely affect the rights of any members (or class of members) or otherwise trigger member and/or delegate voting rights under California Corporations Code Section 7150.

## **Article IX Chapters**

Section 1. Chapter Officers. Chapter officers owe a fiduciary duty to the Corporation and their respective Chapters, and have the right to be indemnified by the Corporation under terms contained in these Bylaws.

Section 2. Definition. A "Chapter" is an organized group of members of the Corporation holding a valid and unrevoked charter from this Corporation.

Section 3. Duties. The duties, activities and functions of the Chapter are set forth in the Governing Rules of the Corporation.

Section 4. Jurisdiction of Chapters. A Chapter is a subdivision of the Corporation, and it exists to further the purposes of the Corporation. It shall be subject in all respects to the jurisdiction of the Corporation. It may not incorporate or otherwise organize as an entity other than an unincorporated subdivision of the Corporation. If necessary or advisable and in the interests of the Corporation, the Board of Directors may amend the charter of any Chapter for any reasonable purpose, adjust geographic boundaries, merge or divide chapters, remove the officers of the Chapter, and take such other action as may be required, in the discretion of the Board, to secure the best interest of the Corporation. The procedures for receivership of a Chapter are set forth in the Bylaws.

## **Article X Delegate Assembly**

Section 1. Delegate Assembly. The CSR President shall call a meeting of the Delegate Assembly as needed, but no less than once every three years. The date, time and place of such meeting shall be determined by the President with concurrence by the Board.

Section 2. Business. A Delegate Assembly is held for the purpose of doing the business of the corporation. Any activities not related to the business of the Corporation shall be held after the business meeting of the Delegate Assembly.

Section 3. Voting Rights Held By Delegate Assembly. All the voting rights of the active members, except those exercised in their respective Chapters, shall be delegated to, and exercised by and through, their duly elected delegates ("Delegates"). An assembly of delegates for the purpose of exercising the voting power of the members, and the group of Delegates elected for such purpose, are, either or both, referred to herein as the "Delegate Assembly." Those members elected to the Delegate Assembly shall also serve as Delegates to CSEA General Council. All matters requiring the approval of the members, or which may be acted upon by the members (except the election of Delegates and Alternates, Chapter Officers and other matters limited to their respective Chapters) shall be acted upon by such Delegate Assembly, with the same effect as though voted upon by all the voting members which such Delegates represent. All other rights and benefits of membership are reserved to the individual members themselves.

Section 4. Eligibility. Any active member in good standing of a Chapter who is eligible for membership in the Corporation may be nominated for and elected as a Delegate or Alternate from the Chapter. A duly elected Delegate who takes office as a Director of the Corporation will continue to serve as a Chapter Delegate until new delegates are elected.

Section 5. Membership Roll. The membership roll of delegates to the Delegate Assembly, limited to active members of the Corporation, is determined at each session, and consists of:

- A. Delegates and alternates elected by chapters. Each chapter shall be entitled to elect one delegate for each 200 members then belonging to such chapter or major fraction thereof. No chapter shall have fewer than three delegates. The member elected Chapter President shall serve as one of that chapter's delegates to Delegate Assembly and General Council. (Resolution BGR 5/15, Delegate Assembly 10/13/15)
- B. Members of the Board of Directors;
- C. Past state presidents who are members of California State Retirees;
- D. Past CSR Presidents. (Resolution BGR 12/15, Delegate Assembly 10/13/15)

Section 6. Delegate Expenses. The Corporation shall reimburse delegates for authorized expenses for attending meetings of the Delegate Assembly, serving on committees of the Delegate Assembly, performing other services requested by the Board of Directors or the President, and for attending General Council.

Section 7. Accreditation of Delegates. Before any official actions can be taken at any Delegate Assembly meeting, the accreditation of each Delegate and Alternate shall be established to the reasonable satisfaction of the Credentials Committee, subject to the review of the Board of Directors. The Board may establish rules and procedures to implement this section.

Section 8. Quorum and Voting. A quorum for the transaction of business at any meeting of the Delegate Assembly shall be a majority of all Delegates then in office. The vote required for approval of any proposal by the Delegate Assembly, except a vote to amend the Bylaws which shall require a two-thirds vote, shall be a majority of the Delegates present and voting at a meeting at which a quorum has been established. The Delegates present at a duly called and held meeting of the Delegate Assembly may continue to transact business until adjournment, even though Delegates have withdrawn to leave less than a quorum. Any action taken that is approved by at least the number of votes which would be sufficient for passage if a quorum were present shall be approved.

Section 9. Proxies Prohibited. Proxy votes are prohibited.

Section 10. Floor Privileges. Only Delegates of the Corporation may make or speak to motions on the floor of the Delegate Assembly, except that reports of any committee established by the Delegate Assembly, by the Board or by these Bylaws may be presented by the chairperson or other duly authorized member of the committee even if not a delegate. If permitted by the rules of the Delegate Assembly, other persons may address the meeting on matters of information not directed to a pending motion. Only Delegates may vote on any matter coming before the Delegate Assembly.

Section 11. Resolutions.

- A. Submission of Resolutions. Resolutions for the Delegate Assembly may be proposed in advance of Delegate Assembly sessions by 1. The Board of Directors; 2. A standing committee; or 3. any active member in good standing. (Resolution BGR 2/15, Delegate Assembly 10/13/15)
- B. Prior Notice. Proposals that require Delegate Assembly action resolutions must be submitted in writing, or by electronic means, to the Corporation Chief Financial Officer/Secretary at least 60 calendar days before the time

set for the meeting at which proposals are to be considered. The Board may determine, in its discretion, when and on what conditions to waive the advance notice requirement to permit consideration of matters deemed urgent.

- C. Form, Content, and Distribution of Resolutions. All proposals shall be in the form of a resolution, and shall propose only such action as the Corporation may lawfully take. The Board of Directors may make rules for the form, content and distribution of resolutions, the correction or deletion of material deemed to be in violation of these Bylaws or illegal, libelous, or otherwise likely to subject the Corporation to liability.
- D. Effective Date. All resolutions adopted by the Delegate Assembly shall become effective upon the adjournment of the Delegate Assembly at which adopted unless the resolution or a provision of the Bylaws or applicable law requires a later effective date.

Section 12. Rules. Meetings of the Delegate Assembly shall be governed by rules which shall be adopted as its first order of business. The rules adopted at the immediately preceding session of the Delegate Assembly shall continue in effect until new rules have been adopted. Any procedural questions not governed by such rules shall be governed by Roberts Rules of Order, latest edition. All such rules of procedure shall be subject to these Bylaws and applicable law.

Section 13. Committees of the Delegate Assembly. The Delegate Assembly may establish standing and ad hoc committees as it may deem advisable, to be constituted and to serve such term as the Delegate Assembly may determine. Unless the Delegate Assembly appoints the members of such committees, or specifies another method for their appointment, the President shall appoint the members and fill any vacancies which may occur on such committees. Committee action shall not have any effect until reported to and adopted by the Delegate Assembly or the Board of Directors. Committees shall report to the Board of Directors between sessions of the Delegate Assembly.

Section 14. Action by Mail Ballot. Except as limited by applicable law or by another provision of these Bylaws, any action that may be taken at any meeting of the Delegate Assembly may be by mail ballot.

Section 15. Solicitation of Mail Ballots. The Corporation shall mail ballots to each Delegate entitled to vote in the manner required by the Governing Rules for notice of meetings. The ballot shall indicate the number of responses needed to meet the quorum requirement, state the votes necessary to adopt the measure(s), and specify the date the ballot must be

received in the Corporate office to be counted. Each ballot shall set forth the proposed action, provide the Delegates an opportunity to specify approval or disapproval of each proposal, and provide a reasonable time in which to return the ballot to the Corporation.

Section 16. Number of Votes and Approvals Required. Adoption by mail ballot shall be valid only when:

- A. The number of votes cast (including those ballots that are marked "withheld" or "abstain" or otherwise indicate that authority to vote is withheld) by the date specified meets the quorum required to be present at a meeting authorizing the action; and
- B. The number of approvals equals or exceeds the number of votes that would be required for adoption at a meeting at which the total number of votes cast were the same as the number of votes cast by mail ballot.

Section 17. Retention of Ballots. All mail ballots shall be filed with the Chief Financial Officer/Secretary and maintained in the Corporate office records for at least three years.

## **Article XI Finance**

Section 1. Fiscal Year. The fiscal year of the Corporation shall be the calendar year.

Section 2. The Budget.

- A. Adoption. The Corporation's fiscal affairs shall be managed pursuant to the three-year budget approved by the Delegate Assembly. At least 30 days prior to consideration of the budget at the Delegate Assembly, the Board of Directors shall mail to each Delegate, in the form of a resolution, a proposed budget for the next three fiscal years. The Delegate Assembly may make amendments to the proposed budget.
- B. Amendment. The Board of Directors may amend the current budget for any purpose.
- C. Exceeding Budget.

### 1. Exceeding the Budget.

No expenditure of the Corporate funds or other assets may be made or contracted for except in accordance with a budget duly adopted by the Board of Directors and ratified by the Delegate Assembly, except as

specifically authorized by the Delegate Assembly or in this Article. With the approval of the Board of Directors, the Corporation may incur and pay obligations in excess of those included in the budget if funding for such additional expenditures is provided either by: (1) dues or other revenues in excess of those anticipated by the budget; or (2) savings on other budgeted items. Amounts included as "reserves" in the budget may be used only with the approval of two-thirds of the Directors, and then only to cover obligations that were incurred involuntarily and must be paid to avoid legal liability for the Corporation.

## 2. Operations Reserve.

There is established a liquid asset account, at the same financial institution as the CSR operating account. This liquid asset account is to support the operating account at such time additional operating funds may be needed. The amount of funds in this liquid asset account shall be no less than one (1) month of dues revenue. The need of use (for operations only) of funds from this liquid asset account shall be presented to the Finance Committee and Board of Directors. After hearing recommendations from the Finance Committee, the Delegate Assembly or Board of Directors shall approve or disapprove the use by a two thirds vote. When funds are used they shall be returned to the liquid asset account beginning 30 days after withdrawal. (Resolution FIS 3/15, Delegate Assembly 10/13/15; Resolution FIS 4/4, Delegate Assembly 10/23/18)

- D. Automatic Amendment. If CSEA cannot or does not agree to provide all the services ordered by the Corporation pursuant to its budget, the budget shall be deemed automatically amended to authorize the Corporation to obtain replacement goods and services elsewhere on the best terms then reasonably available, and to pay the additional cost, if any, of obtaining such replacement goods and services. If, as a result of any action taken by the Association without the consent of the Corporation, the amounts which the Corporation is required to pay to the Association for indirect costs or other increases beyond the amount included in the Corporation's budget, the budget shall automatically be amended to authorize the payment of such greater amount.
- E. Application of Credits. The Corporation's credits with the Association for its positive fund balances as of the date it receives a charter from the Association, and any future credit balances with the Association or any other supplier, shall be treated as part of the Corporation's sources of funds for budget purposes, and applied to budget expenses as quickly as permitted by the Association or such other supplier.

Section 3. Borrowing. The Corporation may borrow money for Corporate purposes, on terms approved by the Board, only to the extent authorized by its current budget.

Section 4. Sequestration. Nothing contained in the budget can compel the Corporation to make any expenditure or loan of corporate funds or any lease or transfer of other corporate assets. If the Board of Directors determines that it is in the best interests of the Corporation to delay, limit or withhold any expenditure or loan of Corporate funds or any loan, lease or transfer of any of its assets, then it may sequester such funds or other assets for as long as it deems advisable. Sequestered assets may not be counted as a reduction in expenditures for purposes of reallocating budget items.

Section 5. Investment of Corporate Funds. Corporate funds in excess of those needed for current expenses shall be deposited in one or more accounts:

- A. Insured by the U.S. Government in depository institutions chartered by the U.S. Government or by the State of California, or invested in securities issued by, and backed by the full faith and credit of the U.S. Government or the State of California.
- B. Investment grade bonds, diversified mutual funds, exchange-traded funds, and listed stocks approved by the Board. No more than 10% of funds in excess of those needed for current expenses will be allocated by the Board to investments in listed stocks.

An investment committee of three members consisting of the CFO and two members knowledgeable in investments shall be appointed by the CSR President to make recommendations to the Board. (Resolution FIS 2/15, Delegate Assembly 10/13/15; Resolution FIS 3/4, Delegate Assembly 10/23/18)

## **Article XII Committees**

The Board shall establish committees as necessary which are set forth in the Governing Rules. Appointment to committees shall be made by the President subject to approval of the Board.

## **Article XIII Records and Reports**

The Corporation shall establish such records and reports as necessary which shall be set forth in the Governing Rules.

## **Article XIV Meetings**

### Section 1. Open Meetings.

- A. Except as set forth below, meetings and workshops of the Board of Directors, Delegate Assembly and Chapters at which the business of the corporation is discussed or acted upon shall be open to all members in good standing of the corporation, their spouses and guests.

### Section 2. Closed Meetings.

- A. A meeting may not be closed except for good cause and upon the vote of at least two—thirds of those entitled to vote at such meeting, and then only for that portion of the meeting necessary to achieve the purpose for which the meeting was closed.
- B. The minutes and records of any closed meeting shall set forth in detail the reasons for which members were excluded, and shall verify that no other matters were considered during the time the meeting was closed.

Section 3. Conference Call Meetings. The Board of Directors may meet by telephone or similar communication equipment, as long as all board members participating in the meeting can hear one another. Action by telephonic meetings shall meet the requirements set forth in applicable law. Only items listed on the printed agenda shall be considered and voted upon. Actions taken by the Board shall be reported to the membership at the next regularly scheduled meeting.

Section 4. Executive Sessions. An executive session held for the purpose of personnel matters, dealing with the purchase or sale of real property, granting of contracts, discussing actual or potential litigation and determining contributions to political candidates, shall include members of the Board and such other constituent persons as may be designated by the President. Executive sessions, when held as a part of a regular meeting, should be held prior to the time and place of the scheduled meeting, at the close of routine business on the last day of the regular meeting or scheduled for an announced time certain.

## **Article XV Receivership**

If necessary, in the discretion of the Corporation, to prevent waste or misappropriation of the assets of a Chapter, to reduce the risk of legal liability to the Corporation or for other reasons determined by the Board of Directors, in its discretion, the Corporation may assume direct responsibility for the conduct of the business and affairs of a Chapter. In such event, all the assets, records, and activities of the Chapter shall be managed and controlled by the duly authorized agents of the Corporation. The members and officers of the Chapter shall cooperate with such agents by turning all such items over to them, explaining all records and transactions as requested, and otherwise taking all actions necessary to permit efficient management of Chapter affairs by such agents. Receivership does not require prior notice, but as soon as reasonable after it is imposed, but not more than 60 days, the Corporation shall give the officers and members of the Chapter a hearing on the question of the removal of such receivership. Receivership shall continue as long as necessary to resolve the problems that made it necessary. All rights of the members of the Corporation shall be preserved during receivership, but they shall have rights with respect to the Chapter as may be allowed by the Board of Directors.

The Board of Directors shall have the right to establish rules to implement these provisions for the protection and benefit of the Corporation, its members and the members of the affected Chapter.

## **Article XVI Discipline**

Disciplinary actions are necessary to preserve the integrity of the Corporation. The Board of Directors shall establish disciplinary procedures as necessary which shall be set forth in the Governing Rules. (Resolution BGR 6/15, Delegate Assembly 10/13/15)

## **Article XVII Political Action**

The Corporation may take appropriate political action that is for the benefit of the members of the California State Retirees.

## **Article XVIII Assets**

The California State Retirees' ownership, legal or equitable, in all properties and monies or other tangible or intangible property succeeds to and retains

its proportional interest in ownership legal and equitable in all properties now in its possession, and any assets later acquired.

## **Article XIX Jurisdiction**

The jurisdiction of the California State Retirees shall be all persons retired from state service under provisions of the public employees' retirement system and who continue to be retired from state service, those persons who are either beneficiaries of a deceased person who was an active member at the time of death, or spouse of active members. No division or affiliate of the Association or any organization or group, with which the Association is or may be affiliated, shall have the right to recruit or organize those persons within the jurisdiction of California State Retirees.

## **Article XX Indemnification**

Section 1. Right of Indemnity. As stated herein, the Corporation shall hold harmless and indemnify its Directors, Officers, subordinate officers, committee members, employees, and other persons described in Section 7237(a) of the California Corporations Code including persons formerly occupying any such positions (all referred to in the article as "agents"), against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any "proceeding," as that term is used in that section, including an action by or in the right of the Corporation, by reason of the fact that the person is or was an "agent" of the Corporation, as defined above. "Expenses" as used in this article, shall have the same meaning as in Section 7237(a) of the California Corporations Code.

