

# **RETIRED STATE EMPLOYEES ASSOCIATION**

## **BYLAWS**

### **ARTICLE 1**

#### **NAME**

- Section 1. The name of this organization shall be:  
Retired State Employees Association
- Section 2. The association shall be chartered as a not for profit corporation under the Non-Profit Corporation Act of the State of Illinois.
- Section 3. The Principal Address of the Association shall be in Springfield, Illinois.
- Section 4. The fiscal year shall be January 1 through December 31.

### **ARTICLE II**

#### **PURPOSES**

The purposes of the Association shall be:

- Section 1. Inform retired and current State employees, survivors, and other senior citizens of the general public of available community resources, programs and services which are of specific interest to them, by means of speakers, panels, forums, discussion groups, newsletters, emails, website and other means of communication.
- Section 2. Study and explain provisions and benefits of the Act creating the Illinois State Employees Retirement System and how it affects retired persons.
- Section 3. Review and inform members of the Association of the state and federal legislation pertinent to senior citizens.
- Section 4. Create a better understanding by the general public of the facts relating to the Retirement System.
- Section 5. Advocate the protection and improvement of the provisions of the Illinois State Employees Retirement Systems Act.

Section 6. Promote social contact and the general welfare of retired State employees and survivors.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1. Any person, including survivors and current State employees, qualified to receive benefits, now or in the future, from the Illinois State Employees Retirement System may apply for membership.

Section 2. Application for membership shall be in written form to the authorized officer of the Association and shall be accompanied by the required membership fee or dues deduction authorization.

### **ARTICLE IV**

#### **ORGANIZATIONAL STRUCTURE**

Section 1. The Association may consist of Chapters around the State. A Chapter shall have a membership of 25 or more to appoint a Councilor to the Council.

Section 2. The Association shall be governed by a Council and Executive Board elected by duly qualified representatives of the Chapters.

Section 3. Each Chapter shall be governed by the officers, elected from its membership, as provided by its bylaws. Each Chapter may adopt a scale of Chapter dues.

Section 4. Chapters shall not adopt policies or bylaws in conflict with those of the Association, and shall be subject to the regulations thereof.

Section 5. Each Chapter shall be identified by a name chosen by its members. Each Chapter shall be responsible to the Association and shall report, as required.

Section 6. The initial operations of the Association shall be conducted by the Springfield Chapter, which shall be governed by the bylaws of the Association. The elected officers of the Springfield Chapter shall be the officers of the Association, until such time as at least five Chapters are organized within the State. Until at least five Chapters are organized, the officers and Executive Board of the Springfield chapter, together with one selected delegate from each of the other organized Chapters shall act as the State Council and Executive Board of the Association as provided in Article V and Article VI of these Bylaws.

Section 7. Affiliated Chapters of the Association may be organized outside the geographical boundaries of Illinois by ten (10) or more persons who meet the qualifications for

membership in Article III, but do not reside in the State of Illinois. Affiliated Chapters will not have representation by Councilors on the Association's State Council, as provided in Article V, but will advise the State Council of their interests and concerns by correspondence, to which the State Council will give full and earnest consideration.

**ARTICLE V**

**STATE COUNCIL**

Section 1. The State Council shall consist of one Councilor selected by each Chapter, with one additional Councilor for each 100 members in excess of the required 25 needed to have representation on the council.

Where no Chapters are established, the President may appoint such representatives to the Council as needed, to provide representation from all of the areas of the State of Illinois.

Section 2. The term of office for a Councilor shall be two years and each must be certified by the Secretary of the Chapter from which selected. (An alternate may be selected by the Chapter and must also be certified to act for the Councilor in his/her absence. The President shall notify the Association's State Secretary of the appointment made to the Council.)

Section 3. Duties of the Council:

- (a) Establish the annual dues of the Association which are separate from the Chapter dues.
- (b) Elect Officers of the Association.
- (c) Designate the time and place of the annual meeting.
- (d) Adopt and approve an annual budget of the Association.
- (e) Adopt such rules, regulations and bylaws necessary to conduct affairs of the Association.
- (f) Require the bonding of the Officers of the Association.

**ARTICLE VI**

**EXECUTIVE BOARD**

Section 1 . The Executive Board:

- (a) Shall consist of the Officers of the Association, the Chairperson of each standing committee, excepting the Nominating Committee, and five members elected by and from the Council.

Until such a time as there are sufficient Chapters within the Association to elect five members to the Executive Board, the President may appoint at least five members at large to formulate the Executive Board. The Executive Board shall be considered the Board of Directors of the Association as required by State of Illinois Corporation Law.

