

BYLAWS OF  
THE BOWLING GREEN STATE UNIVERSITY  
RETIREES ASSOCIATION (Revised May 2010)

ARTICLE I — NAME

The name of this organization is the Bowling Green State University Retirees Association (BGSURA).

ARTICLE II — PURPOSE

The purpose of this association is to carry on the following endeavors for the good and welfare of Bowling Green State University faculty, contract and classified staff who have retired and who are or have been members of the State Teachers Retirement System (STRS) or the Public Employees Retirement System of Ohio (PERS):

- (a) to assist in continuing and deepening the friendships and associations of former faculty and staff through satisfying social, recreational, and community service activities.
- (b) to continue and foster a close liaison with Bowling Green State University for any mutual benefits to each.
- (c) to facilitate the carrying on of voluntary and service activities for the University and University community through the use of its members' professional and vocational talents and experience.
- (d) to protect, safeguard, and enhance the economic and health benefits attained through its Ohio pension plans and other University granted privileges.
- (e) to convey care and assistance to its members in circumstances of financial adversity, illness, or other misfortunes or calamities.
- (f) to affiliate with and participate fully in The Ohio Council of Higher Education Retirees (OCHER), a network of fifteen other public supported universities in Ohio for the benefit of its higher education retirees.
- (g) to engage in such other activities as may serve the general welfare and add to the quality of life of the retirees of Bowling Green State University.

ARTICLE III — MEMBERSHIP

Section 1. Eligibility

Membership is open to all retirees who were full or part-time contract faculty, administrative or classified staff and who have five or more years of teaching, administrative, or classified experience with the University and are, or have been, participants in STRS or PERS of Ohio. Spouses and/or partners of BGSU retirees or spouses and/or partners of deceased retirees who were eligible for full membership may become associate members. Spouses and/or partners may continue to hold associate membership upon the demise of the partner. Only full members may hold office in the organization.

Section 2. Classes of Membership

A. Full Membership

Full membership is attained by satisfying the conditions mentioned in Section 1 for retired BGSU personnel and the payment of the organization's dues.

## B. Associate Membership

Associate membership is attained by being the spouse and/or partner of a full member and by paying appropriate dues.

## C. Honorary Membership

The Board of Directors of the organization may grant honorary membership to a nonmember or to a member for extraordinary service to the organization. A member granted honorary status is exempt from paying dues to the Association.

# ARTICLE IV — GOVERNANCE OF THE ASSOCIATION

## Section 1. Principles of Governance

### A. General Membership

Members holding full membership in the organization shall have the responsibility of approving the Bylaws and any changes thereto and of electing the organization's officers and the members of the Board of Directors.

### B. Governance

The primary governing body of BGSURA shall be a Board of Directors whose Executive Committee shall consist of the officers of the Association. The appointed officers of the Board are ex officio members of the Board with voting privileges. The Board shall be accountable to the members of the organization and shall be responsible for all major decision-making which is needed and necessary to achieve the purposes of the Association and to implement its policies and Bylaws. All significant recommendations, matters of concern, suggestions of importance, and amendments to the Bylaws shall be directed to the Board and its committees. The Board may then either attend directly to these matters or present them to the Association for its consideration.

## Section 2. Officers of the Association

The elected officers of the Association shall be a President, Vice President, Secretary, and Treasurer. These officers are expected to have served one year on the Board of Directors or to have served in a leadership position in another organization to be eligible for one of the positions. In the event an elected office becomes vacant, the Board of Directors shall appoint a replacement.

The appointed officers shall be a newsletter editor, a data base administrator, and at least one representative to the Ohio Council of Higher Education Retirees.

### A. Responsibilities of Elected Officers

#### (1) President

The President of the Association shall preside over all meetings of the Association and Board, chair the Executive Committee, make appointments that are the responsibility of the office and be responsible for all the ordinary, immediate, and daily decision-making necessary to achieve the purposes of the Association. In the event of a vacancy in a director's position, the President shall appoint a replacement after consultation with the Nominating Committee.

#### (2) Vice President

In the absence of the President, the Vice President shall preside at meetings of the Association, Board, and Executive Committee and perform functions appropriate to the office of the Vice President. The Vice President shall assist the President in performing the functions appropriate to the office of the President.

(3) Secretary

The Secretary shall keep minutes of all the meetings of the Association, Board, and Executive Committee. In addition, the Secretary shall be responsible for collecting, filing, and maintaining records, documents, and membership rolls of the Association and for performing such other duties as are generally related to the office.

(4) Treasurer

The Treasurer shall maintain the accounts of the Association, receive and disburse all monies, and report regularly, at least quarterly, to the Board on the financial condition of the Association.

## B. Responsibilities of Appointed Officers

(1) Newsletter Editor

The Editor, working closely with the Executive Committee, shall prepare periodic newsletters (printed and digital) for distribution to the membership and other appropriate and interested persons. The newsletter is the Association's primary means of communication.

(2) OCHER Representative

The BGSURA representative(s) to the Ohio Council of Higher Education Retirees shall represent the Bowling Green State University Retirees Association at all OCHER meetings and report and exchange information and ideas affecting retirees to both the Bowling Green State University Retirees Association Board and the Ohio Council of Higher Education Retirees.

(3) Data Base Administrator

The Data Base Administrator shall maintain and keep current the computerized membership list, generate mailing labels and information for the annual directory of members, provide information for updating the web site, and assist in other issues relating to the technological functions of the Association.

## C. Election and Appointment of Officers

(1) Elected Officers

Two of the elected officers of the Association shall be elected by mail ballot in the fourth quarter of each year by the members holding full membership.