Section 2. Approval of Indemnity. On written request to the Board of Directors by any agent seeking indemnification, to the extent that the agent has been successful on the merits, the Board shall promptly authorize indemnification in accordance with Section 7237(d) of the Corporations Code. Otherwise, the Board shall promptly determine, by majority vote of a quorum consisting of Directors who are not parties to the proceeding, whether, in the specific case, the agent has met the applicable standard of conduct stated in Section 7237(c), and, if so, shall authorize indemnification to the extent permitted by law. If the Board cannot do so because there is no quorum of Directors who are not party to the proceeding for which indemnification is sought, the Board shall promptly call a meeting of the Chapter Presidents. At that meeting the Chapter Presidents shall determine whether, in the specific case, the applicable standard of conduct stated in

such section has been met, and, if so, the Chapter Presidents shall authorize indemnification to the extent permitted thereby.

Section 3. Advancement of Expenses. To the fullest extent permitted by law and except where otherwise determined by the Board, or the Chapter Presidents, in a specific instance, expenses incurred by a person seeking indemnification under this Article in defending any proceeding covered hereby shall be advanced by the Corporation before final disposition of the proceeding, on receipt by the Corporation of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the corporation for those expenses.

Section 4. Insurance. The Corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its agents, defined as Directors, officers, subordinate officers, committee members, employees and other authorized persons deemed eligible, against any liability asserted against or incurred by any such person in such capacity or arising out of the status of such agent of the Corporation.

## **Article XXI Amendments to Bylaws**

Section 1. Amendment by the Delegate Assembly. These Bylaws may be amended, or new Bylaws adopted, by vote or written consent of two-thirds (2/3) of the Delegates present and voting at any duly called, noticed and held meeting of the Delegate Assembly at which a quorum is present, provided advance notice of the proposed amendment has been given to the Delegates at least 30 days before the meeting is held. The notice shall include the text of the proposed amendment, and shall be mailed or otherwise given to each Delegate in the manner required for giving notice of special meetings of the Delegate Assembly.

Section 2. Amendment by Mail Ballot.

A. Procedure. When the Delegate Assembly is not in session, an amendment can only be initiated by resolution of the Board of Directors. A resolution from a member, group of members or other subunit of the corporation shall not be accepted. The Board shall inform the members of the Delegate Assembly of the proposed amendment and designate a person to write an explanation. The proposed amendment(s) must be mailed to the members of the Delegate Assembly and shall include explanations and shall notify the members that they have the right to submit supporting and opposing arguments.

- (1) Supporting and opposing arguments, if received at Corporation office within 20 days from the date the Board of Directors mailed or published information to members of the proposed amendment(s), shall be reproduced and mailed with the ballots.
- (2) Thirty days from the date of mailing or publication of information Corporate office staff will mail ballots to members, mailing all the ballots on the same day.
- (3) The Board of Directors shall fix a time and place for opening and tallying of ballots and for the announcement of the vote.

B. Mailing of Ballots and Approval Requirements. The amendment(s) contained in the resolution of the Board of Directors is affirmed and adopted if two-thirds of those returned are in the affirmative, provided two-thirds of the ballots mailed must be returned to constitute a quorum for the vote. To facilitate such expression, the Corporation's office staff shall mail to the members of the Delegate Assembly appropriate ballot forms, together with the pros and cons of the issue at hand.

C. Canvassing of Ballots. The Executive Vice President at a time and place designated by the Board of Directors, in the presence of one or more witnesses, shall canvass the ballots which are returned. To be counted, the ballots must be marked and received in Corporate office within 30 days of mailing of ballots.

Section 3. Ratification of Mail Ballots. Amendments adopted pursuant to a mail ballot must be ratified within 90 days by a majority of the chapters, such time to commence running from the day the proposed amendment(s) is transmitted from Corporate office to the chapters. Failure of a chapter to return its ballot constitutes an affirmative vote.

Section 4. Effective Date. Amendments adopted when the Delegate Assembly is not in session becomes effective upon the 90th day following the date of the mailing of the ballots, or upon tally and certification of the requisite number of affirmative votes, whichever is earlier, unless a majority of negative votes is received on or before the 90th day in which case the amendment(s) is rejected.

Section 5. Record of Amendments. Complete records shall be kept of all amendments for at least five years after the effective date, including the Bylaws as they existed before each amendment, the exact text of each amendment, and the Bylaws as amended. In the discretion of the Board of Directors, these Bylaws may be restated in their entirety to incorporate extensive amendments, or the amendments may be endorsed upon the

existing Bylaws and signed in the margin by the Chief Financial Officer/Secretary. In any event, the Chief Financial Officer/Secretary shall ensure that these Bylaws accurately and completely incorporate all amendments to date, and shall certify that the Bylaws, as amended, are the true and complete Bylaws of the Corporation.

Section 6. Cross Reference. Each reference to any article shall include a reference to each and every section, subsection and other subordinate part; and each reference to a section or subsection shall include a reference to each and every subsection and other subordinate part thereof.

## **Article XXII Parliamentary Authority**

Section 1. Supremacy. These Bylaws shall be the supreme law of the Corporation, subject only to the Articles of Incorporation and provisions of the law of the State of California and the United States of America. Any inconsistent provision of the Governing Rules or contrary act of the Delegate Assembly, Board of Directors, officers or agents of the Corporation is void. The Board shall have authority and power to reasonably interpret the Articles of Incorporation, Bylaws and Governing Rules to resolve actual or perceived ambiguities between the documents, as it reasonably determines.

Section 2. Parliamentary Authority. The Articles of Incorporation, Bylaws, Governing Rules and Roberts' Rules of Order, latest edition, in that order is the authority governing proceedings in meetings and conferences of the Corporation, so far as they are not in conflict with corporate law, these Bylaws and the Governing Rules.

Section 3. Conflicts. Any conflicts between the Corporation's governing documents shall be interpreted in the following order of preference Articles of Incorporation the Bylaws and then the Governing Rules. The Board shall have the authority and power to reasonably interpret the Governing Rules, Bylaws and Articles of Incorporation, and resolve actual or perceived ambiguities between the documents, as it reasonably determines.



# CALIF ORNIA STATE RETIREES

## GOVERNING RULES

The mission of the California State Retirees is to protect the pension and health benefits of all retired state employees.

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**GOVERNING RULES**  
**CALIFORNIA STATE RETIREES**

**1.00 ADMINISTRATION OF THE CORPORATION**

Administration of the Corporation is vested in the Board of Directors.

## **2.00 MEMBERSHIP AND DUES**

### **2.01 Membership**

Membership shall commence when a member is admitted, in accordance with these Governing Rules, Bylaws, or CSEA Bylaws. Membership shall continue until the member resigns, membership is revoked or becomes ineligible for membership. Membership is effective at the time of payment of dues or signed membership payroll deduction application is received by an authorized Corporation or chapter representative.

### **2.02 Members in Good Standing (CSR Bd 6/27/19)**

Active members who have paid the required dues who have not lost their eligibility for membership, who are not under suspension, and have not had their membership revoked, do not have a debt to the affiliate, and who are not engaged in an incompatible act (as defined in CSEA Bylaws Article XIV, Section 1) such as simultaneously holding a CSR office and an office within a competing organization, shall be members in good standing. Only members in good standing, as described above, may run for elected office.

### **2.03 Membership Rights (CSR Bd 6/30/16)**

All members of the Corporation shall have the right to attend and speak at membership meetings of their respective Chapters. The other rights of associate members shall be as follows:

Associate members have all the rights designated by the Corporation Board of Directors of active members, including the right to participate in all member benefit discount programs, except the right to vote and hold elective office.

### **2.04 Termination, Suspension or Revocation of Membership**

#### **(a) Resignation**

A member may resign from membership at any time. Such resignation is effective upon receipt by the Corporation of written notice of resignation signed by the member, unless the member specifies a later effective date, or notification is received from the State Controller that the member has discontinued payroll

deduction. No resignation may be made effective later than the expiration of the current calendar year.

(b) Suspension

A member may be suspended from membership in this Corporation for one of the following causes.

- (1) Failure to pay dues within 90 days after due date.
- (2) Occurrence of any event that makes the member ineligible for membership.

(c) Revocation

Membership may be removed pursuant to Governing Rules. A person whose membership has been terminated may not restore his/her membership by filing a new membership application form, but must instead request the Board of Directors for restoration of membership. **(CSR Bd 2/25/16)**

## **2.05 Reinstatement of Membership**

Upon satisfactory proof of compliance with any conditions imposed by the Board, a member who has been suspended may be reinstated as a member in good standing. A person whose membership has been revoked may be reinstated only with the approval of the Board of Directors and upon compliance with such conditions of re-admittance as the Board may require.

## **2.06 Effect of Resignation or Suspension of Membership**

Upon the effective date of resignation or suspension, a member loses all rights and benefits of membership in the Corporation. A suspended member retains the benefits of membership, but while the suspension remains in effect, such member may not exercise any rights for which membership in good standing is required.

## **2.07 Dues**

(a) Associate Member

Dues are \$12.00 per year for members who joined prior to July 1, 2017. Dues for members joining on or after July 1, 2017 are \$72.00 per year.

- Dues rate for membership prior to July 1, 2017: Monthly dues are \$1.00 per month by payroll deduction or \$12.00 per year if paid annually. Annual payers shall be invoiced by CSR. **(CSR Bd 2/25/16; 6/27/17)**
- Dues rate for membership on or after July 1, 2017: Monthly dues are \$6.00 per month by payroll deduction or \$72.00 per year if paid annually. Annual payers shall be invoiced by CSR. **(CSR Bd 6/27/17)**

(b) Active Member

The monthly dues for active members are based upon the members' monthly income as follows:

Basic Monthly Allowance		Monthly Dues
\$ -0-	\$ 399	\$ 1.00
400	799	2.25
800	1,199	3.25
1,200	1,599	5.00
1,600	1,899	6.50
1,900	2,299	8.00
2,300	2,699	8.50
2,700	3,099	9.00
3,100	3,499	9.50
3,500	3,999	10.00
4,000	and up	12.00

(c) Manner of Payment

All active members' dues shall be payable monthly by payroll deduction or on an annual basis. The authorization for deduction shall be included in the membership application.

(d) Renewal Notices

The renewal notices to members paying annually shall be sent by October 1 of each year.

## **2.08 Chapter's Portion of Member's Dues (CSR Bd 6/30/16)**

### **1. Chapter Dues Allocation and Reporting**

- (a) Each chapter shall receive \$1,000 a month plus \$.35, inclusive of active and associate members as a share of its member's dues. Allocations shall be contingent on
  - the chapter submitting a balanced annual budget as defined below and **(CSR Bd 2/25/16; 2/23/17)**
  - monthly reporting of revenue and expenses to headquarters.
- (b) Chapter funds shall only be used to accomplish the mission and implement the programs of CSR.
- (c) Chapter funds shall not be invested, in any form, by any chapter.

### **2. Implementation of Chapter Dues Allocation (CSR Bd 2/23/17)**

- (a) CSEA Accounting will calculate the annual dues funds allowable for each chapter. This amount will be divided into twelve (12) monthly allocations. The amount of annual dues will be recalculated on a quarterly basis as membership numbers increase or decrease.
- (b) Grants and scholarships funds held by a chapter shall not be included in the annual dues funds allowable calculation, however, CD's and savings accounts and other accounts of dues monies shall be included in the calculation.
- (c) If the chapter balance exceeds the annual dues fund amount at any time during the year, a full month's check will be forfeited.
- (d) At the end of the fiscal year the chapter may hold a maximum of 3 months dues in reserve. Monthly dues allocations will be forfeited until the chapters' reserves fall below the 3-month limit.
- (e) Dues funds forfeited by a chapter shall be retained by CSR in the CSR General Fund.
- (f) A chapter whose funds have been forfeited may appeal to the Board of Directors for review.
- (g) Chapters must submit chapter reporting documents to headquarters no later than the 15<sup>th</sup> of each month, for the

previous month.

- (h) Chapter dues allocation will be issued after receipt and review of chapters reports.
- (i) Payment will be withheld if reports are not submitted by the end of each month, for the previous month.

### 3. **Ways to Report**

- (a) Option 1. **Transfer all bookkeeping to CSR Headquarters including checkbook.** HQ will review all documents and issue all checks to pay expenses. A chapter bank account will be established in Sacramento; no checks will be written in the chapter. Chapter dues allocation will be transferred to chapter account at headquarters monthly. Headquarters will send a Financial Report to chapter monthly. Chapter's may request an advance if money is needed in the chapter ahead of the expense.
- (b) Option 2. **Chapter will send all documentation to headquarters to do their books. Chapter will retain the checkbook and write all checks.** Chapter shall submit all back-up documents to accounting on a monthly basis. Documents must be submitted no later than the 15<sup>th</sup> of the following month. **Chapter dues check will be issued after receipt of monthly documentation and review.** Headquarters will send a Financial Report to chapter monthly.

#### **2.09 Chapter Records (CSR Bd 2/23/17)**

- (a) All chapters will receive a CSR Finance Report from Accounting each month regardless of reporting option.
- (b) California State Retirees shall retain chapter official records in Corporate Office for 5 years.
- (c) Chapter may keep copies of records for review purposes for a minimum of one (1) fiscal year.

## **2.10 Chapter Budget (CSR Bd 2/23/17)**

Beginning December 28, 2016, the chapter shall submit an annual balanced budget, approved by the vote of the chapter members, no later than December 28<sup>th</sup> of each year.

## **2.11 Chapter Bank Accounts**

All dues payable to chapters will be sent only to FDIC approved financial institutions approved by a Chapter's Executive Committee. The account must be in the name of the chapter.

- (a) Chapters shall not acquire or use a credit or debit card for the transaction of CSR funds.

## **2.12 Chapter Financial Records**

All chapter financial records must be turned over to the new treasurer or the chapter president, when a treasurer retires or resigns. **(CSR Bd 10/26/17)**

## **2.13 CSR Gift Card Policy (CSR Bd. 10/30/19)**

Gift cards may be awarded to chapter members for limited reasons. (For example: in recognition of a celebrated holiday, involvement in membership recruitment, retirement from CSR, or as an acknowledgement of chapter participation.)

Gift cards are liquid assets of the chapter's finances, and are to be accounted for in the same manner as cash on hand.

CSR Chapters that purchase and distribute gift cards to their members must properly account for the purchase, distribution and those gift cards not yet awarded to members in accordance with normal chapter accounting and as indicated below.

The CSR Chapter Gift Card Tracker spreadsheet shall be used to properly account for the number of gift cards purchased and the dollar amount of each gift card. Additionally, each recipient of a gift card shall be specifically identified on the gift card tracker and required to sign (member's signature) for the gift card.

As an asset, the dollar amount of the gift cards will remain as a balance on the chapter's monthly financial report. Upon distribution of

the gift cards, the required information is to be recorded on the CSR Chapter Gift Card Tracker which shall be submitted to Headquarters with their monthly financial reporting documentation. The transactions of those gift cards distributed will then be shown as an expenditure on the chapter's financial report.

Gift cards in the possession of the chapter at the end of the fiscal year will be included in the calculation for purposes of defining the chapter's three-month dues allocation (Cap).

Terms and conditions:

- (a) Gift cards shall not to be awarded to non-members, guest speakers, or visiting chapter members. Gift cards are only for members of the awarding chapter.
- (b) A gift card is the sole responsibility of the receiving member. This includes, but not limited to, monthly service charges and expiration dates associated with the gift card.
- (c) The chapter shall not replace a gift card that is lost or stolen after distribution to the member.

As determined by the Board of Directors, based upon a recommendation from the Chief Financial Officer; a chapter in non-compliance with this Governing Rule will be subject to denial of future purchases and distribution of gift cards. A chapter that has been denied the approval of purchasing gift cards may petition the Board of Directors for approval of future gift card procurements and distributions.

### **3.00 HEADQUARTERS**

#### **3.01 Executive Director**

The Corporation shall employ an Executive Director who shall be the Chief Administrator of the staff of the Corporation.

- (a) The Executive Director shall be employed under the terms of a contract.
- (b) The Executive Director shall be subordinate and directly accountable to the President for carrying out the policies and programs of the Corporation. The Executive Director may be dismissed by the President with a concurrence of a simple majority of the Board of Directors. He/she shall be relieved of his/her duties immediately upon dismissal by the Board of Directors. Affirmation by the board requires a majority vote of those board members present and voting, a quorum being present. **(CSR Bd 6/27/17)**
- (c) In case of a vacancy the President, with the advice of the Executive Committee, shall appoint an Executive Director and is subject to affirmation of the Board of Directors by two-thirds. A quorum must be present.

