

**CLEVELAND STATE UNIVERSITY
RETIRED FACULTY AND PROFESSIONAL STAFF ASSOCIATION**

BYLAWS

ARTICLE I – NAME

The name of this nonprofit organization is the Cleveland State University Retired Faculty and Professional Staff Association.

ARTICLE II – PURPOSE

The purpose of the Association is to provide an opportunity for former full-time members of the Cleveland State University faculty and professional staff to continue their involvement in the cultural and educational activities of the University, to promote the interests of these retirees, and to engage in such other activities as may be appropriate.

ARTICLE III – MEMBERSHIP

Membership shall be open to all retired Cleveland State University faculty, Associates of the University, professional staff, librarians, and others who have had significant involvement in instruction at CSU, regardless of their retirement status. In doubtful cases, eligibility for membership shall be determined by the Executive Board. Spouses and domestic partners shall be welcomed as non-voting members.

ARTICLE IV – GOVERNANCE OF THE ASSOCIATION

Section I – Executive Board (hereafter referred to as the “Board”)

The Board is composed of four elected officers, the immediate Past President, and the appointed Communications Coordinator.

Section 2 – Officers and Duties

The President presides over all meetings of the Association and the Board, serves as a member of the Recognition Committee of the CSU Board of Trustees, and performs duties as usually pertain to the office.

The Vice President, who is also President Elect, serves in the absence of the President and is responsible for organizing the annual dinner.

The Secretary keeps minutes of all meetings of the Association and the Board and performs such duties as generally relate to the office.

The Treasurer maintains the accounts of the Association, receives and disburses all monies, and prepares an annual summary of all income and expenditures.

The Communications Coordinator is responsible for the publication of the Association newsletter and for maintaining the Association website. This individual shall be appointed by the Board.

The President and the Vice President serve one-year terms; the Secretary, Treasurer and Communications Coordinator serve two-year terms.

Section 3 - The duties of the Board are:

- (a) to hold regular meetings (the President being empowered to call special meetings);
- (b) to receive and review secretarial and financial reports;
- (c) to develop policies for the planning and promotion of programs and activities;
- (d) to have general supervision of the affairs between general meetings of the Association, to fix the hour and place of meetings, to make recommendations, and to perform such duties as are authorized by the Association. No action of the Board shall conflict with actions taken by a general meeting of the Association.
- (e) to elect a successor to any member of the Board who is unable to serve;
- (f) to nominate retirees for the granting of an honorary degree.

Section 4 – Representatives to Faculty Senate

The Association shall elect two members as corresponding non-voting representatives to the Faculty Senate and non-voting representatives to the Board. Those elected take office on July 1 and serve staggered two-year terms.

Section 5 – Representatives to the Ohio Council of Higher Education Retirees (OCHER)

The Board shall appoint annually no fewer than two members of the Association to serve as representatives to OCHER. All such appointed members shall be designated as non-voting members of the Board.

Section 6 – Elections

The Nominating Committee, appointed by the President with the approval of the Board, shall solicit names from the membership for all elective positions and will prepare a ballot having secured consent of the nominees. Nominations from the membership and the Nominating Committee shall be placed on a ballot and mailed to the membership. Two weeks after mailing the ballot to the membership, the returns shall be tabulated by a committee of three tellers appointed by the President. Any nominee receiving a plurality of the votes from the returned ballots is elected. The election process shall begin by April 1.

Section 7 – Committees

All committees as needed are appointed by the President, with the approval of the Board.

ARTICLE V – DUES

In March, annual dues may be set by the Board as needed. Mail ballots shall be sent out only to members who have paid their annual dues.

ARTICLE VI – MEETINGS

There shall be regular meetings of the membership as determined by the President and the Board. Ten members shall constitute a quorum to vote on all matters unless a mail ballot is called for by at least three (3) members or directed by the Board.

ARTICLE VII – AMENDMENTS

These Bylaws 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 not less than one month prior to the vote.

Amended: May 21, 2009, and October 18, 2012