

STAFF RETIREMENT ASSOCIATION
University of Southern California
BYLAWS

ARTICLE I: NAME

The name of this organization shall be THE UNIVERSITY OF SOUTHERN CALIFORNIA STAFF RETIREMENT ASSOCIATION (SRA).

ARTICLE II: PURPOSE

This Association shall exist for the following purposes:

1. To promote mutually beneficial relationships between the SRA and all offices and organizations within the University of Southern California and serve as a liaison between the University and retired staff.
2. To develop and/or support appropriate programs and opportunities to assist members in enhancing the quality of their lives and continuing growth during retirement years. And to encourage continued member interaction with USC campus and community Programs, Students Faculty and Staff, and other Retirees, following the Emeriti Center motto "Colleagues for Life".

This organization does not expect monetary gain or profit to its members and is organized for non-profit purposes.

ARTICLE III: MEMBERSHIP

Section 1. Eligibility

The following categories shall be eligible for membership in SRA:

1. Retired staff employees and their spouses/partners.
2. All current USC staff employees and their spouses/partners.
3. Spouses of deceased USC staff members.
4. Retired faculty who wish to join, and their spouses/partners.
5. Special requests for membership will be acted upon by the Board of Directors.

Section 2. Dues

Payment of dues is required for membership in the SRA. Changes in the structure or amount of dues must be approved by a majority of the membership present at an Annual Business Meeting of the SRA. Changes regarding dues must be included in the minutes of the meeting and action then taken by the Board of Directors to inform the members and potential members of changes.

Section 3. Rights and Privileges

The Annual Business Meeting of SRA shall be held in June of each year. Members shall have the right of one (1) vote for the election of officers and for other matters considered by SRA.

ARTICLE IV: OFFICERS

Section 1. Offices

The following elective offices shall be established to manage officially the business of the SRA. Officers in these positions with the addition of the Immediate Past President shall comprise the Executive Committee. (See Article V, Section 1)

President
Vice-President
Secretary
Treasurer

Section 2. Terms of Office

All terms of office shall be two (2) years. Officers may be re-elected at the end of their term.

Section 3. Nominations and Elections

- a. All SRA members are eligible to submit names to the nominating committee, including their own, for election to any office in SRA.
- b. At least 90 days prior to the Annual Business Meeting, the President shall appoint a Nominating Committee of five (5) members, which shall include the Immediate Past President of SRA, who shall serve as chair. The committee shall nominate members for vacancies in the offices of President, Vice-President, Secretary, and Treasurer. The chair shall report the slate of nominees for all vacancies at the next Annual Business Meeting, and may conduct the election
- c. Additional nominees may be accepted from the floor.
- d. Nominees to respective offices shall be elected by a vote of the majority of those SRA members present at the Annual Business Meeting. Any five voting members may call for the vote by secret ballot.

Section 4. Resignation or Incapacity of Officers

In the event that a vacancy other than that of the President occurs, the Executive Committee shall appoint a member of SRA to serve the remainder of the term of office.

Section 5. Duties of the Officers

a. The duties of the President shall be:

1. To act as the Presiding Officer at Executive Committee meetings, Board of Directors' meetings, and general meetings of the membership;
2. To make appointments, with the advice of the Executive Committee, of Chairs to Standing Committees and Ad Hoc Committees;
3. To serve as the primary retired staff liaison with The Emeriti Center, the Retired Faculty Association, the University Staff Club, the Staff Assembly, and other organizations as appropriate;
4. To act as the official representative of the SRA;
5. To obligate SRA in matters approved by the Executive Committee;
6. To serve as the Authorized Signer of documents and correspondence;
7. To serve as an Ex-Officio member of all standing and ad hoc committees;
8. To request Executive Committee approval for association expenditures of over \$500.

b. The duties of the Vice-President shall be:

1. To assume the duties of the President in his/her absence, inability to serve, or vacancy from office;
2. To plan and coordinate the Annual Retiree Recognition Event;
3. To assist the President as requested;
4. To make arrangements for Executive Committee, Board of Directors' and general meetings.

c. The duties of the Secretary shall be:

1. To record, maintain, and distribute as required, the minutes of all Executive Committee, and Board of Directors' meetings;
2. To record and maintain the minutes of the election of officers meeting;
3. To notify the Board of Directors of upcoming meetings;
4. To assist the President as requested.

d. The duties of the Treasurer shall be:

1. To keep accurate records of all financial transactions;
2. To prepare all financial documents for purchases and payments as approved by the President and/or Executive Committee;
3. To prepare a monthly written report on the financial status of SRA to the Board of Directors;
4. To prepare an annual written report on the financial status of SRA to the membership at the Annual Business Meeting;

5. To prepare the annual Exempt Status Report of the SRA and file it with the IRS and Franchise Tax Board if required;
 6. To assist the President as requested.
- e. The duties of the Immediate Past President shall be:
1. To serve as chair of the Nominating Committee;
 2. To serve as Parliamentarian;
 3. To assist the President as requested.

ARTICLE V: SRA ORGANIZATIONAL GOVERNANCE

Section 1. EXECUTIVE COMMITTEE - The Executive Committee shall be responsible for the overall operation of the SRA, establish broad policies, and insure that all actions are in accord with USC policies, directives and procedures. The Executive Committee shall consist of the following officers.