#### **3.02 Special Consultants**

The president, subject to confirmation by the Board of Directors, is authorized to employ such special consultants as may be required in the administration of the Corporation, subject to the financial ability of the Corporation.

#### **3.03 Staff Operations**

- (a) Headquarters Operations

The Executive Director is delegated the authority and responsibility for the entire central support operation, including legal and legislative representation programs. Under the direction of the President, the Executive Director shall:

- (1) Administer, direct, manage, organize, coordinate, plan and control all activities of central support.
- (2) As the administrator of headquarters office staff, the

Executive Director is responsible for the Corporation's hired temporary help.

- (3) Advise and consult with the Board of Directors and Executive Committee and render such assistance as may be required.
- (4) In accordance with standards fixed by the Board of Directors, appoint such assistants, experts and other employees as are necessary.
- (5) Implement the Corporation programs and policies developed by the Board of Directors and Delegate Assembly.
- (6) Maintain a record of activities within the Executive Director's purview.
- (7) Implement a strategic planning process for all Central Support and Corporation business ventures; and, report on the status and progress of the strategic plan at every scheduled Board of Directors Meeting.
- (8) Render to Delegate Assembly delegates, delegates-elect and delegates-designate a report of the administration with such recommendations as deemed advisable.

### **3.04 Hiring of Past and Present Board Members**

Members of the Board of Directors, during the term for which elected or for two years thereafter, shall not be considered for employment by the Corporation, except with prior approval of the Board of Directors.

### **3.05 Sealing or Destroying Records**

Sealing or destroying the proceedings, as part of the settlement of any arbitration process between the Corporation and its employees, directly or indirectly, shall not be agreed to by management staff without first explaining to the Executive Committee full details of, and reasons for, such action.

### **3.06 Agreements with Anti-Union Employers Prohibited**

(a) Responsibility Regarding Agreements

- (1) The Executive Director shall ensure that the Corporation does not knowingly enter into any agreements with anti-union employers.
- (2) All contracts entered into by the Corporation or an agent of the Corporation, or using the name of the Corporation, must be reviewed by the Corporation's Attorney.
- (3) The Executive Director shall ensure that Corporation business is not conducted in or with any clubs, businesses or organizations which are known to deny membership on the basis of sex, race, religious creed, color, national origin, ancestry, age, military or veteran status, gender identification or disability.

(b) Savings Clause in All Agreements

All agreements shall contain the following Force Majeure clause:

"If at the time services are being rendered to the Corporation, a labor dispute exists between \_\_\_\_\_ and its employees, the Corporation may declare this agreement void."

Any agreement not containing this clause must be approved by the Board of Directors.

### **3.07 Corporation Publications**

The Corporation shall not accept or will cancel advertising matter in its various publications from advertisers which are known to discriminate against state employees or the general public on the basis of race, religion, ancestry, marital status, color, national origin, military or veteran status, age, gender identification or disability.

## **4.00 CORPORATION ORGANIZATION**

### **4.01 The Corporation**

The Corporation shall consist of seven geographical electoral districts. Each chapter is assigned to one of the districts.

### **4.02 Board of Directors**

The Board of Directors shall be the Corporate governing board consisting of eleven Board members, four statewide elected officers and seven District Directors, one elected from each electoral district. All of whom shall have voting rights on all matters presented to the Board. **(CSR Bd 6/30/16)**

### **4.03 Electoral Districts**

The state shall be divided into seven Districts and one member shall be elected from each District.

- (a) Electoral District A includes the following county:  
Los Angeles (Chapters 4, 9 and 20).
- (b) Electoral District B includes the following counties:  
Kern, Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, and Ventura (Chapters 10, 26, 31 and 36). **(CSR Bd 2/25/16; 6/27/17)**
- (c) Electoral District C includes the following counties:  
Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma (Chapters 1, 3, 21 and 23). **(CSR Bd 2/25/16)**
- (d) Electoral District D includes the following counties:  
Butte, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Plumas, Shasta, Siskiyou, Tehama, Trinity (Chapters 8, 13, 14 and 19).
- (e) Electoral District E includes the following counties:  
Alpine, Colusa, El Dorado, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba (Chapters 2, 15 and 165).

- (f) Electoral District F includes the following counties: Amador, Calaveras, Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, Tuolumne (Chapters 5, 11, 16 and 35). **(CSR Bd 2/25/16)**
- (g) Electoral District G includes the following counties: Imperial, Inyo, Mono, Orange, Riverside, San Bernardino, San Diego, and portions of Los Angeles (Chapters 6, 12, 17 and 34). **(CSR Bd 6/27/17)**

#### **4.04 Residency Requirement**

- (a) A candidate for the office of District Director must reside within the geographical boundaries of that District. **(CSR Bd 6/27/17)**
- (b) District Directors must continue to reside within the boundaries of the District to serve in that capacity, and relinquishes the office when no longer residing in the District. **(CSR Bd 6/27/17)**

#### **4.05 Functions**

The Board of Directors will represent all retired state employees who are members of the Corporation and who receive benefits from the Public Employees Retirement System. In addition, the Board should represent the interests of all associate members. **(CSR Bd 6/30/16; 6/27/17)**

## **5.00 DUTIES OF OFFICERS AND DISTRICT DIRECTORS**

Communication and engagement with members is important to the overall success of the Corporation. To ensure information is provided consistently to members and that effective systems of communication are in place to reach members, District Directors are to report on the strategic plan, as well as current events relevant to the Corporation's mission, at chapter meetings. **(CSR Bd. 2/28/19)**

### **5.01 President**

In addition to the duties of Board member the President shall:

- (a) Represent the Corporation at all meetings, conferences and other activities that pertain to or are of interest to state retirees.
- (b) Schedule and preside over all meetings of the Board of Directors;
- (c) Be responsible for carrying out the policies established by the Board of Directors and otherwise perform duties normally assigned to that office unless assigned to a designee;
- (d) Designate Officers and and/or District Directors the responsibility for CSR programs and committees. **(CSR Bd 6/27/17)**
- (e) Represent the Corporation on the CSEA Board of Directors with full participation and voting rights. **(CSR Bd 6/27/17)**
- (f) Represent the Corporation at CalPERS meetings;
- (g) Attend Legislative Committee hearings, as needed, and testify on behalf of the Corporation;
- (h) Be the coordinator at a General Council in all matters affecting the Corporation;
- (i) Appoint members of all standing committees with the concurrence of the Board of Directors; **(CSR Bd. 2/28/19)**
- (j) Inform the chapters on proceedings of the Corporation and the Association board of directors;

- (k) Inform the Officers and District Directors of pertinent Corporate matters; **(CSR Bd 6/30/16; 6/27/17)**

### **5.02 Executive Vice President**

In addition to the duties as a Board member, the Executive Vice President shall:

- (a) Assist the President in directing the Corporation;
- (b) Assume the President's duties in the event of absence or disability;
- (c) Succeed as President for the remainder of the term in the event of the resignation, death or removal of the President as an officer or Board member;
- (d) Represent the President when requested to do so;
- (e) Represent the Corporation when requested by the President to do so; and **(CSR Bd 6/27/17)**
- (f) Visit a chapter meeting with approval of the President. **(CSR Bd 6/30/16)**
- (g) Other duties as requested by the Corporate President and deemed necessary and of interest to members. **(CSR Bd 2/28/19)**

### **5.03 Vice President**

In addition to the duties of a Board member, the Vice President shall:

- (a) Assume the duties of Executive Vice President in the event of an absence of the President or the Executive Vice President at meetings of the Association board of directors;
- (b) Succeed as Executive Vice President for the remainder of the term in the event of the resignation, death or removal of the Executive Vice President as an officer or Board member;
- (c) Represent the president when requested;

- (d) Represent the Corporation when requested by the President to do so; and **(CSR Bd 6/27/17)**
- (e) Visit chapter meetings with approval of the President. **(CSR Bd 6/30/16)**
- (f) Other duties as requested by the Corporate President and deemed necessary and of interest to members. **(CSR Bd 2/28/19)**

#### **5.04 Chief Financial Officer/Secretary**

In addition to the duties of a Board member, the Chief Financial Officer/Secretary shall:

- (a) Report to the President all issues and matters which are not in accordance with the Corporation's budget. Report to the President and Board of Directors on all fiscal matters.
- (b) Meet with the Finance Committee on such occasions as might be required. **(CSR Bd 6/30/16)**
- (c) Meet with the Fiscal Officers of other affiliates, individually or concurrently, and with the Secretary/Treasurer and the Controller of the Association.
- (d) Be alert to the activities of other affiliates regarding actions or conditions that might adversely affect the fiscal status, functional responsibility and any possible liability of the California State Retirees.
- (e) Represent the Corporation on the CSEA Board of Directors with full participation and voting rights. **(CSR Bd 6/30/16)**
- (f) Be responsible for all financial transactions and other financial matters of concern to the California State Retirees. **(CSR Bd 6/27/17)**
- (g) Other duties as deemed necessary and of interest to members and as requested by the Corporate President.

## **5.05 District Directors (CSR Bd 6/27/17)**

As Corporate officers, District Directors elected to the Board are prohibited from holding any other elective position in the Corporation or chapter except for delegate to Delegate Assembly and General Council and shall: **(CSR Bd 6/30/16)**

- (a) Attend the meetings of the chapters and subchapters assigned to their District and provide information on corporate programs and activities. Any out of state travel must have prior approval of the President; **(CSR Bd 6/30/16)**
- (b) Represent the President when requested;
- (c) Attend, with prior approval of the President, Corporate functions in their District or in other areas of the state which are of benefit to the Corporation; **(CSR Bd 6/30/16)**
- (d) Provide leadership and assist in their District with membership recruitment programs; **(CSR Bd 6/30/16)**
- (e) Assist the chapter(s) in any manner feasible in preparing meeting programs of interest to the membership;
- (f) Provide to the Board of Directors at each meeting a written report of activities which are of general interest to the Corporation members;
- (g) Coordinate membership participation in activities in their District when requested by the President;
- (h) Assist members, to the extent possible, with insurance and retirement programs; and
- (i) Prepare and submit items for inclusion on the Board of Directors meeting agenda, including items submitted in writing by a member within the respective District with appropriate written back-up information as to why the particular request is being made.

## **5.06 Chapter Grants**

### (a) Chapter Grant Funds

The amount of a chapter grant will depend upon substantiated need. The Board of Directors shall consider a chapter request for emergency funding for unforeseen expenses beyond the chapter's control. The funds awarded can only be used on the need for which they were awarded and only on expenses occurring after Board approval. The amount awarded per chapter shall not exceed \$2,000 per grant for each fiscal year. Chapters may not be awarded more than \$3,000 per fiscal year. A chapter shall not be awarded a grant, if at the time of the grant request, they have more than the 3 months dues allocation in their chapter accounts. **(CSR Bd 6/27/17; 6/28/18)**

### (b) Grant Request Form

The Board will specify the forms to be used by the chapters to present requests for grants. **(CSR Bd 6/27/17)**

### (c) Procedure for Requesting a Grant

The request for a grant is to be sent to the CSR Office marked Grant Request. The request must: **(CSR Bd 10/26/17)**

- (1) Be submitted on the proper form;
- (2) Set forth the details of the need for the grant, including estimated cost and time frame; **(CSR Bd 6/27/17)**
- (3) Be submitted with: **(CSR Bd 10/26/17)**
  - Chapter Budget
  - Chapter Financial Reports
  - Most Recent Bank Statement
  - Minutes – with motion requesting grant (amount and purpose)
  - Inventory (if equipment is being requested)
- (4) Copy of minutes from either chapter meeting or executive committee, where a motion was passed by members for

submittal of grant request. Motion must include amount and purpose of the request. **(CSR Bd 10/26/17)**

(d) Approval of Grant **(CSR Bd 10/26/17)**

- (1) The Board shall review all chapter grant requests.
- (2) Any grant request that is not accompanied by all required documents shall be denied.
- (3) Any funds not used for the purpose stated in the grant request shall be returned to CSR Headquarters.
- (4) The chapter will be notified by the Board within 30 days of the action taken on the request.

(e) Progress and Completion of Grant

The chapter must report monthly on expenditures pertaining to the grant award. This report must be submitted on the CSR Grants Disbursement form. **(CSR Bd 10/26/17)**

## **6.00 BOARD VACANCIES/ABSENCES**

### **6.01 Vacancies**

(a) President

In the event of a vacancy in the office of President the Executive Vice President assumes the office.

(b) Executive Vice President

In the event of a vacancy in the office of Executive Vice President, the Vice President shall assume the office of Executive Vice President.

(c) Vice President

In the event of a vacancy in the office of Vice President, the Board of Directors and the Chapter Presidents shall elect a District member of the Board of Directors to fill the remainder of the term.

(d) Chief Financial Officer/Secretary

In the event of a vacancy in the office of Chief Financial Officer/Secretary, the Board of Directors and the Chapter Presidents shall elect a District member of the Board of Directors to fill the remainder of the term. **(CSR Bd 2/23/17)**

(e) District Directors

(1) If any District Board seat becomes vacant for reasons other than election to corporate office, the Statewide President shall, upon the recommendation of that district's chapter presidents, appoint a replacement from a chapter in the district in which the vacancy occurred to serve the remainder of the term. The Statewide President shall make the appointment from among the names submitted. The membership shall be notified by appropriate publications of the appointment.

(2) In the event of a vacancy when a District Director is elected to corporate office, that newly elected officer will

collaborate with the district chapter presidents. The Statewide President will make the appointment of District Director consistent with the guidelines in (1) above. **(CSR Bd 2/25/16)**

## **6.02 Absences**

(a) President

If the President is absent from a Board meeting, the Executive Vice President shall chair the meeting and Vice President shall serve as Executive Vice President.

(b) Executive Vice President

If the Executive Vice President is absent from a Board meeting, the Vice President shall serve as the Executive Vice President.

(c) Vice President

If the Vice President is absent from a Board meeting, the President shall appoint a member of the Board of Directors to serve for that meeting.

## **6.03 Approval**

The absence of a Board member from Board of Directors meetings requires prior approval of the President.

Excessive and/or unapproved absences will be governed by Corporate rules which provide for discipline of Board members.

## **7.00 ELECTION PROCEDURES FOR OFFICERS AND DISTRICT DIRECTORS**

### **7.01 Statewide Officers (CSR Bd 6/30/16)**

The President, Executive Vice President, Vice President and Chief Financial Officer/Secretary shall be elected for three-year terms. The election shall be by secret ballot in open session held at the Delegate Assembly.

- (a) Any active member in good standing who has signed and submitted a consent to run form is eligible to run for office.
- (b) The electorate shall be the delegates present and voting at the Delegate Assembly. **(CSR Bd 6/27/17)**

### **7.02 Notification to Members (CSR Bd 6/30/16)**

At least 180 days prior to Delegate Assembly, Headquarters shall include in the CSR publication a notice that nominations are being accepted for CSR officers. The notice will include a copy of the consent to run form, instructions for inclusion of a candidate statement for publication in the CSR publication, and a deadline for submission of the consent form. No more than 90 days prior to Delegate Assembly the candidate may submit a one page flyer no more than 8 ½ by 11 in size to be included in the delegate folder at CSR expense. Both sides of the paper may be utilized. Candidates will not be given a mailing list. If the candidate wishes a mailing to the delegates, it is at the candidate's expense including any labor involved.

### **7.03 Candidate Interviews (CSR Bd 6/30/16)**

- (a) At the opening session of Delegate Assembly, the names of those candidates who have submitted consent to run forms will be announced by the chairperson of the election committee. Campaign materials may not be distributed to the delegates during the nomination procedure. After the report is given, nominations will be accepted from the floor. Consent to run forms must be submitted prior to the close of nominations. The candidates will be asked to go to a designated room and each candidate will be called to the Delegate Assembly to answer questions from the Election Committee. The order of questioning will be President, Executive Vice President, Vice President and

CFO/Secretary. Following the questioning, the candidates will be given three minutes to speak to the delegates. At the end of the three minutes the microphone will be closed. The candidates may remain at the Delegate Assembly once they have completed their questioning and statement.

(b) Election of Unopposed Candidates

After the nominations have been closed, the presiding officer shall call for a motion to declare elected any unopposed candidates.

