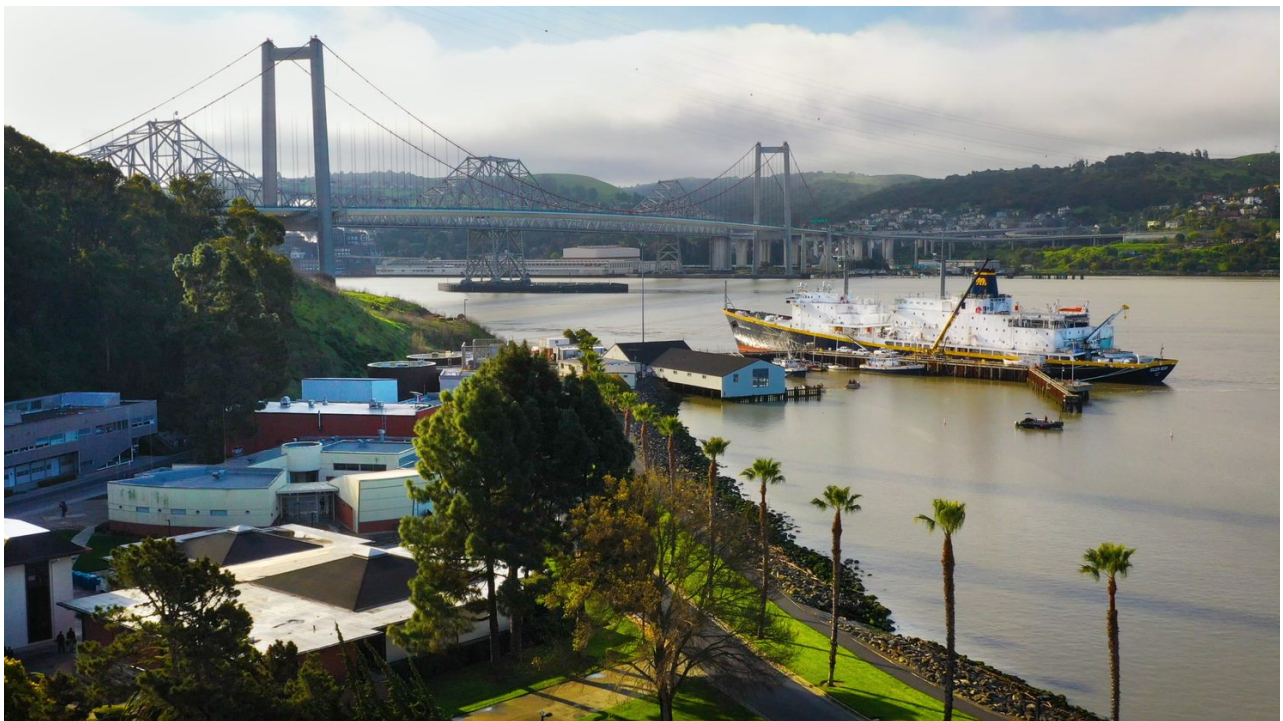




**California State University Maritime Academy  
Alumni Association  
Board of Directors Handbook  
June 2022**



**Drone view of Carquinez Strait**

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## **Mission Statement**

The Association will serve and involve the students and alumni in the promotion of the Academy's image, tradition, pride and status as a leader among the maritime academies, and as a world-class university. The Association will actively support opportunities for the growth, development, and benefit of the students and alumni, the Association, and the Academy.

## **Roles and Responsibilities of California State University Maritime Academy Alumni Association Board of Directors Members**

The Board of Directors is charged with overseeing the Association's program goals, including alignment with CSU Maritime Academy, as well as long-range and strategic planning, review of current activities of the Association, and adherence to the annual budget.

The Board of Directors shall consist of the following members: President, President Elect, Vice President, Immediate Past President, Treasurer, Secretary, ten (10) at-large elected Directors, the Chapter Chairpersons, and three (3) persons selected by the CSU Maritime Academy President from the Academy at-large, with two (2) of those being full time students to serve as ex-officio members of the Board. All members of the Board of Directors may vote on board actions.

Serving on the board is a rewarding and meaningful experience as well as an important commitment that requires a certain amount of dedication from its members. Alumni Association board members must enthusiastically advocate and support its activities and also take an active role in the life of the CSU Maritime Academy.

The Alumni Association seeks individuals with strong leadership qualities and the ability to commit to a three-year term of service. Additionally, the Association seeks members who add to the diversity of the Board of Directors through their educational, professional, gender and cultural backgrounds.

All board members accept the following expectations as part of their service:

1. Actively participate, with other Directors, in the control of the business and activities of the Alumni Association.
2. Be a known and identifiable asset for the Alumni Association, by being visible on campus and continually acting as an ambassador for the Alumni Association and for CSU Maritime Academy.
3. Awareness of the Alumni Association
  - a. Increase awareness of the Alumni Association and Academy activities to all alumni.
  - b. Create mechanisms to foster relationships between the Alumni Association and the corps/student body, faculty, administration and staff.
  - c. Increase incoming student and parent awareness of the Alumni Association.
4. Actively seek and recruit available alumni and friends to participate in Alumni Association activities. This includes assisting with nominating alumni for the board and identifying volunteers for local alumni network and Chapter leadership.
5. Alumni Association Events
  - a. Regularly volunteer for assignments.
  - b. Lead one Alumni Association event per year.
  - c. Participate, as a team member, in organizing two Alumni Association events per year.
  - d. Participate in Festival events (homecoming).
  - e. Promote, support and attend campus and regional events, at the Academy and in Chapters.

6. Association Effectiveness
  - a. Set goals for each event/meeting/session.
  - b. Evaluate past events, track lessons learned and continually assess effectiveness of processes.
  - c. Assist Chapter Presidents with the development of local recruiting and activity planning.
7. Attend four quarterly board meetings per year. These meetings are a very important part of the Board process. Additional board work may be assigned at board and/or committee meetings, and members are expected to complete their assignments by assigned deadlines.

### **The Role of the Executive Committee**

The Executive Committee of the Alumni Association is composed of a President, President-Elect, Past President, Vice President, Secretary, Treasurer and Director of Annual Giving and Alumni Relations. These positions are filled in accordance with the by-laws. A profile of each position is noted below.

The Executive Committee of the Board of Directors meets regularly. These sessions allow the President to consult with his/her officers on the progress of programs under their area of responsibility as well as to seek advice on issues of importance to the organization as a whole. The Executive session is also a time to set the agenda for the full Board meeting. The Executive Committee often works out nuts-and-bolts details at the request of the full Board, when such work would require more time than is allocated for a regular Board meeting. The Executive Committee approves each committee's Annual Operating Plan. It monitors all committee initiatives, progress, and action items. It develops action items for incomplete areas and assigns responsibility for correction. Typically, the chairs of the Alumni Award Committee and the Nominating Committee and any ad hoc committees are invited to attend for the purpose of updating the Executive Committee. Finally, the Executive Committee raises topics or arranges for guest speakers, which is an integral part of the Board meetings.

### ***President***

The President functions as the primary officer that directs and conducts business of and on behalf of the Association. The President serves a three-year term and:

- a) calls and presides over meetings of the Executive Committee, Board of Directors, and general membership,
- b) manages meeting agendas and works with the Director of Alumni Relations and Annual Giving,
- c) provides the President-Elect with guidance and support for succession,
- d) assists with the organization of the Board Retreats,
- e) appoints representatives to promote and represent the Association as members of other groups,
- f) represents the Association before the CSU- Maritime Academy administration, faculty, staff, and at other campus functions,
- g) is expected to attend Alumni Association activities, as well as other University-related activities, and
- h) serves as an ex-officio member of the CSU Maritime Academy Foundation Board.

### ***President-Elect***

The primary duty of the President Elect over their three-year term is to prepare for succession. This will include:

- b) co-organizing the Board's Retreats,
- c) providing guidance/support to the Regional Alumni Chapter Presidents,
- d) working with the Academy staff in preparation for their term as President,
- e) taking on special projects at the request of the President, and
- f) representing the Association at events.

***Vice President***

The Vice President serves a three-year term and is responsible for organizing and overseeing certain programs, activities, and events of the Association at the direction of the President, the Board of Directors, or through committee assignment. These may include Academy events and Admissions-related activities, overseeing the mentor program and student engagement activities.

The Vice President, unless fulfilled by another elected Board Member, shall oversee the process for recruitment and selection to recommend Academy-At-Large Student members on the Board of Directors to the CSU Maritime Academy President.

***Immediate Past President***

The Immediate Past President serves as advisor to the President. This position serves until a new President is elected into place; no less than a three-year term. Should an outgoing Association President be unable to serve as Immediate Past President, the existing Immediate Past President will continue to fill this officer position.

***Secretary***

The Secretary serves a three-year term and is responsible for:

- a) maintaining the written records and documents of the Association,
- b) recording and distributing minutes from the Executive Committee and Board of Directors meetings,
- c) maintaining a record of the adopted policies and actions of the Association and its Board of Directors,
- d) notifying Alumni members of all meetings (this includes meetings of the Members of the Association, the Executive Committee, and the Board of Directors, and
- e) tracking open action items and working with staff to track results from any polls or voting initiatives.

