BY-LAWS OF THE
COLLEGE OF DUPAGE ANNUITANTS ASSOCIATION
[A CHAPTER OF THE STATE UNIVERSITIES ANNUITANTS ASSOCIATION]

ARTICLE I. Name

This organization shall be known as the College of DuPage Annuitants Association (CDAA). CDAA is organized based on the State Universities Annuitants Association (SUAA).

ARTICLE II. Purpose

The purpose of the CDAA shall be to promote the individual and collective interests and welfare of annuitants, spouses, and active employees of the College of DuPage, and its staff and students by:

2.1 Promoting awareness of retirement and health benefits for annuitants, spouses, and active employees.

2.2 Providing educational and social programs.

2.3 Improving communications between the College and its retirees.

2.4 Facilitating retiree awareness of opportunities to serve the College on campus and in the communities of District 502.

2.5 Providing SUAA (State Universities Annuitants Association) strong support to accomplish its goals.

2.6 Providing support by actively participating in the SUAA Committees.

2.7 Providing support by actively participating in the SUAA Foundation.

ARTICLE III. Membership

3.1 Membership in CDAA is open to all College of DuPage employees, retirees, and their spouses and/or life partners, their survivors, and participants in the State Universities Retirement System (SURS) who are associated with the College of DuPage by present or prior full- or part-time employment.

3.2 Members of the CDAA shall be entitled to all appropriate services and communications.

3.3 Paid members attending CDAA meetings are entitled to vote on motions presented.

3.4 Honorary members and individuals not current with payment of their dues may not vote or hold an office.

3.5 CDAA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

ARTICLE IV. Organization and Operation

4.1 The Board of the College of DuPage Annuitants Association (CDAA) shall consist of: four elected Officers, Past President, Board Members as needed/desired, and five Coordinators.

4.2 The four elected officers are the President, Vice President, Secretary, and Treasurer. These officers shall be elected for terms of two years at the Annual Meeting. The President and Vice President will be elected in even numbered years while the Secretary and Treasurer will be elected in odd numbered years. The immediate Past President is considered a member of the Board and serves until a subsequent president is elected.

4.3 An elected Officer shall not serve more than two consecutive two-year terms in any one office. The duties of the Officers shall be those outlined in Article VI.

4.4 Officer vacancies may be filled by appointment by the Board. Appointments are for the remaining term of office. Individuals appointed serving more than one-year will have that term count

as one of the two consecutive two-year term limit. Individuals appointed during the final year of a term will not have that appointment counted in the two consecutive term limit.

4.5 The President shall recommend and the elected Officers shall approve Directors-At Large (as needed) plus five Coordinators. Coordinators focus on the core functions of Membership, Communications, Social Relations, SUAAction and Nominations. Coordinators are voting members of the Board and are to attend CDAA Board Meetings. The President may appoint ad-hoc Coordinators without voting authority as necessary.

4.6 The Board shall determine member dues. Dues shall be payable July 1 for the fiscal year which ends June 30.

4.7 The Board is to designate two or more members as representatives to SUAA House of Delegates meetings. Assignment of responsibility as a SUAA representative will be made by the Board based on willingness and availability to serve. At least one of the SUAA representatives is to be an elected officer. CDAA will follow the SUAA By-Laws regarding the appointment of CDAA Directors.

ARTICLE V. Meetings

5.1 Board Meetings shall be at least once per calendar quarter and held at such times and places as the Board shall determine.

5.2 The Annual Membership Meeting shall be held during the month of May or June at a location published in the announcement of that meeting.

5.3 A Special Meeting shall be held upon the petition of six or more members to the President, or other Officers or to the SUAA Executive Director.

5.4 Notice of the Annual Membership Meeting, including the expected agenda, shall be provided to members at least two weeks in advance.

5.5 Quorum for a meeting shall consist of the members present at a duly announced meeting.

5.6 Letter/paper/electronic Ballots may be employed to decide questions as determined in a membership meeting.

5.7 The rules contained in the current edition of Robert's Rules of Order shall guide CDAA in all cases to which they are applicable and in which they are not inconsistent with these By- Laws.

ARTICLE VI. Duties of Officers, Coordinators, and SUAA Directors

6.1 PRESIDENT

6.1.1 Preside at meetings.

6.1.2 Prepare agendas for Board and general membership meetings.

6.1.3 Publicize annual membership meeting agenda to members at least two weeks before meeting date.

6.1.4 Report the year’s activities at the College CDAA Annual Meeting.

6.1.5 Recommend to the Officers members to serve as Coordinators for the core functions of: Membership, Communication, Nominations, Social Relations, and SUAAction. Appoint Directors-At Large by consulting with Nominations Committee and with the approval of the Board.

6.1.6 Monitor Officers' and Coordinators' activities and assume ex-officio leadership when necessary.

6.1.7 Advise the College President of CDAA activities. Maintain liaison with the President’s Assistant, Director of Human Resources and other College staff as feasible.

6.1.8 Publicize Chapter information utilizing a website and other appropriate means.

6.1.9 Maintain liaison with presidents of the Faculty Association and other college employee organizations.

6.1.10 Maintain liaison with the executive Director and other relevant individuals in the SUAA organization and other chapters.
6.1.11 Notify/certify to the SUAA Executive Director CDAA's representatives and/or substitute representatives at least ten (10) working days prior to the annual or special meetings. 6.1.12 Serve when possible as one of the representatives to the SUAA House of Delegates.
6.1.13 Turn over records of the Chapter's records to the succeeding President 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.

