

ILLINOIS STATE UNIVERSITY ANNUITANTS ASSOCIATION
of
Normal, Illinois

By-laws
(Revised September 8, 2021)

Preamble: This organization is an affiliate chapter of the State Universities Annuitants Association (SUAA). The By-laws of the chapter are predicated on the Bylaws of SUAA and adapted to the needs and operations of the chapter.

1:00 Name: This chapter shall be known as the *Illinois State University Annuitants Association (ISUAA)*.

2:00 Purpose:

2:01 This chapter shall promote the individual and collective interests of its members and work to strengthen the retirement system for its future members or membership.

2:02 This chapter shall serve as a communication medium with the State Association.

3:00 Documents of Governance

3:01 The By-laws and the Policies and Procedures of the chapter and related sections of the Bylaws of the State Association shall govern the operation of this chapter.

4:00 Members:

4:01 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 employed by a state university or a community college or an allied agency, (d) those who are spouses or surviving spouses of such persons, or (e) who wish to support the purpose of the association.

4:02 The payment of annual dues and special assessments, established by the Executive Board, shall be prerequisite for voting at chapter meetings.

5:00 Officers and Directors:

5:01 The officers of the Chapter shall be President, Vice President, Secretary, and Treasurer. The officers shall be elected at the Annual Meeting and shall serve for two years or until their successor are elected.

5:02 Duties of the officers shall include but not be limited to:

- President: Providing leadership at meetings of the membership and the Executive Board.
Administering the affairs of the chapter.
Becoming informed about legislation related to annuities and other benefit matters and keeping the membership apprised of changes.
Complying with requirements of the State Association.
Delegating a substitute State Director for a single meeting of the State Board of Directors.
- Vice President: Serving as a member of the Executive Board and attending meetings as called
Presiding at chapter or Executive Board meetings in the absence of the President.
Acceding to the Presidency until the next Annual Meeting (or election of officers) if the President is unable to serve.
Serving as Program Chairperson.
Attending meetings of the State Association Board of Directors when possible.
- Secretary: Attending chapter and Executive Board meetings and recording the minutes
Preparing the minutes and arranging for duplication
Distributing minutes at the following meeting of each group
Maintaining a file of Meeting Minutes
- Treasurer: Receiving and disbursing all monies of the chapter
Recording all receipts and disbursements of chapter monies
Preparing financial reports as required
Attending meetings of the chapter Executive Board

Specific duties of these officers are identified in the Policies and Procedures of the chapter

- 5:03 Seven Chapter Directors shall represent the membership at meetings of the Executive Board. Two Chapter Directors shall be elected at the Annual Meeting on odd-numbered years and two shall be elected at the annual meeting on even numbered years. Three additional members shall be elected from among current employees who are members of ISUAA/SUAA. These members shall be elected by the Academic Senate, the AP Council and by the Civil Service Council, one from each employment category. All directors shall serve for two years or until their successors are elected.

- 5:04 Duties of the Chapter Directors shall include but not be limited to participating in the management and administration of the affairs of the chapter.
- 5:05 As specified by the SUAA Bylaws, State Delegates shall represent the chapter at meetings of the SUAA House of Delegates. The chapter President shall serve as a State Delegate. Other State Delegates will be appointed by the Executive Board of the chapter to staggered two year terms. A Chapter Director may serve simultaneously as a State Delegate if deemed appropriate by the Executive Board of the chapter.
- 5:06 Duties of the members of the SUAA House of Delegates shall include but not be limited to:
Attending meetings of the SUAA House of Delegates and participation in all actions of that body.
Serving as a liaison between chapter and SUAA House of Delegates as the need arises.
Attending meetings of the chapter Executive Board.
- 5:07 State Delegates shall be members of both chapter and State Association
- 5:08 All terms of office shall be two years. The President and Vice President shall serve no more than two consecutive terms in the same office.
- 5:09 Vacancies in any elected or appointed office shall be filled, for the unexpired term, by vote of the members of the Executive Board.
- 6:00 Election of Officers and Chapter Directors.
- 6:01 At least 90 days prior to the Annual Meeting of the Chapter, the President, with the approval of the Executive Board, shall appoint a chairperson of the nomination committee who will select a committee. It is recommended that the committee represent both academic and non-academic members.
- 6:02 The committee will select a slate of officers and Chapter Directors. This slate shall be representative of both academic and non-academic personnel and shall be included in the written notice of the Annual Meeting. Additional Nominations may be made from the floor at the Annual Meeting. Nominations from the floor must have prior approval of the nominees.
- 6:03 The President, Secretary, and two Chapter Directors shall be elected in even years. The Treasurer, Vice President, and two Chapter Directors shall be elected in odd years.
- 7:00 Executive Board:

7:01 The officers of the chapter and the Chapter Directors shall constitute the voting members of the Executive Board.

