

# Retirees Association of Suffolk Community College

## By-laws

### Article 1 Name and Mission

#### Section 1-Name

The name of the association shall be the Retirees Association of Suffolk Community College (RASCC). It is organized as an integral part of the Suffolk Community College Foundation, Inc. (Foundation).

#### Section 2-Mission Statement

The Retirees Association of Suffolk Community College is an organization whose purpose is to: Encourage retirees to remain connected to the college and to sponsor events on and off campus to socialize with former colleagues.

1. Provide support to retirees by providing information about changes in benefits and other issues affecting our quality of life.
2. Provide a forum for retirees to express their concerns to the college and political representatives.
3. Provide opportunities for retirees to volunteer their time and talents to support the SCCC Foundation, Inc. in its activities to promote the college.

### Article 2 Membership, Membership Rights, and Membership Dues

#### Section 1-Membership

Membership is open to:

Suffolk County Community College retired employees and their spouses or life partners, employees on long-term disability, spouses or life partners of deceased Suffolk County Community College employees, former employees of the college, and former members of official boards of the college and foundation as determined by the executive council.

#### Section 2-Membership Rights

Rights of members in good standing shall include the rights to vote, hold office, serve on committees, and take part in all activities sponsored by RASCC.

#### Section 3-Membership Dues

The executive council of RASCC shall determine RASCC annual membership dues and payment date. Only those whose dues are fully paid will be considered members in good standing. First-year retirees will be considered members in good standing. The membership year runs from January 1 to December 31.

#### Section 4-Fiscal Year

The fiscal year of RASCC shall coincide with that of Suffolk Community College Foundation Inc., from September 1 to August 31.

### Article 3 General Membership Meetings

## Section 1-General Meetings

General membership meetings will be scheduled by the Executive Council.

## Section 2-Other General Meetings

Other general membership meetings may be held at the call of the president, or upon the request of the majority of the executive Council.

## Section 3-Notices and Minutes of General Meetings

Members shall receive, in advance, a notice and agenda of general membership meetings on the RASCC website, when this is possible. Minutes will be taken and a summary of the minutes will be made available on the website.

## Section 4-Presiding Officer

All general meetings shall be chaired by the president. In the absence of the president, the vice-president will act as chair. In the event the president and vice president are not able to act, the members present will choose one of the members present to serve as chair.

## Section 5-Rules of Order

All general meetings shall be conducted in accordance with Robert's Rules of Order.

## Section 6-Eligibility to Participate and Vote

Only members in good standing can participate and vote in general meeting discussions.

## Section 7-Motions

Motions shall be carried by a simple majority of the members in good standing. The chair will vote only in the case of a tie vote.

## Section 8-Governing Policies

RASCC shall be governed by the policies approved at the general membership meetings.

## Article 4 Executive Council

### Section 1-Affairs of RASCC

The executive council shall be the governing body of the Retirees Association of Suffolk Community College. All matters affecting the policies, goals, and means of accomplishing the purpose of the association not specifically provided for in the by-laws or the action of the membership at a general or special meeting shall be decided by the executive council. The Minutes shall be reported on the RASCC website. A majority of the executive council shall be present to establish a quorum for an executive council meeting.

### Section 2-Expenditures

All expenditures shall be approved by the executive council and processed in accordance with the policies and procedures of the Suffolk Community College Foundation, Inc.

### Section 3-Committees

#### Activities Planning Committee:

The activities planning committee shall be responsible for planning the various activities (such as social events, excursions, speakers, tours, etc.) for the membership. The activities planning committee shall be responsible for establishing a liaison with each of the three campuses for the purpose of keeping RASCC members abreast of all performances, speakers, and events, which may be of interest to RASCC members. The activities planning committee shall be comprised all the members of the executive council and of members volunteering to serve on the activities planning committee.

All RASCC members are invited and encouraged to attend all activities planning committee meetings.

#### Membership Committee:

The membership committee shall be responsible for promoting membership in RASCC, maintain the membership list, maintain an email contact list and to use this list to contact members when necessary, prepare various forms and surveys and for preparing a membership directory for RASCC members. The membership committee shall be responsible for establishing a liaison with the AME, Guild and FA. The executive council shall be empowered to appoint the chair and members of the membership committee. The membership chair shall be a member of the executive council.

#### Publications Committee:

The publications committee shall be responsible for contacting members and the other RASCC committees regarding newsworthy items, reviewing submitted articles for the newsletter. The publications committee shall be responsible for the publication, printing and mailing of the newsletter. The editor shall be responsible for producing three issues of the Newsletter per year for distribution to the general membership and assorted College dignitaries. Members, the chair and co-chair of this committee shall be appointed by the executive council. The chair and co-chair of this committee shall be editor and assistant editor of the RASCC newsletter and members of the executive council.