#### **7.04 Elections (CSR Bd 6/30/16)**

The President shall appoint a Teller's Committee of non-voting members to count the ballots. The delegates shall vote by secret ballot at a time designated by the President. The Delegate Badge shall identify the eligible voter. No more than 2 hours shall be allowed for voting. The ballots will be counted by the committee and staff and upon completion of the count, the report shall be made by the chairperson of the Teller's Committee. The committee shall be sequestered until such time as the report is given. If there is not a majority vote for an office there shall be a run off between the two candidates receiving the higher number of votes. The run-off vote shall be taken immediately and after the count the results shall be announced. The officers shall be installed as the last order of Delegate Assembly business.

#### **7.05 Protests (CSR Bd 6/30/16)**

A candidate for Corporate office may protest an election for that office at the general session of Delegate Assembly. The protestor shall:

- (a) Seek recognition of the presiding officer; not later than one hour (excluding breaks) after the election results have been announced for presentation of the protest.
  - (1) Specifically explain the irregularity or procedure violated.
- (b) The presiding officer shall immediately rule upon the protest and if the protestor or any candidate for that office disagrees with the ruling of the presiding officer, he/she may challenge the ruling of the chair.

The presiding officer shall immediately take appropriate action to enact the decision of the Delegate Assembly.

## **7.06 Delegate Assembly and General Council Delegates**

Immediately following the election of Corporate officers, in years in which there is a Delegate Assembly and General Council, the Board of Directors shall elect two of its members as delegates to a General Council. **(CSR Bd 6/30/16; 6/27/17)**

## **7.07 District Directors**

### (a) Electorate

The electorate for District Directors is the active retired members of the chapters assigned to the appropriate electoral district.

### (b) Term of Office

District Directors shall be elected to three-year terms. The terms shall commence with the installation at the first Board meeting after their respective elections and shall terminate when their successors have been installed.

### (c) Time of Election

The election process of the District Directors shall take place between November 1 of the preceding year and January 31 of an election year. Terms of current District Directors are extended or adjusted to conform to the above schedule.

### (d) Eligibility for Office

Any retired member in good standing who resides in the District and is in a chapter assigned to the District shall be eligible for election as a District Director in that electoral district. A signed consent form must be received in the Corporate office by November 15.

### (e) Candidate Consent Form Statement (CSR Bd 6/27/19)

The written statement of consent should be in substantially the following form and signed by the candidate:

CANDIDATE CONSENT STATEMENT

PLEASE PRINT FULL NAME AS IT IS TO APPEAR ON THE BALLOT

I \_\_\_\_\_, self-nominate and/or consent to  
be a Candidate for the office(s) of \_\_\_\_\_/Delegate

\_\_\_\_\_  
Name Chapter No: Last 4 SS# or Member ID #

\_\_\_\_\_  
Address City Zip Code

\_\_\_\_\_  
Telephone No. E-mail

Candidates may submit a brief, factual, biographical statement of no more than 200 words regarding their qualifications. Such biographical statements must be received in the Corporate Office by November 15 to be distributed with the ballot. Specifics on candidate statements will be provided to candidates upon nomination acceptance. The contents of these statements must be in accordance with approved guidelines.

By signing below, I certify I am a member in good standing and that I understand I cannot engage in an incompatible act (as defined in CSEA Bylaws Article XIV, Section 1) such as simultaneously holding a CSR office and an office within a competing organization.

\_\_\_\_\_  
Signature: Date:

(f) Submission of Candidate Consent Statement

Blank candidate consent statement forms shall be printed in the *California State Retiree* newspaper in sufficient time for the signed statement to be returned to Corporate Office not later than November 15.

- (1) Upon receipt of the consent form, Corporate Office shall advise the candidates of their eligibility, and if eligible, that their names are being submitted to the appropriate

electorate. It is the responsibility of the candidate to contact the Corporation if notification of receipt of candidate statement has not been received within 10 days of mailing the consent form.

- (2) If the candidate wishes the corporation to send additional material to the electorate, cost of labor and postage will be at candidate expense. All additional material must be ready to mail and will be sent in a separate mailing.

(g) Election

An election shall be conducted only if more than one eligible candidate has consented to serve. If only one eligible candidate has consented to serve, that candidate shall be certified to office.

(h) Ballot Process

- (1) Ballots shall be mailed by December 1 by nonprofit mail to those members with an address within the state, by first class mail for all others, and shall comply with the following:

- a. The position to be filled shall be shown;
- b. The term of office by date;
- c. The order of candidates on the ballot shall be determined by lot;
- d. Each candidate shall be identified by name;
- e. There shall be no write-in candidate;
- f. First-class return postage shall be used for all elections.

- (2) The following voting instructions and information shall accompany each ballot either on the ballot or on a separate sheet:

- a. Instructions to place printed name in the designated location;

- b. Deadline for return of ballot shall be January 2;
  - c. Election protests must be in writing and received in Corporate office by 5 p.m. January 20. Under unusual circumstances, where equity dictates, the Board of Directors may waive this requirement;
  - d. A plurality is required to elect a District Director.
- (3) Candidate statements will be included with the ballot. No other candidate material shall be included or distributed with the ballot.
- (4) To be valid, ballots returned must be in Corporate office by 5:00 p.m. on the deadline date.
- (5) The Corporation Administrator (Headquarters staff) shall be responsible for retention of all election material until the end of the protest period or resolution of any current protests.
- (i) Computation of Election Results
- (1) Under the direction of the Corporation Administrator, subject to review by the President, staff shall verify the validity of all returned ballots according to the following principles:
- a. Ballots must be returned in the official envelopes with the mailing label to be valid;
  - b. If the irregularities go to the essence of the entire ballot, the ballot shall be invalidated;
  - c. Where Corporate policy is silent, the Corporation Administrator, subject to review by the President, shall be authorized to take appropriate steps consistent with public election laws.
- (2) In the event of a tie vote, the Corporation Administrator, subject to review by the President, shall resolve the tie vote by lot in the presence of witnesses.

(j) Announcement of Election Results

No later than January 10, the Corporation Administrator shall cause the results of the District Director election to be sent to each candidate by first-class mail, and the election results shall be communicated to the members of the Corporation in the next issue of "The California State Retiree."

(k) Election Protest Procedure

(1) Any eligible voter for a District Director seat may protest the election in that member's electoral district. To be valid a protest shall be:

- a. In writing stating the irregularity and procedure(s) violated;
- b. Addressed to the Board of Directors or President at Corporate Office;
- c. Received in Corporate Office by 5:00 p.m. January 20.

(2) The President, or the Executive Vice President if the protest is in the President's District, is empowered to determine the validity of the protest insofar as it pertains to the Corporation Rules. The President shall:

- a. Return all election protests judged to be invalid to the protestor within 15 days specifying why it is invalid; or
- b. Refer all election protests judged to be valid to a committee, subcommittee or hearing officer.

(3) In hearing an election protest the committee, subcommittee or hearing officer shall:

- a. Contact all persons known to be involved and request all information pertaining to the protested election be assembled for review;
- b. Review all material used in the election procedure relevant to the protest;

- c. If necessary, hold an open meeting. If a meeting is held, the protestor and all other persons known to be involved shall receive timely notice of the open meeting, and shall be afforded an opportunity to present information in person or in writing.
  - d. Report its findings and recommendations in writing to the Board of Directors with copies to the affected parties.
- (4) The Board of Directors is empowered to:
- a. Review the proposed recommendations under principles of substantial evidence and shall not treat the matter as a new hearing;
  - b. Judge all issues involved in the protest and how the issues may affect all candidates whether or not specifically set forth in the protest;
  - c. Make all final decisions while in session.

## **7.08 Election Procedures and Protocols**

- (a) Use of Membership Lists:
- (1) The confidential membership lists are provided for specific CSR programmatic reasons. The use of confidential membership lists, including telephone contact information, shall be limited for the purpose of representing members on issues affecting their retirement and benefits.
  - (2) Candidates for office who request CSR headquarters staff to mail additional candidate information will be charged for the mailing.

(b) Board Members Involvement in District Elections

CSR Board members shall not participate in district elections in their capacity as Board members.

## **8.00 CHAPTERS**

### **8.01 Formation or Division of Chapters**

The Board of Directors, or at the request of a chapter, may grant a new chapter or split an existing chapter at any time with rules set forth by the Board of Directors at the time of the Formation or Division of the Chapter.

(a) Chapter Structure

It is desirable and in the best interests of the Corporation to have a chapter structure based on reasonable geographic boundaries.

(b) Granting of a Charter

A new Charter "may" be granted:

- (1) Upon request of a chapter to split its membership into two or more chapters; or
- (2) Upon petition from 250 or more petitioners; and upon the determination by the Board of Directors that the best interests of the membership would be served by the combining of or the dividing of present chapters.

(c) Consideration for Granting of a Charter

Before a new charter is granted, the Board of Directors will give consideration to:

- (1) The probability of continued leadership and activity of members in the proposed geographic location; **(CSR Bd 6/27/17)**
- (2) The effect of the formation of a new chapter upon increased membership and activity;
- (3) The expectation of retention of at least 400 members. **(CSR Bd 6/27/17)**

(d) Polling Procedure

Prior to considering a new chapter a letter shall be sent to all members of the affected chapter to inform them of the requested action to: **(CSR Bd 6/27/17)**

- (1) Request their vote on the subject,
- (2) Ask the members if they are willing to hold chapter office, and if so which office, and
- (3) Inform the members of the date and location of the chapter meeting where the results will be reported.

(e) Chapter Request Procedure

The District Director presenting the request for a new chapter will submit a written report to the petitioner and any affected chapter(s) president. The report shall include a clear definition of the geographic area(s) and the potential number of persons who may reasonably be expected to maintain membership in the new chapter. **(CSR Bd 6/27/17)**

(f) Petitioning Procedure

The District Director presenting the petition will submit a written report including the procedures set forth in Section (e) above and the number of persons signing the petition, separated as to members and potential members.

(g) Notification

Upon approval the Board of Directors shall inform the membership involved and authorize chapter election(s).

(h) Division of Chapter Funds

When a chapter is divided into two chapters, each chapter shall be entitled to a pro rata share of the former chapter funds based upon the number of members in each new chapter.

(i) Subchapters

- (1) Due to location and in consideration of large geographical areas of a chapter it may be in the best interest of the members to form one or more subchapters.
- (2) Subchapters shall be part of the chartered chapter and shall be called by the chapter number and location (i.e., Chapter 16 Merced).
- (3) The chapter president shall appoint a chair of the subchapter, subject to approval of the Chapter Executive Committee, who shall be responsible for the activities of the subchapter. The area chair of the subchapter must at all times keep the chapter president apprised of its activities.
- (4) The District Director in whose District the chapter is located shall also assist the subchapter(s) and when appropriate attend the meetings.

**8.02 Inter-Chapter Transfer Request**

A member may request a transfer to any chapter regardless of geographic area by a signed written request. **(CSR Bd 6/27/17)**

**8.03 Term and Termination Charter**

A charter shall continue in effect from the date it is issued until it is surrendered or terminated. The members of a Chapter may, by vote or written consent of a two-thirds majority vote of all such members, elect to surrender their charter. For good cause, and after notice and a reasonable opportunity for the members and officers of such Chapter to be heard, the Board of Directors may terminate a charter.

**8.04 Procedures for Termination of a Chapter Charter**

Termination proceedings may be initiated by the President or Board member for failure of a chapter to maintain a minimum level of membership and/or performance.

Procedures to be followed for the termination of a chapter charter are:

- (a) The Board member shall prepare an agenda item for the next regularly scheduled meeting of the Board of Directors;
- (b) The background information shall include:
  - (1) Allegations and evidence of the chapter's failure to maintain and meet minimum level of membership and/or performance; **(CSR Bd 6/27/17)**
  - (2) Schedule and method proposed for notification of the members of the proposed action;
- (c) The Board member shall deliver a copy of the Board agenda item and the date the action will be delivered to the chapter president or a chapter officer. **(CSR Bd 6/27/17)**

### **8.05 Chapter Officer Orientation**

- (a) Orientation Program Objective and Schedule

A program of chapter officer orientation should be conducted to prepare newly elected local officers for performance of their duties. The program will be conducted by the Board of Directors as soon as possible after the election of such officers and, in any event, no later than eight weeks after the deadline for reporting chapter election results.

- (b) Program Participants

Newly elected chapter officers are required to attend. Any other participants shall be paid for by the chapter.

- (c) Topics of Orientation Program

The orientation program shall include, but not be limited to, the following:

- (1) A review of CSR Bylaws, Governing Rules and Robert's Rules of Order;
- (2) Membership recruitment, retention and membership solicitation techniques;
- (3) Chapter programs and availability;

- (4) A review of current and major Corporation programs and activities and the Association Benefits program; **(CSR Bd 6/30/16)**
- (5) Organizing a chapter for effective action with PAC.

The program may include other topics designed to meet the needs of the Corporation. These topics may be presented to the group as a whole or may be presented to portions of the group.

## **8.06 Chapter Officer Duties**

The officers of the chapter are the President, Vice President, Secretary, Treasurer or Secretary/Treasurer. **(CSR Bd 6/30/16)**

### (a) President

The President shall preside at all meetings of the chapter and of the Executive Committee and shall exercise general supervision over the activities of the chapter. The President shall serve as delegate to Delegate Assembly and, if so elected, also serve as delegate to General Council. The President shall appoint and remove all members of committees, subject to the right of the Executive Committee to disaffirm such appointment or removal, and shall be an ex-officio member of each committee. The President shall ensure the authorized signatures at the bank be approved by the Executive Committee. **(CSR Bd 6/27/17)**

### (b) Vice President

The Vice President shall act for, and in the place of, the President at the latter's request or during the President's absence or disability, and shall perform such other duties as assigned by the President. The Vice President shall assume the office of President in the event the office becomes vacant.

### (c) Secretary

The Secretary shall keep a record of the proceedings of all chapter and Executive Committee meetings, conduct the correspondence of the chapter, have custody of the records of the chapter, ensure that a copy of the Corporate Bylaws is available at all meetings.

The Secretary may prepare the agenda for chapter meetings with advice from the President.

(d) Treasurer

The Treasurer shall be the custodian of the funds of the chapter and shall deposit them in a financial institution approved by the Executive Committee. The Treasurer shall ensure that the checking account has the current designees to sign checks on file at the financial institution. The Treasurer shall pay all bills authorized by the President, keep the financial records, render a written financial report at each chapter and Executive Committee meeting, render such financial reports to the Corporation as required by the Governing Rules and perform such other duties as assigned by the President. The Treasurer may co-sign checks drawn for payment of chapter expenses. The Treasurer shall follow all Rules and Guidelines established by the Board of Directors. The treasurer shall ensure that all checks have two co-signatures, one of which shall be an elected officer, and that no signature be for self-reimbursement or reimbursement of a family member. **(CSR Bd 6/27/17)**

(e) Secretary/Treasurer

The secretary/treasurer shall perform the combined duties of chapter secretary and treasurer.

## **8.07 Chapter Activities**

- (a) Each chapter shall keep accurate and complete records of attendance, minutes of proceedings of meetings of its executive committee, committees and membership; financial records; and permanent files of its correspondence, contracts and other documents.

All such records shall be retained for a minimum of five years at California State Retirees' office.

All records must be retained in the chapter for a minimum of one (1) year, after completion of the Corporate audit, to be available for review if requested by a member.

Written copies of the chapter meeting minutes and Treasurer's Report will be printed and distributed at each chapter meeting.

Each Chapter shall file with the Chief Financial Officer/Secretary a one (1) year budget, its meeting schedule, and such other reports of the proceedings and activities of the Chapter, its financial affairs and other information as the Board of Directors may reasonably require. **(CSR Bd 6/30/16; 6/27/17)**

(b) Chapter Officer Installation Ceremony

As part of the installation ceremony such chapter documents as the charter, membership records, Corporation Bylaws and Governing Rules, the Chapter Officers Handbook and the President's gavel, shall be transferred from outgoing to incoming officers.

