

BYLAWS OF THE SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE ANNUITANTS ASSOCIATION  
of  
Edwardsville, Illinois

ARTICLE I – NAME

The name of the organization shall be the Southern Illinois University Edwardsville Annuitants Association, hereafter called the SIUE Annuitants Association. This organization is an affiliate chapter of the State Universities Annuitants Association (SUAA). The By-laws of this chapter are predicated on the By-laws of SUAA and adapted to the needs and operations of the chapter.

ARTICLE II – PURPOSES

This chapter shall promote the individual and collective interests of its members and work to strengthen the university retirement system for its membership and future members. The chapter will advocate on behalf of its members for health and other benefits for employees, survivors and retirees.

ARTICLE III – Documents of Governance

The By-laws and Policies and Procedures of the chapter and related sections of the Bylaws of the State Association of SUAA shall govern the operation of this chapter.

ARTICLE IV – MEMBERSHIP

Membership in this chapter shall be open to (a) all annuitants of the State Universities and Community Colleges, (b) annuitants of allied agencies, (c) all participants in the State Universities Retirement System of Illinois who have retired or who are currently employed by a state university or a community college or an allied agency, or (d) those who are spouses or surviving spouses of such persons.

Article V – OFFICERS

The officers of the Chapter shall be President, Vice President, Secretary, Past-President, and Treasurer. The officers shall be elected at the Annual Meeting and shall serve for two years or until their successors are elected.

Duties of the officers shall include but are not limited to:

**President:** Providing leadership at meetings of the membership and the Executive Board. Administering the affairs of the chapter. Staying informed about legislation and state regulations related to annuities and other benefit matters and keeping the membership apprised of changes. Complying with requirements of the State Association. Nominating delegates from the Executive Board or chapter membership to attend state meetings as needed. Maintaining communication with chapter members using email, chapter website and any university resources that are available for use by the chapter.

**Vice President:** Serve as a member of the chapter Executive Board. Presiding at Executive Board or Chapter meetings in the absence of the President. Maintaining communication with the university administration, including Human Resources. Promoting new memberships and maintaining current members on behalf of the board and in coordination with chapter committees.

**Secretary:** Attending chapter and Executive Board meetings and recording a meeting summary or minutes. Distribution of the meetings for approval by the board and submitting them for publication on the chapter website. Assisting the board with communications to the chapter membership.

**Treasurer:** Receiving and disbursing all monies of the chapter. Approving and processing reimbursements for member expenses. Processing expenses utilizing university accounting and payment guidelines. Maintaining the chapter account with the university and with the SWICSIUE Credit Union. Preparing and delivering financial reports to the board and submitting them for publication on the chapter website. Preparing any federal or state tax documents as might be needed. Respond to any requests for audits of the chapter's financial records if such audit is requested by the Executive Board.

**Past President:** Chairs the Nominations Committee to prepare a slate of new officers for the Association. Attend state SUAA meetings as a delegate as needed by the chapter.

## ARTICLE VI – ADMINISTRATIVE STRUCTURE

1. The organization shall be administered by the Board of Directors, composed and selected as follows:
  - A. Board of Directors members will be nominated and selected from the chapter membership.
  - B. The President shall appoint a nominating committee chaired by the immediate Past-President (if available) to recommend candidates to the Board for the Executive Committee and for Board members.
  - C. The Nominations Committee should contact the university constituent groups to identify potential board candidates: Faculty Senate, Staff Senate, and other constituent groups that exist within university governance structure.
  - D. Candidates will be elected by the Board to fill vacancies.
  - E. The Board of Directors shall consist of no more than sixteen members, including the Executive Committee, each serving a term of two years. Board members may serve consecutive terms. Board members must be members of SUAA.
  - F. The Board of Directors shall meet a minimum of two times a year.
  - G. A simple majority of the Board shall constitute a quorum for conducting official business.
2. The President shall schedule and call meetings of the Board as deemed necessary by the Executive Committee or as requested by five members of the Board.
3. The Board of Directors will conduct a general meeting of the members of the organization known as a "Chapter Meeting" at least once a year to conduct the business of the organization. Such meetings may be conducted electronically as needed. In the event of emergency or other circumstances making it dangerous to hold a Board meeting or a "Chapter Meeting" the Board may dispense with the annual requirement. The Board is authorized to act on behalf of the chapter in making the emergency determination.
4. Executive Committee:
  - A. Membership of the Board's Executive Committee shall consist of the President, Immediate Past-President, Vice-President, Secretary, and Treasurer.
  - B. The President, Vice-President, Secretary, and Treasurer, shall be selected by the Board of Directors, and from the Board membership, and elected to serve for a term of two years. The Board shall elect these officers.

- C. The immediate Past-President (voting) and the Representative from the Human Resources Office (non-voting) shall be ex-officio non-elected members of the Board of Directors.
- D. Vacancies for unexpired terms on the Executive Committee shall be filled by a vote of the members of the Board of Directors.
- E. A simple majority of the Executive Committee shall constitute a quorum for conducting official business.
- F. The Executive Committee shall appoint standing and ad-hoc committees as necessary, keep the membership informed through regular communication and the chapter website about issues pertaining to member benefits and welfare; maintain contact with the State Universities Annuitants Association; the State University Retirement System; and, administer other such duties as they pertain to the purposes of the SIUE Annuitants Association.
- G. Standing committees established by the Board may include but are not limited to: Program Committee; Membership Committee, Communications Committee, Nominations Committee and Legislative Affairs Committee. Committee members must be members of SUAA.
- H. The President will designate voting delegates to attend the state SUAA meetings. Under current state guidelines, the number of voting delegates allocated is determined by the total number of chapter members.

#### ARTICLE VII – FINANCES

1. Fiscal Year – The fiscal year of the SIUE Annuitants Association shall commence on July 1 and terminate on June 30.
2. Annual dues for SUAA membership shall be a combination of SUAA dues and chapter dues. SUAA dues are determined by SUAA; chapter dues are determined by the chapter Board of Directors. The Board is authorized to make discounts of chapter dues to groups of members as deemed necessary for the benefit of the chapter.
3. Income – Grants, gifts, contributions, dues, and other funds will finance the affairs of the Association.
4. The Association will maintain an account at the university and all financial transactions will be completed under university fiscal and accounting procedures.
5. The Treasurer will approve reimbursements to Board and Committee members for attendance at state meetings and other expenses incurred in promoting membership and other activities of the organization.
6. The Treasurer or designated representative will sign all withdrawals or checks on the deposits of the Association. In case of absence of either or both, the Executive Committee shall designate alternates whose signature(s) will be registered at the appropriate university fiscal office or at a bank or the SIUE Credit Union.
7. Audits of the finances should be performed at the request of the Executive Committee.

#### ARTICLE VIII – AMENDMENTS OF THE BY-LAWS

1. Amendments to these By-Laws may be proposed by the Executive Committee, by five members of the Board of Directors, or by petition of fifteen members of the Association.
2. Proposals will be reviewed and approved by the Executive Committee and the Board of Directors prior to their being presented to the membership at large for approval.
3. The membership will be notified in writing of pending changes at least fifteen days prior to any action.

4. Amendments may be adopted at any regular or called meeting of the Association by a two-thirds majority of voting members present.

#### ARTICLE IX – PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall be the accepted parliamentary authority for the SIUE Annuitants Association.

Adopted on \_\_\_\_\_