

# SSURA Bylaws

## **Article I – Name**

The name of this nonprofit organization is the Shawnee State University Retirees Association (SSURA).

## **Article II – Purpose**

The purpose of this Association is to work for the wellbeing of its members by providing or promoting:

- a. Social, recreational, and lifelong learning activities.
- b. Ways for improving the economic condition of members.
- c. Ways for improving the health of members.
- d. Opportunities for continuing service to the University.
- e. Support to a member's household in case of emergency or death.
- f. Involvement in community volunteer activities.

## **Article III – Membership**

### **Section I: Full Membership**

- a. **Qualifications:** Membership is open to persons who have retired from Shawnee State University and who have participated in either the State Teachers Retirement System, the Public Employees Retirement System, or other approved university retirement system options. A membership applies to a household, with one vote per membership. However, when both members of a household are SSU retirees, each has a vote.
- b. **Spouses or partners of deceased members:** A surviving spouse or partner, who is not an SSU retiree, may request to continue to household membership as an associate member.
- c. **Life Membership:** available at a one-time fee determined by the Board.
- d. **Retirees from other state Universities:** Retirees of any state university may have all rights of membership of SSURA except holding elective office in the organization; however, Life Membership is not transferable.

### **Section 2: Associate Members**

Surviving spouses or partners or persons who were employed or served in an official capacity at Shawnee State University for at least five (5) years and have reached retirement eligibility can apply for associate membership. Associate members will have all rights of membership except holding elective office in the organization.

## **Article IV – Governance of the Association**

### **Section 1: Executive Board (hereafter referred to as the “Board”)**

The Board is composed of the five officers and the immediate Past President or designee if the Past President is unable to serve. The duties of the Board are:

- a. To hold regular meetings (the President being empowered to call special meetings). The June Board meeting shall be a joint meeting of the outgoing and incoming Board members, the main purpose of this meeting being the setting of goals and initial program planning for the upcoming year.
- b. To receive and review secretarial and financial reports.
- c. To develop policies for the planning and promotion of programs and activities.
- d. To prepare an annual operating budget and to approve budgets for activities and/or special projects.
- e. To have general supervision of the affairs of SSURA between general meetings of the Association, to fix the hour and place of meetings, to make recommendations to SSURA, and to perform such duties as are authorized by the Association. No action of the Board shall conflict with actions taken at a general meeting of SSURA.
- f. To elect a successor to any member of the Board who is unable to serve except for Vice President. A vacancy in the office of Vice President shall be filled by the membership through a mailed or voice ballot.
- g. To originate and circulate a newsletter.

### **Section 2: Actions of the Board**

- a. Any act or resolution of the Board that either changes the bylaws or clearly implies the consent of a majority of the Association members must be submitted to the members at a general meeting or by mail ballot.
- b. Any action of the Board that is challenged in writing by at least ten (10) members must either be rescinded by the Board or submitted to the membership for a vote. Mail returns shall be tabulated within six weeks. Approval of the Board’s action requires at least 60% of the returns to favor action.
- c. A majority of the voting members of the Board constitutes a quorum.

### **Section 3: Officers and Duties**

- a. The President presides over all meetings of the Association and the Board, performs duties that usually pertain to the office and approves routine office expenditures.
- b. The Vice President, who is also President Elect, serves in the absence of the President.
- c. The Secretary keeps minutes of all meetings of the Association and the Board and performs such duties as generally relate to the office.

- d. The Treasurer maintains the accounts of the Association, receives and disburses all monies, assists in preparing budget estimates for new proposals coming before the Board, prepares an annual summary of income and expenditures, and oversees membership records.
- e. The Communications Coordinator oversees and edits SSURA publications and (as Chair) coordinates the activities of the Publications Committee.
- f. The Past President serves in an advisory capacity to the Board

#### **Section 4: Fiscal Year and Terms of Office**

- a. The fiscal year of the association is July 1 – June 30.
- b. The President and Vice President serve for a term of one year (July 1 – June 30).
- c. The Secretary, the Treasurer, and the Communications Coordinator are elected for two-year terms.

#### **Section 5: Elections**

The Bylaws and Elections Committee, appointed by the president with the approval of the Board, shall solicit names annually from the voting membership for open offices and will prepare a ballot, having secured consent of the nominees. Nominations from the membership and the Bylaws and Elections Committee shall be placed on a ballot and presented to the voting membership at a regularly scheduled meeting. Elections may occur by voice vote or by making individual ballots. Any nominee receiving a plurality of the votes is elected. The annual election process shall begin by April 15.

#### **Section 6: Committees**

All committees are appointed by the President with the approval of the Board. Standing committee chairs (or representatives) will be appointed by the SSURA President, in consultation with the Vice President, and ratified by the Board. Standing committees will be determined by the Board and approved by the membership. Committee chairs will be elected by individual committees and require Board approval. Ad hoc committees shall be appointed by the President as needed.

#### **Article V – Dues**

Membership dues for each succeeding year shall be set by the Board in March. Any dues increase will take effect on the following July 1. (In this initial year, the Board may set the dues at an earlier date so that they may take effect January 1.)

## **Article VI – Meetings**

### **Section 1: General Provisions**

One Annual Meeting of the SSURA membership shall be held [in June?]. Other general membership meetings may be called by the President and/or the Board. Twenty percent (20%) of the membership constitute a quorum for all general membership meetings.

### **Section 2: Procedure**

Robert's Rules of Order, revised, is the guide for questions of procedure not otherwise stated in these By-Laws.

## **Article VII – Amendments**

These By-Laws may be amended at any meeting of the membership by a majority vote of the members present and voting, provided that the proposed amendment has been submitted at a preceding meeting or in a notice mailed to all members of SSURA not less than one month prior to the vote.

## **Article VIII – Dissolution**

### **Section 1: Procedure**

SSURA may be dissolved only after consideration at an annual meeting, provided that notice of such consideration is mailed to the membership at least 30 days prior to the annual meeting, followed by a ballot vote of the entire membership. Dissolution of the Association requires a majority affirmative vote of the members present and voting at the annual meeting

### **Section 2: Remaining Funds**

In the event that the SSURA should cease to exist, all funds remaining after payment of just debts shall be transferred to Shawnee State University Foundation, specific designation to be determined at that time.