

OREGON STATE UNIVERSITY RETIREMENT ASSOCIATION
BYLAWS

ARTICLE I: NAME

The name of this organization shall be The Oregon State University Retirement Association (hereinafter referred to as “OSURA” or “the Association”).

ARTICLE II: PURPOSE

The purpose of the Association is to promote continuing collegial ties among all OSU retirees and between retirees and the University community by providing opportunities for ongoing intellectual growth, social interaction, and service to the University. Specifically:

- A. To promote ongoing intellectual stimulation and activity;
- B. To promote social interaction;
- C. To promote volunteerism in the OSU community;
- D. To provide a knowledgeable advocacy voice in support of retirees and of the University.

ARTICLE III: MEMBERSHIP

Section 1. Membership Eligibility.

- A. Retired members of the OSU Faculty and Staff, their spouses, surviving spouses, former spouses and domestic partners are eligible for Regular Membership. OSU active employees, retirees of the OSU Alumni Association, the OSU Foundation, and the Oregon University system can also become Regular Members. Retirees of other colleges and universities who are interested in supporting and furthering the purposes of the Association may also join as Associate Members.
- B. On recommendation of the Membership Committee and approval of the Board, Honorary Membership may be granted as a means of recognition, or in situations where the individual is not otherwise eligible, but where OSURA and the individual, by virtue of his/her professional experience, will mutually benefit from the Association.
- C. Regular and Associate Members have voting privileges and are eligible to serve on the Board of Directors and OSURA committees.
- D. The Liaison from the OSU Office of University Events shall be an Ex-officio Member of the Association and of the Board of Directors without voting privileges.

Section 2. Dues. The Board shall establish membership dues. Regular and Associate members pay the regular dues and Honorary members pay no dues. Dues are payable on or before July 1 each year.

Section 3. Annual Meeting. The Annual Meeting of the Association will be held in May. Notice will be given to all Regular, Associate and Ex-officio members at least one month prior to the meeting.

Section 4. Quorum and Voting. A quorum at the Annual Meeting shall be 20 members. Each Regular and Associate Member is entitled to one vote at the Annual Meeting. There are no proxy votes.

Section 5. Election of Board of Directors. Members of the Board of Directors shall be elected by members in attendance at the Annual Meeting from a ballot submitted by the Nomination Committee. Election shall be by plurality of votes cast. New Board members shall assume their duties at the conclusion of the Annual Meeting.

ARTICLE IV: BOARD OF DIRECTORS

Section 1. Duties of the Board. The affairs of the Association shall be managed by a Board of Directors. The Board shall have the authority to establish such standing and ad hoc committees as it deems desirable. The Board shall determine the dues for the Association.

Section 2. Number and Qualifications. The Board shall consist of a minimum of nine (9) and a maximum of 15 members. All dues paying members, Regular and Associate, of the Association are eligible to serve on the Board.

Section 3. Term of Office. Members of the Board shall be elected for a term of three (3) years. At least three (3) of the members of the Board shall be elected annually at the Annual Meeting in May. Terms shall conclude at the end of the Annual Meeting. Board members may be elected for a second consecutive term.

Section 4. Vacancies. A vacancy in the Board of Directors shall be filled for the remainder of the term by a majority vote of the Board of Directors based on nomination by the Nominations Committee. Nominations to fill vacancies can be secured by the past President from prior Nominations Committee reports and from suggestions from the current Board members. Names will be submitted to the Board for review and selection. The President shall contact the selected potential member(s) and report to the Board.

Section 5. Quorum. A majority of the members of the Board shall constitute a quorum. All official actions of the Board shall be decided, at minimum, by a majority of a quorum.

Section 6. Regular Meetings. The Board shall meet monthly except in Summer unless otherwise agreed to. The time and place of such meetings shall be established by the Board. The Board shall hold a planning meeting within two months following the Annual Meeting to consider the work of the Association for the ensuing year. The President shall designate the time and place of such meeting.

Section 7. Special Meetings. Special meetings of the Board may be held upon the call of the President or upon request of any three members of the Board.

ARTICLE V: OFFICERS.

Section 1. Titles. The officers of this Association shall be a President, a President-elect, the immediate Past President, a Treasurer, a Secretary, and a Newsletter & Website Coordinator.

Section 2. Election of Officers. All officers shall be elected by the Board from among its members. All officers shall be elected for a one-year term; the treasurer and secretary may be reelected. The President-elect is expected to be a candidate for President in the following year. All officers shall be elected at the April Board meeting from the slate proposed by the

Nominations Committee and shall assume their duties at the conclusion of the Annual Meeting in May.