7:02 The Executive Board shall meet a minimum of twice each year.

7:03 The President shall call additional meetings deemed necessary to conduct the business of the chapter or when directed to do so by two or more members of the Executive Board.

7:04 State Delegates shall attend Executive Board meetings. They may participate in all business matters but may not vote.

7:05 Duties of the Executive Board shall include but not be limited to:

Promoting the interests of the chapter and its members

Administering the affairs of the chapter

Planning and scheduling informational and social programs and other activities for the chapter.

Approving reimbursement for travel expenses incurred by members of the Executive Board and others while attending SUAA meetings.

Providing for the continuation of chapter leadership and representation of members through:

Approving chairpersons of standing committees

Appointing State Delegates

Filling vacancies in any elected or appointed office.

Providing representation from the chapter to meetings of SUAA House of Delegates.

7:06 A majority of the Executive Board shall constitute a quorum for the Board meetings.

8:00 Committees:

8:01 Chairpersons of standing committees shall be named by the President with the approval of the Executive Board

8:02 The President shall have the power to create special and ad hoc committees and to appoint members to these committees.

9:0 Chapter Meetings:

9:01 The chapter shall meet at least twice each year. One meeting should be held prior to the annual SUAA meeting of the House of Delegates. The Annual Meeting of the chapter shall be held in June for the purpose of electing officers, hearing committee reports, and the transaction of such business as is required at an Annual Meeting.

9:02 The President shall call special meetings when directed to do so by the Executive Board or by a petition stating the purpose of the meeting and signed by 10 members of the chapter.

9:03 The notice of regular and special meetings shall be sent to the members at least 10 days in advance of the meeting except in emergency cases. In such emergencies, notice may be given by newspaper and radio coverage.

9:04 Those in attendance at any meeting shall constitute a quorum.

9.05. Procedure in the Event of Emergency. In the event of emergency or other circumstances making it dangerous or otherwise impossible to hold the Annual Chapter Meeting as scheduled, the Executive Committee may cancel the meeting until a future date or until the next scheduled Chapter meeting. If the Chapter cannot meet, the President may cancel the meeting and advise the Executive Committee as soon as possible, and the Executive Committee shall then set the date and time of the next meeting.

In the event of emergency or other circumstances making it dangerous or impossible to hold the Annual Meeting, the Executive Committee is authorized to act on behalf of ISUAA in all respects until the next Chapter meeting. If elections of officers, amendment of bylaws or approval of the budget would have occurred at the cancelled or deferred meeting, those actions shall be deferred until the next Chapter Meeting.

Chapter meetings may be held electronically as long as all the members have the opportunity to participate during the meeting. “

10:00 Amendments

10:01 Amendments to these By-laws may be proposed by the Executive Board or by a petition signed by 10% of the members of the chapter.

10:02 An amendment to be considered at any meeting must be included in the notice of the meeting.

10:03 To be adopted, an amendment to these Bylaws must receive a two-thirds vote of those voting at any regular or called meeting of the chapter.

11:00 Dues, Assessments, and Other Business Matters:

11:01 The fiscal year shall begin on July 1 and end on the following June 30.

11:02 Annual dues collected by the chapter shall be a combination of SUAA dues and chapter dues. SUAA dues shall be forwarded to the SUAA office. Annuitants, surviving spouses, and pre-retired faculty, ~~and~~ staff, and other members shall pay both SUAA and chapter dues.

Spouses shall pay only SUAA dues and shall receive chapter membership as a courtesy.

11:03 SUAA dues are determined by SUAA.

11:04 Chapter dues may be changed by the Executive Board with the approval of the chapter. Written notice of a proposed change in chapter dues shall be presented to the membership at least ten days prior to the general meeting at which it will be proposed. A two-thirds majority of those voting is required to change the dues.

11:05 A change in chapter dues must be approved by the chapter before January 1 of any given year to take effect at the beginning of the next fiscal year.

11:06 Members of the Executive Board and committee chairpersons who represent the chapter at meetings of the SUAA House of Delegates or other official meetings may be reimbursed by the chapter with the approval of the Executive Board, for expenses incurred at those meetings and not reimbursed by SUAA.