***Treasurer***

The Treasurer works with CSU Maritime Academy staff to ensure that monthly financial statements, financial reviews, and audits are successfully completed. The Treasurer serves a three-year term and is responsible for:

- a) ensuring that the Association's funds are prudently managed and projected program expenses are on target,
- b) providing a report of activity to the Board and the Executive Committee, and
- c) working with the Executive Committee to prepare the annual budget.

**CSU Maritime Alumni Association Board Attendance Policy**  
**Approved by Executive Committee on 03/09/2022**

**Whereas**, the CSU Maritime Academy Alumni Association Board of Directors (the Board) is a working Board that requires participation, and

**Whereas**, Board member participation is crucial to successfully meeting the mission of the Board,

**The following shall be the Board's Attendance Policy:**

This Attendance Policy is written in accordance with the Association's Bylaws and any disagreement between this Attendance Policy and the Association's Bylaws shall always be resolved in favor of the Bylaws.

The Calendar of Quarterly Board meetings for the upcoming term is approved annually at the May Board of Directors meeting.

Board members should endeavor to attend all the quarterly Board meetings. However, the Board understands that personal and professional demands may at times make attendance difficult or impossible.

If a Board member will not be able to attend a meeting, he/she shall so advise the Alumni Association President of the reason for the absence. At the president's discretion, he/she may formally excuse the Board member as being absent with "Association president's approval."

If a Board member has two consecutive absences without "Association president's approval," then the Executive Committee may recommend Board action under Bylaws Article XIII, Section 2 as it deems appropriate.

If a Board member has four consecutive absences, with or without "Association president's approval," then the Executive Committee shall take action under Bylaws Article XIII, Section 2 as it deems appropriate. The Executive Committee shall give the absent Board member adequate notice of any action taken.

**Executive Committee Action under the Association's Bylaws**

When taking action under the Bylaws, the Executive Committee shall send a written notice to the absent Board member citing his/her absences and recommending that the absent Board member should do one of the following:

- step away from the Board if personal/professional demands preclude his/her continued participation, or
- request a leave of absence from the Board if personal/professional demands preclude his/her participation in the near term only, or
- request that the Board consider allowing the director to remain on the Board upon condition that the Board member reaffirms his/her commitment to the Board and commits to actively participate in future quarterly Board meetings and assigned committee meetings.

This written notice shall specifically state:

- This notice shall constitute and satisfy the notice requirement under Bylaws Section XIII, Section 3, and
- The Board member has 15 days to respond to this notice, after which the Executive Committee and or the Board may take action up to and including removal.

When making a decision whether to take action under the Bylaws, the Executive Committee should:

- Consult the relevant committee chairs to determine the absent member's level of participation on committee, and
- Consult the relevant Chapter Chairs to determine the absent member's level of participation at the chapter level.

After appropriate notice and opportunity under Bylaws Section XIII, Section 3, the Executive Committee may:

- grant or affirm any request from the absent Board member as it deems appropriate,
- recommend to the full Board that it declare the absent member's seat vacant under Bylaws Article XIII, Section 2, or
- take any other action allowable under the Association's Bylaws.

The Association's Bylaws describe Board authority regarding Board member attendance and removal at:

**Article XIII, "Resignation, Suspension and Expulsion."**

- Section 1.** A member may resign from an elected or appointed office by communicating in writing with the Board of Directors.
- Section 2.** The Board of Directors may, by majority vote, declare vacant the office of any Director if the Director is absent, without the Association President's approval, from two consecutive meetings of the Board.
- Section 3.** Any expulsion, suspension or termination of a Board member must be done in good faith and in a fair and reasonable manner. Any Board member to be terminated, suspended or expelled shall be given fifteen (15) days' notice of proposed action against the Board member and reason(s) therefore by any method reasonably calculated to give actual notice, and shall be given an opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the action by all persons or body authorized to decide whether such action should take place.

### ***Director of Annual Giving and Alumni Relations***

The Director of Annual Giving and Alumni Relations is a member of the University Advancement division which is responsible for fundraising, alumni relations, and public affairs and communications. As such, the Director of Alumni Relations identifies, solicits and cultivates highly qualified alumni volunteers to serve as effective and influential members of the alumni association board of directors and other alumni committees. The Director of Alumni Relations develops alumni and student leaders for volunteer roles on university committees, projects and initiatives.

The Director provides leadership and guidance to the Alumni Association volunteer board, chapter programs and activities and serves as a member of the Alumni Association Board. The Director of Annual Giving and Alumni Relations works with the Alumni Association treasurer, to ensure that the Alumni Association budget is prepared to include measurable goals and outcomes and is balanced, approved and revised as necessary for review at each Board meeting.

The Director of Annual Giving and Alumni Relations is also responsible for planning and conducting all alumni-related activities and programs that are supporting the functions of University Advancement and the mission of CSU Maritime Academy. They will provide leadership and management in the creation and maintenance of programs that engage alumni and students, motivating and encouraging them to participate in University activities and events, philanthropy, networking and outreach, and other leadership and service in support of Cal Maritime.



Approved by Board vote – 06/01/2021

Revised by Board vote – 09/18/21

## Article I. Name

**Section 1.** The Name of this Association shall be the California State University Maritime Academy Alumni Association, referred to herein as the “Association”.

## Article II. Mission

**Section 1.** The Association will serve and involve the students and alumni in the promotion of the Academy’s image, tradition, pride and status as a leader among the maritime academies, and as a world-class university. The Association will actively support opportunities for the growth, development, and benefit of the students and alumni, the Association, and the Academy.

## Article III. Principal Office

**Section 1.** The principal office for the business of the Association is located at the California State University Maritime Academy, 200 Maritime Academy Drive, Vallejo, CA 94590. The principal email address for contacting the Alumni office is: [alumni@csum.edu](mailto:alumni@csum.edu).

## Article IV. Fiscal Year

**Section 1.** The fiscal year of the Association shall be July1 through June 30.

## Article V. Membership

**Section 1.** Membership in this Association shall be divided into two (2) classifications: Regular Members or Honorary Members.

**Section 2.** The following persons shall be Regular Members in the Association.

- a) Any person who has graduated from CSU Maritime Academy through the Master’s degree program,
- b) Any person who has graduated from CSU Maritime Academy through the Bachelor’s degree program, or
- c) Any person who has matriculated at CSU Maritime Academy for a period of at least one semester, but did not graduate due to military obligation, and who is not currently enrolled as an undergraduate student.

**Section 3.** The following persons shall be Honorary Members in this Association:

- a) Any person awarded an Honorary Membership by the Board of Directors. The Board may bestow Honorary Membership on any persons not eligible for Regular Membership who have rendered outstanding service to CSU Maritime Academy or this Association.

- b) All CSU Maritime Academy honorary degree recipients shall be Honorary Members in this Association. See, <https://www2.calstate.edu/impact-of-the-csu/alumni/Honorary-Degrees/Pages/MainList.aspx> for a complete listing of all CSU honorary degrees awarded.

Honorary members cannot serve as officers or directors of this Association.

**Section 4.** Any person seeking to nominate someone to an Honorary Membership shall make written application to the Association's Board of Directors. Applications may be submitted electronically or by mail per Article III.

**Section 5.** Annual dues will not be a condition of membership to the Association.

## **Article VI. Voting Regulations**

**Section 1.** Unless otherwise specified in the Association's Bylaws, all the voting power in the Association shall rest with the Regular Members.

**Section 2.** No member shall be entitled to vote by proxy.

**Section 3.** The Executive Committee and all other committees may conduct business, including waiver of notice, and may vote online, by telephone, fax, e-mail or as specified by the Board of Directors.

**Section 4.** All voting by the Regular Members shall be by written or electronic ballot as determined and specified by the Board of Directors. In no case shall ballots be tallied less than 30 days after the time the office of the Association distributes said ballots.

**Section 5.** All items requiring a vote by the Regular Members or by committee shall be by a majority vote of the votes cast.

**Section 6.** All items requiring a vote by the Board of Directors shall be by a majority of the Board of Directors. Voting may be conducted online, by telephone, fax, e-mail or specified by the Board of Directors.

## **Article VII. Meeting of the Association**

**Section 1.** Meetings of the Members of the Association shall be held at a time and place set by the Board of Directors and communicated electronically by the Office of the Association. The Regular Members may call a meeting of the Association by petitioning the Office of the Association at the address provided in Article III, Section 1. Such petition must contain signatures from at least 1% of the Regular Members in the Association.

**Section 2.** Meetings of the Board of Directors may be called by the President or by four (4) voting members of the Board.

**Section 3.** Notice of meetings of the Board of Directors or of the Executive Committee shall be distributed by means reasonably likely to reach each member of the Board or Executive

Committee at least five (5) days prior to the date of such meeting.

**Section 4.** Business transacted at any meeting shall be confined to the subject matter stated in the notice.

**Section 5.** Ten (10) Regular Members shall constitute a quorum at any meetings of the Members of the Association.

**Section 6.** The Secretary, or delegate of the Association President, will take minutes and write agendas of the meetings of the Members of the Association, the Board of Directors, and the Executive Committee. The Secretary will post meeting minutes and agendas on the Alumni Association website once approved by the Board of Directors.

