The Utah State University
Emeriti Association Constitution
ratified 4 January 2021

Article I
Name and Purpose

Section 1. The name of this organization shall be The Utah State University Emeriti and Retired Employees Association (hereafter referred to as the Association).

Section 2. The mission of this organization is
2.1 to promote the social, cultural and intellectual interests of its members
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 Association with full rights and benefits.

Section 2. The dues of the 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 Association with excess assigned to the USU Emeriti and Retired Employees Association Sophomore Scholarship (hereafter referred to as the Association Scholarship) 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 the Association are accorded additional benefits, which are subject to change: these include an identification card, free campus parking in designated lots, and reception of the Association announcements by email or, upon request, by mail.

Article III
Executive Council

Section 1. The Association shall be governed by the Emeriti and Retired Employees Association 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 Association, including but not limited to:

2.1 sponsoring programs
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 Association
3.1.2 conduct business meetings of the Association
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 Association
    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 Association Scholarship(s) at the annual Awards program
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 Association
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 Recording Secretary shall
3.6.1 keep the minutes of the Association

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 The Director of Alumni Relations shall be an ex-officio member and oversee the following functions
3.8.1 work with the Presidents) to provide an agenda for Council meetings
3.8.2 maintain constitutional, historical, and membership records
3.8.3 issue membership cards
3.8.4 handle incoming reservations for programs
3.8.5 prepare correspondence
3.8.6 maintain financial reports on membership dues allocated to The USU Emeriti and Retired Employees Association
3.8.7 maintain a historical record of the programs and activities of the Association
3.8.8 Arrange venues, equipment, and catering for programs

3.9 Temporary or ad hoc committees and committee chairpersons may be appointment 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 and Retired Employees Association 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.