

# REVISED CONSTITUTION

of the

## KENT STATE UNIVERSITY RETIREES ASSOCIATION

### I. NAME

The formal name of this association shall be the KENT STATE UNIVERSITY RETIREES ASSOCIATION but also known as the KSU Retirees Association or KSURA.

### II. PURPOSES

The purposes of the Association are fellowship, scholarship and awareness. The Association will encourage retirees to maintain a close relationship among themselves and with the University, which they have served for a large portion of their professional careers.

### III. MEETINGS

Program meetings will be held once a month, September through December and February through May, and/or at other times as announced by the President of the Association. Business sessions may be held at any monthly program meeting or any other official meeting including primarily social gatherings.

### IV. MEMBERSHIP

Members shall include all Kent State University and Northeast Ohio Medical University (NEOMED) retired faculty, administrators and staff, who have participated in the State Teachers Retirement System of Ohio, Ohio Public Employees Retirement System, or the Alternative Retirement Plan. The spouse/partner of a retiree member is automatically a member of KSURA and may vote and hold office. The Executive Committee may grant honorary membership to nonmembers who have made significant contributions to the Association. Members may invite friends to attend.

### V. OFFICERS

Officers will consist of a President, a Vice President, and a Secretary-Treasurer. These officers, together with the immediate Past President form the Executive Committee. The Executive Committee and others whom the President may invite to participate form the Program Committee.

The term of office shall be one year, with the possibility of consecutive terms. Officers for the ensuing year will be elected in the spring, and will begin their terms with the summer season. A Nominating Committee appointed by the President will secure a slate of candidates and the President will present the slate for ratification at the next business meeting.

### VI. DUTIES OF ELECTED OFFICERS

The President is responsible for fulfilling the mission of the Retirees Association (KSURA). The President presides at regular meetings, appoints committees, and has general supervision of the operation of the KSURA. The President, on the advice and consent of the Executive Committee, shall appoint two representatives to the Ohio Council of Higher Education Retirees (OCHER). The President shall also appoint an Emeriti Observer to the Faculty Senate. Various other committees and persons will be designated for tasks by the President as the need arises. The President is an ex officio member of all Committees, except the Nominating

Committee, and may serve as one of the KSURA representatives to various organizations. The President shall transmit to the Executive Committee, for its approval or disapproval, all proposed ideas and plans that may affect the KSURA or its members and shall take no action binding the KSURA without either specific prior authorization or subsequent ratification by the Executive Committee.

The Vice President assists the President in planning, organizing and directing the activities of the KSURA and serves in the President's place when the latter is not in attendance.

The Secretary-Treasurer takes minutes of business meetings and Executive Committee meetings. The records shall include the attendance lists taken at program meetings. As Treasurer, s/he maintains the financial books, recording income and disbursements in accord with standard accounting practices. Disbursements are to be based on expense reimbursement requests supported by reasonable documentation. A written Treasurer's Report shall be presented at the beginning of each semester or when requested by the Executive Committee.

## VII. DUTIES OF APPOINTED OFFICERS

The *Emeriti Observer to the Faculty Senate* will attend, represent when appropriate, and report to the KSURA Executive Committee actions of the Faculty Senate that are relevant to the Association.

The *OCHER representatives* will attend, represent KSURA, and report issues, developments and concerns that are relevant to the KSURA.

## VIII. FUNDING

The Association will be funded by contributions from the membership.

## IX. AMENDMENTS

The Constitution may be amended by a two-thirds vote of those present and voting at a business meeting.

# BYLAWS of the KENT STATE UNIVERSITY RETIREES ASSOCIATION

## A. MEETINGS

1. The *Program Committee* shall propose topics and speakers, and members appointed by the president shall contact possible speakers and confirm a date for their program presentation.
2. The *Chair* of each program meeting is usually the person who recruited the speaker. The Chair shall:
  - a. Introduce the speaker at the meeting,
  - b. Send the speaker a copy of the semester's programs and confirm the speaker's participation, before the semester begins,
  - c. Remind the speaker of the time, place and AV availability, and invite the speaker for dinner afterwards as guest of KSURA,

- d. Alert the Internet Coordinator about the program by sending him/her an announcement of the talk including the name of the speaker, the title of the talk, the time and location (to be emailed to area members),
  - e. Secure introductory materials from the speaker, and
  - f. Send a thank-you note to the speaker after the program.
3. The *Host* for each program meeting shall be appointed by the Host Coordinator. The Host will provide refreshments before the program.
4. Program meetings are usually held on a Wednesday with dates and times announced in the program flyer at the beginning of each semester.
5. The Meeting Place will be the Kent Free Library or any other venue on or off campus approved by the Executive Committee.
6. Other primarily social gatherings, such as the holiday luncheon and the end of year picnic, will be coordinated by ad hoc committees appointed by the President.

## B. DUTIES OF ADDITIONAL APPOINTED OFFICERS

The following offices shall be filled by presidential appointment:

1. *Host Coordinator*, responsible for recruiting Hosts for program meetings,
2. *Internet Coordinator*, responsible for emailing program announcements and other messages to area retirees and responsible for keeping the listserv up to date,
3. *Mail Coordinator*, responsible for securing from the Provost's Office the names and addresses of newly retired faculty and staff, acquiring the envelopes from that office, maintaining an updated list of retirees, and providing mailing labels for the four postal mailings per year. Alternatively, these duties may be assumed by the Secretary.

## C. FUNCTIONS OF THE TREASURY

Monies held in the treasury are routinely spent for

1. the dinners of the program speaker and guest who choose to join members for dinner after the program,
2. meat and/or other items furnished for the potluck picnic,
3. the holiday luncheon, the expense covered by member's ticket price,
4. meeting room charges for the Kent Free Library or other facilities, and
5. replenishment of refreshment-related supplies for program meetingsb.

Other disbursements require approval of the Executive Committee. Postage for mailings continues to be covered by the Provost's Office.

Originally Adopted at the Annual Picnic meeting June 2013

Proposed as Amended September 2016

Approved unanimously at meeting on October 12, 2016

Amended & Approved unanimously June 10, 2023.