## **Article VIII. Board of Directors**

**Section 1.** The Board of Directors is charged with overseeing the Association's program goals, including alignment with CSU Maritime Academy, as well as long-range and strategic planning, review of current activities of the Association, and adherence to the annual budget; however, the Executive Committee may conduct the day-to-day business of the Association.

**Section 2.** Robert's Rules of Order shall govern all the Association's meetings.

**Section 3.** The Board of Directors may from time to time establish policies and procedures to direct the activities of the Association. These shall be recorded and kept current by the Secretary in accordance with Article IX, Section 8.

**Section 4.** The Board of Directors shall meet on a basis and in a location specified by the Board.

**Section 5.** Six (6) voting members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

**Section 6.** The Board of Directors shall consist of the following members:

- a) Sixteen (16) elected Directors, namely the President, President Elect, Vice President, Immediate Past President, Treasurer, Secretary, and ten (10) at-large directors, and
- b) The chapter chairpersons, and
- c) Three (3) persons selected by the CSU Maritime Academy President from the academy at-large, with two (2) of those being full time students to serve as ex-officio members of the Board.

All members of the Board of Directors may vote on Board actions.

**Section 7.** The Officers and Directors shall all be Regular Members of the Association elected in accordance with the Bylaws of the Association.

**Section 8.** Any vacancy, whether by resignation, removal action of the Board, or otherwise, in any committee chairmanship, elected directorship or office, except that of the President, may

be filled by appointment by the Board of Directors. The appointee shall hold office for the unexpired remainder of the predecessor's term.

## Article IX. Officers

- Section 1.** The Board of Directors shall have no more than six (6) Officers. They shall be President, President Elect, Vice President, Treasurer, Secretary, and Immediate Past President.
- Section 2.** The Board of Directors will nominate and elect officers in accordance with Article VI, Section 6. Officers shall be nominated and elected from the pool of 16 elected directors described in Article VIII, Section 6(a), and shall serve in accordance with these bylaws.
- Section 3.** President: The President functions as the primary officer that directs and conducts business of and on behalf of the Association. The President serves a three-year term and:
- a) calls and presides over meetings of the Executive Committee, Board of Directors, and general membership,
  - b) manages meeting agendas and works with the Director of Alumni Relations and Annual Giving,
  - c) provides the President-Elect with guidance and support for succession,
  - d) assists with the organization of the Board Retreats,
  - e) appoints representatives to promote and represent the Association as members of other groups,
  - f) represents the Association before the CSU- Maritime Academy administration, faculty, staff, and at other campus functions,
  - g) is expected to attend Alumni Association activities, as well as other University-related activities, and
  - h) serves as an ex-officio member of the CSU Maritime Academy Foundation Board.
- Section 4** President-Elect: The primary duty of the President-Elect over their three-year term is to prepare for succession. This will include:
- a) co-organizing the Board's Retreats,
  - b) providing guidance/support to the Regional Alumni Chapter Presidents,
  - c) working with the Academy staff in preparation for their term as President,
  - d) taking on special projects at the request of the President, and
  - e) representing the Association at events.
- Section 5** Vice-President: The Vice-President serves a three-year term and is responsible for organizing and overseeing certain programs, activities, and events of the Association at the direction of the President, the Board of Directors, or through committee assignment. These may include Reunion and Admissions-related activities, overseeing the mentor program and student engagement activity.
- The Vice President, unless fulfilled by another elected Board Member, shall oversee the process for recruitment and selection to recommend Academy-At-Large Student members on the Board of Directors to the CSU Maritime Academy President.
- Section 6.** Immediate Past President: The Immediate Past President serves as advisor to the President. This position serves until a new President is elected into place; no less than a

three-year term. Should an outgoing Association President be unable to serve as Immediate Past President, the existing Immediate Past President will continue to fill this officer position.

- Section 7.** Treasurer: The Treasurer works with CSU Maritime Academy staff to ensure that monthly financial statements, financial reviews, and audits are successfully completed. The Treasurer serves a three-year term and is responsible for
- a) ensuring that the Association's funds are prudently managed and projected program expenses are on target,
  - b) providing a report of activity to the Board and executive committees, and
  - c) working with the Executive Committee to prepare the annual budget.

- Section 8.** Secretary: The Secretary serves a three-year term and is responsible for:
- a) maintaining the written records and documents of the Association,
  - b) recording and distributing minutes from the Executive Committee and Board of Directors meetings,
  - c) maintaining a record of the adopted policies and actions of the Association and its Board of Directors,
  - d) notifying Alumni members of all meetings (this includes meetings of the Members of the Association, the Executive Committee, and the Board of Directors, and
  - e) tracking open action items and working with staff to track results from any polls or voting initiatives.

## **Article X. Committees**

**Section 1.** The Association President or the Board of Directors may create committees as are necessary to provide for the efficient and orderly business of the Association and may appoint to any such committee those persons who are able to carry out the business of the committee, including Regular or Honorary Members who are not on the Board of Directors. Each committee shall perform such functions and make such reports as the President or the Board of Directors shall determine and define, and conduct its business and vote in accordance with Article VI, Section 3.

**Section 2.** A committee chairperson may, by majority vote, declare vacant the office of any committee member if they are absent, without the committee chair's approval from two consecutive committee meetings.

**Section 3. Executive Committee:** There shall be an Executive Committee consisting of the six (6) officers detailed in Article IX, Section 1 [President, President-Elect, Vice-President, Immediate Past President, Treasurer, Secretary]. The Executive Committee shall meet when called by the President and shall conduct the day-to-day business of the Association. Three (3) members of the Executive Committee shall constitute a quorum at any meeting of the Committee.

The Executive Committee of the Board of Directors meets regularly. These sessions allow the President to consult with his/her officers on the progress of programs under their area of responsibility as well as to seek advice on issues of importance to the organization as a whole. The Executive session is also a time to set the agenda for the full Board

meeting. The Executive Committee often works out nuts-and-bolts details at the request of the full Board, when such work would require more time than is allocated for a regular Board meeting.

The Executive Committee approves each committee's Annual Operating Plan. It monitors all committee initiatives, progress, and action items. It develops action items for incomplete areas and assigns responsibility for correction. Typically, the chairs of the committees are invited to attend for the purpose of updating the Executive Committee.

Finally, the Executive Committee raises topics or arranges for guest speakers, which is an integral part of the Board meetings.

**Section 4. Governance Committee:** There shall be a standing Governance Committee for the purpose of assisting the Board of Directors in overseeing the performance and effectiveness of the Board and its committees. The committee will consist of a chairman and members chosen in accordance with Article X, Section 1 [appointment]. The chair and the committee members will be appointed for a one-year renewable term by the Board. The President-elect typically chairs this committee.

The Governance Committee shall have the following duties:

- a) Develop, maintain and update an Annual Operating Plan for the committee.
- b) Solicit, receive and process nominations for open Board positions for election in accordance with Bylaws Article XII [Nomination and Terms].
- c) Lead efforts of finding and providing new Board members chosen in accordance with Bylaws Article VIII, Section 8 [appointment to fill a vacancy on the Board]. Make recommendations to the Board.
- d) Coordinate board actions to nominate and elect new officers in accordance with Bylaws Article IX, Section 2. Make recommendations to the Board.
- e) Receive, evaluate and vet all nominations for Honorary Memberships to the Alumni Association. Make recommendations for action to the Board.
- f) Review and make recommendations to the Board regarding the Board's composition, organization, processes, and performance.
- g) Oversee process for welcoming new Board members to include initial briefing and setting expectations.
- h) Oversee process for Board members departing the board, including exit debrief and formalities.
- i) Monitor Board participation to ensure compliance with association bylaws, Article XIII, Section 2, and make recommendations for action to the Board.
- j) Review (at least annually) the Board's committee structure and roster as described in the Association's bylaws and determine whether current committee operations—structure and practices—continue to serve the Board's mission and support effective committee performance.
- k) Review the Association's by-laws annually and update as necessary
- l) Conduct annual Board of Directors self-evaluations as directed by the Executive Committee.

The Governance Committee will nominate at least one candidate for each position open for election. These nominations will be distributed to the membership in ballot form in accordance with Article VI [Voting Regulations] or in advance of a **meeting of the**

**Members of the Association** in accordance with Bylaws Article VII Section 1, as a part of the ballot for elected positions and other matters.

**Section 5. External Outreach Committee:** There shall be a standing External Outreach Committee consisting of members chosen in accordance with Article X, Section 1 [appointment]. The chair and the committee members will be appointed for a one-year renewable term by the Board. The Vice-president typically chairs this committee.