- (b) Subject to the policies of the council, the Executive Board shall:
  - (1) Meet upon the call of the President or upon the call of not less than one third of the members of the Executive Board which must be sent in written form to the Secretary.
  - (2) Conduct the normal business affairs of the Association including approval of providing services as are necessary to the operations.
  - (3) Establish special committees as it deems necessary.
  - (4) Supervise and approve the organization of Chapters.

## ARTICLE VII

### OFFICERS AND THEIR DUTIES

Section 1. The Officers of the Association shall be a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, and a Secretary elected by the Council from its members. The Officers shall be elected at the annual meeting and shall serve for a term of one year or until their successors are elected. Vacancies shall be filled by the Executive Board for the unexpired terms. The President shall not serve for more that three consecutive terms.

Section 2. Duties of Offices:

- (a) The President shall preside at all meetings of the Council and of the Executive Board. In the absence of the President, one of the Vice Presidents shall preside. In the absence of the President and the Vice Presidents, the members shall select one of their numbers to preside.
- (b) The Secretary shall take record or supervise the recording of all the meetings of the council and of the Executive Board, and shall attend to the calling of meetings as instructed.
- (c) The Treasurer shall be the custodian of all monies and properties of the organization and shall record and supervise the keeping of the accounts in accordance with the requirements of the Board.

Section 3. Removal from office:

When any Officer fails to qualify or fails to perform the duties of the office, the Executive Board may declare the office vacant, and may appoint a member to temporarily fill the unexpired term of such office or until such time as a successor is duly elected to fill the vacancy.

**ARTICLE VIII**

MEETINGS

Section 1. The Council shall meet annually on or near the date of the last scheduled membership meeting of each fiscal year.

Written notice of the meeting must be made not less than twenty (20) days prior to the meeting.

Section 2. One-third of the elected members of the Council including alternate thereof, shall constitute a quorum.

Section 3. The Executive Board may, by a two-thirds vote, submit any matter which should properly come before the Council by a mail ballot. A majority vote of those legally qualified and cast by mail shall be a binding as if a vote had been taken at a meeting.

Section 4. The order of business of all meetings shall be so far as applicable, as follows:

- (a) Call to order
- (b) Reading and approving of minutes of previous meeting
- (c) Financial report by the proper Officers
- (d) Communications
- (e) Report of President
- (f) Report of Committees
- (g) Presentation of Resolutions
- (h) Elections
- (i) Unfinished Business
- (j) New Business
- (k) Adjournment

The President may appoint a Parliamentarian to assist in keeping the business in proper order.

All meetings shall be conducted according to procedures as set forth in Robert's Rules of Order except when otherwise governed by these bylaws.

## ARTICLE IX

### COMMITTEES

Section 1. The President shall appoint the Chairperson of each Standing Committee, who shall appoint other members of the committee.

The following Standing Committees are authorized:

- (a) Credentials
- (b) Finance
- (c) Membership
- (d) Legislative
- (e) Publicity and Educational
- (f) Resolutions

Section 2. Duties of Committees:

Each committee shall report to the Executive Board.

- (a) Credentials: The Credentials Committee shall review the validity of the Councilors or their alternates and declare the presence or absence of a quorum. The Credentials Committee shall supervise the balloting at elections and on motions when ballots are required.
- (b) Finance: The Finance Committee shall review the records of the Association and supervise investments made by the Association. It shall prepare or review the budget and submit it to the Executive Board.
- (c) Membership: The Membership Committee shall supervise programs and campaigns to promote membership in the Association.
- (d) Legislative: The Legislative Committee shall supervise legislative activities which are devised to promote the purposes of the Association.
- (e) Publicity and Educational: The Publicity and Educational Committee shall supervise programs to educate the membership and the promotional efforts to accomplish the purposes of the Association.
- (f) Resolutions: The Resolutions Committee shall review proposals presented to the Association to ascertain whether the composition and purposes are acceptable to the tenets of the Association.

Section 3. Special Committees:

- (a) Nominating. The Nominating Committee appointed by the President shall present the slate of officers to the Association membership at the September meeting with election and installation of incoming officers held at the October meeting.
- (b) Other. The President with Board approval may appoint other special committees as needed.

**ARTICLE X**

AMENDMENTS

Section 1. The bylaws may be amended by a vote of three-fifths of the Council at a meeting or by a mail ballot.

Section 2. Amendments must be in written form and notice given to the Council not less than 20 days prior to being acted upon.

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Joyce Rodgers, Council President  
Retired State Employees Association

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Lorraine Gillespie, Council Secretary  
Retired State Employees Association

Approved as Amended by the Council on August 29, 2007.