

**BYLAWS  
CLARION UNIVERSITY CHAPTER  
OF THE  
ASSOCIATION OF PENNSYLVANIA STATE COLLEGE AND UNIVERSITY  
RETIRED FACULTIES (APSCURF)**

**ARTICLE 1: INTRODUCTION**

1.01 Name: The name of this organization is the Association of Pennsylvania State College and University Retired Faculties (APSCURF) Clarion University Chapter.

1.02 Definition of Bylaws: These Bylaws constitute the code of rules adopted by the Association of Pennsylvania State College and University Retired Faculties (APSCURF) Clarion Chapter.

1.03 Purpose and Powers: This organization will have the purposes and powers as stated in its Articles of Incorporation, and whatever powers are or may be granted by the Nonprofit Corporation Law of 1972 of the Commonwealth of Pennsylvania, or any successor legislation. In particular, the purposes of this organization shall be:

- A. To cooperate with community organizations and civic bodies having worthy education objectives, and to aid in interpreting to the public the problems and functions of public higher education.
- B. To encourage retired faculty members to exercise their constitutional rights and privileges and to assume appropriate leadership responsibilities in civic affairs.
- C. To promote the welfare of the members of the state university faculties.
- D. To promote with the other organizations of active and retired employees of the State System of Higher Education and other organizations of retirees served by SERS, PSERS, or other Commonwealth retirement systems.
- E. To assist local chapters in developing educational activities for retired faculty members.
- F. To develop cooperative programs of educational activities for retired faculty members.

**ARTICLE 2: MEMBERSHIP**

2.01 APSCURF is a non-discriminatory organization without bias toward race, age, sex, religion, politics or affiliation.

2.02 Membership shall be open to all persons who have retired from the facilities of the universities that comprise the State System of Higher Education of the Commonwealth of Pennsylvania, provided that:

- A. In the three years immediately prior to their retirement they were active members of the Association of Pennsylvania State College and University Faculties; or
- B. They were active members of APSCUF for the entire time that such membership was available to them, even if fewer than three years.
- C. Retired administrators and managers of the schools comprising the State System of Higher Education may become members, provided that they have been recommended by the local APSCURF officers after consultation with the local APSCUF Executive Committee.
- D. All professional staff, support staff and field staff of APSCUF are eligible to become members.
- E. All membership is contingent upon payment of dues. The dues structure is determined by the Legislative Council. Following any change in dues the membership shall be notified within a 3-month period in writing by the President of APSCURF.
- F. July 1 is established as the due date for renewal of annual dues. Those joining or renewing on a date other than July 1 will be granted complementary membership to the next July 1, which will henceforth be their annual renewal date.
- G. "Member" as used in these Bylaws means only full members under this provision and does not include associate members described below.

2.03 Associate Members: The spouse of a deceased member of APSCURF shall automatically become an associate member for the remainder of the deceased member's current dues paying year, and may thereafter maintain associate membership upon payment of regular membership dues. The spouse of a deceased person who would have been eligible for membership in APSCURF prior to his or her death shall be eligible to be an associate member upon payment of regular membership dues. Associate members shall have all the rights of regular membership dues. Associate members shall have all the rights of regular membership except they shall not be eligible to vote, hold office or serve as APSCURF representative to any other organization.

2.04 Fees Paid by APSCUF: When any local APSCUF Chapter pays more than one year's fee for a new APSCURF member, it will be understood that:

- A. When dues for more than one year are paid by, or on behalf of, any APSCURF member, new or continuing, if that member should die during the term of the paid up period, the balance of the dues/paid-up membership shall be credited to the surviving spouse if any.
- B. In no case shall dues be refunded.

### **ARTICLE 3: RIGHTS OF MEMBERS**

- 3.01 Each member and associate member shall belong to APSCURF and shall also belong to an APSCURF chapter.
- 3.02 All meetings of State and Local APSCURF shall be open to all members and associate members of APSCURF in good standing.
- 3.03 Each member (other than associate member) shall be entitled to one vote in each matter submitted to a vote of the membership.

### **ARTICLE 4: MEETINGS**

- 4.01 Membership Meeting: The Chapter shall hold a general membership meeting twice each calendar year and a picnic in the summer. A copy of the minutes of all Chapter business meetings shall be forwarded to the state APSCURF Secretary in a timely fashion.
- 4.02 Special Meetings: Special meetings of the membership may be called by the president of the chapter or by a majority of the chapter officers.
- 4.03 Notice of Membership Meetings: Written notice stating the place, day, and hour of the meeting shall be delivered not less than five nor more than forty days before the date of the meeting. In the case of special meetings, the purpose of such meetings must be stated in the notice. It shall be acceptable for such meeting notices to be given by announcement in the APSCUF, APSCURF chapter or other, newsletter mailed to members. If mailed, a meeting notice will be deemed to be delivered when deposited in the United States mail addressed to the member at his/her address as it appears on the records of the organization, with postage affixed.