The External Outreach Committee shall be responsible for engaging alumni to attend, support, and assist with planning of activities for the advancement of the Association's mission and shall have the following duties:

- a) Develop, maintain and update an Annual Operating Plan for the committee.
- b) Develop and promote methodologies leading to increased alumni participation, event attendance, involvement, etc. Actively promote event attendance at University and Association events, such as Gala, Reunion, Day on the Bay, Summer Sendoffs, chapter dinners, etc.
- c) Support local chapters' efforts to organize alumni events such as summer sendoffs, Fourth Thursday's, Chapter dinners, etc.
- d) Support University efforts to organize and host alumni events.
- e) Support University efforts to cultivate alumni volunteers to serve as effective members of the Alumni Association Board of Directors
- f) Encourage alumni representation on campus, at industry functions, and as members in industry groups.
- g) Actively build relationships with Cal Maritime stakeholders, to include alumni, private industry partners and entities. Provide names of potential candidates for Board positions to the Governance Committee. Provide names of potential donors to University Advancement (UA).
- h) Laisse with the CMAF External Relations Committee to coordinate outreach efforts aimed at:
  - i. promoting the CSU Maritime Academy brand,
  - ii. elevating and promoting Cal Maritime's public profile and academic reputation,
  - iii. strengthening alumni support and participation, and
  - iv. involving stakeholders across multiple constituencies in the life of the University.

**Section 6. Alumni Award Committee:** There shall be a standing Alumni Award Committee consisting of a chairman and members chosen in accordance with Article X, Section 1 [appointment]. The chair and the committee members will be appointed for a one-year renewable term by the Board.

The Alumni Award Committee shall have the following duties:

- a) Develop, maintain and update an Annual Operating Plan for the committee.
- b) Solicit, receive and process nominations for annual alumni awards.
- c) Ensure that nominations, notifications, the selection process, and recognition of awardees is completed in a timely manner and conducted in accordance with the Alumni Award Committee Annual Operating Plan.

**Section 7. Advisory Committee:** There shall be an ad-hoc Advisory Committee consisting of Regular and Honorary Members. The Board of Directors will appoint the Committee members for a two (2) year term and may reappoint by a vote of the Board of Directors in accordance with Article VI, Section 6

The Committee shall provide guidance and special assistance to the Board of Directors when requested by the President, Executive Committee, or the Board of Directors.

The CSU- Maritime Academy President will appoint a member of the Association to serve on the CSU Alumni Council. This appointee will also serve on the Association Advisory Committee.

## **Article XI. Chapters**

**Section 1.** Chapters of the Association may be formed with the approval of the Board of Directors. In order to form a chapter, written petition must be submitted to the Board of Directors through the Principal Office of the Association in accordance with Article III.

**Section 2.** Chapters will be geographic and have a minimum membership of seven (7) Regular Members to be recognized or maintained as a chapter.

**Section 3.** Each chapter shall designate a chairperson(s) at the time of petition. The chairperson shall be a member of the Board of Directors and will be responsible for ensuring the chapter conducts its activities in accordance with the Association's Bylaws.

**Section 4.** Each Chapter must convene at least one meeting per year.

## **Article XII. Nominations and Terms**

**Section 1.** The Governance Committee will nominate at least one candidate for each position open for election. These nominations will be distributed to the membership in advance of a **meeting of the Members of the Association** in accordance with Article VII Section 1, as a part of the ballot for elected positions and other matters.

**Section 2.** The terms of the elected Officers of the Association shall be three (3) years.

Election of officers should be arranged so that approximately one-third (1/3) of the officers will be elected each year. The President and Vice President shall not be elected in the same year.

**Section 3.** Officers may not serve in the same office for more than two (2) consecutive terms.

**Section 4.** Terms of the at-large Directors shall be three (3) years. Directors, except for the Chapter Chairpersons, may not serve for more than two (2) consecutive terms, but may serve as an officer of the Association as defined in Article IX for an additional two (2) terms. Election of Directors should be arranged so that approximately one-third (1/3) of the Directors will be elected each year.



**Section 5.** Past board members are eligible to return to the board after a one-year absence.

## **Article XIII. Resignation, Suspension and Expulsion**

**Section 1.** A member may resign from an elected or appointed office by communicating in writing with the Board of Directors.

**Section 2.** The Board of Directors may, by majority vote, declare vacant the office of any Director if the Director is absent, without the Association President's approval, from two consecutive meetings of the Board.

**Section 3.** Any expulsion, suspension or termination of a Board member must be done in good faith and in a fair and reasonable manner. Any Board member to be terminated, suspended or expelled shall be given fifteen (15) days' notice of proposed action against the Board member and reason(s) therefore by any method reasonably calculated to give actual notice, and shall be given an opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the action by all persons or body authorized to decide whether such action should take place.

## **Article XIV. Official Publication**

**Section 1.** The Association shall provide input on information that may be of interest to its members and the Academy community as a part of Cal Maritime's various official publications, or by other methods as approved by the Board.

## **Article XV. Amending These Bylaws**

**Section 1.** These Bylaws may be altered, amended, repealed or added to by the affirmative vote of two-thirds of the members of the Board of Directors.

**Section 2.** These Bylaws shall be known as the Bylaws of the California State University Maritime Academy Alumni Association, as amended. These Bylaws shall supersede any previous Constitution and Bylaws and are believed to be the most recent governing document of this Association.

## **Article XVI. Governance**

**Section 1.** The governance of the Association shall be, in accordance, with Title 5 CCR §§42397 – 42397.11 as well as the laws, regulations and rules for tax-exempt organizations for the State of California and the United States of America.

**Article 15 of Subchapter 5 of Chapter 1 of Division 5 of Title 5 of the California Code of Regulations**

*Article 15. Alumni Associations*

**Section 42397. Purpose.**

Campus alumni organizations aid the California State University in achieving its goals by providing leadership in fostering participation and support of campus priorities and representing alumni interests. As a public trust and the beneficiary of the support provided by alumni associations, the trustees are obligated to require that the funds raised by alumni associations be properly controlled and expended. Consequently, it is the intent of the trustees (1) to develop policies and procedures governing the recognition and management of alumni organizations, including the use of funds and institutional resources and, (2) to ensure cooperative and collaborative efforts between the alumni organizations and the campuses. To accomplish this, the campus president has the responsibility of granting and periodically reviewing recognition of a campus alumni association. These provisions govern the relationship between the alumni association and the campus it supports.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.1. Recognition.**

- (a) A campus president, by agreement between the campus and the organization, may recognize as the campus alumni association a single campus wide organization that has the following characteristics:
- (1) is organized and operated solely for the benefit of the university and its alumni;
  - (2) has as its purpose providing service and support to its members, the alumni of the campus, and to the university;
  - (3) does not restrict membership or benefits of membership on the basis of race, religion, national origin, gender, physical disability or sexual orientation;
  - (4) recognizes the unique role of the campus president in setting campus priorities;
  - (5) is the umbrella organization for the constituency alumni groups of the campus; and
  - (6) Irrevocably dedicates its assets for the benefit of a campus of the California State University. In the event of the association's dissolution, its assets shall be transferred to the campus or an auxiliary organization designated by the campus president for purposes consistent with the purposes of the association and the terms of the individual gifts that are part of the assets, and, if a corporation, in conformance with the California Nonprofit Corporation Law.
- (b) Each recognized alumni association shall enter into an agreement with the campus that shall include the following:
- (1) the provisions of this article shall be incorporated by reference;
  - (2) the exchange of value between the campus and the alumni association shall be expressed and

- may include provision of facilities and other tangible as well as intangible exchanges;
- (3) a license agreement for use of the campus name and symbols;
  - (4) authority and responsibility with regard to use of the campus alumni database; and
  - (5) the term of the agreement.

In addition, the agreement may include other provisions unique to each campus and alumni association such as the following:

- (6) financial management and record keeping arrangements between the parties;
  - (7) provisions for the construction and operation of an on-campus alumni center;
  - (8) provisions for use of alumni association name and symbols; and
  - (9) such other provisions that may pertain to the relationship between the campus and the alumni association.
- (c) Compliance with this article and the agreement between the campus and the alumni association is a condition of continued recognition. A copy of this article and the agreement shall be given to all members of the campus alumni association's governing body and to any new member of the governing body when the new member takes office.
- (d) To obtain and maintain recognition, the campus alumni association shall submit the following to the campus president or designee on an annual basis or otherwise as specified by the campus president:
- (1) a current list of officers, members of the governing body, and the principal contact person for the organization;
  - (2) a statement of the organization's purpose and goals consistent with subsection (a) and copies of the current enabling documents of the organization (*i.e.*, bylaws, constitution, articles of incorporation, or other governing document);
  - (3) a current roster of names and addresses of donors and members, unless such records are otherwise maintained by the campus;
  - (4) a statement signed by the officers/representatives of the organization that the governing body has read and formally voted that it will comply with this article and the agreement;
  - (5) copy of the organization's annual financial statements;
  - (6) for an organization with accounts at a financial institution, a list identifying all such accounts, including the institution's name and address, the organization's account numbers, and a statement signed by an appropriate officer or representative of the organization authorizing the campus to obtain upon request from the financial institution information, records, or photocopies of transactions relating to the accounts; and