(2) Appointed Officers

Appointed officers shall be appointed by the President with the approval of the Executive Committee of the Board.

## D. Officers' Terms of Office

The terms of office of the elected officers of the Association shall be two years with the possibility of renewal, but limited to three consecutive two-year terms. The election of the officers shall be staggered so that at least two officers are up for election in any one year.

The terms of office of appointed officers shall continue so long as the officer wishes or the Executive Committee is satisfied with the performance of the officer.

### Section 3. Board of Directors

#### A. Membership of the Board

The Board shall consist of 12 directors elected from those members holding full membership. In addition, the Board shall include the elected and appointed officers of the organization. Each director shall serve a term of two years with the possibility of renewal, but limited to three consecutive two-year terms. The directors' terms of office shall be staggered with six directors standing for election each year. In the event of a vacancy, the President shall appoint a replacement after consultation with the Nominating Committee.

#### B. Standing Committees of the Board

The standing committees of the Board shall be Executive Committee, Nominating Committee, Program Committee, Activities Committee, Professional Committee, Bylaws Committee, Membership Committee, and Benevolence Committee. With the exception of the Executive Committee, committees and committee chairs shall be appointed by the President and shall be selected from the Board or from the membership-at-large.

##### (1) Responsibilities of the Committees

###### (a) Executive Committee

The Executive Committee shall consist of the elected and appointed officers of the Association and shall have the responsibility of assisting the President in preparing and implementing the organization's goals.

###### (b) Nominating Committee

The Nominating Committee shall nominate individuals to fill vacancies on the Board and on the various offices of the Association as they become vacant. The committee shall endeavor to have the Board, committees and officers be representative of the diversity of the membership.

###### (c) Program Committee

The program committee shall plan the programs for the Association's luncheon meetings, the annual convocation, and any other meetings of the Association.

###### (d) Activities Committee

The Activities Committee shall organize social and interest groups for the Association.

###### (e) Professional Committee

The Professional Committee shall guide the Association in the implementation of those purposes relative to the professional activities of its members.

###### (f) Bylaws Committee

The Bylaws Committee shall periodically review the Bylaws of the Association to see that they are consistent with the objectives of the organization. The committee shall also receive proposals from the membership for revision of the Bylaws and prepare them for presentation to the Board and the membership for their consideration.

###### (g) Membership Committee

The Membership Committee shall recruit members, prepare membership recruitment materials, and develop a membership campaign. The committee shall process membership dues through the Treasurer and membership data for input by the Data Base Administrator. The committee shall see that a membership directory is published annually in conjunction with the Data Base Administrator and the newsletter editor.

(h) Benevolence Committee

The Benevolence Committee shall inform the President of any care or assistance members may need because of adverse circumstances, illness, or other misfortunes or calamities. The Committee shall also send or e-mail condolence cards upon the death of a member/retiree.

C. Special Committees

The President shall appoint such special committees with the approval of the Board of Directors as shall from time to time be needed to carry on the work of the Association.

D. Observers—University Council

Observers may be appointed by the President to serve as conduits for information to and from the Association and University councils/Senate (Faculty Senate, Administrative Staff Council, Classified Staff Council). The observer shall present a report to the Board of Directors at each Board meeting. An observer shall serve during the term of the President who appointed him/her. Observers are non-voting ex officio members of the Board.

## ARTICLE V — BUSINESS YEAR

The business year of the Association shall be from July 1 to June 30 (which will parallel and encompass the University's academic and business year) and will be divided into four successive quarters of three months beginning July 1. The initial elections, appointments, meetings, etc. shall be conducted during the fourth quarter of the business year with the election of officers and shall be effective for the year beginning July 1.

## ARTICLE VI — MEETINGS

Section 1. Board Meetings

The Board shall meet four times yearly, once during each quarter upon the call of the president and at such times as deemed appropriate by the president of the organization.

Section 2. Executive Committee Meetings

The Executive Committee shall be available continuously for meetings at such times as needed during the business year upon the call of the President of the organization.

Section 3. Committee Meetings

Standing and ad hoc committees shall meet upon the call of their chairs.

Section 4. Annual Convocation

An annual convocation of the membership shall be held each fall. All leadership positions, appointments, and significant plans and events shall be in place and announced at this time.

## ARTICLE VII — DUES

The Board of Directors shall determine the Association's annual dues which shall be collected during the first quarter of the Association's business year.

ARTICLE VIII — REPRESENTATION ON THE OHIO COUNCIL  
OF HIGHER EDUCATION RETIREES (OCHER)

Two representatives to OCHER shall be designated by the Board and shall carry out the Association's obligation to the Council.

ARTICLE IX — AMENDMENTS

Amendments to the Bylaws may be suggested or recommended to the Board for consideration by the membership. These suggested modifications are to be submitted to the Bylaws Committee for its review and preparation for presentation to the Board and membership. The membership shall receive written notice of an impending vote on an amendment to the Bylaws. An amendment must be approved by a two-thirds count of those voting. The balloting shall be by mail.

ARTICLE X — PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and where they are not inconsistent with these Bylaws and any special rules of order that the Association may adopt.

ARTICLE XI — DISSOLUTION

In the event that the Bowling Green State University Retirees Association should cease to exist, all funds remaining, after payment of just debts, shall be transferred to the appropriate Bowling Green State University Development Fund for its control and designation.

Amended June 1, 2002

Amended June 1, 2004

Amended June 1, 2008

Amended June 1, 2010