

CONSTITUTION AND BYLAWS
of the
STATE UNIVERSITIES RETIREMENT SYSTEM
MEMBERS ADVISORY COMMITTEE
OF ILLINOIS
(SURSMAC)

CONSTITUTION

ARTICLE I
NAME

This advisory committee consisting of representatives from the constituents of the State Universities Retirement System (SURS shall be known as the State Universities Retirement System Members Advisory Committee (SURSMAC) formerly called the Employees Advisory Committee.

ARTICLE II
AUTHORITY

SURSMAC has delegated authority from the Executive Director of SURS and is authorized to work with and advise the staff of SURS, recognizing that any committee actions are to be in the form of recommendations to the Executive Director. The Executive Director, in his/her sole discretion, may share the advisory committee's recommendations with the Board of Trustees.

ARTICLE III
PURPOSE

SURSMAC has as its main purpose to promote the collective interests and welfare of SURS constituents namely participants, annuitants, survivors and recipients of disability and disability retirement allowance.

ARTICLE IV
MEMBERSHIP

4.1. Representation on SURSMAC is determined by number of active SURS members at each SURS employer.

4.2. Each SURS employer which employs fewer than 5000 active SURS members shall have two representatives on SURSMAC. Each SURS employer which employs 5000 or more active SURS members shall have four representatives on SURSMAC.

4.3. It is recommended that representation from academic employers of SURS include an equal numbers of academic and non-academic representatives.

4.4 SUAA shall have two SURSMAC representatives to provide representation for annuitant perspectives.

4.5 The process for electing and/or appointing representatives to SURSMAC as allocated above is up to each SURS employer. It is recommended that shared governance be engaged in the process of selecting SURSMAC representatives. Upon election and/or appointment, a letter listing the names of SURSMAC representatives shall be sent to the SURS Executive Director from the President or Executive Director of the employer.

4.6 SURSMAC representatives shall serve six year terms with half of the members from each employer being elected every three years.

4.7 The list of representatives shall be certified annually by SURS Executive Director following the SURSMAC annual meeting.

4.8 Should a representatives be unable to complete his or her term, the vacancy should be filled by the employer as soon as practical. The name of the replacement shall be sent to the SURS Executive Director from the President or Executive Director of the employer.

ARTICLE V OFFICERS

5.1. The officers of SURSMAC shall be a Chair, a Vice Chair, and a Secretary. The Chair and the Vice Chair may not be from the same employer. If the Chair is unable to complete his/her two year term, the Vice Chair will assume the role. If the Vice Chair is unable to complete his/her term, a replacement shall be elected at the next semiannual meeting.

5.2. The Chair and the Vice Chair will be elected for two-year terms by the committee as a whole at the Annual Meeting. The election will be the last item on the agenda. The terms for the Chair and Vice Chair shall begin at the end of the meeting.

5.3. The Secretary shall be a member of the SURS staff appointed by the Executive Director of SURS to hold this position.

ARTICLE VI EXECUTIVE COMMITTEE

6.1 The Executive Committee shall be composed of the Chair, the Vice Chair, three additional members appointed from the representatives by the Chair with the consent of the SURSMAC membership, and a SURS staff member appointed by the SURS Executive Director as an ex-officio member. The Chairs of the two Standing Committees shall serve as ex-officio members.

6.2. The Executive Committee shall meet in person or by phone at least once between each of the regular meetings of SURSMAC. The Executive Committee shall establish the agenda for the semiannual meetings in counsel with the SURS Staff assigned to support SURSMAC.

6.3. Between the meetings of the full SURSMAC, the Executive Committee will meet and act on business, reporting such in minutes mailed or emailed to each member of SURSMAC.

ARTICLE VII COMMITTEES

7.1 Two types of committees are authorized: Standing Committees and Special Committees or Task Forces.

7.2 The following are Standing Committees: Benefits and Legislative. Additional Standing Committees shall be formed by action of the Executive Committee.

7.3. Standing Committee chairs and members shall be appointed by the Chair with the approval of the Executive Committee.

7.4. Special Committees or Task Forces may be called for and appointed by the Chair and Executive Committee.

ARTICLE VIII MEETINGS

8.1. At least two regular meetings of the full SURSMAC shall be held each year—a Fall Meeting and a Spring Meeting. The Fall Meeting shall serve as the Annual Meeting of SURSMAC. Special meetings may be called, if necessary, when urgent business needs to be conducted.

8.2. A quorum for any regular or special meeting of SURSMAC shall consist of those certified members present and voting.

ARTICLE IX ELECTRONIC MEETINGS AND COMMUNICATIONS

9.1 The full SURSMAC, the Executive Committee and all committees and subcommittees shall also be authorized to meet by telephone conference or through other electronic communications media so long as all the members can participate during the meeting. Telephone and/or electronic meetings shall be conducted in accordance with the rules adopted by the Executive Committee.

9.2 Unless members indicate otherwise to SURS staff, all communication required in the Constitution and Bylaws, including meeting notices, may be sent electronically.

(Effective) Friday, April 6, 2018

ARTICLE IX PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern SURSMAC in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order.

**ARTICLE X
AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

10.1 Amendments to the Constitution/Bylaws may be proposed by the Executive Committee or by a petition signed by not fewer than (15) fifteen members of SURSMAC. Such amendment shall be presented for consideration and action at the next regular meeting of SURSMAC, providing that notice of the proposed amendment(s) shall be mailed or emailed to each member of SURSMAC at least (30) thirty days prior to the meeting at which approval is sought.

10.2 A proposed amendment shall specify when it shall become effective.

10.3 A two-thirds majority vote of the members of SURSMAC present and voting at the regular meeting of SURSMAC shall be required for passage of a recommendation to the Executive Director relating to an amendment.

**BYLAWS
ARTICLE I
SURS Relationships**

1.1 As a Committee with delegated authority from the SURS Executive Director, SURSMAC recommends and suggests actions to the SURS Board of Trustees through the Executive Director. It follows the same fiscal year, July 1 through June 30, and the designated SURS staff works directly with the Committee.

1.2 Financial resources for the operations of SURSMAC may be provided by SURS, in its sole discretion. Representatives from the various constituent groups are required to pay their own travel expense to and from the semiannual meetings of SURSMAC, with reimbursement by their employers, agencies, or associations as those organizations see fit.

**ARTICLE II
Representatives**

2.1 The representatives on SURSMAC will be listed as "certified" on a published Directory each year. Replacements may be requested by the Chair of SURSMAC if a certified member (representative) misses two meetings in succession.

2.2 All certified representatives will be asked for a written statement of the way or ways they communicate with, respond to or answer to their group, agency, or association and, the name of the individual supervisor or office to whom they report directly.