- (7) for an incorporated, tax-exempt organization, (A) a copy of the organization's state and federal tax-exempt status determination letter; (B) a copy of the organization's most recent Internal Revenue Service Form 990; and (C) a list of the types of activities, including fundraising and membership drives, the organization intends to undertake and how the organization intends to financially support these activities.
- (e) The following are among the privileges that may be granted by the campus president to a recognized campus alumni association:
- (1) Use of the name of the campus and symbols, including the name of its mascot or other identifying marks that would cause the public to assume it is dealing with the university or a university recognized group;
  - (2) Use of the campus as approved by the campus president or designee in performance of an association's recognized activities; and
  - (3) Use of a campus auxiliary organization's investment services, as approved by the campus president or designee.
- (f) Under the authority of the campus president, the recognized campus alumni association may be assigned the responsibility of ensuring that all geographical and special interest chapters of the campus alumni association, as well as other recognized constituency alumni groups, are in compliance with this article.
- (g) After July 1, 2003, use of the campus name and symbols, including mascot or other identifying mark, by an organization that has operated as a campus alumni association, is prohibited unless the organization has been recognized by the campus as the campus alumni association under the provisions of this article. A campus alumni association that meets the criteria of this article and has been recognized as the campus alumni association shall not have that recognition withdrawn by the campus president except for material noncompliance with this article, after having been given an opportunity to correct the noncompliance.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

#### **Section 42397.2. Organization.**

- (a) A campus alumni association may be included as part of the university or an auxiliary organization or, if organizationally separate from the university or an auxiliary organization, shall obtain and maintain status as a tax-exempt organization under state and federal law.
- (b) Campus presidents are responsible for determining that campus alumni associations are in compliance with this article and have authority to require campus alumni associations to provide written evidence of compliance.
- (c) Campus presidents may, after consultation with the campus alumni association, establish additional written campus policies governing campus alumni associations consistent with this article. Copies of these policies and any amendments thereto shall be forwarded promptly upon their issuance to

the Chancellor.

- (d) A campus alumni association shall comply with campus policies pertaining to use of the campus name and symbols.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.3. Fundraising.**

- (a) Fundraising campaigns proposed by a campus alumni association shall be approved in advance in writing by the campus president or designee as provided in campus policy. Solicitations of membership dues do not require such advance approval and are not fundraising within the meaning of this article. All fundraising campaigns shall be coordinated through the campus development office. Campus alumni associations may accept gifts only if the associations comply with the financial policies of this article, including, for alumni associations separate from the state, maintaining state and federal tax-exempt status. Campus alumni associations shall acknowledge and thank donors who have made gifts in a manner consistent with campus development policies.
- (b) A campus alumni association shall advise donors that any restrictive terms and conditions attached to gifts for the campus are subject to campus approval.
- (c) All gifts for the benefit of a campus alumni association shall be reported by the association to the campus president or designee.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.4. Financial Activities.**

- (a) Financial Control: Financial activities of a campus alumni association shall be administered and reported to its governing body in accordance with prudent business practices, generally accepted accounting principles, and this article.
- (b) State Funds: State Funds shall not be transferred to a campus alumni association. Payments for commensurate value received are permitted, but gifts or unrestricted grants are not.
- (c) Submission of Budget and Report of Expenditures: The campus alumni association shall submit its budget to the campus president for review at least 30 days prior to the commencement of the fiscal year. Within 180 days of the close of each fiscal year, the campus alumni association shall submit to the campus president a detailed report comparing budgeted to actual expenditures by fund source. Upon request, a campus alumni association shall submit to the president, within 30 days of such request, interim financial information
- (d) Bonding and Insurance: The governing body of a campus alumni association shall make an express determination of the appropriateness, necessity, and amounts of any bonds for officers and staff members. General liability and directors and officers liability insurance also shall be obtained in amounts determined annually by the governing body to be reasonable, appropriate, and necessary. The insurance may be provided by a campus auxiliary organization. Any general liability insurance

obtained by or on behalf of a campus alumni association shall name the campus as an additional insured.

- (e) Funds for Support of University Departments: Restricted funds received or unrestricted funds, including investment payout, allocated for support of campus departments or programs, shall be transferred at least annually to the campus, unless otherwise provided by the campus president, and shall be administered in accordance with campus policies and expended from campus department or program accounts.
- (f) Bank Accounts: Only the following expenditures for campus alumni association activities may be made from bank accounts:
  - (1) payments for goods, facilities, and services including salaries of staff, if the goods, facilities, and services are in connection with official activities of the campus alumni association;
  - (2) payments for audit, tax preparation, and legal fees;
  - (3) payments to donors and members to refund contributions and dues as permitted by law, or to return overpayments pursuant to a donor's or member's request;
  - (4) payments to other organizations of donations or other remittances made in error;
  - (5) transfers to the campus or a campus auxiliary organization;
  - (6) travel expenses reimbursement, scholarships, support of campus activities; and
  - (7) legally appropriate payments from its bank account to support ballot measures beneficial to the university and endorsed by the trustees.
- (g) Disbursements: All disbursements on behalf of a campus alumni association shall be approved by an officer or employee designated by the governing body. The governing body of the campus alumni association shall specify an amount beyond which checks must bear the signatures of two persons designated by the governing body.
- (h) Financial Statements: Financial statements and expenditures by a campus alumni association shall be in accordance with campus policies, with detailed budgets approved by the campus alumni association's governing body.
- (i) Payments to University Employees: A campus alumni association shall not (a) directly or indirectly employ, (b) supplement the salary of, or (c) provide any consulting fees, loans, or perquisites to campus employees outside of established personnel policies and practices of the California State University.
- (j) Payments to Directors and Officers: Except for reimbursement for expenses incurred on its behalf, a campus alumni association shall not pay any salaries, consulting fees, loans, or perquisites to a campus alumni association director, officer, or volunteer without the campus president's prior written approval.

- (k) Deposit of Gifts to the Campus: Campus funds or gifts payable to the California State University shall not be deposited with or transferred to a campus alumni association.
- (l) Solicitation Literature: When a fundraising campaign has been approved by the campus president, a campus alumni association's solicitation literature shall make it clear when gifts are to be made payable to the campus alumni association. Each campus alumni association shall develop a procedure to document when gifts intended for it have erroneously been made payable to the campus and, when such documentation is provided, the campus may issue an exchange check to a campus alumni association.
- (m) Gift Expenses: If charges against gifts are to be made for costs of administering a gift to the campus alumni association, the campus alumni association shall include in its literature a statement to that effect. The charges shall be approved by the campus president and the campus alumni association's governing body, and the nature of such charges shall be disclosed in the campus alumni association's audited financial statement.
- (n) Report to Registry of Charitable Trusts and Statement of Domestic Nonprofit Corporation: Complete copies of the campus alumni association's annual report to the State Registry of Charitable Trusts and bi-annual Statement of Domestic Nonprofit Corporation shall be provided by the campus alumni association to the campus president, at the time the report or statement is filed.
- (o) Political Activities: No substantial part (as those terms are used in the Internal Revenue Code and regulations) of the activities of a campus alumni association shall attempt to influence legislation, or participate or intervene in any political campaign in support of or opposition to legislation. No part of those activities may be on behalf of any candidate for public office. However, advocacy on behalf of the campus is permitted if it is consistent with the legislative, budgetary, and electoral objectives of the university, pursued in coordination with the campus president, consistent with state law, the Internal Revenue Code and regulations, and in accordance with the articles and bylaws of the campus alumni association.
- (p) Conflicts of Interest: Business transactions involving the campus alumni association and the personal or business affairs of a director, officer, or staff member shall be approved in advance by the governing body. In addition, directors, officers, and staff members of a campus alumni association shall disqualify themselves from making, participating in making, or in any way attempting to use their official positions to influence a decision in which they have or would have a financial interest, as provided in Government Code Section 87100 and the definitions of the Political Reform Act and its implementing regulations, as if the director, officer, or staff member were a state employee. A financial interest exists if it is reasonably foreseeable that the decision will have a material financial effect on the director, officer, or staff member or his or her immediate family, or on any business entity in which a \$2,000 or more investment is held; any real property in which a \$2,000 or more interest is held; any source of income of \$500 or more received within the past 12 months; any donor of gifts aggregating \$250 or more received in the past 12 months; or any business in which a position of management is held.
- (q) Services to Constituency Alumni Groups: With the approval of the campus president or designee, a campus alumni association may provide to officially recognized constituency alumni groups the following, subject to the same conditions pertaining to the campus alumni association: cash management, disbursement, and accounting services; gift reporting; and, in appropriate cases,

coverage under the campus alumni association's insurance policies, inclusion in the campus alumni association's financial statements, external audits and tax reporting, or use of the campus alumni association's tax identification number.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.5. Audit.**

- (a) A campus alumni association shall permit the Chancellor, the university auditor, the campus president, and the campus internal auditor or designee to inspect and audit its books and records as well as those of its financial institution(s) as relates to the campus alumni association's account(s). In addition, a campus alumni association shall permit the university auditor and the campus internal auditor to review directly all bank account records.
- (b) A campus alumni association with annual gross revenues in excess of \$1 million shall have an annual audit of its financial statements performed in accordance with generally accepted auditing standards and in accordance with any additional system-wide procedures prescribed by the Chancellor or designee, by a certified public accountant selected by the alumni association.
- (c) A campus alumni association with annual gross revenues in excess of \$500 thousand and less than \$1 million shall have an annual review of its financial statements performed by a certified public accountant selected by the alumni association in accordance with standards for accounting and review services and in accordance with any additional system-wide procedures prescribed by the Chancellor or designee.
- (d) A campus alumni association with annual gross revenues less than \$500 thousand shall have its financial statements compiled by a certified public accountant selected by the alumni association in accordance with standards for accounting and review services and in accordance with any additional system-wide procedures prescribed by the Chancellor or designee.
- (e) A campus alumni association whose assets and records are in the custody of an auxiliary organization shall present its financial position through supplemental schedules attached to the audited financial statement of the auxiliary organization in sufficient detail to fully represent the financial position and activities of the alumni association. These schedules shall be subjected to the same procedures as the auxiliary's statements and in accordance with any additional system-wide procedures prescribed by the Chancellor or designee.
- (f) When completed, the campus alumni association's financial statements shall be furnished to the campus president or designee on the date designated by the campus president or designee.
- (g) A campus alumni association shall make its financial statements available upon request for public inspection within a reasonable period of time.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.



