

BY-LAWS
COLLEGE OF DUPAGE ANNUITANTS ASSOCIATION
RESPONSIBILITIES OF OFFICERS AND COMMITTEES

PRESIDENT

1. Preside at meetings.
2. Prepare agendas for membership meetings (quarterly minimum). Mail annual membership meeting agenda to members at least two weeks before meeting date.
3. Appoint chairpersons of standing committees: Political Involvement, Membership, Communication/Newsletter, Nominating, and Social.
4. Appoint Nominating Committee no later than fall semester meeting.
5. Monitor officer and committee activities and assume ex-officio membership when necessary.
6. Advise the College President of CDAA activities. Maintain liaison with the president's secretary, Director of Human Resources and other College staff as feasible.
7. Publicize Chapter information utilizing the College web site and other appropriate means.
8. Maintain liaison with presidents of the Faculty Association and the Classified Association.
9. Maintain liaison with the president, executive director and other relevant individuals in the SUAA state organization and other chapters.
10. Serve as one of the directors on the SUAA Board. The College of DuPage Annuitants Association will follow the SUAA Constitution regarding the entitled number of College of DuPage Annuitants Association directors.
11. Report the year's activities at the College of DuPage Annuitants Association Annual meeting.
12. To the succeeding President, turn over records of the Chapter's records for his/her term to include: operations for that term and for the previous years including: officers and committee reports, minutes of membership and Board meetings, correspondence, program calendars, rosters of members and all College of DuPage retirees.

VICE-PRESIDENT

1. Assume the functions of the President in the President's absence.
2. Fill a vacancy in the President's office until the term of office ends.
3. Perform other functions as requested by the President.

4. Serve as the College of DuPage Annuitants Association representative on the SUAA Foundation Board.
5. Serve as liaison to COD Foundation and develop funds for the COD Annuitants Association Foundation Fund.
6. Serve as key contact for SUAA PIC Committee and Chair the College of DuPage Annuitants Association PIC or appoint, with board approval, PIC SUAA contact and College of DuPage Annuitants Association PIC chair.
7. Serve as one of the directors on the SUAA Board. The College of DuPage Annuitants Association will follow the SUAA Constitution regarding the entitled number of College of DuPage Annuitants Association directors.

SECRETARY

1. Record minutes of membership and Board meetings.
2. Oversee the membership record and mailing list in cooperation with the membership chairman and the College president's secretary. Publish and distribute the membership list to College of DuPage Annuitants Association members.
3. Coordinate mailings.
4. See that cards/letters of appreciation, well wishes or condolences are sent to members and others when indicated.

TREASURER

1. Audit monthly direct deposit dues statements from SUAA and reconcile with monthly bank statements. Forward any miscellaneous dues received by the local chapter to SUAA.
2. Make interim reports at Board meetings and a report for the Annual Meeting. Complete the annual Treasurer report as of June 30, distribute it to the Board and turn the books over to the succeeding Treasurer.
3. Send a report to the SUAA treasurer as required for IRS tax-exempt qualification.
4. Advise the President and Board regarding disbursements; e.g. reimbursement of travel expenses.

POLITICAL INVOLVEMENT COMMITTEE CHAIRPERSON

1. Advise the President and Board regarding political involvement, legislative and state benefit matters.
2. Recommend member and chapter action as indicated by information obtained from reliable sources. Share significant information with concerned groups.

3. Make a report to the President before the Annual meeting.
4. Serve as one of the two Directors on the SUAA Board (which meets in October, March, and June.)
5. Actively support the state and regional PICS and attend related meetings and workshops.
6. Serve as chair of CDAA/PIC.
7. Serve as key contact for local, regional, and state PIC.
8. Develop a working relationship with key political leaders, local union leaders, and other retiree groups.
9. Annually update the CDAA/PIC guidelines and goals.

MEMBERSHIP COMMITTEE CHAIRPERSON

1. Advise the President and Board regarding membership and recruitment strategies.
2. Work with the Secretary and Treasurer to maintain the current membership list.
3. Send information brochures to eligible non-members.
4. Utilize College of DuPage Annuitants Association Newsletter to promote membership.
5. Make a report to the President before the Annual meeting.

COMMUNICATIONS COMMITTEE CHAIRPERSON

1. Provide timely information to membership via website, e-mail and/or newsletter.

NOMINATING COMMITTEE CHAIRPERSON

1. Present a slate of nominees for the officer positions at a Board meeting prior to the Annual Meeting.
2. At the Annual Meeting, present the slate of officers for a vote by the membership.

SOCIAL COMMITTEE CHAIRPERSON

1. Provide social and informational meetings for members and constituents.
2. Advise the Board regarding the proposed activities.
3. Provide timely announcements of activities to the membership.
4. Make a report to the President before the Annual Meeting.