The Utah State University
Emeriti Association Constitution
ratified September 2016

Article I
Name and Purpose

Section 1. The name of this organization shall be The USU Emeriti Association

Section 2. The mission of this organization is
2.1 to sponsor a monthly program to promote the social, cultural and intellectual interests of retired employees of Utah State University who are members of The USU Emeriti Association
2.2 to contribute to a sponsored Sophomore Student Scholarship program
2.3 to support the USU Alumni Association.

Article II
Membership

Section 1. All Utah State University retired faculty, staff and federal collaborators, their spouses or partners and surviving spouses or partners are eligible for membership. Application for membership by former faculty, staff and federal collaborators who served at USU but left before retirement, their spouses or partners and surviving spouses or partners, will be considered by the Council. Only those who pay the annual dues of the organization are members of the USU Emeriti Association with full rights and benefits.

Section 2. The dues of the USU Emeriti Association shall be established by the Executive Council (Council – as defined in Article III Section 3) and shall be payable July 1 at the beginning of the fiscal year. Dues shall be assessed based on the needs of the organization and shall be used to fund the operations of the Emeriti Association with excess assigned to the Emeriti Sophomore Scholarship Fund until it is fully endowed.

Section 3. All retirees of USU are accorded benefits as prescribed by the University code and other personnel directives. Members of USU Emeriti Association are accorded additional benefits, which are subject to change: these include an identification card, free campus parking in designated lots, and reception of USU Emeriti Association announcements by email or, upon request, by mail.

Article III
Executive Council

Section 1. The USU Emeriti Association shall be governed by the USU Emeriti Executive Council hereafter referred to as the Council. Positions on the Council may be filled by individuals or shared by two persons who will serve as co-officers or council members.
Section 2. The Council shall organize and conduct all activities of The USU Emeriti Association, including but not limited to:
2.1 sponsoring a monthly program
2.2 selection of candidates for office on the Council
2.3 awarding of scholarships
2.4 promoting the interests of the members

Section 3. Executive Council Members and Duties
3.1 President(s) shall
3.1.1 exercise overall responsibility for the implementation of programs of the organization
3.1.2 conduct business meetings of the organization
3.1.3 see that preparation, hand out and collection of name tags at programs are accomplished
3.1.4 oversee the February nomination procedure (see Section 5)
3.1.5 oversee ratification of changes to the Constitution
3.1.6 serve on the Alumni Advisory Board

3.2 President(s)-elect shall
3.2.1 plan and arrange details of monthly programs, including publicity
3.2.2 in the absence of the president(s) will conduct business meetings
3.2.3 contact nominees to solicit their acceptance of positions on the Council

3.3 Past President(s) shall
3.3.1 serve as adviser(s) to the Council
3.3.2 fulfill the duties of treasurer, including
3.3.2.1 maintenance of a record of the financial affairs of the organization
3.3.2.2 preparation of an annual summary of financial transactions
3.3.2.3 presentation of a monthly report to the Council

3.4 Scholarship Chairperson(s) shall
3.4.1 oversee the collection of scholarship applications
3.4.2 with the assistance of Scholarship Committee members, evaluate the applications and select awardees
3.4.3 organize the awarding of the Emeriti Sophomore Scholarship(s) at the annual Awards program in April
3.4.4 update scholarship application forms and procedures as needed

3.5 The Membership Chairperson(s) shall
3.5.1 promote the visibility of the organization
3.5.2 help develop materials to recruit new members
3.5.3 see that nomination slips are made available at the February program
3.6 The Venue Coordinator(s) shall be responsible for arranging venues, equipment, and catering for monthly programs.

3.7 Members-at-Large, as deemed needed by the Council, shall
3.7.1 perform those duties for which they are appointed, as well as any other additional tasks assigned
3.7.2 Members-At-Large appointed to the Scholarship Committee shall work with the Scholarship Chairperson(s) to evaluate scholarship applications and select awardees.

3.8 Executive Secretary. The administrative secretary of the USU Alumni Association shall be an ex-officio member and perform the following
3.8.1 keep the minutes of the Council meetings
3.8.2 work with the President(s) to provide an agenda for Council meetings
3.8.3 maintain membership records
3.8.4 issue membership cards
3.8.5 handle incoming reservations for monthly programs
3.8.6 prepare correspondence
3.8.7 maintain financial reports on membership dues allocated to The USU Emeriti Association
3.8.8 maintain a historical record of the programs and activities of the organization

3.9 The Director of Alumni Relations shall be an ex-officio member.

3.10 Temporary or ad hoc committees and committee chairpersons may be appointed by the President as needed.

Section 4 Executive Council Meetings
The Council shall meet together on the first Monday of the month. In case of a Monday holiday, an alternate date will be set.

Section 5 Nominations
At the February program, slips will be provided and an announcement shall be made soliciting nominations to The USU Emeriti Council to fill upcoming vacancies. In addition, a nomination form shall be included with the March program announcement and registration form along with instructions for submitting nominations via email, in writing or in person. The nomination deadline shall be the date of the March program.

Section 6 Terms of Office
The Council shall select President(s)-Elect and members to fill any other
vacancies by the first week in May. New Council members will be announced at the
June program and shall take office at the July Council meeting. Should a vacancy
occur during the year, a new member may be appointed to finish the vacated term
and continue to serve the following term.

The person(s) selected as President(s)-elect shall serve on the Council for three
years: one year as President(s)-elect, one year as President(s), and one year as
Past President(s), for a total of three years. All other members, except ex-officio
members, shall serve a one-year renewable term at the discretion of the
President(s). Members shall take office at the July Council meeting or at the time of
their appointment.

Article IV
By-Laws and Amendments

Section 1  The USU Emeriti Council may establish such by-laws as it deems necessary.

Section 2  Amendments to the Constitution

2.1. When amendment is deemed necessary, copies of the proposed amended
constitution shall be sent to members via email (or via mail, upon request),
along with the announcement and registration form for the next scheduled
program. Voting instructions for voting via email, in writing or in person will
be included. The voting deadline shall be the date of the scheduled program.

2.2  The constitution shall be amended by a 2/3 majority vote of members
participating in the voting process.