## **Section 42397.6. Organization of Constituency Alumni Groups.**

- (a) A constituency alumni group organized after the effective date of this article shall be organized within and as part of the campus alumni association.
  - (1) A constituency alumni group representing a school, college, department, or other unit shall secure the endorsement of the school, college, department, or other unit. The administrative head of the represented unit or designee shall periodically review and provide advice concerning the planned activities of the constituency alumni group.
  - (2) A constituency alumni group, as part of the campus alumni association, shall comply with all applicable campus policies and campus alumni association policies.
- (b) A constituency alumni group separately organized prior to the effective date of this article shall be organized within and become a part of the campus alumni organization and shall comply with subdivision (a), unless the campus president enters into an agreement with the constituency alumni group which provides as follows:
  - (1) The separate constituency alumni group agrees to the following characteristics:
    - (a) is organized and operated solely for the benefit of the campus and the alumni of a school, college, department, or other campus administrative, academic, geographic, or other constituent unit;
    - (b) has as its purpose providing service and support to its members, the alumni of the constituent unit, and to the university;
    - (c) does not restrict membership or benefits of membership on the basis of race, religion, national origin, gender, or sexual orientation;
    - (d) recognizes the unique role of the campus president or designee in setting campus or campus unit priorities; and irrevocably dedicates its assets for the benefit of the campus or appropriate unit of the campus. In the event of the group's dissolution, its assets shall be transferred to the campus alumni association, the campus, an appropriate unit of the campus, or an auxiliary organization designated by the campus for purposes consistent with the purposes of the group and the terms of any individual gifts that are part of its assets, and, if a corporation, in conformance with the California Nonprofit Corporation Laws.
    - (e) A constituency alumni group representing a school, college, department, or other unit shall secure the endorsement of the school, college, department, or other unit. The administrative head of the represented unit shall periodically review and provide advice concerning the planned activities of the constituency alumni group.
  - (2) The separate constituency alumni group agrees to obtain and maintain recognition, as a separate constituency alumni group by submitting the following to the campus president or designee on an annual basis or otherwise as specified by the campus president:
    - (a) a current list of officers, members of the governing body, and the principal contact person

- for the group;
- (b) a statement of the group's purpose and goals consistent with subsection (a) and copies of the current enabling documents of the group (*i.e.*, bylaws, constitution, articles of incorporation, or other governing document);
  - (c) a current roster of names and addresses of donors and members, unless such records are otherwise maintained by the campus;
  - (d) a statement signed by the officers/representatives of the group that the governing body has read and formally voted that it will comply with this article and the agreement;
  - (e) a copy of the group's annual financial statements;
  - (f) for a group with accounts at a financial institution, a list identifying all such accounts, including the institution's name and address, the group's account numbers, and a statement signed by an appropriate officer or representative of the group authorizing the campus to obtain upon request from the financial institution information, records, or photocopies of transactions relating to the accounts;
  - (g) for an incorporated, tax-exempt organization, (A) a copy of the organization's state and federal tax-exempt status determination letter; (B) a copy of the organization's most recent Internal Revenue Service Form 990; and (C) a list of the types of activities, including fundraising and membership drives, the organization intends to undertake and how the organization intends to financially support these activities.
- (3) The provisions of this article shall be incorporated by reference;
- (4) The exchange of value between the campus and the constituency alumni group shall be expressed and may include provision of facilities and other tangible as well as intangible exchanges;
- (5) A license agreement for use of the campus name and symbols; and
- (6) The term of the agreement.
- (7) Privileges granted including authorization to use the name of the campus or other institutional unit. Without authorization, no group may:
- (a) Represent itself as raising funds or otherwise providing support on behalf of or for the benefit of the campus, or any part of it, including its alumni;
  - (b) Use the name of the campus or any of its facilities or programs either expressly or by implication in connection with its activities;
  - (c) Use campus facilities or resources in connection with its activities.
- (8) If a separate constituency alumni group does not comply with this article, the campus president or designee shall by written notice require the constituency alumni group to comply within 90 days or recognition as a constituency alumni group will be withdrawn.

- (a) In the event the group fails to comply within this time period, the campus president or designee may withdraw the constituency alumni group's recognition. In appropriate circumstances, the campus president may extend the period for compliance when action to remedy noncompliance is in progress.
  - (b) Upon withdrawal of recognition, the assets of the constituency alumni group shall be transferred to the campus alumni association, the campus, or the designated campus auxiliary organization for purposes consistent with the purposes of the group and the terms of any individual gifts that are part of the assets.
- (9) Use of the campus or unit name and symbols, including mascot or other identifying mark by a separate constituency alumni group after July 1, 2003, is prohibited unless the group has entered into an agreement and has been recognized by the campus under the provisions of this article.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.7. Fundraising by Constituency Alumni Groups.**

Fundraising activities of constituency alumni groups shall be governed by the fundraising provisions of this article applicable to campus alumni associations.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.8. Financial Activities of Constituency Alumni Groups.**

Financial activities of constituency alumni groups shall be governed by the financial activities provisions of this article applicable to campus alumni associations.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.9. Audit of Constituency Alumni Groups.**

The audit requirements of constituency alumni groups shall be governed by the audit provisions of this article applicable to campus alumni associations.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.10. Waiver.**

For good cause and to address circumstances unique to a campus, a campus president may request that the Chancellor waive certain provisions of this article for a particular group or groups on that campus. Such waiver shall be in writing and shall specify the reasons for the waiver. Any waiver shall

be subject to such terms and conditions as deemed advisable by the Chancellor.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

**Section 42397.11. CSU Alumni Council and System-wide Constituency Alumni Groups.**

- (a) The Chancellor may recognize a CSU Alumni Council having system-wide jurisdiction and possessing rights to represent the CSU alumni organizations before the Trustees. The Council shall be governed by the provisions of this article applicable to campus alumni associations with the system and the Chancellor replacing the campus and the campus president in those provisions. System-wide constituency alumni groups may be recognized and regulated by the Chancellor as provided in the provisions of this article relating to campus constituency alumni groups.
- (b) System-wide constituency alumni groups shall relate to the CSU Alumni Council as provided in the provisions of this article addressing campus constituency alumni groups and their relationship to the campus alumni associations. The provisions of the campus constituency alumni groups shall apply to system-wide constituency alumni groups with the Chancellor or designee assuming the rights and responsibilities of the campus president or designee.

Note: Authority cited: Sections 89030 and 89031.1, Education Code. Reference: Sections 89030 and 89902, Education Code.

## 2022-2023 Board Meeting Schedule

Approved 06/30/2022

### **Saturday, September 17, 2022**

Location: Marine Exchange of Southern California, San Pedro / Zoom Capable

Business Meeting: 10:00 am to 12:00 am

*Socal Alumni, Parent, Industry Dinner: 6:30 pm*

### **Saturday, November 19, 2022**

Location: TBD – PNW Location / Zoom Capable

Business Meeting: 11:00 am to 1:00 pm

*PNW Alumni, Parent, Industry Dinner: 7:00 pm*

*Pacific Marine Expo November 18 – 20*

<https://www.pacificmarineexpo.com>

### **Friday, January 20, 2023**

Location: TBD, on campus or Anchor Center, Vallejo / Zoom Capable

Business Meeting: 1:30 pm to 3:30 pm

### **Friday, May 5, 2023**

Location: On campus, Vallejo / Zoom Capable

Annual Meeting: 9:00 am to 2:00 pm w/lunch

Class of 2023 Commencement Rehearsal: 3:30 pm to 4:30 pm

**Cal Maritime Alumni Association  
New Director Onboarding Policy**

**Objective:** The Board of Directors mentoring program is designed to help integrate and engage new Board members from the very start of their Board service. The mentoring program is an efficient way to share knowledge. It also reduces the learning curve of new Board members and makes them feel welcome and able to engage productively early in their board tenure.