### **ARTICLE 5: OFFICERS**

- 5.01 The officers of the Clarion Chapter shall consist of a President, Vice-President, Secretary, Treasurer, and immediate Past President. These officers shall constitute the Executive Committee.

- 5.02 All officers, except the immediate Past President, shall be elected by a majority of the members in attendance.
- 5.03 The Nominations and Elections Committee shall present a slate of nominations to the Clarion Chapter at the spring meeting of even numbered years.
- 5.04 If a vacancy occurs in the office of President, the Vice-President shall succeed to that office for the unexpired portion of the term. Vacancies in the office of Vice-President, Secretary, and Treasurer that occur before the end of the term of that office shall be filled by appointment by the Clarion Chapter President.
- 5.05 The two-year terms of office shall begin July 1 following the spring elections. The term of office of the immediate Past President shall be two years.
- 5.06 The President shall:
- A. Preside at all meetings of the Executive Committee and general membership.
  - B. Appoint, in consultation with the Executive Committee, members of all committees not otherwise provided for by the Bylaws.
  - C. Be an ex-officio member of all committees except the Nominations and Elections Committee.
  - D. Prepare the Agenda for all meetings.
  - E. Be responsible for the general implementation of all decisions of the Executive Committee and the general membership.
  - F. Administer, in conjunction with the Treasurer, the budget established by the Executive Committee.
  - G. Take part in and be responsible for contacts with the Pennsylvania State Legislature on behalf of retirees.
  - H. Attend APSCUF meetings where appropriate or appoint a representative for that purpose.
  - I. Encourage attendance at university activities and participation in the APSCUF Clarion University Chapter.
  - J. Consult regularly with the Executive Committee, APSCUF leadership, and professional staff in the implementation of the above duties and responsibilities.

- 5.07 The Vice-President shall assume all duties of the President in case of absence or disability of the President, and may serve as the President's designee at the request of the President.
- 5.08 The Secretary shall keep a record of correspondence and of the Minutes of all Executive Committee and general membership meetings. The Secretary shall give all notices and any other duties as are required by law or by these Bylaws, and generally perform all duties incident to the office of secretary, or which may be assigned by the Executive Committee.
- 5.09 The Treasurer shall be responsible for all financial matters, subject to the policies established by the Executive Committee and the local APSCUF Chapter. The Treasurer shall keep a current list of members. The Treasurer or his/her designee as determined by the Executive Committee shall have charge and custody of all funds of the organization, and will deposit the funds as required by the Executive Committee, keep and maintain adequate and correct accounts for the organization's business transactions, render reports and accountings to the Executive Committee and the membership as required by the Executive Committee, by the members, or by law. The Treasurer shall perform in general all duties incident to the office of treasurer and any other duties as may be required by law, or by these Bylaws, or which may be assigned by the Executive Committee.

## **ARTICLE 6: COMMITTEES**

- 6.01 Membership on standing committees shall be designation by the President, subject to ratification by the Executive Committee.
- 6.02 All standing committees and other committees appointed by the President are to be ratified by the Executive Committee and subject to the authority of the Executive Committee. Unless otherwise specified in the Bylaws, the President shall name the committee chairperson subject to ratification by the Executive Committee.
- 6.03 Membership Committee: The Membership Committee shall conduct membership drives to enroll past and potential retirees.
- 6.04 Nominations, Elections and Bylaws Committee: The Nominations, Elections and Bylaws Committee shall provide nominations for the offices of the Chapter: President, Vice-President, Secretary, and Treasurer. It shall review the Chapter's Bylaws at least every three years and report the results of the review.
- 6.05 Legislative/CAP Committee: The Legislative/CAP Committee shall study current legislation, maintain liaison with APSCUF, with legislative and political action committees of the State System of Higher Education organizations and with other appropriate organizations and support legislative programs in the best interest of the members.

6.06 Additional Committees: The Executive Committee and/or President shall establish such other committees as are deemed necessary. The membership such ad hoc committees shall be appointed by the President and ratified by the Executive Committee.

#### **ARTICLE 7: PARLIMENTARY AUTHORITY**

7.01 Robert's Rules of Order, Newly Revised, shall be the authority on all questions of procedures not otherwise provided for in the Bylaws.

7.02 Quorum for official business of all meetings shall be those members present, provided all members have been notified in writing on the time and place of meetings ten days previously.

#### **ARTICLE 8: AMENDMENTS**

8.01 An amendment to these Bylaws may be adopted by a majority of the Executive Committee, providing notice of the amendment has been mailed at least 21 days before a meeting of the Executive Committee. The amendment will not be fully official, however, until the general membership has approved it by majority vote, after similar notification and information.

Adopted: November 12, 1985

Amended: April 27, 2006