

Standing Rules

Policy and Procedures

Amended by the Board of Directors, January 5, 2026

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 Older historical documents shall be archived in the CSUS Library.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 CSUS procedures.

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 electronically for 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 dispose of old RS directories and not give access to any RS directory or member information 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 such as Tuition Assistance to someone in the name of RS or the Membership Committee.
2. Making a policy or positions statement to the press in the name of RS;
3. Committing expenditure of RS funds not in the budget;
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. We do not collect Social Security numbers or other sensitive personal identifiers. Member contact information shall not be released to any non-member or outside organization. The Board of Directors may approve release of member contact information requested by a non-profit organization if the Board determines that members would benefit from 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. Members may request not to appear in published photos.

RS wide emails will be sent using methods that protect member email addresses.

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 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 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 always be maintained. 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' Purposes

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 membership, roles and responsibilities, specific functions and operations of the Standing Committees are described and maintained in each respective committee's Standing Protocol. The Standing Committees of the Renaissance Society shall be: • Administration and Finance • Communications and Marketing • Forums • Volunteer • Membership • Nominating • Resource Development • Scholarship • Program) • Technology.

Other committees, task forces and other 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.

The committee's purposes are described below and 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, the RS Facebook page, the Weekly Update and other communication tools and methods. Update and keep current all information on the RS Website.

Forum Committee

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.

Volunteer Committee

Serve as the RS liaison to the CSUS Gerontology Department. Promote and assist the CSUS Gerontology Department to recruit members for various educational programs, including but not limited to the Mentor Program, classroom speakers, and periodic and others. Support the CSUS Theater, Music and Dance Departments by recruiting RS volunteer ushers for student productions. Coordinate activities and volunteers for the ASU Food Pantry and Basic Needs Center. Coordinate volunteers and both on-campus and off-campus exhibitors for Open House each semester.

Membership Committee

Ensure 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. Provide social opportunities for members throughout the year. Coordinate volunteers for tabling events with other organizations

Nominating Committee

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 Committee

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 Committee

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. Coordinate with selected scholarship recipients using the established criteria and the students' demonstration of financial need.

Program Committee

Plan and direct all aspects of the peer-to-peer learning programs of the RS, except for the Friday Forums. Deliver seminars and speakers that are of the highest caliber possible and assist program leaders continue to improve over time.

Technology Committee

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.

Long-Range Planning (Chairs are appointed as needed)

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.