**NEW DIRECTOR NAME:** \_\_\_\_\_

**DATE NEW DIRECTOR JOINED THE BOARD:** \_\_\_\_\_

**ASSIGNED MENTOR NAME:** \_\_\_\_\_

- The mentor will make a best effort to complete the below mentoring checklist prior to the new director’s first quarterly board meeting.
- The mentor shall introduce the new director to fellow Board members at his/her first board meeting.

## New Director Mentoring Checklist

- Consult with Executive Committee to determine new director's committee assignment
- Send welcome letter from Alumni Association President to new director
- Obtain new director's preferred email and phone contact information (for BOD Handbook)
- Phone call from Governance Committee to new director
  - Welcome to the Board
  - Review Alumni Association Mission
  - Describe Director Duties
  - Discuss the Board's Attendance Policy
  - Review the Board's committee structure and the new director's committee assignment
  - Provide contact information for the relevant committee chair and advise that the relevant committee chair will be contacting the new board member to discuss committee assignments
  - Describe Board and committee meeting Schedule
  - Advise new director to review the BOD Handbook to understand director duties, committee responsibilities and duties, and the Association's bylaws
  - Introduce annual self-evaluation form
- Introduction to Onboard Passageways
  - How to use passageways to track meetings and meeting materials
  - Where to find the BOD Handbook and other Association documents and resources
- Introduction to People Grove
- Phone call from the relevant committee chair to the new director
  - Welcome the new director to the committee
  - Describe POAM and current action items
  - Discuss committee goals and initiatives
  - Review committee meeting schedule
- Input from new director
  - Questions about Board duties
  - What are the new board member's expectations regarding his/her service on the board
  - Any other feedback

Date Completed: \_\_\_\_\_

Mentor Signature: \_\_\_\_\_

## Self-Evaluation Form

The following board self-evaluation is designed to give each board member an opportunity to reflect on how you think you are performing as a CMAAA Director.

The evaluation contains two parts. The first part is a high level snap shot as to how you think you are doing as a board member. The second section gives you an opportunity to drill down and expound further on not only your past performance, but also your thoughts as we move forward.

### SECTION 1: Performance of Individual Board Members

Statement	Strongly Agree 5	Agree 4	Neutral 3	Disagree 2	Strongly Disagree 1
I am aware of what is expected of me as a board member.					
I have a good record of meeting attendance.					
I read the minutes, reports, and other materials in advance of our board meetings.					
I am familiar with what is in the organizations by-laws and governing policies.					
I frequently encourage other board members to express their opinions at board meetings.					
I am encouraged by other board members to express my opinions at board meetings.					
I am a good listener at board meetings.					
I follow through on things I have said I would do.					
I maintain the confidentiality of all board decisions.					
When I have a different opinion than the majority, I raise it.					
I support board decisions once they are made even if I do not agree with them.					
I promote the work of our organization in the community whenever I had a chance to do so.					
I stay informed about issues relevant to our mission and bring information to the attention of the board.					
I find zoom meetings to be an effective alternative to face to face Board meetings					
<b>My overall rating:</b>					





## Self-Evaluation Form

### SECTION 2: Individual Performance Observations

#### Expounded Performance Observations

1. What do you consider to be your biggest contribution to the alumni board during the past 12 months? (Include both board and committee work, or any other areas on which you would like to comment.)
2. How would you rate your overall effectiveness as a director during the past 12 months? Why?
3. What is the one thing you will do during the next 12 months to be a better, more effective director?

Please complete this evaluation by November 22, 2021 and either email it to Terrie Cosgrove at [tmccosgrove@csum.edu](mailto:tmccosgrove@csum.edu) or print and mail to: Terrie Cosgrove c/o California Maritime Academy Alumni Association, 200 Maritime Academy Drive Vallejo, CA 94590-8181.

The evaluations will be reviewed by the Governance Committee Chair and others as necessary. A summary will be presented back (without attribution).

Name (print): \_\_\_\_\_

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

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

# BOARD ROSTER

Name	Class Year	Major	Position CSUMA AA	Term ending June 30	No. of Terms	Email	Phone Number
<b>Executive Board</b>							
Erin Pierson	02	BA	National President	2025	2	Epierson77@gmail.com	(310) 892-7558
Michael Coyne	93	BA	National Vice President	2023	1	mike.p.coyne@gmail.com	(619) 894-4765
Lynn Korwatch	76	D	Treasurer	2023	2	korwatch@sfxm.org	(925) 820-2055
Sean Connelly	11	GSMA	Secretary	2023	2	sconnelly77@mac.com	(425) 772-8301
John Betz	76 / 15	MT/MS	Past President	∞	∞	jbetz@csum.edu	(310) 463-3746
Carl Holmes	16	MS	President Elect	2025	2	carl.holmes321@gmail.com	(510) 501-3928
Terrie Cosgrove			Director of Annual Giving & Alumni Relations	Appointed	∞	tcosgrove@csum.edu	o(707) 654-1299 c(760) 413-0065
<b>At-Large Members</b>							
Alejandro Alcantar	16	MET	At-Large Member	2025	1	alcantar.alex@yahoo.com	(619) 480-6601
Brian Goldman	95	MET	At-Large Member	2024	2	bgol@chevron.com	(707) 322-1841
Randy Glaeser	03	FET	At-Large Member	2025	2	Randall_Glaeser@hotmail.com	(916) 759-9088
Jim Parker	18	MET	At-Large Member	2025	2	juiceplus4parks@cox.net	(714) 731-1593
Adil Ashiq	10 / 15	GSMA/MT	At-Large Member	2025	1	adil.m.ashiq@gmail.com	(562) 685-5049
Adam Kilburn	10	ME	At-Large Member	2025	1	adam.kilburn@am.jll.com	(925) 285-8585
Jacob Crawford	99	MT	At-Large Member	2023	1	jakecrawford@me.com	(949) 338-3349
Robert Hawke	79	MET	At-Large Member	2025	1	rhawke@matson.com	(510) 628-4502
Eric Cooper	05	MT	At-Large Member	2023	0	ecooper@csum.edu	(916) 747-2352
Hugh Creasy	98 / 13	ME/MS	At-Large Member	2024	1	bhcreasy@gmail.com	(503) 545-8399
Meghan King	21	MET	Academy At-Large Student Member	2022	∞	mking1219@csum.edu	(805) 340-2486
Vacant			Academy At-Large Student Member		∞		

## BOARD ROSTER

Name	Class Year	Major	Position CSUMA AA	Term ending June 30	No. of Terms	Email	Phone Number
Cal Maritime Alumni Chapter's (No term limits)							
Alexa Magda	16	MET	Chapter - San Diego Chairperson	∞	∞	alexamagda150@gmail.com	(951) 501-9390
George Garcia	88	NIT	Chapter - SB/Ventura Chairperson	∞	∞	gsgarciains@yahoo.com	(805) 383-9838
Philip Maksim Sandra Maksim	14 15	IBL BA	Chapter - LA/LB Chairpersons	∞	∞	philipmaksim@gmail.com sandra.maksim22@gmail.com	(408) 737-9258 (310) 344-3553
Rachel Neuharth	14	GSMA	Chapter - Puget Sound Chairperson	∞	∞	rneuhart@travelers.com	(360) 742-7864
Ryan Storz	07/13	FET/MS	Chapter – North Bay Area Chairperson	∞	∞	rstorz@csum.edu	(916) 792-5497
Kayla D'Ambrosi	12	GSMA	Chapter - Portland Chairperson	∞	∞	kayladambrosi@gmail.com	(510) 703-6366
Dennis Deisinger Tammy Lasiter	85 94/17	NIT NIT/MS	Chapter – Greater SF Bay Area Chairpersons	∞	∞	dennis@deisinger.com tammielasiter@comcast.net	(415) 828-9910 (510) 385 5961
Developing			Chapter - Ft Lauderdale Chairperson				
Developing			Chapter - Washington DC Chairperson				
Developing			Chapter - Honolulu Chairperson				
Open			Chapter – Houston	Open			
CSU Alumni Council (Cal Maritime Presidential Appointment)							
Sean Connelly	11	GSMA	Alumni Volunteer	Appointed		sconnelly77@mac.com	(425) 772-8301

**Cal Maritime Alumni Association**  
**Committee Roster and Regular Meeting Schedule 2022-2023**  
**Approved 06/30/2022**

**External Outreach Committee**

**1300 Third Thursday of every month**  
**(5) members / (L) from Comm Committee**

Adam Kilburn, Chair  
Eric Cooper, Co-chair  
George Garcia, Co-chair  
Rachel Neuharth  
Lynn Korwatch

**Randall Glaeser (V)**

Adil Ashiq  
Brian Goldman  
Dennis Deisinger / Tammie Lasiter  
Alexa Magda  
Philip Maksim / Sandra Maksim  
Kayla D'Ambrosi  
Student Rep – pending appointment  
Malik Sooch

**Jimmy Parker - Liaison**

**Alumni Award Committee**

**1100 Second Tuesday of every month**  
**(7) members / (L) from Comm Committee**

John Betz, Chair  
Erin Pierson, Co-Chair  
Randall Glaeser  
*Alumni At Large Representative-vacant*  
Meghan King (Student Rep)

