

**NORFOLK STATE UNIVERSITY RETIREES ASSOCIATION
CONSTITUTION OF NORFOLK STATE UNIVERSITY RETIREES
ASSOCIATION**

PREAMBLE

We, the representatives of the Norfolk State University Retirees Association, in order to continue a strong bond with the University, do hereby establish this Constitution to govern this body in an orderly manner, consistent with the Mission and programs that will enhance the image of the University.

ARTICLE I – NAME

The name of this organization shall be the Norfolk State University Retirees Association (NSURA).

ARTICLE II – MISSION

NSURA’s mission is to become a vital reservoir of the knowledge, experience, skills and talents of the University’s retirees so as to continue to contribute to the advancement of the University’s vision, as well as to foster fellowship among its members.

ARTICLE III – OBJECTIVES

1. To plan and support cultural activities for the University and its students.
2. To enhance University resources and support social, cultural, and educational events at Norfolk State University.
3. To plan and support leisure activities that promote a healthy life style for the membership.
4. To promote the image of Norfolk State University throughout the community.
5. To support the value system of the University.
6. To use the wealth of knowledge acquired by retirees for students.
7. To serve as vocal advocates for the support of Norfolk State University’s programs and activities in such areas as recruitment, retention, and graduation of students.

ARTICLE IV – MEMBERSHIP

1. Membership in NSURA shall be open to all persons who have retired from Norfolk State University.
2. Membership in the Association shall not be denied to any retiree because of his/her race, color, creed, religion, age, national origin, or by reason of physical handicap.
3. The first ten (10) persons who assembled to initiate the Association, namely, Dr. Samuel Anderson, Mrs. Jocelyn Pretlow Goss, Ms. Thelma M. Hayes, Mr. David H. Klein, Dr. Alvin C. Lomax, Dr. Naomi H. Pharr, Mr. Rice Roberts, Mrs. Dollie P. Wells, Mrs. Lillie R. Wilson, and Dr. Lillian P. Wright, shall be the Charter Members.

ARTICLE V – OFFICERS

The officers of NSURA shall be the following and other Officers as over time may be necessary: (a) President, (b) Vice-President, (c) Recording Secretary, (d) Assistant Recording Secretary, (e) Corresponding Secretary, (f) Financial Secretary (g) Treasurer, (h) Parliamentarian, (I) Historian, (j) Chaplain, and (k) Immediate Past President. (Officers shall constitute the corps of the Executive Council.).

Each officer shall be elected by a simple majority of members present for a term of two years. Officers may succeed themselves for one term. Notices concerning the election of officers will be sent at least thirty days in advance of the meeting. Election of officers shall be held during the Annual Meeting.

ARTICLE VI - MEETINGS AND QUORUM

1. Meetings of NSURA shall be the second Friday of each month at 12 noon.
2. Special meetings may be called by NSURA's president or at the request of a quorum.
3. One-half plus one ($\frac{1}{2}$ plus 1) of the members present of NSURA who are in good standing shall constitute a quorum for transacting all business matters.

ARTICLE VII – AMENDMENTS

The Constitution may be amended at any meeting of NSURA by two-thirds (2/3) of the membership present at two consecutive meetings or Certified Mail-in Votes of paid members. Votes mailed in will be tallied by the Executive Council and retained as an official record of NSURA.

BYLAWS

ARTICLE I - DUTIES OF THE OFFICERS

Section 1- The President:

- 1.1 Shall preside at all meetings.
- 1.2 Shall perform duties normally carried out by the chief officer as by dictated by Robert’s Rules of Order, Newly Revised.
- 1.3 Shall appoint the chairperson and vice-chairperson of all NSURA committees.
- 1.4 Shall serve as chairperson of the Executive Committee.
- 1.5 Shall serve as an ex-officio member of all other committees except the Nominating Committee
- 1.6 Shall be the official representative of NSURA.

Section 2- The Vice-President:

- 2.1 Shall assist the President in the performance of duties.
- 2.2 Shall perform the functions of the President whenever the President is absent or unable to perform his/her duties.
- 2.3 Shall serve as overseer for all NSURA committees.

Section 3- The Recording Secretary:

- 3.1 Shall keep records of all meetings.
- 3.2 Shall prepare minutes of each meeting for distribution to the membership.

Section 4- The Assistant Recording Secretary:

- 4.1 In the absence of the Recording Secretary, the Assistant Recording Secretary shall carry out the same duties as the Recording Secretary as enumerated in Section 3.1 and in Section 3.2.
- 4.2 Shall develop resolutions for deceased retirees.

Section 5- The Corresponding Secretary:

- 5.1 Shall maintain a listing of all NSURA Officers and members.
- 5.2 Shall notify all members of the meetings.
- 5.3 Shall conduct correspondence as directed by the President.
- 5.4 Shall read or summarize correspondence at NSURA meetings.

Section 6- The Financial Secretary:

- 6.1 Shall receive all monies and turn over to the Treasurer.
- 6.2 Shall give receipts and membership cards to all financial members.
- 6.3 Shall give written annual reports as well as interim reports as needed.

Section 7- The Treasurer:

- 7.1 Shall pay all expenses for the organization.
- 7.2 Shall make annual written reports and other interim reports on the financial status of NSURA.
- 7.3 Shall chair the Budget and Finance Committee.
- 7.4 Shall publicly acknowledge all monetary contributions to the organization.