(c) Goals for an Effective Chapter

As the basic membership group of the Corporation, chapters are authorized by the Board of Directors to operate as a lawful part of the Corporation. Effective chapter operations shall be based upon, but not be limited to, the following: **(CSR Bd. 2/28/19)**

- (1) Conducting elections in compliance with the Corporation Governing Rules;
- (2) Participate in the CSR membership program; **(CSR Bd 6/27/17)**
- (3) Necessary candidates for chapter officers;
- (4) Local political action program in conjunction with the CSR Political Program; **(CSR Bd 6/27/17)**
- (5) Effective communications network; and
- (6) Regularly scheduled chapter meetings:
  - a. Order of Business **(CSR Bd 6/30/16; 2/28/19)**
    - Call to Order
    - Pledge of Allegiance
    - Roll Call of Officers
    - Introduction of New Members
    - Introduction of Statewide Officers and District Directors
    - Introduction of Guests

- Approval of the Agenda
- Approval of Written Minutes
- Written Financial Report
- Reports of Officers and Committees
- Report of District Director(s) and/or Statewide Officers
- Old Business
- New Business
- Information Items
- Guest Speaker(s) (time certain)
- Adjournment

(7) Community Outreach

Chapters may participate in Community Outreach to a limited extent. Such activities are considered a method of advertising or seeking public awareness for the support of CSR. Chapter dues funds may be used for such activities, but only to the extent limited to an "Insubstantial Degree" as expressed in the Bylaws. Insubstantial Degree shall be considered as not exceeding 7% of the chapter's annual estimated dues income.

Activities considered as Community Outreach are:

- (1) Scholarships
- (2) Food banks
- (3) Charitable giving
- (4) Any other expenditure of dues monies that do not directly benefit the CSR membership

Chapter budget, line item 201, Community Operations, shall be used to budget for any anticipated expenditures in support of community outreach.

(8) Represent CSR at locally scheduled CalPERS Benefits Education Events (CBEE's). **(CSR Bd 6/30/16)**

(d) Prohibited Use of Chapter Funds

Chapters shall not use chapter funds to contribute to or support a candidate for any Corporation office. They may, however, use chapter funds for chapter election notices, for publication or

presentation of prepared candidate statements, and other expenses necessary for the holding of a chapter election. **(CSR Bd 6/30/16)**

(e) Inspection of Chapter Books

The CFO Corporation Finance Committee may periodically inspect chapter books to ensure chapter funds are being used in a manner consistent with programs and objectives of the Corporation. Chapters may be selected for review on a random basis, or when there is a concern expressed that chapter funds are being used inappropriately. The Finance Committee shall provide corrective action plans to chapters found to be acting inappropriately. **(CSR Bd 6/27/17)**

## **8.08 Chapter Committees**

Members should be appointed by the Chapter President with the concurrence of the Executive Committee.

(a) Executive Committee

The committee is charged with the conduct of the chapter's business subject to the Bylaws and Governing Rules of the Corporation. The Executive Committee may include the president, vice president, secretary and treasurer or secretary/treasurer and when practical may include delegates to the Delegate Assembly. **(CSR Bd 6/30/16)**

The committee meets at the call of the President or by a majority of members of the Committee and conducts the chapter's business between regular chapter meetings. Decisions are made on the basis of majority rule. Full reports of actions taken are to be given at the next chapter meeting. Only members of the Executive Committee may make motions or vote. Any chapter member may address the Executive Committee on the subject(s) under consideration.

The Executive Committee should be involved with or informed of the activities, problems and proposals of the other chapter committees.

(b) Recommended Committees

(1) Membership Committee

A chapter membership chair shall be appointed by each chapter president and the name, address and telephone number of that person shall be sent to the Corporate Membership Coordinator at Corporate office. The chapter president shall furnish the chair with membership rosters for the previous month immediately upon receipt of the current month's roster. The chapter president shall, at least once a year, request from Corporate Office a chapter membership roster that includes the members' telephone numbers, which shall also be shared with the membership chair. The effectiveness of this committee is vital to the chapter and through its effort the membership should be increased.

The Membership Committee shall be responsible for implementation of the CSR membership program at the chapter level. **(CSR Bd 6/27/17)**

Specific duties of the Membership Committee shall be to:

- a. Organize and promote membership recruitment;
- b. Coordinate the promotion of Corporation approved programs; **(CSR Bd 6/30/16)**
- c. Initiate and develop programs to contact future retirees for membership in the California State Retirees; and
- d. Assist at pre- and post-retirement seminars for active/employed persons.

(2) Program Committee

This committee is usually assigned the functions, to:

- a. Implement programs in conjunction with chapter meetings.
- b. Plan and hold chapter social events.

- c. Shall establish a community service project to bring recognition that retired state employees are involved in their community. The project can be a chapter project or in partnership with another organization.

### **8.09 Chapter Meetings**

Meetings of each chapter and of its officers and committees shall be open to all members of the chapter including spouses and guests.

In order to conduct business, a majority of officers constitutes a quorum at chapter or sub-chapter meetings.

## **9.00 CHAPTER ELECTIONS**

### **9.01 Election Rules Established by Board of Directors**

All elections of chapter officers and delegates shall be held under rules and regulations established by the Board of Directors.

### **9.02 Effective Dates**

When the last day for performance of any part of the election process falls upon a Saturday, Sunday or holiday, such part of the process shall be performed upon the next business day with the same effect as if it had been performed the day appointed.

### **9.03 Election of Chapter Officers and Delegates**

#### **(a) Electorate**

Chapter officers and delegates are elected by the active members of their respective chapters.

#### **(b) Delegates **(CSR Bd 10/26/17)****

(1) The number of delegates for each chapter will be allocated at the ratio of one delegate for every 200 active members or major fraction thereof. No chapter shall have fewer than three delegates. The member elected Chapter President shall serve as one of that chapter's delegates to Delegate Assembly and General Council.

(2) The number of delegates to which a chapter is entitled shall be based on the number of active members in good standing in the chapter 120 days before the general session of Delegate Assembly. A tentative delegate count from Corporate office shall be provided to each chapter on November 15 (the year prior to Delegate Assembly).

#### **(c) Alternate Delegates**

Alternate Delegates are those members who ran for the office of Chapter Delegate, but did not receive enough votes to get elected. The chapter shall maintain this list of Alternate Delegates in the order of votes received.

(d) Term of Office

Chapter officers and delegates shall be elected for three-year terms.

**9.04 Eligibility for Chapter Officer**

Any chapter active member in good standing is eligible for chapter office provided that Corporate Bylaws have been met and no conflict of interest exists. **(CSR Bd 6/27/17)**

**9.05 Candidate Consent Form (CSR Bd 10/26/17; 6/27/19)**

A completed and signed candidate consent statement form must be submitted to the chapter president, the chairperson of the Nominating Committee, the Corporate office, or the presiding officer at the meeting convened for nominations of chapter officers, Delegate Assembly and General Council delegates prior to the closing of nominations.

CANDIDATE CONSENT STATEMENT FORM

"I \_\_\_\_\_, \_\_\_\_\_  
(Print Name) (Chapter)

hereby consent to be a candidate for the chapter office(s)

of \_\_\_\_\_, and if my eligibility is verified, I hereby affirm my willingness to be a candidate and to serve if elected; and I affirm my willingness to serve by (1) Attending Chapter and Chapter Executive Board meetings unless excused by the chapter president, (2) Abiding by the Bylaws and Governing Rules of California State Retirees (CSR) as well as the CSEA Bylaws and Policies, and (3) Attending sessions of the Delegate Assembly and General Council unless excused by the Corporate President. I understand failure to abide by these provisions will result in my removal from office.

By signing below, I certify I am a member in good standing and that I understand I cannot engage in an incompatible act (as defined in CSEA Bylaws Article XIV, Section 1) such as simultaneously holding a CSR office and an office within a competing organization.

Dated \_\_\_\_\_ Signed \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_  
(Last 4 Social Security No.) (City) (State) (Zip)

\_\_\_\_\_  
E-mail

## **9.06 Nominating Committee (CSR Bd 10/26/17)**

### (a) Appointment of Nominating Committee

No later than November 15 (the year prior to Delegate Assembly), each chapter president shall appoint a chapter Nominating Committee. **(CSR Bd 6/30/16; 2/23/17; 10/26/17)**

### (b) Nominating Committee

Members of the Nominating Committee shall be responsible for:

- (1) Actively seeking candidates for chapter offices, delegates, and alternate delegates;
- (2) Notifying the chapter membership, at least 30 days in advance, of the date, time and place of the open chapter meeting at which nominations can be made; and
- (3) Reporting to the chapter by placing in nomination the names of one or more candidates for each office at the Nominations Meeting.

## **9.07 Nominations (CSR Bd 10/26/17)**

### (a) All members nominated at the open meeting must be active members in good standing and willing to serve the term of office.

### (b) Nominations submissions

- (1) Self nominate: Members may self-nominate as a candidate for any open chapter officer or delegate position by submitting a completed candidate consent statement form to the chapter president, the chairperson of the Nominating Committee, or the Corporate office at any time prior to the close of business on February 28.
- (2) From the floor: During the chapter's open Nominations Meeting, members can nominate themselves, or any eligible member, as a candidate for any open chapter officer or delegate position.

### **9.08 Nominations Meeting (CSR Bd 10/26/17)**

- (a) Chapter's Nominations Meetings shall be held between December 1<sup>st</sup> (the year prior to Delegate Assembly) and February 28<sup>th</sup> (the year of Delegate Assembly).

### **9.09 Corporate Office Notification**

By March 1, each chapter president shall notify the Corporate office of the candidates for elective office within their chapter including unopposed candidates. The April issue of the Corporation publication "The California State Retiree" shall list the names of the candidates.

### **9.10 Candidate Statement**

- (a) A candidate for a chapter contested office shall be permitted to submit a statement of not more than 100 words of experience and qualifications to be included with the ballot. The statement must be received by Corporate office no later than 5:00 p.m. on March 26. **(CSR Bd 10/26/17)**
  - (1) If the candidate wishes the corporation to send additional material to the electorate, the cost of labor and postage of mailing or electronic means will be at candidate expense. Any additional material shall be ready to mail and will be sent in a separate mailing. **(CSR Bd 10/26/17)**

### **9.11 Chapter Election Process**

- (a) Ballots listing names of candidates and their statements shall be mailed by or on behalf of Corporate office no later than April 20, by first class mail. **(CSR Bd 10/26/17; 2/22/18)**
- (b) Ballots must be returned to the Corporate office, or to an agent designated for receipt of ballots, no later than 5:00 p.m. on May 20. **(CSR Bd 10/26/17)**
- (c) A ballot shall be made available to each active member and shall contain:
  - (1) The office(s) to be filled by the election;
  - (2) The names of each candidate printed in an order determined by lot; **(CSR Bd 10/26/17)**

- (3) The number of candidates to be voted on for each office;
  - (4) No provision for write-in candidates. A write-in entry will void the vote for the office in question.
- (d) Under the direction of the President, the Corporate office shall verify the validity of all returned ballots according to the following principles:
- (1) Absence of the signature in the designated location voids the ballot,
  - (2) If the irregularity goes to the essence of the entire ballot, the ballot shall be invalidated.
  - (3) Where Corporation or Association policy is silent the President shall be authorized to take appropriate steps consistent with public election laws in the computer counting of ballots.
- (e) In the event of a tie vote for an office, the President shall resolve the tie by lot in the presence of witnesses.
- (f) Corporate office notifies each candidate of the election results by May 30.
- (g) Election results for all chapters shall be published in the publication of the Corporation after the candidates elected have been notified.
- (h) A request for recount by a candidate must be submitted in writing to the Corporate office not later than June 10. Receipt of the request in Corporate office shall cause an immediate recount of ballots for that office. No further recount shall be required unless it is requested through the election protest procedure.
- (i) All election materials will be retained by the Corporate office until the close of the Delegate Assembly and General Council.
- (j) When a District Director is elected as a delegate to Delegate Assembly, the chapter president shall be advised to appoint the

next alternate delegate to fill in as a delegate to Delegate Assembly only.

## **9.12 Election Protest Procedure**

- (a) Any active member may protest the election of any chapter officer in his/her chapter. To be valid a protest shall be:
  - (1) In writing specifically setting forth the irregularity and procedure(s) violated.
  - (2) Addressed to the California State Retirees at Corporate office.
  - (3) Received at Corporate office by 5:00 p.m., June 10.
- (b) The Board of Directors is empowered to determine the validity of the protest as specified above. They shall:
  - (1) Return all election protests judged to be invalid to the protester within 15 days specifically setting forth why the election protest is invalid;
  - (2) Refer all election protests judged to be valid to the President for referral to a committee, subcommittee or hearing officer panel;
- (c) In hearing an election protest the hearing officer(s) shall:
  - (1) Contact the chapter president(s) and all other persons known to be involved and request all information pertaining to the protested election(s);
  - (2) Review all materials used in the election procedure relevant to the protest;
  - (3) When necessary, hold an open meeting where the chapter is located for the purpose of hearing the protest. The protester and all other persons known to be involved shall receive timely notice of the open meeting, and shall be afforded an opportunity to present information in person or in writing. If the investigation is completed at the open meeting an oral report of findings and recommendation to be made to the Board may be given;

- (4) Within 10 days of the close of the hearing, the hearing officer(s) shall report the findings and recommendations in writing to the President, with copies to the affected individuals.
- (5) The Board of Directors shall make the final decision concerning election protests by July 14 following the election.

### **9.13 Re-balloting Process**

- (a) Upon order of the Board of Directors for reelection, Corporate office shall within 10 days notify all interested parties in writing of the specific action of the Board of Directors.
- (b) All reelections, unless otherwise specified by the Board of Director's action, shall be completed no later than 60 days after the decision of the Board of Directors.

### **9.14 Retention of Office During Appeal**

Upon the filing of an election protest, the incumbent in the protested office remains in office until completion of the Board of Director's action on the protest including reballoting, if ordered.

### **9.15 Report of Delegate Changes**

Any changes in Delegate Assembly or General Council delegates, or delegates-elect, shall be reported to Corporate office by the chapter president indicating the names, home addresses, and phone numbers. **(CSR Bd 6/30/16)**

### **9.16 Oath of Office**

Members of the Board of Directors and its officers and Chapter officers shall take the following oath.

I do solemnly affirm that I will faithfully discharge the duties of the office to which I have been elected in accordance with the Bylaws and Governing Rules of the California State Retirees as well as the policies and bylaws of the California State Employees Association to the best of my ability. (At this time the Chapter Charter and Gavel should be presented to the new President by the Installing Officer or the outgoing President.) **(CSR Bd 10/21/18)**

### **9.17 Installation of Officers**

Chapter officers-elect shall be installed at the first regularly scheduled chapter meeting following the completion of the statewide elections. The CSR President may choose to install all chapter officers at a Board of Directors meeting. The chapter Delegate Assembly and General Council delegates-elect shall be recognized at the installation. **(CSR Bd 6/30/16)**

### **9.18 Removal from Office**

#### (a) Chapter Officer

When a chapter officer fails to or is unable to fulfill the duties of his/her office, it shall be the duty of the Chapter's Executive Committee to declare the office vacant. If the office of the President becomes vacant, the Vice President shall assume the duties of the President. A new Vice President shall be appointed by the President with the confirmation by the chapter members at the next regularly scheduled chapter meeting.

#### (b) Chapter Delegates

When a Chapter Delegate fails to or is unable to fulfill the duties of that office, the Executive Committee shall have the authority to declare the office vacant. The vacancy shall be filled in accordance with the provisions of the Corporate Bylaws and Governing Rules. The removal and subsequent filling of the vacancy is subject to confirmation by the Board of Directors.

### **9.19 Filling of Vacancies-Chapter Officer, Delegate Assembly and General Council Delegate**

If a vacancy occurs in the office of chapter President, the Vice President shall become the President. The President shall appoint a chapter member to the office of Vice President subject to confirmation by the chapter members at the next scheduled meeting.

Should any other elected or appointed office become vacant, the President has the authority to appoint a chapter member to the vacant position subject to confirmation by the chapter members at the next scheduled meeting.

If more than one person is interested in filling the vacated office, the

President may call for an election at the next scheduled meeting, providing information has been included in the meeting notice.