President
 Vice-President
 Secretary
 Treasurer
 Immediate Past President

BOARD OF DIRECTORS - A Board of Directors shall be established to conduct the Association's business in an orderly manner. This board shall consist of the Executive Committee Members and the appointed chairpersons of all Standing Committees and the members at large, each having one vote. In addition, The Leader of the Emeriti Center and the President of the Retired Faculty Association shall serve as ex-officio members. A representative of the Staff Assembly shall be invited to serve as a non-voting member

Persons who have served as members of the Board of Directors in the past and who have given significant contributions to the Association, but are no longer able to take on specific duties, may be appointed by the Board as Honorary members of the Board. These members will be invited to attend board meetings as non-voting members when they are able, to provide guidance to the Board.

Section 2. Types of Committees

a. STANDING COMMITTEES - Standing Committees of the SRA shall have defined scope and authority. These Committees shall bring recommendations for action to the Board of Directors.

The following Standing Committees shall be established by these Bylaws. Other Standing Committees may be established through amendment of these Bylaws.

Publications Committee: Responsibilities include:

1. Advising the Board of Directors and the Membership where appropriate, of activities, events, and actions of other organizations and institutions that are of interest to the operation of the SRA and the lives of its members.
2. Assisting in the development of publications that the Board of Directors deems necessary to keep members informed of matters pertaining to the SRA.

Member Recruitment Committee: Responsibilities include all actions associated with the recruitment of new members.

Member Retention and Records Committee:

1. Responsible for the maintenance of the SRA data base and retrieval of necessary information in support of activities of the SRA; preparation and mailing of dues notices, acknowledgments, and ordering/maintaining the necessary supplies.
2. Report to the Board monthly of names of new members and total membership numbers.

Benefits Committee:

Represents the SRA at the meetings of the USC Retired Faculty and Staff Benefits Committee and is responsible for informing the Board of Directors and the membership where appropriate, of proposals and actions affecting the SRA.

Written Communications Committee:

Responsibilities include preparing and mailing written communications such as, birthday and anniversary greetings to SRA members, and appropriate communications in case of serious illness or the death of a family member. This includes developing a list of committee persons to send out cards, preferably one for each month. Also, includes annually purchasing the necessary cards for the following year.

Program Committee:

Responsibilities include arranging for the programs at all SRA General Membership meetings. This includes, but is not limited to; selecting the program and venue and arranging for flyers and other promotional pieces.

Hospitality Committee:

Responsible for arranging food services, greeters, nametags and support equipment for the SRA General Meetings and other events in which the SRA participates, in coordination with the Program Committee.

Special Events Committee:

Responsible for making arrangements for special events for the purpose of providing social and educational gatherings for members.

- b. AD HOC COMMITTEES - Ad Hoc Committees shall be appointed by the President to perform tasks or to make recommendations on particular issues of concern, such as changes to the Bylaws. Ad Hoc Committees shall be dissolved upon completion of their assignments.

Section 2. Standing Committee Chairs

In June of each year, the President, with the advice of the Executive Committee, shall appoint a chair for each Standing Committee. Appointees will serve for one (1) year and are eligible for re-appointment at the pleasure of the Executive Committee. If a vacancy occurs, the President shall appoint a replacement to serve out the unexpired term.

ARTICLE VI. MEETINGS AND METHOD OF BUSINESS

Section 1. Fiscal Year

The Fiscal Year shall extend from July 1 through June 30.

Section 2. Meetings

- a. The Annual Business Meeting shall be held during the month of June.
- b. At the beginning of each fiscal year, officers shall meet to establish a calendar of regular meetings for the Executive Committee, Board of Directors, as well as additional meetings for the general membership. This calendar shall be available to all members on the SRA website.
- c. The Executive Committee and Board of Directors shall hold regular meetings in a place and at a time accessible to SRA members. Presence of a majority of the meeting group's voting members shall constitute a quorum. As a normal practice, the Executive Committee and the full Board of Directors' meetings will be combined.
- d. Special meetings may be called by the President as needed.

ARTICLE VII: SPECIAL PROVISIONS

Section 1. Provisions of Matters not Expressly Covered

- a. Items not expressly covered in the Bylaws may be decided by the Board of Directors, which may vote to poll the general membership for its endorsement or rejection of policies or actions that are deemed to be non-routine.

- b. No rule or decision may be enacted which is in conflict with these Bylaws.

Section 2. Amendments

These Bylaws may be amended at any meeting of the Board of Directors, by a vote of two-thirds of the voting members of the Board present at the meeting.

Section 3. Enforcement

The enforcement powers of these Bylaws are vested in the Executive Committee.

Section 4. Robert's Rules of Order, Newly Revised, shall govern the deliberations in all procedures not expressly covered in these Bylaws.

Submitted for approval by the Staff Retirement Association Organizing Committee. 1/15/85

Revised by the Bylaws Committee. 1/21/87

Revised by the Bylaws Committee. 8/19/87

Revised by the Bylaws Committee. 12/9/87

Revised by the Bylaws Committee and approved unanimously by the Executive Committee
2/17/88

Revised by the Bylaws Committee and approved unanimously by the Executive Committee.
8/19/92

Revised by the Bylaws Committee and approved unanimously by the Executive Committee.
4/12/95

Revised by the Bylaws Committee and approved unanimously by the Executive Committee.
3/3/97

Revised by the Bylaws Committee and approved unanimously by the Executive Committee.
12/1/99

Revised by the Bylaws Committee and approved unanimously by the Executive Committee.
03/08/2000

Revised by the Bylaws Committee and approved unanimously by the Executive Committee.
05/14/2003

Revised by the Bylaws Committee and approved unanimously by the Board of Directors.
05/19/2004

Revised by the Bylaws Committee and approved unanimously by the Board of Directors.
04/19/2007

Revised by the Board of Directors and approved unanimously by the Board of Directors
07/20/2012

Revised by the Board of Directors and approved unanimously by the Board of Directors.
04/21/2017