**Michael Coyne – Liaison**

**Executive Committee**

**0830 Second Wednesday of every month**

Erin Pierson, President (Chair)  
Michael Coyne, Vice President  
Carl Holmes, President Elect  
Lynn Korwatch, Treasurer  
Sean Connelly, Secretary  
John Betz, Past President

**(V)** = Volunteer member

**Governance Committee**

**0900 Second Friday of every other month**

**Meet in the ODD months**

**(5) members**  
Carl Holmes, Chair  
John Betz  
Jacob Crawford  
Sean Connelly  
Alejandro Alcantar

**Alumni Communications Committee 1300**

**Fourth Thursday of every month**

**(7) members – Ad Hoc**

Jimmy Parker, Co-chair  
Michael Coyne, Co-chair  
Erin Pierson  
Robert Hawke

**Rachel Neuharth (V)**

Hugh Creasy  
Karina Martija-Harris

**Advisory Committee**

*Inactive*

## Roster – Honorary Members of the CSU Maritime Academy Alumni Association

Per Association Bylaws Article V, Section 3

NAME	YEAR
Ralph Pesqueira	2004
Liz Wainwright in	2014
Heather Cropper	2020
Tom Edwards	2020
Libby Edwards	2020

### Class Scribe Duties

Class Scribes are an important part of the Cal Maritime Alumni Association helping facilitate the Academy’s outreach and connection with their individual classes. Scribes serve their class by keeping the School updated with news about life milestones such as new jobs, promotions, engagements, weddings and births for Class Notes and graduates who have "Crossed the Final Bar." In collaboration with the Alumni Relations Office, Scribes will help write letters to their class. During reunion years, communications increase slightly as we work to encourage classmate participation in Reunion Weekend.

### Class Agent Duties

Class agents are an integral part of the Cal Maritime Annual Fund. Working with the Office of Annual Giving & Alumni Relations, Class Agents will follow up Annual Fund correspondence with a personal phone call or email to assist the Annual Fund efforts.

### Class Scribe/Agent (A) Roster

Graduate Program	Name	E-mail	Phone
2013- Present	Geoff Doerfler	gradscribe@alumni.csum.edu	Email Only

Year	Name	E-mail	Phone
1940 - 49	For updates and information please email Alumni@csum.edu.		
1950	Dick Cochran	w.r.cochran@att.net	Email only
1951			
1952			
1953			
1954	John Cade	Johnphylca@aol.com	(760) 918-9778
1955	Richard Hill	rjhill8@comcast.net	(530) 432-3099
1956			
1957	Gayne Marriner	gayne@rcn.com	(610) 217-4887
1958			
1959			
1960	Lloyd Sorensen	lloyds48s@hotmail.com	(805) 207-7880
1961	Byron Bader	kehau@att.net	(510) 745-7253

1962	Terry Purdom	tmpurdom@msn.com	Email only
1963	Manny Aschemeyer	captmanny41@gmail.com	(310) 292-4185
1964	Vic Mershon	osoblanco64@att.net	Email only
1965	Bob Piazza	rwpiazza@comcast.net	(707) 664-1760
1966	Bill Keyworth	Bill_Keyworth@hotmail.com	Email only
1967	Jim Stilwell	Capt.Jim.Stilwell@gmail.com	Email only
1967	Damon Jorgenson	drjalaska@aol.com	(760) 782-4214
1968	Jim Farr	bpd77ret@gmail.com	Email only
1969	Ken Passé	kpasse@comcast.net	(206) 232-1104
1970	Dennis Groat	creakytiki@gmail.com	Email only
1971	Al McLemore	susanmac1100@yahoo.com	Email only
1972	Jim Eldridge	jeldridge@marinetechserv.com	Email only
1972	Ron Gerde	rlgerde@outlook.com	(310) 549-8030
1973			
1974			
1975			
1976	Pete Richards	therewasmusic@gmail.com	Email only
1977	Dan Lintz	dlintz@csum.edu	Email only
1978	Dan Lintz	dlintz@csum.edu	Email only
1978	Laura Kovary	laura.kovary@gmail.com	Email only
1979	Bill Moses	Bmoses@anchorprintingoc.com	(714) 544-4110
1980	Joe Pecoraro	jcn3b@sbcglobal.net	(707) 425-9288
1981	Brad Klann	brad.klann@gmail.com	Email only
1981	Dan Demmon	daniel.demmon@ge.com	(206) 714-2371
1982	Tom Clyatt	tclyatt@sbcglobal.net	(530) 926-6274
1983			
1984	Jean Davis	sloopnarhval@msn.com	Email only
1984	Ed Foust	saftguy@yahoo.com	Email only
1984	John Seckinger	john-seckinger@aimargroup.com	Email only
1985			
1986			
1987	Eric Christensen	echristensen@passengervessel.com	(703) 853-0003
1987	Dru Dunwoody	dunwoody@usfamily.com	Email only
1988	Ted Getchell	tedgetchell@earthlink.net	(510) 841-3444
1989	Jim Blake	jim.blake@comcast.net	(206) 789-4382
1990			
1991	Michael Lee	seafinn@gmail.com	Email only
1992	Don Mrla	donmrla@chevron.com	(562) 298-7338
1992	Chris Freeman	cfree@san.rr.com	Email only
1993	Carl Obermeier	carl.obermeier@gmail.com	Email only
1994	Tammie Lasiter	tammielasiter@comcast.net	(510) 965-0292
1995	John Venneman	jvenneman@vericclaiminc.com	Email only
1995	Hank Lindemann	hankli@comcast.net	Email only
1995	Kelly Walsh	Kelly.walsh@mainfreightsfo.com	Email only
1996			
1997	Russell Dell	russ@russdell.com	Email only
1998	Jeff McCormick	jeffandmarissa@gmail.com	Email only

1999	Beth Kirkpatrick	bmk28@me.com	Email only
1999	Chris Walker	chrismwalker77@gmail.com	Email only
2000			
2001	Todd Lawson	larry.lawson@pse.com	Email only
2002	Sheila Maude-Lafleur	sheilamaude@live.com	(707) 704-7321
2003	Devon Kincanon	dshellhor17@gmail.com	(925) 765-9591
2004	Samuella Allison	ssalliso@yahoo.com	(415) 599-9084
2005	Eric Cooper	ecooper@csum.edu	(916) 747-2352
2005	Nicholas Lane	nicklanesflaw@gmail.com	Email only
2005	Greg Zeligman	gzeligman@hotmail.com	Email only
2006	Holly Van Gundy (Johnson)	hsvangundy@gmail.com	(916) 622-7988
2006	Griffin Patrick	griffindavidpatrick@gmail.com	(832) 795-3434
2007	Jason De Jesus	dejesus.jason@gmail.com	Email only
2007	Ryan Storz	rstorz@csum.edu	Email only
2007	Lynn Talbert (Langdon)	lnl2124@gmail.com	(310) 892-3898
2008	Leila Barangan	leilabarangan@yahoo.com	(808) 382-2542
2008	Stephen Brocker	sbrocker888@gmail.com	(530) 906-8811
2009	Jasmine Gonzalez	Jasminergonzalez@gmail.com	(206) 972-3932
2009	Ryan Seron	ryan@flagshipmgt.com	(925) 518-1292
2009	Joe Swindel	jswindel@gmail.com	(323) 397-7877
2010	Shireen Shipman (Blua)	shireen.blau@gmail.com	(209) 423-1154
2010	Joey Schlosser	JoeySchlosser@gmail.com	(916) 834-7708
2011	Marley Schroeffer	Marley.Schroeffer@gmail.com	(805) 901-2013
2012	Tyler Hayes	TylerAHayes@gmail.com	(805) 490-7897
2012	Jessica Schember	Jzschember@gmail.com	Email only
2013	Lauren Grasdahl	Lgrasdahl@gmail.com	(206) 948-1197
2013	Stephanie Terriquez	Stephanieterriquez@yahoo.com	(951) 697-6996
2014	Alex Martinez	alexmartinez5175@gmail.com	(925) 487-7763
2015	David Roy	Dek3roys@gmail.com	(706) 691-1575
2015	Adil Ashiq	adil.m.ashiq@gmail.com	Email only
2015	Melissa Ruby Grover	rubygrover@yahoo.com	(707) 703-9800
2016	Chrissy Edmiston	christineaedmiston@gmail.com	Email only
2016	Ryan Morris	Ryanmoosemorris@gmail.com	Email only
2016	Elliot Ballard	elliottballard7@gmail.com	Email only
2017	Andrew Bichlmeier	abichlmeier@gmail.com	(310) 733-8252
2017	Conley Schroeffer	Conley.Schroeffer@gmail.com	(805) 901-0223
2017	Patrick Dackins	PatrickDackins@gmail.com	(916) 969-7722
2018	Angela Buford	angelamcginisterbuford@yahoo.com	(707)583-6761
2018	Michael Lyons	19lyons19@gmail.com	(951) 375-8836
2018	Pamela Switzer	pamela.s.switzer@gmail.com	(770) 500-8772
2019			
2020			
2021			