

# **BYLAWS for the Atlanta Metropolitan State College Retirees Association**

## **ARTICLE I. NAME**

The name of this organization shall be “The Atlanta Metropolitan State College (AMSC) Retirees Association (AMSCRA).”

## **ARTICLE II. Mission and Objectives**

The Mission of the AMSC Retirees Association shall be to provide linkages and bi-lateral communication between the college and its retirees, between the University of Georgia (USG) and retirees as well as among retirees for the purpose of promoting the mutual well-being of all constituents of the AMSC community and the USG.

Objectives of the AMSC Retirees Association include but are not limited to the following:

1. To provide structures (i.e., a retiree website, Facebook page and a retiree listserv) whereby information freely flows between the retirees and other constituents of the AMSC Community as well as the USG.
2. To sponsor a minimum of two annual meetings (fall and spring) of members of the AMSC Retirees Association.
3. To assist in identifying multiple avenues through which retirees as a group or individually can support the college.
4. To provide information to AMSC Retirees that would enhance the quality of their lives through appropriate college departments or offices (i.e., Human Resources and Institutional Advancement).

## **ARTICLE III. Membership**

### **Section III. A. Active Retired Member**

Any faculty or staff member who has retired from AMSC or spouses of retirees listed in Human Resources files as eligible for retiree benefits is also eligible for membership in the AMSC Retirees Association. To become an official member of the organization, a retiree must submit a completed membership survey form and pay an annual membership fee of at least \$25 to an account administered through the AMC Foundation. Fees collected will be used to support annual association events and projects. Survey information will be maintained and updated in Human Resources (HR) and AMSCRA files. To remain active, retirees must renew their membership each year by paying the membership fee on or before the first scheduled meeting of the academic year and updating (if needed) survey information. Only active members will be eligible to vote on official matters that come before the association.

### **Section III. B. Associate and Auxiliary Membership**

Long-time faculty and staff members who worked at the college for 10 or more years without officially retiring may become an Associate Member of the organization by completing the process outlined in Section III. A.

Members of the community-at-large whose involvement in the AMSCRA is judged to be beneficial to the college and the organization, may become Auxiliary Members of the association upon recommendation by an active member and a 2/3 approval vote of the active members in good financial standing. Once approved, said members must meet the financial obligations and complete the survey form referenced in Section III. A.

### **Section III. C. Membership Card**

Upon completion of all membership requirements, active association members are eligible to receive an AMSC ID card which identifies their status as retirees. Identification cards will be provided by the college per an official and verifiable list of active members of the AMSCRA provided by the HR Office. The use and dissemination of Retiree ID cards will be regulated by the protocols and guidelines of the AMSC Office of Campus Safety.

### **Section III. D. AMSC Email Accounts and Passwords**

To facilitate the communication process, individuals retiring after 2017 will be allowed to maintain the AMSC email account that they held at the time of retirement. Those who retired prior to 2017, may, through the Office of Human Resources and/or Office of Strategic Marketing and Advancement, apply for a new AMSC email account. Retiree email accounts will be subject to the protocols and guidelines of the MIS Department at the college. They will be used to maintain a current and accurate communication system per the mission and objectives of the association and stated concerns of the USG and University System of Georgia Retirement Council (USGRC).

## **Article IV. Association Officers**

### **Section IV. A. Officers**

The Officers of the AMSCRA are Convener, Co-Convener, Recording Secretary, Parliamentarian, Communications Officer, Treasurer/Financial Secretary, USG Retiree Council Representative and USG Retiree Council Alternate. The USGRC representatives must also be approved by the President of the College. The officers will be selected by a simple majority of the voting members present at the last official meeting of the year. The terms of the officers will be two years, corresponding with the fiscal year, starting on September 1 and ending on August 31 of the second year. If new officers are not elected by September 1, the current officers shall continue in the office until a replacement is elected. The officers shall perform the duties outlined in these bylaws and by the parliamentary procedures according to Robert's Rules of Order. Only active members of the AMSCRA as outlined in Section III. A. of this document are eligible to serve as officers.

#### **Section IV. B. Executive Committee**

The AMSCRA Officers (see Section IV. A.), including the USGRC Representatives will constitute the Executive Committee which is authorized to conduct the affairs of the association when an at-large meeting is not feasible or when voting members are not available.

#### **Section IV. C. Nominations and Elections**

Each odd number year at a Spring Meeting of the AMSCRA, new officers will be selected. A nominating committee selected by the Executive Committee will present a slate of officers after allowing for input from any active (voting) members. Nominations may also be received from the floor from active members (Section II. A.) during the election.

#### **Section IV. D. Vacancies**

If a vacancy occurs in the office of Convener, the Co-Convener will become the acting convener for the remainder of the year and/or until elections are held at the next spring meeting. The Convener, with approval of a majority of the members of the executive committee, will appoint an active member to fill a vacancy in a position other than convener until spring elections are held.

#### **Section IV. E. Term of Service.**

The term of service of an officer of the AMSCRA is two (2) years, from September 1 to August 31 of the second year. Officers are eligible to serve multiple, repeating terms if duly nominated and elected.

#### **Section IV. F. Duties of Officers**

The usual duties and responsibilities of Officers include, but are not limited to the following:

**Convener:** Chairs the Executive Committee, plans meeting agenda and presides at all meetings of the AMSCRA according to a published agenda; conduct regular needs assessments (formal or informal) of the members-at-large and ensures, with input from the President of the College and Executive Committee, proposes agendas and a calendar of activities for the year that support the college as well as respond to the desires of association members.

**Co-Convener:** Serves in the absence of the Convener; communicates regularly with the Offices of Human Resources and Strategic Marketing and Advancement, in making certain through regular reports that information flows freely between these offices and the AMSCRA members; assists the Convener and other officers in executing their duties.

**Recording Secretary:** Records, disseminates and maintains accurate minutes of Executive Committee and AMSCRA meetings, making copies of all minutes available for posting on the association website in a timely manner.

**Communication Officer:** Works in conjunction with the AMSC Human Resources Office and/or the institution's webmaster to provide timely communication with retirees in matters that are of concern to their wellbeing and on a general "need to know basis"; to regularly update retiree survey information, the retiree listserv and other forms of communication.

**USGRC Representative and Alternate:** Represent the AMSCRA at USGRC meetings; communicates information disseminated at USGRC meetings to the AMSCRA membership, as appropriate and timely and to speak, act and vote (when appropriate) on behalf of AMSCRA at system wide meetings.

**Parliamentarian:** Ensures that meetings are conducted in accordance with Robert's Rules of Order, Newly Revised (The Parliamentary Authority) for the AMSCRA.

**Treasurer/Financial Secretary:** Receives dues/funds, makes deposits into AMSCRA Account within AMC Foundation in cooperation with the Office of Strategic Marketing and Advancement; submits requisitions/receipts for disbursements from AMSCRA account within AMC Foundation; maintains accurate and timely records of deposits and withdrawals and makes regular written reports to AMSCRA Membership Executive committee as needed.

#### **Article V. Amending the Bylaws**

The AMSCRA Bylaws may be amended by approval of a proposal to amend by 2/3 vote of the active voting members (Article III. Membership, Section III.A.) of the association. Such proposals must be submitted in writing and disseminated to the membership at least 30 days prior to an annual (regularly scheduled) fall or spring meeting. Consideration and approval of such proposals is subject to the processes outlined in Article V.