

Standing Rules

Policy and Procedures

Amended by the Board of Directors, March 8, 2021

Administration

Office and Records:

The Renaissance Society (RS) shall maintain an office. Meeting minutes, Memoranda of Understanding (MOU), contracts and other important documents shall be kept in the office. Older historical documents shall be archived in the SSU Library.

Office Staff

The Board of Directors shall be responsible for hiring office personnel as required to perform duties in accordance with RS policies and relevant Sacramento State University SSU policies.

Membership Roster and Directory

A list of active members and their contact information shall be maintained by the Renaissance Office staff. A membership directory shall be published in both electronic and print versions and distributed to all members annually. The Directory shall prominently display this restriction: *“The Directory is only for the use of Renaissance Society members. It is not for use by another other organization or outside project. Members should personally retain or carefully dispose of old RS directories, and not give access to any RS directory to a non-member.”*

Actions Taken in The Name of The Renaissance Society

Any action taken in the name of The Renaissance Society (RS) shall require prior approval of the Board of Directors or the Executive Committee. This includes but is not limited to actions such as:

1. Giving a scholarship or gift to someone in the name of RS;
2. Making a policy or positions statement to the press in the name of RS;
3. Committing expenditures of RS funds;
4. Making a request to a CSUS office in the name of RS; or
5. Other actions as determined by the Board.

All requests for CSUS facility use or services shall be made by the Renaissance Office Staff in consultation with relevant committee chairs.

Privacy

The Renaissance Society shall protect the privacy of members' personal information which shall include but not be limited to name, address phone number and e-mail address. Member contact information shall not be released to any nonmember or for-profit enterprise. The Board of Directors may approve release of member contact information requested by a non-profit

organization if the Board determines that members would appreciate receiving information from the non-profit organization.

As part of CSUS, the Board may approve providing mailing labels to the University or any of its affiliated or subsidiary organizations upon request.

Photographs of members and/or their guests, taken at Renaissance Society programs and events, may be used for publicity purposes or displayed on the RS website. However, such photographs shall not be accompanied by the name of a member or guest, without their consent.

Honors and Memorials

Naming Programs

The RS shall avoid naming seminars, programs or activities in honor of a member. However, upon request, the Board of Directors, at its discretion, may consider doing so on a case by case basis.

Donations

Members and others may honor someone by contributing to The Renaissance Society Scholarship Fund or Special Programs Fund in honor or memory of that person.

Commercial Activity

Seminar leaders may not use seminars for the pursuit of private objectives, i.e., promoting a business, forming investment clubs or soliciting membership to outside organizations. The Board of Directors may consider exceptions to the general policy on a case by case basis if the activity supports the RS goal of furthering the intellectual pursuits of its members.

If speakers at Renaissance Society Forums, seminars, speakers' series, and other events have books or other media relevant to their presentation for sale, such items may be made available for purchase from the CSUS Bookstore staff or the presenter (and/or his/her representative) following the presentation. Information concerning their availability and additional information relevant to the presentation may also be distributed following a presentation.

Code of Conduct

Civility and respect towards others are core values of the Renaissance Society (RS). Hostility has no place in an open and welcoming learning environment. While discussions, debates, and disagreements are expected and encouraged, civil discourse should be maintained at all times. To ensure tolerance and respect for diverse opinions, leaders of seminars and other RS activities shall not engage in, nor allow participants to engage in, hostile or derogatory comments about the viewpoints of others. Non-compliance with this Code of Conduct or CSUS policies and regulations; or disruptive behavior, including the substantial or repeated disruption of seminars, programs or other events, may result in disciplinary action by the Renaissance Society, the University, or both.

The RS Code of Conduct shall apply to all RS members, seminar leaders, invited guests and speakers. The Review Process and Remedies are detailed in the RS Policies and Procedures Manual.

Committees

Amended by the Board of Directors, June 8, 2020

Standing committees shall be established by the Board of Directors as required to accomplish the objectives of the Renaissance Society. Chairpersons of standing committees are appointed or reappointed by the newly elected Renaissance Society president for one year terms, beginning July 1 through June 30.

The Standing Committees of the Renaissance Society shall be:

- Administration and Finance
- Communications and Marketing
- Forums
- Gerontology
- Long-Range Planning
- Membership, Diversity and Community Engagement
- Nominating
- Resource Development
- Scholarship
- Seminars/Speakers
- Technology
- University Services

Ad Hoc, advisory, task forces and other committees and working groups may be created by the Board of Directors as needed. The members of these groups shall serve until the specified task is completed and the group presents its final report.

Standing Committees' Purposes

The membership, roles and responsibilities, specific functions and operations of the Standing Committees are described and maintained in each respective committee's Protocol, and Policies and Procedures Manual. The committee purposes described below can be found in each respective Standing Committee's Protocol.

Administration and Finance

Review and recommend improvements to the RS administrative structures, policies and practices and review and adopt fiscal policies and procedures that comply with standards for non-profit organizations. Provide support and assistance to the Comptroller who chairs the Committee.

Communications and Marketing

Provide guidance on best practices, methodologies and use of metrics. Develop, implement, measure and maintain consistent, active and comprehensive communication and marketing strategy to all members and stakeholders for the purposes of recruitment, program messaging, fundraising, awareness and branding. Collect information and articles, write, edit and publish The Recorder.

Forums

Make decisions and selections of Forum speakers each semester. Invite speakers to present at the Forums, introduce speakers and facilitate the implementation of the Forums.

Gerontology

Serve as the RS liaison to the CSUS Gerontology Department. Promote and assist the CSUS Gerontology Department to recruit senior citizen volunteers for various educational programs, including but not limited to the Elder Mentor Program, classroom speakers, and periodic Gerontology Interview Practice Sessions and others.

Long-Range Planning

Coordinate the strategic planning process and monitor its implementation. Project one to five years in the future and evaluate all means toward strengthening current programs and developing innovative programs for the future that will meet the intellectual, cultural and social needs of Renaissance Society members. Study and assess issues referred by the Board that are related to the needs of The Renaissance Society and prepare recommendations for Board consideration and approval.

Membership, Diversity and Community Engagement

Insure that all functions necessary to recruit and maintain membership are carried out. Develop and implement efforts to be a diverse, inclusive, and engaged partner with the CSUS and greater Sacramento communities.

Nominating

Recruit, screen and interview candidates for the purpose of recommending a slate of eligible candidates to stand for election as officers or as Members-at-Large of the Renaissance Society Board of Directors. **The committee's proposed slate shall be presented to the Board for its review, assessment, and approval prior to submittal to the general membership for a vote.**

Resource Development

Initiate, support and coordinate all resource development activities of the Renaissance Society. This includes solicitation of both financial and in-kind donations from individuals and public and private sector organizations that support goals and objectives established by the Board of Directors. Plan and coordinate a comprehensive donor recognition program.

Scholarship

Provide financial scholarships to select CSUS students in any field of study for both undergraduate and graduate students. Establish a set of stringent criteria for the selection of scholarship recipients. Select scholarship recipients using the established criteria and the students' demonstration of financial need.

Seminar/Speakers

Plan and direct all aspects of the peer-to-peer learning program of the RS, with the exception of the Forums. Deliver seminars and speakers that are of the highest caliber possible and continue to improve over time.

Technology

Advocate, advance and provide assistance and support in the use of technology within the Renaissance Society and by its members. Develop and maintain the RS Website as a source of information about the programs and activities of the RS for the membership and the community.

University Services

Support the CSUS Theater and Dance Departments by recruiting RS volunteer ushers for the student productions.