Section 8- The Parliamentarian:

- 8.1 Shall interpret Robert's Rules of Order.
- 8.2 Shall serve as an advisor to the presiding officer of NSURA
- 8.3 Shall chair the Constitution Committee.

Section 9- The Historian:

- 9.1 Shall keep a written record of events and activities of NSURA.
- 9.2 Shall provide reports periodically of historical events of the NSURA.
- 9.3 Shall provide data for publishing events and activities of the NSURA.
- 9.4 Shall preserve photography and videos of all celebratory NSURA functions.

Section 10- The Chaplain:

- 10.1 Shall provide opening inspirational message.
- 10.2 Shall provide closing inspirational message.

Section 11- The Immediate Past President:

11.1 Shall chair the Recognition and Awards Committee.

11.2 Shall be a voting member of the Executive Committee.

11.3 Shall serve as the official representative of NSURA in the absence of the President and Vice-President.

ARTICLE II - ELECTION OF OFFICERS

Section 1- All officers shall be elected at the May meeting, and may serve a two-year term. Newly elected officers shall be installed at the September meeting.

Section 2- No member shall be eligible for an elected office that has not been a member of the Association for one year.

Section 3- Persons not carrying out their duties may be removed from office by 2/3 vote of the executive committee before the new elections are held; the President shall appoint a member in good standing to fill the vacancy until elections are held.

ARTICLE III – MEMBERSHIP

SECTION 1- Candidates for membership will be accepted at monthly meetings upon the validation of membership requirements and the payment of fees.

SECTION 2-The types of membership shall be:

(A) REGULAR - Membership in NSURA shall be open to all persons who have officially retired from Norfolk State University.

(B) ASSOCIATE - Associate membership shall be open to faculty and staff who were employed by Norfolk State University for a minimum of five years, who are at least fifty five years of age, and who terminated employment in good standing. These members are not eligible to hold office, but may serve on committees. They are not eligible for life membership.

(C) LIFE – Members are eligible for life membership after three years of regular membership.

(D) HONORARY - Honorary members shall include the following:
The founding- president of NSURA, the current president of Norfolk State University, the current vice president for university advancement, the current associate vice president for development, the current liaison person for NSURA, and any Norfolk State University president who retires from Norfolk State University.

Section 1- New members will be accepted at each monthly meeting.

Section 2- Honorary members will include the following: the current President of Norfolk State University, the current Vice-President for University Advancement, the current Associate Vice-President for Development and the current Liaison person for NSURA, and any Norfolk State University President who retires from Norfolk State University.

Section 3- Dues are to be paid annually by July 31 in order to be eligible for NSURA amenities. The Treasurer will certify eligible members.

Section 4- Membership cards will be issued to each member. The membership year is effective from August 1 to July 31 of each year.

ARTICLE IV – DUES

Section 1- Annual dues shall be shall be determined by 2/3 vote of members present at two consecutive regular meetings. Check or money order shall be made payable to NSURA.

Section 2- Members can become life members after three consecutive years of active membership by paying the designated life membership fee.

ARTICLE V – COMMITTEES

Section 1- Committees of the Association shall include:

(a) Nominating –To prepare a slate of candidates to fill vacancies and to nominate officers for the Association.

- (b) Program - To prepare the “program of the day” as listed in the Constitution of the Association. These programs shall consist of special occasions as might be indicated by the month itself or by other special occasions.
- (c) Telephone /E-Mail Committee - To notify members of special events prior to the date of assembly.
- (d) Publicity - To provide recognition of NSURA and its programs and activities through media coverage.
- (e) Scholarship - To serve as contact person for NSURA and the NSU Foundation, regarding the funding, administration and distribution of NSURA’s Scholarship Fund.
- (f) Ways and Means (Fund-Raising) - To provide fund-raising strategies for NSURA.
- (g) Budget and Finance - To plan, organize and monitor financial resources of the Association.
- (h) Recognition and Awards - To recognize the achievements and honors of NSURA members on a monthly basis.
- (i) Homecoming - To plan and implement Homecoming activities for NSURA.
- (j) Social Activities - To plan, promote and encourage activities that are recreational and fun for NSURA members, at least quarterly.
- (k) Bylaws - To review the document governing the activities of NSURA and to make recommendations to the Association for necessary revisions and/or additions.
- (l) Membership -To develop and implement an action plan for recruitment, retention, reclamation, and education of NSURA members.
- (m) Hospitality - To serve as hostesses, hosts, ushers, receptionists (as needed) at all activities sponsored by the Association; to provide light snacks at monthly meetings as appropriate.

Section 2- The President may appoint additional committees, as the need arises.

ARTICLE VI – AMENDMENT

These bylaws may be amended at any meeting by two-thirds (2/3) of membership present at two consecutive regular meetings. Announcements of proposed amendment(s) shall be made at least one month in advance of the regular meeting.

ORDER OF BUSINESS

1. Call to order
2. Reading of the minutes
3. Treasurer's report as required
4. Committee reports
5. Unfinished business
6. New business
7. Program of the day
8. Announcements
9. Adjournment

Adopted Revised Constitution and Bylaws

03/18/2016