(a) Supplemental Elections

If, (i) a chapter does not elect enough Delegate Assembly and General Council delegates to fill its authorized number of delegates, or if the number of delegates has fallen below the number authorized for the chapter and if there is no list of alternate delegates, (ii) all of a chapter's alternate delegates have been used, (iii) a chapter has no alternate delegates and wants to establish a list of alternate delegates, or (iv) a chapter wants to enlarge its list of alternate delegates, the following procedure shall be completed at least 31 days prior to the opening session of Delegate Assembly and General Council:

- (1) Chapter membership must be given at least 30 days advance written notice that an election for Delegate Assembly and General Council delegates or alternate delegates will be held at a subsequent meeting, and that nominations will be accepted at that time; **(CSR Bd 10/26/17)**
- (2) The notice shall include the date, time and place of the meeting at which the election will be held;
- (3) Candidate consent statements must have been signed prior to the close of nominations;
- (4) If the number of candidates for delegate are no more than the number needed to fill such vacancies, a motion shall be made to declare the candidates elected as Delegate Assembly and General Council delegates;
- (5) If the number of candidates for Delegate Assembly and General Council delegate is more than the number of vacancies, an election shall immediately be held;
- (6) If a chapter wants to enlarge its list of alternate delegates, it may establish the order of alternate delegates by lot;
- (7) Those candidates not elected shall be placed on a list of alternate delegates in order of votes received;

- (8) An appeal must be delivered to Corporate office not later than 5 days from date of the election and shall be considered by the Board of Directors within 10 days of the filing of the appeal at a regularly scheduled Board meeting, an emergency meeting or by a telephonic meeting. The decision of the Board shall be final;
- (9) The list of Delegate Assembly and General Council delegates must be received in Corporate Office at least 31 days prior to the opening session of the Delegate Assembly and General Council.

## **10.00 DELEGATE ASSEMBLY**

### **10.01 Delegate Assembly**

The President with concurrence of the Board of Directors shall determine the date, time and place of a Delegate Assembly.

### **10.02 Delegates**

Delegates and alternates shall be active members in good standing prior to being seated as delegates to the Delegate Assembly. Delegates shall have the right to vote on all matters coming before the Delegate Assembly.

### **10.03 Duties of Chapter Delegates (CSR Bd. 2/28/19)**

Chapter delegates are required to attend:

- (a) Regular and special meetings of the Delegate Assembly and General Council;
- (b) Meetings of the delegates of the Corporation;
- (c) All Chapter meetings unless excused; and
- (d) Board of Directors meetings when assigned by the chapter president.

Failure to attend the above, except when excused, is grounds for removal from office. The Chapter President shall recommend removal to the Corporate President who shall take action with confirmation by the Board of Directors either by conference call or at the next regularly scheduled meeting of the Board.

### **10.04 Duties of Chapter Alternate Delegates (CSR Bd. 2/28/19)**

Chapter alternate delegates fill delegate vacancies in the order of votes received. Chapter alternate delegates are encouraged to attend:

- (a) All chapter or subchapter meetings;
- (b) Meetings of the delegates of the Corporation; and
- (c) Regular and special meetings of the Delegate Assembly and General Council.

### **10.05 Orientation of Delegates (CSR Bd. 2/28/19)**

Prior to the Delegate Assembly, an orientation of delegates is encouraged in order to promote discussion and understanding of the proposed resolutions, rules and procedures. Each District Director shall communicate with their respective Chapter Presidents to convey the pending business, times, locations and responsibilities of each chapter delegate. It is then the responsibility of each chapter president to relay this information to each respective chapter delegate.

### **10.06 Delegate Folder**

The delegate folder shall be sent no later than 30 days prior to the opening session of the Delegate Assembly and shall include at least the following **(CSR Bd 2/23/17)**:

- (a) a current copy of the Bylaws and Governing Rules;
- (b) a section describing the action on all resolutions not rejected by the previous Delegate Assembly;
- (c) a section reporting on the status of significant legislation before the legislature;
- (d) a section containing the report of the Chief Financial Officer/Secretary including a copy of the proposed budget in resolution format and a current financial statement; **(CSR Bd 2/23/17)**
- (e) a section containing a list of all members of the Delegate Assembly;
- (f) a section containing reports of the standing committees; **(CSR Bd 6/27/17)**
- (g) a section containing resolutions before the Delegate Assembly;
- (h) a section containing rules from the preceding Delegate Assembly;
- (i) an agenda for the Delegate Assembly;

- (j) a copy of the Delegate Oath of Office: "As a delegate to the California State Retirees Delegate Assembly, I do solemnly affirm that I will faithfully discharge the duties as a Delegate Assembly delegate, the office to which I have been elected, the Rules of Delegate Assembly and the Bylaws and Governing Rules of the California State Retirees."
- (k) Reports of the officers.

## **10.07 Resolutions**

All matters presented to the Delegate Assembly for action shall be submitted in the form of resolutions. A resolution consists of whereas and resolved clauses. Whereas clauses state the need for action and resolved clauses state the action requested.

### (a) Drafting of Resolutions

A resolution begins with an idea addressing an issue that a person feels needs to be improved, amended, replaced or rescinded. A resolution can be submitted by: 1. the Board of Directors; 2. any delegate; 3. any delegate-elect; 4. a standing committee; 5. any chapter.

A resolution is written in two parts. The first part states the reason for the resolution, pointing out selected facts concerning the issue. Each reason or fact is a short, separate paragraph which begins with "WHEREAS," is consecutively numbered, and must be a complete statement. Any number of WHEREAS clauses can be presented to support the reasons for the proposal.

The second part of a resolution simply states what action should be taken to achieve the desired result. Again, there can be any number of actions intended in separate statements called "RESOLVED" paragraphs, consecutively lettered. All requested actions must be related to the particular issue.

Requirements for preparation of RESOLVED clauses are:

- (1) must be complete statements (sentences) which stand on their own merits;
- (2) must clearly state the intent of the author;

(3) must identify the section of the Bylaws which is affected, if any; and

(4) must clearly reflect the subject matter.

(b) Responsibility of Proponent

The primary responsibility for ensuring that a resolution intended for submission to the Delegate Assembly is in proper form rests with the proponent.

(c) Format of Resolution

Resolutions submitted to the Delegate Assembly must set forth the subject, the name of the proponent, including chapter number if it is submitted by an individual, and a reference to the appropriate section of the Bylaws, if ascertainable by the proponent, in the following form at the beginning of the resolution:

SUBJECT:

SUBMITTED BY:

REFERENCE:

WHEREAS, (1), now therefore be it RESOLVED, (a)

Principal Proponent \_\_\_\_\_  
(individual, chapter, etc.)

Resolutions submitted by 10 or more active members of the Corporation or signed by 5 or more delegates or delegates-elect of the Delegate Assembly shall indicate the principal proponent in the above form.

Amendments to the Bylaws shall be in a form which indicates proposed deletions to existing language in strikeout type and proposed additions to existing language in underline type. If a proposed amendment is to delete an entire section, a statement to that effect is all that is necessary.

The resolution must contain an estimate of probable cost to the Corporation in the following form:

ESTIMATED CORPORATION COST:

(d) Processing of Resolutions

All resolutions received in the Corporate office no later than 60 days prior to the convening of a Delegate Assembly shall be forwarded to the members of the Resolution Screening Committee. The Committees shall meet within 10 days after the last day for submission of resolutions. **(CSR Bd 6/27/17)**

Resolutions may be proposed by 10 or more delegates and delivered to the Corporate office before 12 noon of the 30th day preceding the convening of the Delegate Assembly.

Any resolution submitted by email shall be accompanied by a scanned copy of the signatures of the proponents of the resolution.

Upon receipt of the resolutions, the members of the Resolutions Screening Committee shall review them for the immediate purpose of offering guidance to the proponent of a resolution that has inadequacies. The proponent is to be informed as to what changes or corrections need to be made in order to eliminate the inadequacies. Corporate office shall be notified as soon as possible in order for them to notify the proponent so that the resolution can be corrected and put in proper form. Any resolution so changed or corrected must be submitted prior to the final deadline for submission of resolutions.

(e) Personal References

The Corporation will not publish resolutions to be heard at the Delegate Assembly which names any individual person or alludes to any Corporation member in language that may be deleterious to that person's character and/or reputation. Such resolutions shall be referred by the president to the Board of Directors.

(f) Suspended Resolution

The Board of Directors may, for substantial cause, suspend enforcement of a Delegate Assembly resolution by a two-thirds

vote. The Board of Directors must immediately initiate a resolution to the Delegate Assembly delegates to rescind or amend the suspended resolution (to be considered either between sessions or in the next succeeding session). Failure of the Delegate Assembly to rescind or amend the suspended resolution lifts the suspension and restores the suspended resolution to its original form, requiring immediate implementation.

(g) Conflicts Between Resolutions

In interpreting the action of the Delegate Assembly where a conflict exists between two or more resolutions:

- (1) The most recently adopted resolution shall govern when the conflicting resolutions were adopted at different Delegate Assemblies;
- (2) The Board of Directors shall resolve the conflicts between resolutions adopted at the same Delegate Assembly by taking into consideration the overall actions of the Delegate Assembly in order to determine its intent with respect to any individual resolution; and
- (3) If the Board of Directors cannot determine the intent of the Delegate Assembly, it may submit conflicting resolutions to the delegates to resolve the conflict.
  - a. The Board of Directors shall prepare a ballot with instructions for delegates to vote for the resolution they prefer. A majority vote of returned ballots shall resolve the conflict.

**10.08 Committees of the Delegate Assembly (CSR Bd 6/30/16)**

The President may augment any of the following committees when they are hearing proposed resolutions prior to the opening sessions of the Delegate Assembly.

(a) Subject Committees

Bylaws  
Finance  
Health Benefits

Subject committees having resolutions shall meet one day prior to the opening of the Delegate Assembly for resolution hearings.

(b) Procedural Committees

Credentials

Rules

Sergeant-at-arms

Resolution Screening Committee (**CSR Bd 6/27/17**)

Election Tellers Committee

### **10.09 Order of Business**

The first order of business for the Delegate Assembly shall be the business of the Corporation. Any activities not related to the business of the Corporation shall be held after the business meeting of the Delegate Assembly.

### **10.10 Rules of the Delegate Assembly**

It is the prerogative of each Delegate Assembly to adopt the rules to govern its own session of the Delegate Assembly. The rules as adopted at the last previous Delegate Assembly shall remain in effect until new rules are adopted and shall be printed herein so that they are available for study on a continuous basis.

- (a) Only members of the Delegate Assembly (hereafter referred to as members), those persons having official assembly duties and other persons authorized by the President, shall be permitted on the Delegate Assembly floor.
- (b) Members must be present at all sessions of the Delegate Assembly meetings unless excused by the presiding officer of that meeting. Members must be seated at their designated table and report to the sergeant-at-arms when leaving the Delegate Assembly floor. Any delegate vacancy during general session should be filled immediately following a negative roll call or after an unexcused absence of one hour, provided the next ranked alternate is available.
- (c) Certification by the Credentials Committee as to attendance of members at each session shall constitute the roll call.
- (d) A quorum at the Delegate Assembly is present if a majority of the authorized delegates are present. Unless the context clearly

requires a different interpretation, a "vote of the Delegate Assembly," or similar phrase, means the will of the assembly declared by voice or other means by those members of the Delegate Assembly in attendance and voting, a quorum being present. A two-thirds vote is a decision by two-thirds of those members of the Delegate Assembly in attendance and voting.  
**(CSR DA 10/23/18)**

- (e) The Chief Financial Officer/Secretary shall make a motion to adopt the order of business.
- (f) Floor debate will be allowed on all matters except appeals to the Delegate Assembly or where precluded by other rights contained herein.
- (g) Three minutes to speak upon the matter currently before the Delegate Assembly will be allowed each member. No member may be allowed to speak more than twice on a matter currently before the Delegate Assembly and will not be allowed to speak a second time until all other members who have so requested have had an opportunity to speak. Two minutes shall be allotted for the second speech.
  - (1) Only one point of information and one point of order will be recognized during a delegate's presentation on the floor of the Delegate Assembly. All such further requests for point of information and/or order will be deferred to the end of the delegate's presentation.
  - (2) A request for a point of information must be in the form of a question. Any affirmative statement by a delegate so recognized will be ruled out of order by the chair and he/she will request the delegate on the pending question to continue his/her presentation. If, in the presiding officer's judgment, a delegate has intentionally misused a point of information, the presiding officer may deem the delegate as having spoken to the question and shall not recognize the delegate further until all other delegates wishing to speak to the question have done so.

(h) Resolutions

- (1) A Delegate Assembly Resolutions Screening Committee shall consider all resolutions referred to it. **(CSR Bd 6/27/17)**
- (2) Resolutions may be considered as is or amended by the committee.
- (3) Committee reports shall be in writing and include recommendations for:
  - a. adoption in-original form;
  - b. adoption in amended form;
  - c. adoption as consolidated with one or more resolutions;
  - d. referral to the Board of Directors for study and appropriate action;
  - e. referral to the Board of Directors for study and report to the next Delegate Assembly;
  - f. referral to the president for appropriate action;
  - g. rejection with reasons; and
  - h. rejection in amended form, with reasons.
- (4) When a committee has recommended an amendment to a resolved clause, the entire resolved clause as amended shall be presented to the Delegate Assembly in writing before action is taken on the resolution.
- (5) Before any vote is taken by the delegates on any committee report that proposes to amend the Bylaws, the report shall be referred to the Bylaws Committee to determine if any conflict exists.

- (i) When called upon by the presiding officer, the chairperson of the Resolution Screening Committee shall report the recommendations of the committee to the Delegate Assembly; such recommendations constituting a motion. **(CSR Bd 6/27/17)**
- (j) If a motion for adoption is not adopted by the Delegate Assembly, the resolution is rejected.
  - (1) If a motion to reject is not adopted by the Delegate Assembly, the resolution continues as a subject before the assembly and must be disposed of by subsequent action of the Delegate Assembly.
  - (2) If a motion to amend and adopt is not adopted, then a motion to consider the resolution in its original form is in order, 50 seconds are required and a majority vote.
  - (3) If a motion to refer is not adopted by the Delegate Assembly, the resolution continues as a subject before the assembly and must be disposed of by subsequent action of the Delegate Assembly.
- (k) Separate action is not required on resolutions which have been consolidated with other resolutions. However, upon proper motion and 50 seconds and a majority vote, the resolution may be withdrawn and considered separately.
- (l) A motion to accept the committee recommendations in Toto is in order if the written committee recommendations have been distributed to the members at least one hour prior to the committee's report except as contained in the rule below.
  - (1) Committee recommendations which would amend the Bylaws and Finance Committee Resolutions shall require separate action by the Delegate Assembly.
- (m) The final report of the Delegate Assembly actions on committee recommendations shall be in written form and must show only the amended resolved clause(s) and the action taken.

(n) Motions

- (1) Only one amendment and one amendment to the amendment may be pending concurrently.
- (2) A substitute motion is not in order.
- (3) A motion to table is not in order.
- (4) A motion to reconsider and enter on the minutes is not in order at any time.
- (5) A motion to reconsider may only be made by a member who voted on the prevailing side; it requires a second; is debatable; and requires a two-thirds vote, except for a motion to reconsider the Corporation budget, which shall require a majority vote. If the motion prevails, the motion which resulted in the action which has been reconsidered is restored to the floor. A motion to reconsider would be to reconsider the action taken on the resolution. The resolution comes back exactly as it was when it was previously acted upon. It is then open for amendment, adoption or rejection.
- (6) A motion to rescind is amendable, debatable and requires a two-thirds vote.
- (7) A member who makes a motion must rise only for that purpose and will be given the first opportunity to speak on the motion.
- (8) A motion for the previous question may be made only by a member who rises solely for this purpose. The motion must be seconded by 50 members. It is not amendable; it is not debatable. It requires a two-thirds vote. The chair shall not accept a motion to end debate until a minimum of three (3) "pro" and three (3) "con" arguments have been heard or all Delegates wishing to speak have done so, whichever is less.

(o) Voting

- (1) Delegate Assembly actions on motions shall be by show of hands, voice, standing vote, voting cards or standing

counted vote only. The presiding officer may call for any of these actions at his/her discretion. **(CSR DA 10/23/18)**

- (2) A motion for a standing vote to be visually determined by the presiding officer requires one second.
    - a. A motion for a standing counted vote must be seconded by 50 members or more and requires a majority vote.
  - (3) A motion for a standing vote or standing counted vote must be made before another motion is put forth by the presiding officer.
  - (4) On a standing counted vote the presiding officer shall direct the sergeant-at-arms to instruct all members who are away from the Delegate Assembly floor to return for the vote.
  - (5) At the discretion of the presiding officer, a motion before the Delegate Assembly may be set aside until all delegates have been given an opportunity to return to the floor.
- (p) A motion to suspend a rule is in order on all matters before the house except those involving an amendment to the Bylaws, provided the maker states the purpose for which the suspension is requested. The motion must be seconded; is not amendable; is debatable only to the question of the suspension and not to the merits of the question to be considered under the suspension; and requires a three-fourths vote.
- (q) Challenge to Decision of Chair
- A challenge to the decision of the chair is in order; requires a second of 50 members; is debatable and requires a majority vote.
- (r) Appeal to Delegate Assembly
- (1) The appeal must be presented in writing to the president within 15 days of notification of the board action.

