

**BY-LAWS
RUTGERS STAFF RETIREES ASSOCIATION**

**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 “**THE SILVER KNIGHTS.**”

**ARTICLE II
PURPOSE OF THE ORGANIZATION**

The purpose of the Association shall be to promote an organization devoted to the welfare and enjoyment of all members and their continued affiliation with the University.

**ARTICLE III
MEMBERSHIP**

The membership of the Rutgers Staff Retirees Association (The Silver Knights) shall consist of all Rutgers staff retirees, regardless of campus location.

Associate membership in the Silver Knights shall consist of former part-time Rutgers staff members with 10 years of service nominated by a member of the Silver Knights with approval subject to review and vote by the Executive Committee. Associate members shall pay dues and are entitled to participate in the Association’s social functions and activities and shall receive the Silver Knights HERALD newsletter.

**ARTICLE IV
PRESIDING OFFICERS**

Section I

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.

Section II

All officers shall be elected for terms of 2 years and until their successors are duly elected and qualified. However, officers may succeed themselves in office if re-elected. If the president resigns, 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 III

The duties of the officers shall be as follows:

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.

Shall issue an annual report which shall be available to members of the Silver Knights.

B. FIRST VICE-PRESIDENT

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

C. OTHER VICE-PRESIDENTS

Shall be named as needed by the organization.

D. SECRETARIES

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

Corresponding Secretary – Shall prepare and conduct necessary correspondence as required and shall perform other duties as assigned by the President.

E. TREASURER

Shall collect dues and act as custodian of all monies and securities of the Association. He/she shall deposit all funds in a bank account bearing the name of the Association. He/she shall pay all bills contracted by the organization 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.

ARTICLE V
EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers of the Association, standing committee members and past presidents.

ARTICLE VI
COMMITTEES

Standing committees of the Rutgers Staff Retirees Association shall consist of the following:

Executive Committee
Election and Membership Committee
Program Committee
Benefits Committee

**ARTICLE VII
MEETINGS**

Each spring and fall there shall be a general membership meeting, location to be determined. Meetings shall be governed by “Roberts Rules of Order,” revised in all cases to which they are applicable in which they are not inconsistent with the constitution or special rules of order of the Association.

**ARTICLE VIII
DUES**

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

**ARTICLE IX
AMENDMENTS**

Proposals for amending the Constitution of the Rutgers Staff Retirees Association shall be submitted in writing to the Association’s President for presentation to the membership for ratification.

Amended 10-1-2002