6.2 VICE-PRESIDENT
6.2.1 Assume the functions of the President in the President's absence.
6.2.2 Fill a vacancy in the President's office until the term of office ends.
6.2.3 Perform other functions as requested by the President.
6.2.4 Serve as liaison to COD Foundation and develop funds for the COD Annuitants Association Foundation Fund.
6.2.5 Serve when possible as one of the representatives to the SUAA House of Delegates.

6.3 SECRETARY
6.3.1 Record minutes of membership and Board meetings.
6.3.2 Oversee the membership record and mailing list in cooperation with the Membership Coordinator and the appropriate College offices. Publish and distribute the membership list to College of DuPage Annuitants Association members.
6.3.3 Coordinate mailings.
6.3.4 See that cards/letters of appreciation, well wishes, or condolences are sent to members and others when indicated.

6.4 TREASURER
6.4.1 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.
6.4.2 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.
6.4.3 Send a report to the SUAA treasurer as required for IRS tax-exempt qualification.
6.4.4 Advise the President and Board regarding disbursements; e.g. reimbursement of travel expenses.

6.5 PAST PRESIDENT
6.5.1 Advise the current President and Board as to Institutional Memory and Organizational Identity.
6.5.2 Work with the Board and members to promote continuity in CDAA efforts. Serve as a member working with the Nominations Coordinator to identify/recruit potential elected Officers.

6.6 SUAAction COORDINATOR
6.6.1 Advise the President and Board regarding political involvement, legislative and state benefit matters.
6.6.2 Recommend member and chapter action as indicated by information obtained from reliable sources. Share significant information with concerned groups.
6.6.3 Make a report to the President before the Annual meeting.
6.6.4 Serve, when available, as one of the representatives to the SUAA House of Delegates.

6.6.5 Actively support SUAAction at the state and regional levels and attend related meetings and workshops.
6.6.6 Serve as key contact for local, regional, and state SUAActions.
6.6.7 Develop a working relationship with key political leaders, local union leaders, and other retiree groups.
6.6.8 Annually update the CDAA/SUAAction guidelines and goals.

6.7 MEMBERSHIP COORDINATOR
6.7.1 Advise the President and Board regarding membership and recruitment strategies.
6.7.2 Work with SUAA to maintain the current membership list.
6.7.3 Send information to eligible non-members.
6.7.4 Utilize communication tools to promote membership.
6.7.5 Make a report to the President before the Annual meeting.

6.8 COMMUNICATIONS COORDINATOR
6.8.1 Provide timely information to membership.

6.9 NOMINATIONS COORDINATOR
6.9.1 Work with members to form a Nominations Committee of at least four members to include as many Past Presidents as will serve. This committee shall present a slate of nominees for the Officer positions at a Board Meeting prior to the Annual Meeting.
6.9.2 At the Annual Meeting, present the slate of officers for a vote by the membership.

6.10 SOCIAL RELATIONS COORDINATOR
6.10.1 Provide social and informational meetings for members and constituents.
6.10.2 Advise the Board regarding the proposed activities.
6.10.3 Provide timely announcements of activities to the membership.

6.11 SUAA REPRESENTATIVE
6.11.1 Attend SUAA House of Delegates meetings as a representative of the chapter members.
6.11.2 Report to the CDAA Board and chapter members on the proceedings and information from state and regional meetings.

6.12. DIRECTOR(S)-AT LARGE
6.12.1Attend and vote at CDAA Board Meetings
6.12.2 Assist committee Coordinators in their duties as needed.
6.12.3 Take on special assignments as determined by the Board.
6.12.4 Term will be 2 years but can be reappointed for additional terms.

ARTICLE VII. Amendment

This constitution may be amended by a two-thirds vote of those present or at least ten favorable votes, whichever is greater, at a meeting for which the proposed amendment shall have been included in the meeting notices.

PROGRESSION OF THE GOVERNING DOCUMENTS OF CDAA

- On June 20 1987 the original Constitution of the College of DuPage Retirees Association (CDRA) was adopted.
- On March 12, 1992 the College of DuPage Retirees Association became a chartered member as a chapter of SUAA, representing all retirees and employees of the College of DuPage, both

duespaying and non-dues/non-voting members. CDAA was one of the 12 college chapters of SUAA, along with 11 university chapters first included as SUAA Chapters.

- On May 4, 1995 an association constitution was adopted that fully integrated the two organizations (retirees club and the College of DuPage Retirees Association) into the College DuPage Annuitants Association (CDAA).
- On May 4, 2006, the Constitution and By-Laws were AMENDED by 53 MEMBERS VOTING - 53 Yes, 0 No, 0 Abstain]
- On May 5, 2017 these By-Laws that COMBINED the Constitution with By-Law were approved at the annual members' meeting.
- On June, 2019 these By-Laws were edited to conform with the SUAA Bylaws. They were approved September 23, 2021 by a majority vote of the CDAA Membership.
- On May 6, 2026 these By-Laws were edited to better define the duties of the President, Directors-At Large, and to allow for electronic voting of the membership. Changes were approved by a vote of members at the 2026 Annual Meeting of the CDAA.