- (2) The presiding officer shall appoint an ad hoc committee to hear a valid appeal and make written recommendations to the Delegate Assembly.
- (3) The written report of the committee shall include:
  - a. a statement of the appeal;
  - b. its findings; and
  - c. its recommendation.
- (4) A vote on the appeal shall not be held until the written committee report has been furnished to the members for at least one hour.
- (s) No material may be placed at the delegate tables without the permission of the presiding officer. With the exception of permissible material which can be placed at each delegate table location, all material including posters, banners and other forms of displayed material is not allowed in the arena area or in any location where it could be observed by delegates while they are in session.
- (t) No material may be placed at the delegate tables which names any individual person or alludes to any Corporation member in language that may be deleterious or derogatory to a person's character and reputation. Questionable material shall be referred to the Rules Committee, whose decision is final. At the direction of the presiding officer, questionable material shall be confiscated by the sergeant-at-arms until a determination is made by the Rules Committee.
- (u) The Bylaws, these rules and Roberts Rules of Order, latest edition, in order of priority stated, constitute the rules of the Delegate Assembly.
- (v) Smoking, vaping and alcoholic beverages shall be prohibited on the floor of the Delegate Assembly. **(CSR DA 10/23/18)**
- (w) Decorum shall be maintained on the floor of the Delegate Assembly. To avoid disruption the presiding officer may take appropriate action up to and including removal of a delegate from the floor by the sergeant-at-arms.

## **11.00 COMMITTEES**

### **11.01 Appointment**

The President, with the concurrence of the Board of Directors, shall appoint chairs and members of all committees who shall make recommendations to and serve subject to the authority of the Board.

Excluding the PAC Committee, there shall be no fewer than 5 members on each standing committee including the chair. A concerted effort must be put forth to obtain qualified representation from all districts. A member may not serve on more than one Committee, excluding Investment Committee and *ADHOC* Committees. Committee members should not be District Directors. The President shall consult with the District Directors for recommendations of qualified members for appointment. **(CSR Bd. 10/27/16; 2/28/19)**

The Committee shall designate a "Recorder" at each meeting in the event CSR staff is unable to record minutes of the meeting.

### **11.02 Standing Committees (CSR Bd. 10/27/16)**

Such committees may include, but are not limited to:

- (a) Finance
- (b) Health Benefits
- (c) Bylaws and Governing Rules
- (d) California State Retirees PAC
- (e) Membership

### **11.03 Participation in Coalition**

The President shall appoint Corporation members as necessary to represent the Corporation on various coalitions.

### **11.04 Ad Hoc Committees**

The Board of Directors may establish Ad Hoc Committees, as needed.

## **12.00 COMMITTEE ORGANIZATION AND RESPONSIBILITY**

The standing committees of the corporation serve an ongoing, continuous function and operate to advise the Board of Directors. Each committee shall include an ex-officio liaison from the Board and is accountable to the Board through regular reporting. The agenda, minutes and backup material for each committee shall be held by the corporation. **(CSR Bd 2/28/19)**

### **12.01 Finance Committee**

The Committee works in conjunction with the Chief Financial Officer (CFO), who has the responsibility to advise the Board on all matters relating to the expenditure of Corporation funds. **(CSR Bd 10/26/17)**

Responsibilities are as follows:

- (a) Advise the Board on all matters related to the ability of the Corporation to fund programs and objectives i.e.:
  - (1) Dues adjustments
  - (2) Use of reserves
  - (3) Deferment of specific programs and objectives
- (b) Review all Association policy changes; or new policy, which requires change of the budget of the Corporation;
- (c) Review for action and recommendation any matters which monetarily or administratively affect the operating budget of the Corporation;
- (d) Review reports on the financial status of the Corporation and make recommendations for adjustments to the Board; **(CSR Bd 10/26/17)**
- (e) Review the budget for the next fiscal year and make recommendations to be presented to the Board at the last Board meeting of the current Fiscal Year; **(CSR Bd 10/26/17)**
- (f) Prepare a budget for submission to the Corporation delegates for each Delegate Assembly; **(CSR Bd 6/30/16)**
- (g) In conjunction with the Corporate Investment Committee; the finance committee shall ensure that corporate investments will

not be used to: **(CSR Bd 10/26/17)**

- (1) Borrow for investment purposes (leverage);
  - (2) Invest in any instrument which is commonly considered a "derivative" investment (e.g. options, futures, swaps, caps, floors and collars);
  - (3) Contract to sell securities not acquired in order to purchase other securities for purposes of speculating on development or trends to the market;
  - (4) Invest in more than \$150,000 in commercial paper;
- (h) Investments in securities shall be by rules established by the Board. Any approved investments shall be determined in executive session.

## **12.02 Health Benefits Committee**

The Committee shall be responsible for advising the Board of Directors on all matters relating to health benefits, long-term care, death benefit, vision care and dental coverage and to make recommendations to the Board.

The Committee shall:

- (a) Hold committee meetings in conjunction with California State Retiree Board meetings to review overall health, death, dental, vision and long-term care programs. Members shall have the opportunity to discuss health benefit plan problems and experiences;
- (b) Review health programs offered to retirees by CalPERS, CALHR or the Association and make recommendations to the Board of suggested changes or additions;
- (c) Review state and federal regulations and laws regarding health care and make recommendations to the Board when necessary;
- (d) Work in cooperation with other affiliates, CalPERS and other organizations regarding health benefits and issues;

- (e) Work in coordination, as appropriate, with other committees or consultants to review legislation that relates to retiree health benefits and recommend to the Board when necessary positions of support, sponsor, watch, oppose or stay neutral; **(CSR Bd 2/28/19)**
- (f) Review all actions of the Corporation dealing with health benefits and how these activities impact retirees; **(CSR Bd 2/28/19)**
- (g) Have a representative presence at the CalPERS Constituent, Health Committee and Board meetings. In addition, with approval from the President, Committee members may attend legislative and community meetings where state retiree health benefits are presented; **(CSR Bd 2/28/19)**
- (h) The committee should be supplied with necessary publications and information to perform their duties and responsibilities.

### **12.03 Membership Committee (CSR Bd 2/28/19)**

The committee has the responsibility for advice and guidance to chapters on recruitment and retention of members.

The committee shall:

- (a) Meet at least three times a year to review membership strategies, data trends and results;
- (b) Directly assist the chapters with membership and retention campaigns with guidance from the Board; **(CSR Bd 2/28/19)**
- (c) With guidance from the Board, assist in the training provided to chapters; **(CSR Bd 2/25/16; Bd 2/28/19)**

### **12.04 Bylaws and Governing Rules Committee**

The Committee shall serve the Board of Directors and shall be responsible for reviewing and recommending action on the Bylaws and Governing Rules of the Corporation. It shall also be responsible for protecting the integrity of the Corporation on all matters relating to the governing principles of the Corporation.

The committee shall:

- (a) Independently review all decisions made by the Corporation Board of Directors as they pertain to the Bylaws and the Governing Rules; **(CSR Bd 6/30/16; 2/28/19)**
- (b) Upon referral by the Board of Directors or at the request of the President, interpret unclear or ambiguous portions of the Bylaws or the Governing Rules of the Corporation along with any interpretations, and make recommendations as appropriate;
- (c) Continually review the Corporation Bylaws and Governing Rules to ensure internal consistency, proper form, correct citations and to eliminate obsolete content;
- (d) Recommend amendments to the Bylaws and Governing Rules based upon its independent review of the Bylaws and Governing Rules;
- (e) Review all actions of the Board of Directors that amend the Governing Rules that have not previously been considered by the Committee.

## **13.00 MEETINGS**

### **13.01 Responsibility of President**

All the meetings of the Board of Directors are the responsibility of and shall be called at the direction of the President.

### **13.02 Guidelines for Corporation Meetings**

Meetings of the Corporation Board of Directors may be scheduled at least three times each year and the sessions be held to no more than two days in length.

#### (a) Meeting Locations

Meetings shall be scheduled in one of the following locations:

- (1) Sacramento Area
- (2) Bay Area
- (3) Greater Los Angeles Area
- (4) San Diego Area

#### (b) Accessibility

The hotel should:

- (1) Be near a major airport used by major airlines to avoid necessity of transferring to a small shuttle plane;
- (2) Be off of a main freeway and possibly have a free hotel shuttle service;
- (3) Be handicap accessible; and
- (4) Have sleeping rooms and meeting rooms, if possible, in the same building.

(c) Restaurant Service

There should be a full service restaurant for breakfast, lunch and dinner within the hotel, with the availability of an offsite restaurant within a block or two of the hotel.

Before accepting a location not previously used, the President, nearest Director or Chapter President in that area should visit the hotel to confirm that it meets all of the criteria for meetings of the Corporation.

**13.03 Conference Call Meetings**

In a situation determined by the President to be an emergency, the Board of Directors may meet by telephone conference or similar communications equipment. Action by telephonic meetings shall meet the requirements set forth in applicable law and must be reported at the next regularly scheduled meeting.

**13.04 Open Meetings**

Meetings and workshops of the Board of Directors are open to all members of the CSR, spouses and guests with the exception of Executive Sessions.

**13.05 Interpreters for the Hearing Impaired Authorized**

Interpreters for the hearing impaired may be authorized for Board of Director meetings when such request is made to Corporate office at least 10 days in advance of the meeting. Interpreters for the hearing impaired may be authorized for chapter meetings when such request is made to the chapter president at least 10 days in advance of the meeting.

**13.06 Executive Sessions**

An executive session shall include members of the Board of Directors and such other constituent persons as may be designated by the President. Executive sessions, when held as part of a regular meeting, should be held prior to the time and place of the scheduled meeting or at the close of routine business on the last day of the regular meeting, or scheduled for an announced time certain.

### **13.07 Notice**

Except in urgent situations, notice shall be given to the members as follows:

(a) Board of Directors Meetings

- (1) Meeting Notice – A copy of the meeting notice including location, date, start and end times shall be posted on the Corporation website and emailed (mailed to those without email) to the Board of Directors 60 calendar days prior to the Board of Directors meeting.
- (2) Agenda – A copy of the agenda shall be posted on the Corporation website and mailed to the Board of Directors 21 calendar days prior to the Board of Directors meeting.

(b) Committee and other Statewide Meetings

- (1) Meeting Notice – A copy of the meeting notice including location, date, start and end times shall be posted on the Corporation website and emailed (mailed to those without email) to the Committee members 60 calendar days prior to the Committee meeting.
- (2) Agenda – A copy of the agenda shall be posted on the Corporation website and emailed (mailed to those without email) to Committee members at least 14 calendar days prior to the Board of Directors meeting.
- (3) All agendas shall include a statement that says “This meeting may be recorded”.

### **13.08 Notice in Urgent Situations**

In urgent situations, notice shall be given to the members of the Board of Directors by personal notification or by any electronic means at the earliest known date. **(CSR Bd 10/27/16)**

### **13.09 Agenda Backup Material**

A Board member initiating an agenda item shall include related backup material. Assigned Corporate staff may be requested to assist Board members to prepare agenda items.

### **13.10 Summary of Motions and Minutes**

Any exception to Summary of Motions/Minutes procedures must be approved by the President of the Corporation. Urgent situations will change the timeframe for all deadlines.

Any member may, upon written request, receive a copy of the minutes of previous Board of Directors and/or Corporation Committee meetings.

#### **(a) Board of Directors Meetings**

##### **(1) Summary of Motions**

- a. Rough Draft - A rough draft of the summary of all motions (Summary of Motions) considered at the Board of Directors meetings shall be sent to the Administration of the Corporation within 15 working days following the meeting.
- b. Final Draft - A final draft of the summary of all motions (Summary of Motions) considered at the Board of Directors meetings shall be posted to the Corporation website and mailed to members of the Board of Directors, Committee Members, Chapter Presidents and Chapter Officers within 20 working days following the meeting.

##### **(2) Minutes**

- a. Rough Draft – A rough draft of the minutes of Board of Directors meetings, sufficiently comprehensive to justify recommendations to the Board of Directors shall be sent to the Administration of the Corporation within 30 working days following the meeting.
- b. Final Draft – The final draft of the minutes of Board of Directors meetings, sufficiently comprehensive to justify recommendations to the Board of Directors shall be posted to the Corporation website and mailed to members of the Board of Directors, Committee Members, Chapter Presidents and Chapter Officers within 45 working days following the meeting.

The minutes shall reflect the maker and second of all motions.

(b) Committee and Other Statewide Meetings

(1) Minutes

- a. Rough Draft – A rough draft of the minutes of Corporation Committee meetings shall be sent to the Committee Chair within 15 working days following the meeting. The Committee Chair will proof the minutes and return any changes to Headquarters within 20 working days following the meeting.
- b. Final Draft - The final draft of the minutes of Corporation Committee meetings shall be posted to the Corporation website and emailed (mailed to members without email) to the Board of Directors, Committee Members, Chapter Presidents and Chapter Officers within 30 working days following the meeting.

**13.11 Unfinished Agenda Items**

All matters appearing on an agenda that are not disposed of shall appear on the agenda of the next meeting as unfinished business.

**13.12 Smoking Not Permitted**

Smoking is not permitted at any Corporate or Chapter meeting.

**13.13 Recording of Meetings**

Proceedings of California State Retirees meetings may not be recorded by audio or visual devices without the express consent of the presiding officer.

**13.14 Parliamentary Authority**

The Corporate Bylaws and Governing Rules and Roberts Rules of Order, latest edition, in order of priority stated shall govern the procedure at Board meetings.

### **13.15 Quorum**

Seven (7) Board members shall constitute a quorum at Board meetings or Executive Session. No business requiring a vote shall be conducted unless a quorum is present. **(CSR Bd 6/30/16)**

### **13.16 Required Voting**

Voting on amendments to the Governing Rules requires a simple majority voice votes. Board members may request roll call vote.

### **13.17 Order of Business**

The order of business at all meetings of the Board of Directors shall be substantially as follows:

- (a) Call to order;
- (b) Salute to Flag;
- (c) Roll call;
- (d) Introduction and Agenda Changes, Corrections and/or Unscheduled Items;
- (e) Approval of Minutes of the Previous Meeting;
- (f) President's Report;
- (g) Board Member Reports;
- (h) Chief Financial Officer/Secretary's Report;
- (i) Corporate Office Report;
- (j) Committee Reports, including any motions requiring Board action; **(CSR Bd 6/30/16)**
- (k) CalPERS Board of Administration Update;
- (l) Guest Speaker;
- (m) What's on Your Mind;
- (n) Unfinished Business;
- (o) New Business;
  - (1) Motions from Presidents Forum
- (p) Unscheduled Items.

### **13.18 Proxy Voting**

Proxy voting shall not be permitted.

## **14.00 TRAVEL AND EXPENSE CLAIMS**

The Board of Directors shall have the authority to set the reimbursement rates as appropriate.

### **14.01 General**

The expense claim form must be complete indicating the date, location, hour of departure, return time and purpose of expenditures, in addition to the following:

- (a) Expense claims must be submitted no later than the calendar month following the date the expenses were incurred.
- (b) Any expense paid by another claimant shall be noted on the expense claim.
- (c) Each claimant must sign the certification statement at the right of the claim form.
- (d) Expense claims which are not accompanied by the required receipts, authorization and details will not be paid.
- (e) The most economical use of Corporate funds, consistent with the convenience of the claimant and the schedule of the meeting, shall control.
- (f) Only members of the Board of Directors may claim all reasonable and necessary out-of-pocket expenses for their spouses, significant others or domestic partners (in the same amount outlined for Corporate members in the Governing Rules) when attending meetings in an official capacity.
- (g) With approval of the President, any elected officer of the Corporation or delegates may be reimbursed for travel, lodging and meal expenses incurred for personal care services when on authorized Corporate business at the same per diem as the member. The President shall require medical verification of the need for personal care services prior to granting approval. The President shall also require, prior to granting approval, a written waiver of liability for the Corporation which shall be executed by both the member and the person(s) providing personal care services.

## **14.02 Lodging**

- (a) The regular allowance shall not exceed the current range of negotiated rates plus taxes per night or the negotiated rate. Only actual expense within the above limits is reimbursed, and receipts are required.
- (b) Members traveling by RV shall be reimbursed for expenses actually incurred up to \$30.00 in parking their vehicle. Receipts are required. This section does not apply if the member chooses to occupy a hotel room.
- (c) A maximum of \$12.00 may be claimed for incidental expenses incurred during any 24-hour period involving a lodging claim.