#### Website Committee:

The website committee shall be responsible for keeping the RASCC web page up to date by placing the RASCC calendar of events, current by-laws, recent newsletters, recent meeting minutes, other RASCC notices and pictures of recent RACC activities and events onto the RASCC web page. Members and the chair of this committee shall be appointed by the executive council. The chair of this committee shall be the website manager and a member of the executive council.

### Section 4-Additional Committees

The executive council shall be empowered to appoint additional standing committees, ad hoc committees or task forces in order to accomplish the objectives of the association as set forth in the mission statement.

### Section 5-Meetings

The executive council shall meet no less than quarterly. Additional meetings shall be held at the discretion of the president or at least three members of the executive council.

### Section 6-Executive Council Membership

Members of the executive council shall be the president, vice president, treasurer, secretary, immediate past president, and four members-at-large elected by the general membership. The editor and assistant editor of the

RASCC newsletter, the membership committee chair and the RASCC website manager shall be accorded membership status, as approved by the Executive Council.

## Article 5 Officers

### Section 1-President

The President shall preside over all RASCC general meetings, chair all executive council meetings and serve as official representative of RASCC. The president or his/her designee shall be liaison with the college central administration, foundation and the alumni association.

### Section 2-Vice President

The Vice President shall assist the president, shall have full authority to act for the president in her/his absence or incapacity, and shall perform such other duties as may be assigned by the president.

### Section 3 –Treasurer

The Treasurer shall be responsible for reporting to the executive council all financial activities of RASCC, the preparation of a monthly financial statement to the Executive Council.

### Section 4-Secretary

The Secretary shall maintain and distribute, as appropriate, minutes of the general membership meetings, Executive Council meetings and Activities Planning Committee.

### Section 5-Immediate Past President

The Immediate Past President shall be a member of the executive council until the retirement of the successor president. If the Immediate Past President is unable or unwilling to serve, the Executive Council shall be empowered to appoint a replacement. The replacement must have been a former member of the Executive Council. If no one is available for this appointment, the position will remain vacant until the next Executive Council election.

### Section 6-At-Large Members

There shall be four at-large members on the Executive Council.

### Section 7-Terms of Office

The term of office for all officers shall be three years and begin on January 1.

### Section 8-Retiring Officers

Retiring officers and Executive Council at-large members shall continue in office until their successors have been duly elected or appointed.

### Section 9-Vacancy

In the event of any vacancy occurring in the Executive Council, however caused, such vacancy may be filled by the Executive Council from among the members in good standing of RASCC if they shall see fit to do

so; otherwise, such shall be filled by an election at the next general meeting. Any officer appointed or elected to fill any such vacancy shall hold office for the remainder of the term of the vacated office.

## Article 6 Resignations and Removals

### Section 1-Resignations

Any member or officer of the Executive Council may resign at any time by giving written notice to the president, or secretary. Such resignation shall take effect at the time specified therein, if no time was specified, then on delivery.

### Section 2-Removal from Office

Any member or officer of the Executive Council may be removed for cause by vote of the Executive Council provided there is a quorum of not less than a majority of the entire Executive Council present at the meeting at which such action is taken. No member or officer shall be removed from office without cause.

## Article 7 Elections

### Section 1-Nominating Committee

A nominating committee, consisting of at least three members in good standing and who are not candidates for office, shall be appointed by the executive council no later than at its July meeting. The nominating committee shall be charged with the responsibility of presenting at least one nominee for each executive position to the executive council at its September meeting. An email of the nominating committee's slate will be sent to the membership in early September. The nominating committee shall attempt to present a slate of officers, which is representative of the diversity of the association; i.e., AME white collar, AME blue collar, Faculty Association, Guild of Administrative Officers, and central administration. Additional nominations shall be permitted by mail or email. Nominations will be closed on October 31. Those either nominated by the committee, or by emailed notice, shall be afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot.

### Section 2-Elections Procedures

Ballots shall be mailed by the nominating committee to members in good standing in November. The nominating committee shall validate and present the election results to the executive council by December 15. The election results shall be published on the RASCC web page and the RASCC newsletter.

## Article 8 Adoption of and Amendments to the by-laws

### Section 1-Requirements of Adoption of and Amendments to the By-laws

The adoption of the by-laws or any amendments to the by-laws shall be by a majority of voting members in good standing as determined by a mail ballot.