



## **MISSION STATEMENT**

The McNeese State University Retirement Association is dedicated to developing programs and services that contribute to the well-being and creativity of retired employees, their families and others who support the McNeese community.

## **BYLAWS**

### **ARTICLE I. NAME**

The name of this Association shall be McNeese State University Retirement Association. The Association's informal name shall be "The Outriders."

### **ARTICLE II. PURPOSE**

The purpose of this Association shall be to connect McNeese retirees to each other and the University; to promote fellowship; to further the general welfare of the membership; and to advance matters of mutual interest to programs of McNeese State University.

### **ARTICLE III. MEMBERSHIP**

Section 1. Persons eligible for membership include: (a) retired McNeese State University employees, their spouses, widows or widowers; (b) former McNeese State University employees [employees must have had a minimum of five (5) years of service], their spouses, widows or widowers; or (c) as approved by the Board of Directors, other persons who support the goals of the Association.

Section 2. Dues will be determined by the Board of Directors and will be assessed on a fiscal year basis (July 1 – June 30) and will be payable on or before September fifteenth (15<sup>th</sup>) of each year.

### **ARTICLE IV. OFFICERS**

Section 1. The officers of the Association are elected by the Board of Directors and shall be a President, Vice President, Recording Secretary, Treasurer and University Liaison serving as Corresponding Secretary. The Corresponding Secretary will not possess voting privileges.

- a. President. The President represents the Association as Chief Executive Officer. The duties of the President include general supervision of the activities of the Association. In addition, the President presides at all meetings. He/she

communicates the decisions of the Board and the status of the Association to the membership, and determines the agenda for meetings of the Board.

- b. Vice President. The Vice President automatically assumes the duties of the President in his/her absence.
- c. Recording Secretary. The Secretary of the Association shall be responsible for maintaining all official records (other than financial) of the Association, and shall be responsible, along with the President, with certifying all official documents of the Association, as required by law.
- d. Treasurer. The Treasurer shall be responsible for maintaining all financial records of the Association, including but not limited to approval and disbursement of Association funds. While the McNeese State University Foundation will maintain the financial account and fiscal records, as well as issue checks for the Association, checks shall be issued only upon the approval of the Treasurer and the President. Periodic reports shall be issued to the Board as deemed necessary, and a year-end report shall be submitted to the membership at its annual meeting.
- e. Corresponding Secretary/University Liaison. The Corresponding Secretary/University Liaison shall be appointed by the University administration to assist the Recording Secretary in the dissemination of minutes and other notification to the membership, as well as to provide liaison with the University Administration. It is anticipated that such an individual will be provided by the McNeese State University Foundation in the form of an advisor to the Association.

Section 2. Terms of office for all elected officers shall be one (1) year. Officers may serve in the same capacity for consecutive terms, except the President may serve no more than two (2) consecutive terms.

#### **ARTICLE V. MEMBERSHIP MEETINGS**

Section 1. There shall be an annual Meeting of the membership of the Association in each fiscal year, which shall be held in the fall, at a time and place designated by the Board of Directors. During the meeting, the Association shall elect directors and transact business as may be properly presented for action.

Section 2. There shall be at least one (1) social meeting of the Association, to be held in the spring, at a place and time to be selected by the Board of Directors. Other meetings shall be held as directed by the Board.

Section 3. Ten percent (10%) of the membership shall constitute a quorum at any meeting of the Association.

#### **ARTICLE VI. BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of seven (7) voting members who shall be elected from the eligible membership for three (3)-year staggered terms. The immediate past

President, should his/her board term have expired, shall remain on the Board for one (1) year in a non-voting, advisory capacity. The President of McNeese State University shall serve as an Ex-officio member.

Section 2. The Board shall fill vacancies occurring during a term. The appointee shall serve until the next election.

Section 3. The Board, including continuing and newly-elected directors, shall be elected at the first board meeting following the annual meeting. The Board shall meet quarterly, unless otherwise agreed. The time and place shall be designated by the President. Special meetings of the Board may be held upon the call of the President or upon written request of a majority membership of the Board. A majority of the Directors shall constitute a quorum. Board meetings shall be open to the members of the Association.

#### **ARTICLE VII. COMMITTEES**

Committees may be appointed by the President, with Board concurrence, as deemed necessary.

#### **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

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

#### **ARTICLE IX. AMENDMENT OF BYLAWS**

The membership may, by a majority vote of the members present and voting, amend the Bylaws at any regular or special meeting, provided that said amendment(s) have been circulated to the membership at least thirty (30) days prior to the meeting at which they are to be considered.

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Approved by unanimous vote of the membership.

Approved September 20, 2005.

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Article III. Section 1.

Amended September 19, 2012.

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Article I.

Amended August 20, 2014.

Article IV. Section 1./1a./1b.

Amended August 20, 2104.

Article IV. Section 2.

Amended August 20, 2014.

Article VI. Section 1./3.

Amended August 20, 2014.