

# Rutgers Staff Retirees Association By-laws

Amended May 18, 2023

## Article I – Name of the Organization

The official name of the organization shall be “The Rutgers Staff Retirees Association,” and will be referred to as “Silver Knights.”

## Article II – Purpose of the Organization

The purpose of the Silver Knights shall be to promote an organization devoted to the welfare and enjoyment of all members and their continued affiliation with the University. The Association’s mission shall be to continue the Rutgers relationship of staff retirees through interactions with each other, the University, and the State of New Jersey on pertinent issues and concerns for quality of life in retirement.

## Article III – Membership

The membership of the Silver Knights shall consist of all Rutgers Staff Retirees, regardless of campus location.

Membership may also include any former Rutgers or UMDNJ employee with 10 years of service nominated by a member of the Silver Knights with approval subject to review and vote by the Executive Committee.

All members shall pay annual dues and are entitled to participate in the Association’s social functions and activities. Members shall receive notices and information including the Silver Knights newsletter, “The Herald”.

## Article IV – Presiding Officers

### Section 1 Titles of the Officers

The officers of the Silver Knights shall be a president, first & second vice presidents, recording and corresponding secretaries and a treasurer. They shall be elected by the membership from among their number at a business meeting of the association. [Elected officers and the members of the standing committees (Article VI) and past presidents shall constitute the Executive Committee.]

### Section 2 Terms of the Officers

All officers shall be elected for terms of two years and until their successors are duly elected and qualified. However, officers may succeed themselves in office if re-elected. If the president leaves office before the term is completed, the first vice president shall be the successor and a new vice president shall be elected to fill the second vice president’s seat.

### Section 3 Duties of the Officers

A. President - Shall call and preside at all meetings of the organization and act as the official spokesperson for the Association. Shall appoint committees as needed. Shall assume the responsibility for the countersigning of all requisitions for expenditures on behalf of the association. Shall issue an annual report, which shall be available to members of the Silver Knights.

B. Vice President - Shall perform the duties of the president in the event of his or her absence, resignation, or inability to perform his or her duties, and shall be responsible for informing members of benefits, benefit changes and/or new programs.

C. Second Vice President - Shall be named as needed by the Organization. Shall perform duties as assigned by the President. Shall perform the duties of Vice President in the event of the absence, resignation, or inability to perform duties of either the President or Vice President.

D. Recording Secretary - Shall keep the minutes and records of the Rutgers Staff Retirees Association and perform other duties as assigned by the President.

E. Corresponding Secretary - Shall prepare emails and letters and shall transcribe information from each committee for distribution to the membership in print form. Shall perform other duties as assigned by the president.

F. Treasurer - Shall collect dues and act as custodian of all monies and securities of the Association. He or she shall deposit all funds in a bank account bearing the name of the Association. He or she shall pay all bills contracted by the association and approved by the President, keep a detailed account of all receipts and disbursements, maintain financial records and submit a financial report at all regular meetings of the Executive Committee.

### Section 4 Election of Officers

The Membership and Election Committee shall be responsible for overseeing the elections of officers of the Silver Knights at the annual membership meeting. The Committee shall send electronic and/or written notification at least 1 month prior to the annual membership meeting requesting nominations (self-nomination or other) for the vacant officer positions. The Membership and Election Committee shall prepare a slate of candidates. This slate of candidates shall be presented at the annual membership meeting, or any regularly scheduled meeting of the association and additional nominations may be taken from the floor.

## Article V – Executive Committee

The Executive Committee shall consist of the elected officers of the Association, standing committee members and past presidents. The executive committee shall meet monthly except in July. The Executive Committee shall oversee the financial records and budget of the association and shall file the required annual Form 990/990 EZ (and/or any other required reports) to maintain status as a 501(c)(7) organization under IRS guidelines.

## Article VI – Standing Committees

The standing committees of the Rutgers Staff Retirees Association shall be the following:

- 1) Membership & Elections Committee
- 2) Program, Activities & Social Event Committee
- 3) Trenton Liaison & Benefits Committee
- 4) Technology & Web Site Committee
- 5) Newsletter Committee

## Article VII – Meetings

There shall be an annual membership meeting at which elections, as necessary, can be conducted, the president shall present an annual report, proposed changes to the bylaws may be voted upon, and the membership may discuss such questions and proposals as may be raised. At other times, the president may designate an event or gathering as a membership meeting for the purpose of discussing such business as any member wishes to have considered.

Membership meetings may be conducted informally, but in the case of elections or when a member wishes to make a motion of substance, the meeting shall be conducted according to Robert's Rules of Order, revised.

## Article VIII – Dues

Dues shall be determined and regulated by a majority vote of the Executive Committee.

## Article IX – Dissolution Requirement

Upon the dissolution of the Rutgers Staff Retirees Association, once all debts are settled, the remaining funds shall be distributed equally among the current dues paying members. This is in compliance with the guidelines of internal revenue code for section 501(c)(7). Any future revisions to the IRS code shall be applied.

## Article X – Adoption and Amendments

For these bylaws to be adopted, they shall be approved by a majority of those attending a publicly announced meeting held for the purpose of adopting these bylaws.

Proposals for amending the by-laws of the Rutgers Staff Retirees Association shall be submitted in writing to the Association's president for presentation to the membership for ratification. All proposed amendments shall be distributed to the membership in the newsletter or by email at least two weeks in advance of the next publicly announced meeting at which the vote shall occur. For an amendment to be adopted, it shall be approved subsequently by a majority of the membership in attendance at the annual meeting or alternatively by mail or electronic ballot.