## **14.03 Meals**

- (a) Meal expense may be allowed up to \$55.00 per day. Individual meal limitations are: breakfast \$15.00; lunch \$15.00; dinner \$25.00. **(CSR Bd 6/30/16)**
- (b) Meals cannot be claimed if full meals are provided by the meeting facility or by the Corporation or any entity thereof.
- (c) If meals are claimed for more than one person, show the number of meals claimed and list of persons for whom meals are purchased (use comment space at bottom of claim). Total amount cannot exceed expenses as shown in (a) multiplied by number of persons claimed.

## **14.04 Transportation**

- (a) Indicate the mode of transportation and cost. Common carrier (plane, bus, etc.) is the authorized method of transportation and a receipt is required. Private automobiles or rented aircraft may be authorized if a common carrier is not available, is more costly or would be unreasonably inconvenient. Any transportation not in conformity with this section must have prior authorization of the President or Chapter President, if travel expense is paid by the chapter, prior to travel.
- (b) Private automobile is authorized. Indicate the number of miles traveled (in the comment space at bottom of claim) and use the Corporate allowance of federal mileage reimbursement rate, or

as otherwise authorized by the Board of Directors. If travel is made in another claimant's automobile, travel expenses will be allowed for only one claimant.

- (c) If private automobile is used and travel time is greater than common carrier necessitating lodging and additional meals there must be extenuating circumstances and prior approval is required by the President or Chapter President, if the travel expense is paid by the chapter.
- (d) Transportation receipts, when applicable, must be submitted with claim.

#### **14.05 Miscellaneous**

- (a) Taxi fares are authorized only when no other transportation is practical or available, or when the fare for two or more riders is not more than the common carrier fare. Exceptions may be made by the President for unusual or extenuating circumstances.
- (b) Long distance telephone charges must identify the date and number called and verified by a copy of your monthly telephone bill.
- (c) Parking expenses are reimbursed, but amounts in excess of \$10.00 per day require receipts.
- (d) Bridge tolls are reimbursed, and no receipts are required.
- (e) Other actual and necessary expenses of an unusual nature, upon prior approval of the President, may be reimbursed when appropriately recorded and adequately explained.
- (f) Chapters may offer stipends to their officers but shall not exceed \$599.00 per calendar year.
- (g) A member of the Board of Directors travel expense advance must be approved by the President or CFO/Secretary if the advance is requested by the Corporate President. The request must be made at least three weeks in advance of the event and the expense claim must be filed within two weeks after the expenses occur.

#### **14.06 Out of State Travel**

Reimbursement for any out of state travel expenses incurred by Board members, committee chairs or members of committees requires prior approval of the President.

#### **14.07 Extraordinary Expenses**

In unusual circumstances, when a chapter member is conducting official business of the chapter, the Chapter President may authorize expenses in excess of that authorized by the Corporation Rules. This request for expenses in excess of those authorized in these Rules must set forth in detail the unusual circumstances justifying the approval of the excess expenses. The payment of excess expenses by the Chapter requires prior approval of the Corporation President.

## **15.00 RECALL OF ELECTED BOARD MEMBERS AND CHAPTER OFFICERS**

### **15.01 Procedures**

Elected Board members and chapter officers may be recalled by the following procedure:

(a) Notice of Intent to Recall

Before recall proponents may obtain signatures on a petition, they must send notice of intent to recall to the elected Board member or chapter officer being recalled. Within fourteen (14) days after the notice is postmarked, the elected Board member or chapter officer may respond in writing to the proponents. The reasons for the recall and the response shall be limited to 200 words each.

(b) Petition for Recall

The members of a district when the recall is for an elected Board member or members of a chapter may petition the President or Executive Vice President, if the recall is for the President's District, at the Corporate office to request a recall election for one of the elected Board members or for one of the elected chapter officers. A separate petition is required for the recall of each chapter officer. The petition shall be submitted by personal delivery or registered mail to Corporate office and must be signed by at least 30 percent of the members in the District if the recall is for an elected Board member, but no more than 10 percent may be from one chapter, or must be signed by at least 30 percent of the members of the chapter as of the date the petition is received at Corporate office.

(c) Content of Petition

The top portion of the petition shall contain the name of the elected Board member or the name and office of the chapter officer being recalled, a statement of the reasons for recall, and the response of the officer being recalled. If no response is made, the petition shall so indicate. The name of each signatory must be printed as well as signed.

(d) Validation of Petition

Within 30 days of receipt of the petition, signatures shall be validated at Corporate office. The date of the receipt of the petition shall be certified by the President or Executive Vice President.

(e) Recall Election Order

Immediately upon validation, the President or Executive Vice President shall order a recall election and assign a Board member to monitor the election process. The Board member shall be from the district in which the chapter is located. If the recall is for an elected Board member, the President or Executive Vice President shall appoint a Board member from another district to monitor the election process.

(f) Open Meeting

Within 45 days from the date the petition was received the Board member assigned shall schedule an open meeting. The meeting shall take place at a convenient location within the geographic jurisdiction of the District or the chapter and shall be for the sole purpose of explaining the recall procedure. When recall is for an elected Board member, more than one meeting may be held in more than one area of the district with prior approval of the President or Executive Vice President.

## **15.02 Notification of Recall Election**

Notice of the recall election including a description of the recall process, in which an elected Board member or chapters officer(s) are involved and the date, time and place of the open meeting shall be mailed by first class mail by Corporate office to all active members of the District or chapter at least 10 days prior to the meeting.

## **15.03 Balloting Process**

- (a) Not later than 50 days after receipt of a valid petition for recall of an elected Board member or of a chapter officer, balloting for recall shall follow the appropriate election

procedures of the Governing Rules except for a restatement of dates as appropriate for each step of the election process.

- (b) Recall ballots must be received in Corporate office no later than 64 days after receipt of a valid recall petition.
- (c) Recall ballots shall be counted no later than five days after the deadline for receipt of ballots. The Board member assigned shall supervise the counting of the ballots and certify the results.

#### **15.04 Vote**

A vote of two-thirds of valid ballots cast, provided at least 25% of the electorate cast ballots, shall be required to recall an elected Board member or a chapter officer.

#### **15.05 Notification of Recall Election Results**

The Board member assigned shall transmit, by registered mail to the President or Executive Vice President, chapter officers and petition proponent(s) the result of the recall election.

#### **15.06 Filling of Vacancies**

Any vacancies created by a valid recall election of an elected Board member or chapter officers shall be filled in accordance with the Governing Rules.

## **16.00 DISCIPLINE (CSR Bd 2/25/16)**

### **Disciplinary Action**

Disciplinary actions are necessary to preserve the integrity of the Corporation.

#### **16.01 Reason for Disciplinary Action**

Disciplinary action may be taken for any one of the following:

- (a) Gross neglect of duty by a member holding an elected or appointed office.
- (b) Intentional breach of confidence in matters designated confidential when said breach could harm the Corporation or a member of the Corporation.
- (c) Improper distribution or misuse of membership lists or other materials designed for use within the Chapter and/or Corporation.
- (d) Violation of the Bylaws and/or Governing Rules of the Corporation.

#### **16.02 Suspension of a Member**

When in the opinion of the President, the actions of a member are such as to pose an immediate threat to the Corporation, the President may suspend the member until the prescribed procedure for institution of discipline is concluded. If written charges are not filed within 10 calendar days, the suspension is terminated.

#### **16.03 Procedure for Institution of Discipline**

The procedure shall be as follows:

- (a) Institution of the action shall occur when a member, chapter or the Board, files specific charges in writing with the President, unless said charges are filed against the President in which case charges shall be filed with the Executive Vice President. The member, chapter members, or Board member filing the charges must agree to be present when action is

heard, to substantiate the charges and present facts supporting them.

- (b) The President, or the Executive Vice President, upon receipt of such written charges and agreement to be present, shall forward the "Hearing Request Form" to the charging member to be filled out and returned within 15 days. If the "Hearing Request Form" is not returned within 15 days, the charges will be considered withdrawn and the matter closed. Upon timely receipt of the completed form, the President, or the Executive Vice President, shall order a hearing to be held within 30 calendar days before a Hearing Panel. A participant to the dispute shall not be a member of the hearing body.
- (c) Prior to setting the matter for hearing, a Hearing Panel shall determine the validity of the charges. If valid, a hearing shall be held in a reasonable amount of time. The hearing shall be open unless a request for a closed meeting is made by the member so charged. The findings and recommendation of the Hearing Panel shall be confidential, unless released by the President, or Executive Vice President if the charges were against the President.
- (d) The individuals involved in the hearing shall be notified in writing by certified mail at least ten days prior to the hearing. Such notice shall include the date, time and place of the hearing and a list of the charges to be heard. New charges may not be introduced without an additional ten days' notice to the member so charged.
- (e) The Hearing Panel shall have authority to grant reasonable extensions and continuances not to exceed 90 days.
- (f) The parties to the hearing shall have the right to be represented, to introduce evidence supporting or refuting the charges and to cross-examine witnesses. Strict rules of evidence are not applicable.
- (g) A failure to appear in person in response to the notice of hearing by a member so charged may be deemed sufficient cause for the disciplinary action upon which the charges are made. A failure to appear in person by the charging party shall be deemed sufficient cause for the charges to be dismissed with prejudice.

- (h) The Hearing Panel shall file a report with the President, or the Executive Vice President if the charges are against the President, at the Corporate Office no later than 10 days after completion of the hearing. Such report shall include recommendation(s) for action.
- (i) The Board of Directors shall act on the report no later than its next regularly scheduled meeting. Disciplinary action requires a two-thirds vote of the Board. The Board must take action on the case by Board motion and shall include one of the following with supporting reasons:
  - (1) rejection of the charges;
  - (2) reprimand;
  - (3) suspension from office;
  - (4) removal from office;
  - (5) suspension of membership privileges;
  - (6) suspension of membership;
  - (7) dismissal from the Corporation.

#### **16.04 Appeal**

Decisions of the Board of Directors may be appealed to the Delegate Assembly.

## **17.00 California State Retirees PAC and Legislative Contact Committee**

The Political Action Committee (PAC) makes recommendations for two separate funding sources: one for issues and one for candidates supporting California State Retirees issues, herein referred to as the Candidate PAC and the Issues PAC.

- (a) The Political Action Committees' responsibilities in relation to the Candidate PAC is to advise the Board of Directors on political activities and to make recommendations on expenditure of political action funds and political endorsements. The President shall take recommendations from the District Directors and chair of the PAC Committee for appointments to the committee. **(CSR Bd 6/27/17)**

The committee members shall:

- (1) Assist the President with candidate interviews.
- (2) Attempt to find a constituent from the legislator's district to participate in candidate interviews.
- (3) Work with the District Director and chapter presidents to secure a legislative contact representative from each legislative district.
- (4) Make recommendations on political endorsements to the Board of Directors. **(CSR Bd 6/30/16)**

- (b) The Political Action Committees' responsibilities in relation to the Issues PAC is to raise funds and advise the Board of Directors on distribution of funds to support issues important to California State Retirees. The funds are also available in training members for activities related to education of elected officials and the general public. **(CSR Bd 6/27/17)**

The collected funds shall be used to:

- (1) Participate in sponsoring and supporting legislation that improves and protects the pensions and benefits of state retirees without take-a-ways.

- (2) Oppose legislation and propositions that are not in the best interest of our members.
- (3) Finance CSR Lobby Day.
- (4) Provide support for the District Director and chapter presidents to secure a legislative contact.
- (5) Support Chapter Representative from each legislative district.
- (6) Promote the actions above; however, expenditure of all such funds and endorsements are subject to approval by the CSR Board of Directors.

### **17.01 Meetings**

The committee shall meet at the call of the President. In order to be able to respond to emergency situations, the committee may meet by telephone or other electronic means.

### **17.02 Contributions**

#### (a) Political Event Disbursement Procedures

The following procedures shall be followed when requesting to use California State Retirees' PAC funds to attend a political event:

- (1) Contact the President to receive approval to attend the event.
- (2) If approved, send the political event notice to the California Retirees' Corporate Office, Attention Administrator, 3000 Advantage Way, Suite 100, Sacramento CA 95834. The notice shall include date of event, amount, name and address of payee, and ID#.

#### (b) Reporting to the Members

The CFO shall issue quarterly reports to the Board and chapter presidents on the activities and expenditures of the PAC, except that contributions to candidates shall only be

reported to the Board. The amount of contributions shall be determined by the Board in executive session.

(c) Funding

In addition to the amount budgeted to the PAC on a per PAC member basis, members shall be encouraged to make direct voluntary contributions to the PAC through CalPERS payroll deductions. **(CSR Bd 6/27/17)**

**17.03 Purpose of Legislative Program**

The purpose of this program is to effectively convey to members of the Legislature, the objectives and interests of the Corporation membership, and to foster grass roots legislative activity in support of the Corporation's legislative program. **(CSR Bd 6/27/17)**

**17.04 Selection of Legislative Contact Chair**

Each District Director will serve as District Legislative Contact Chair for the District which the Board member represents.

**17.05 Guidelines for Legislative Contact Chair**

The District Legislative Contact Chair shall:

- (a) Establish a list of counties in the District showing the chapters within the District;
- (b) Establish a list of chapters showing the counties within each chapter's geographical area;
- (c) Each chapter president should, in consultation with the District Legislative Contact Representative and a member of the PAC Committee, assign a chapter member to be in charge of legislative/political activities. The person selected should be willing to organize phone banks, organize letter writing and phone banking campaigns and perform other assignments deemed necessary. The person must be able to cooperate and coordinate legislative and political activities with other affiliate representatives; and **(CSR Bd 6/27/17)**

- (d) Contact each chapter president in the District for names of members who would be willing to call on the Legislators in that District.
  - (1) The persons selected to contact the legislators should also be willing to make phone calls, write letters, assist in the California Retirees PAC Program when requested and perform other assignments that may be necessary.

## **18.00 AMENDING THE GOVERNING RULES**

### **18.01 Method of Proposing Amendments**

Amendments to these rules shall be proposed in writing by any member, by any Board member, or by the recommendation of the Bylaws and Governing Rules Committee. A written copy of the proposed amendment(s) must be sent to the Board of Directors at least sixty (60) days prior to the date of the meeting at which it is to be heard. Member(s) requesting the amendment(s) shall be notified of the meeting date and will be given an opportunity to speak on the amendment(s), if present at that meeting, and shall be informed in writing within sixty (60) days of the action taken.

### **18.02 Required Vote**

Amendment of these rules shall require a simple majority voice vote. Board members may request roll call vote.

### **18.03 Corrections to Amendments**

Whenever a page of the Governing Rules is being retyped because of amendments to a Rule, staff is authorized to correct any typographical or grammatical error that appears on that page.

## **19.00 DEFINITIONS**

Unless the context clearly requires another meaning, all terms defined below and used in the Bylaws and the Governing Rules with a Capitalized initial shall have the meaning given as follows.

- (a) "Affiliate" means Division where appropriate.
- (b) "Alternate" means a person elected by a Chapter to replace a delegate.
- (c) "Association" means the California State Employees Association.
- (d) "Board" or "Board of Directors" means the Board of Directors established in the Bylaws.
- (e) "Chapter" means an organized group of members of the Corporation who hold a valid and unrevoked charter from the Corporation pursuant to the Bylaws.
- (f) "Charter" for the purposes of this section is an instrument issued by authority of the Board of Directors, under seal, signed by the President and Chief Financial Officer/Secretary authorizing the existence of a Chapter and specifying its geographic boundaries and its other rights, privileges and duties.
- (g) "Corporation" or Corporate means California State Retirees.
- (h) "CSEA" means the California State Employees' Association.
- (i) "CSEA Director" means the Director elected to represent the members of the Corporation on the CSEA board of directors, pursuant to the Bylaws.
- (j) "Delegate" means a person elected by the active members of a Chapter to exercise their voting rights in the Corporation, pursuant to the Bylaws.
- (k) "Delegate Assembly" means, as required by context, either an assembly of Delegates for the purpose of exercising the

voting power of the members, or the group of Delegates elected for such purpose.

- (l) "Director" means a member of the Board of Directors.
- (m) "District Board Member" means the person elected to the Board of Directors by the members in each of the seven districts.
- (n) "Elected Director" means the seven Board members elected from the seven districts and the Representative elected to the CSEA Board of Directors.
- (o) "Officer" means one of the four principal officers of the Corporation identified in the Bylaws.
- (p) "Rules" means the Governing Rules of the California State Retirees as amended from time to time.
- (q) "Stipend" means a predetermined amount of money that is periodically provided to offset expenses. Often provided to those who are ineligible to receive a regular salary in exchange for the duties they perform. **(CSR Bd 10/27/16)**