Section 3. Vacancy. A vacancy in the office of President shall be filled by the President-elect who shall fulfill the term of President not expired and then become a candidate for President as specified in Article V., Section 2. A vacancy in the office of any other officer shall be filled from among Board members by vote of the Board of Directors.

Section 4. President. The President shall preside at all meetings of the Board. The President is an ex-officio member of all Standing Committees and may appoint a liaison in his or her place. If the President is absent or unable to perform the duties of office, one of the other officers shall function in the President's place, with the President-elect having the priority so to serve.

Section 5. Secretary. The Secretary shall keep the official records of the Association and they will be archived at the OSU Events Office.

Section 6. Treasurer. The Treasurer provides regular financial reports to the Board, monitors the University and OSU Foundation accounts, authorizes payments from the Foundation accounts and, in consultation with the President and OSU Events Office liaison, prepares the annual OSURA budget for approval by the Board.

Section 7. Newsletter & Website Coordinator. The Newsletter & Website Coordinator prepares the periodic Newsletter, monitors and helps update the OSURA Website, keeps the OSURA Display Board current, and coordinates activities with the OSU Events office to publicize OSURA events.

Section 8. General Duties. All officers shall perform the duties customary for their respective offices.

ARTICLE VI: COMMITTEES.

Section 1. Standing Committees. Standing Committees shall include such committees as the Board determines to be essential or desirable to carry out the purposes of the Association as outlined in Article II of the Bylaws. Committees may be chaired by a Board member or by any other member in good standing. If the chair is not a member of the Board, the Board shall designate one of the Board members to serve as a Board Liaison to that committee. The President is an ex-officio member of all Standing Committees. The Standing Committees include but are not limited to the following:

- A. **The Nominations Committee** shall be chaired by the Immediate Past President and consist of at least three (3) persons who shall invite suggestions from OSURA members and prepare a slate with a candidate for each vacancy on the Board. The Nominations Committee also shall prepare a slate of Officers from existing and proposed new Board members. Nominations may also be made by petition bearing the signatures of at least five (5) OSURA members. To the extent possible the Nominations Committee should ensure that the Board is representative of the several constituencies of the Association.

- B. **The Program Committee** suggests and organizes OSURA programs, such as speakers, tours of campus or other regional facilities, cultural activities, attendance at OSU athletic events, participatory athletic events, and out-of-town events.
- C. **The Member Services Committee** organizes programs of an educational nature pertaining to retirees and provides advice to University leadership on issues of importance to retirees. The committee maintains liaison with the Faculty Senate Economic Welfare and Retirement Committee.
- D. **The Volunteer Committee** seeks and supports requests from OSU organizations for activities where OSURA members can assist, consistent with the OSURA Policy on Volunteers. It reviews and recommends approval or rejection of such requests to the OSURA Board, publicizes approved requests to OSURA members and coordinates retiree service at these events.
- E. **The Finance Committee** is made up of the Treasurer (who shall serve as Chair), President, President-elect, and immediate Past President. It develops the OSURA annual budget, works on OSU support to OSURA, coordinates fund-raising, and maintains liaison to the OSU Foundation and OSU Events Office.
- F. **The Scholarship Committee** coordinates the OSURA scholarship program, develops scholarship materials, publicizes scholarship opportunities, selects winners and arranges for their attendance at the Annual Meeting. This committee also leads scholarship fund-raising efforts.
- G. **The Membership Committee** tracks membership and works to recruit and retain members.
- H. **The History Committee** gathers and maintains records of OSURA activities for the purpose of preserving OSURA history. Information is archived at the OSU Events Office.

Section 2. Sub-Committees. Each Standing Committee may appoint one or more subcommittees which shall report to it.

Section 3. Term of Office. Members of Standing Committees shall serve one-year terms and are eligible for successive reappointment.

Section 4. Ad Hoc Committees. The Board may appoint such ad hoc committees as it deems appropriate. Such committees shall report to the Board and shall serve at its pleasure.

Section 5. Affiliated Organizations: OSURA will maintain relations with affiliated organizations such as AROPE (Association of Retired Public Employees), AROHE (Association of Retirement Organizations in Higher Education), and ALL (Academy of Lifelong Learning).

ARTICLE VII: POLICIES AND PROCEDURES

The OSURA Board shall have the duty to create, maintain and amend policies and procedures for the organization.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Parliamentary authority for each and all meetings of OSURA and its various bodies shall be Robert's Rules of Order Newly Revised, current edition.

ARTICLE IX: AMENDMENT OF BYLAWS

The Board may, by a two-thirds vote of its membership, amend the Bylaws at any meeting provided that the amendment or amendments have been distributed to the Board at least one week before the meeting at which they are to be voted upon.

Approved, August, 2008, Revised, July, 2009, March 2013, January 2014,
February 2015, December 2016.