Amended January 2018

BYLAWS
of the
RETIREMENT ASSOCIATION OF PORTLAND STATE (RAPS)

ARTICLE I
Name, Location, and Objectives

SECTION A. The name of this organization shall be Retirement Association of Portland State (RAPS). Its mission is to provide friendship and service to PSU’s retired community.

SECTION B. The office shall be located on the campus of Portland State University, Portland, Oregon.

SECTION C. The objectives of RAPS shall be to:

1) Provide educational and cultural programs of interests to its members;
2) Promote the welfare of retired personnel;
3) Provide facilities and leadership for retiree activities;
4) Encourage communication and collegiality among its members;
5) Provide pertinent information to persons eligible for membership;
6) Confer with the University president and other officers on matters of mutual interest to RAPS and PSU;
7) Support the aims and objectives of the University and promote its endeavors;
8) Assist in the preservation and celebration of the history of Portland State University, and
9) Communicate information to members and the University community through its newsletter and website.

ARTICLE II
Membership, Officers and Dues

SECTION A. Persons eligible for membership in RAPS include retired Portland State personnel; current personnel age 55 or over; spouses, domestic partners, widows or widowers of any of the above; and retired personnel from other accredited colleges and universities.

SECTION B. Officers shall consist of two Co-Presidents, a Secretary, a Treasurer, and three Members-at-Large. All are elected positions.

SECTION C. The Board shall consist of the officers named in Section B, together with the Newsletter Editor, Webmaster, and Chairs of Standing Committees, who are appointed by the Co-Presidents. The Co-Presidents may also appoint representatives to related organizations for two-year terms with Board approval. All are voting members.

SECTION D. The Co-Presidents, Secretary, and Treasurer shall form the Executive Committee, which is empowered to act on behalf of the Board.
SECTION E. The terms of office shall be two years for all Board Positions. Co-Presidents will begin their terms in staggered years. The Executive Committee may appoint interim officers to fill vacancies.

SECTION F. Board and committee members shall represent a cross section of the various divisions within the University.

SECTION G. Annual dues become payable July 1 of each year. The Board may adjust the amount of dues.

ARTICLE III
Duties of Officers

SECTION A. The Board shall manage RAPS in accordance with these Bylaws and regularly report to the membership.

SECTION B. The Co-Presidents shall chair meetings and have general supervision of RAPS affairs subject to the approval of the majority of the Board. The Co-Presidents shall appoint committee chairs with the approval of the Board and shall be ex officio members of all committees.

SECTION C. The Secretary shall take minutes of the Board meetings and prepare final copy for printing and distribution as needed.

SECTION D. The Treasurer shall monitor the financial records and disbursement of funds and prepare reports for monthly meetings.

SECTION E. The Newsletter Editor shall produce at least three issues per year of the Newsletter.

ARTICLE IV
Meetings

SECTION A. Board meetings shall be held monthly during the academic year at a time chosen by the Co-Presidents.

SECTION B. Special Board meetings may be called as deemed necessary by the Co-Presidents or any three members of the current Board, or upon written request in the form of a petition signed by 15 current members of the organization.

SECTION C. Every Board meeting shall be open to all members except when in executive session. A simple majority of Board members shall constitute a quorum.

SECTION D. General meetings/programs shall be held at least four times during the calendar year at a time and place designated by the Co-Presidents with Board approval.

ARTICLE V
Committees

SECTION A. Standing committees shall be Awards, Election, History Preservation, Membership, Program, Scholarship, and Social.

SECTION B. Chairs of Standing Committees shall be appointed by the Co-Presidents and approved by the Board. The Co-Presidents may establish ad hoc committees.
SECTION C. The Election Committee shall consist of at least three members and shall be chaired by the immediate past Co-President or a past President. Additional members may be added to any committee at the discretion of the Board and the Committee Chairs. Committee members shall perform their duties until successors have been appointed.

ARTICLE VI
Nomination and Election of Officers

SECTION A. At a spring Board meeting the Election Committee shall propose for Board approval a slate of nominees including at least one candidate for Co-President and at least one candidate for any other elected position needing to be filled. Ballots shall be prepared and mailed to the membership. At least two members from the Election Committee shall count the ballots. Results will be announced at the April general meeting.

SECTION B. The newly elected members of the Board shall assume their duties on July 1.

ARTICLE VII
Order of Business

The order of business at all business meetings shall be in conformance with Robert’s Rules of Order.

ARTICLE VIII
The Amendment Process

SECTION A. Amendments to the Bylaws formulated by the Board require approval by a majority of the membership voting.

SECTION B. Amendments to the Bylaws proposed by the membership must be presented to the Board with the signatures of 25 current members. If approved by the Board the amendment will pass by a simple majority of voting members. If disapproved by the Board, a two-thirds majority vote of the current membership voting will be required for passage.

As amended January 2018