

**CONSTITUTION AND BYLAWS
OF THE
HARPER COLLEGE ANNUITANTS ASSOCIATION**

**Article I
Name**

The name of this organization shall be the HARPER COLLEGE ANNUITANTS ASSOCIATION (HCAA), a chapter of the State Universities Annuity Association (SUAA).

**Article II
Purpose**

The purposes of the Harper College Annuity Association shall be to:

Promote the individual and collective interests and welfare of Harper College annuitants and their survivors;
Promote discussions with and service to Harper College;
Improve communications between the College and its retirees;
Promote social events for its members;
Promote discussion and participation with other annuitant organizations in the State of Illinois;
Actively pursue communication with legislators on issues relative to annuitants' concerns.

**Article III
Membership**

Membership in the HCAA shall be open to all of the following:

Harper College annuitants (i.e., retirees receiving SURS pension benefits)
Harper College employees (past and present) who are receiving SURS benefits or shall be eligible to receive SURS benefits
Spouses or surviving spouses of Harper College annuitants

Membership in the HCAA includes membership in the State Universities Annuity Association (SUAA)

**Article IV
Executive Board**

An Executive Board shall conduct the affairs of the Harper College Annuity Association. The Executive Board shall consist of up to ten members: President, President-Elect, Recording Secretary, Treasurer, up to six Members-At-Large, and the

immediate Past President (ex-officio), all of whom shall serve two-year terms, except the Past President who shall serve a one-year term. The offices of Secretary and Treasurer may be filled by the same individual. The President-Elect, Recording Secretary, Treasurer, and the Members-At-Large shall be elected at the annual membership meeting in odd numbered years. Terms of office shall begin at the close of the annual membership meeting in the year elected or at the time their appointment is approved by the Executive Board and will expire at the next regularly scheduled election. In the event the President should vacate his/her position for any reason, the President-Elect shall assume those duties for the remainder of the term. Vacancies on the Executive Board for a non-expired term or created by the addition of officers shall be filled by nomination by the President and approval by a simple majority of a quorum present at the Executive Board meeting at which the nomination is made. A simple majority of the members of the Board shall constitute a quorum.

As in the SUAA Constitution, Chapter Directors shall have voting rights at SUAA meetings. The President or designee shall serve as a Director. The other Director will be selected by the President and approved by the Executive Board.

The Board shall arrange for an annual membership meeting and for other meeting(s) as shall be deemed desirable. At the annual membership meeting the Board and Committees shall report on all activities of the organization and on the highlights of SUAA activities.

Article V Duties of Officers

The **President** shall prepare an agenda for and preside at all Executive Board meetings and serve as the official spokesperson for the HCAA. The President shall be responsible for planning programs for the annual membership meeting and coordinating other general membership meetings of the organization. He or she shall maintain an active relationship with the Harper College President and other College personnel as appropriate.

The **President-Elect** shall preside at the meetings when the President is unable to be present and perform other duties as requested by the President.

The **Past President** shall advise the President and the Board of the past policies and procedures of the organization.

The **Recording Secretary** shall record minutes of all meetings.

The **Treasurer** shall maintain records of receipts and expenditures of all funds and submit regular reports at meetings of the HCAA. A special committee of the membership appointed by the President, with Executive Board approval, and reported at the annual spring membership meeting shall audit the financial records annually.

Financial statements will be presented at regular Board business meetings and will be available on request.

The Members-At-Large shall represent the HCAA and shall perform other duties as requested by the President.

Article VI Election of Officers

Prior to the end of the two-year term, the President, with the advice and consent of the Executive Board, shall appoint a nominating committee of at least two members. This committee shall select candidates for the President-Elect, Recording Secretary-Treasurer, and up to six Members-At-Large, secure the consent of the proposed nominees to being placed on the slate, and present the names of the nominees to the membership at the annual meeting. Additional nominations, with the consent of each nominee, may be made from the floor at that time. The Executive Board shall determine the election procedure.

Article VII Committees

Standing Committees: Committee Chairs shall be appointed by the President and confirmed by the Board. Appointments of members to the standing committees shall be made by the committee chair in consultation with the President.

The Membership Committee shall be responsible for working to increase membership and maintain membership records.

The Insurance/Health Care/End of Life Issues Committee shall determine topics of interest to members regarding insurance, health care and end of life issues and shall provide appropriate workshops, seminars, and information regarding these issues.

The Social Committee shall provide opportunities for social activities designed to strengthen bonds of friendship.

The Legislative Committee in concert with SUAA, shall determine legislative issues of interest to members, and meet with legislators as appropriate to discuss those issues.

The Communications/Harper Portal Chair shall develop communication appropriate for members through the Harper Website Portal.

The Campus Liaison Committee shall be composed of current Harper employees who recruit employees to HCAA membership.

Creation of new and elimination of current committees is permissible upon approval of the Executive Board.

Article VIII Dues

Membership (local) dues for the HCAA shall be set annually by the Executive Board of the Association. Membership dues for the SUAA are set by that Association. Dues for both HCAA and SUAA shall be payable by dues check off or by other methods as approved by the Board.

The fiscal year shall be from July 1 through June 30.

The Executive Board may accept voluntary donations as well as monies earned from fund-raising activities.

Article IX Amendments

A committee appointed by the President shall make a review of the Constitution not less than every four years. Amendments may be proposed by the Executive Board or by petition signed by five or more members of the HCAA. Such amendments shall be presented for vote at the annual membership meeting. A majority vote of members present is required for passage.

Article X Bylaws

A minimum of one regular business meeting shall be held each year. The biennial elections of officers of the HCAA shall be conducted at the annual membership meeting in odd years. Members present shall constitute a quorum. A simple majority vote of members present shall be required for passage of motions or election of officers.

Other meetings, business or social, may be called throughout the year by the Executive Board or by petition of five or more members.

The Executive Board shall meet a minimum of four times a year. Ad hoc committees shall be appointed as required. The President shall be an ex-officio member of all committees except the nominating committee.

Requests for reimbursements shall be submitted to the President for approval and given to the Treasurer for payment. Items that are reimbursable expenditures shall be part of a budget prepared for adoption at the annual membership meeting.

Revised April 29, 2013

Revised May 25, 2016