

# Constitution and Bylaws

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## Revisions

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## Review History

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Date	Summary
2019.12.31	Updated information and consolidated multiple files
2022.02.01	Changes to Bylaw III: Officers, Representatives and Boards, Sections 1, 2, and 4 as approved by membership vote on ballot published in Newsletter NL193, November 2021.

# CONSTITUTION AND BYLAWS

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## Mission Statement

"An organization of the earth science disciplines of the U. S. Geological Survey whose purpose is to keep its members in touch with each other and their former agency."

## Constitution

### ARTICLE 1: NAME

USGS Retirees' Organization of the U. S. Geological Survey (Organization)

### ARTICLE 2: PURPOSE

The purpose of this nonprofit organization is to assist its members to keep in touch with one another and with the activities and personnel of the Geological Survey.

## Bylaws

### BYLAW I: MEMBERSHIP

**Section 1.** Members of "USGS Retirees" shall be composed of those retired applicants who have served with units of the U.S. Geological Survey. Members may vote and hold office in the Organization.

**Section 2.** Affiliate Members of "USGS Retirees" shall be composed of applicants from active personnel of the USGS, whom may fall into two categories of (1) Affiliate or (2) Affiliate Liaison.

**Section 3.** Surviving spouses/partners of members or affiliate members shall upon request or based on known interest continue to enjoy the privileges of affiliate membership and shall be listed among the members in subsequent directories. Expression of continued interest may be solicited by the USGS Retirees' Board of Management (Board) from time to time in order to manage the organizational roles prudently.

**Section 4.** Friends may be (1) retirees of the Department of the Interior and its other bureaus, (2) retirees of Federal, State, or local organizations who have had long association with, and desire to remain in contact with, our membership, or (3) other retired persons allied with USGS by professional background or activities.

### BYLAW II: DUES

**Section 1.** Annual dues, payable at the beginning of each year by Members and Affiliate Members, shall be set by the Board at a level to cover the relative costs of preparing and mailing the Newsletter and other communications, the Scholarship Program, and to pay

other necessary incidental expenses as approved by the Board. Contributions in excess of dues are welcome. The payment of dues by surviving spouses shall be waived.

**Section 2.** Members and Affiliate Members whose dues have not been paid by the fourteenth month following the end of a dues year despite requests for such, will be assumed no longer to be interested and will be removed from the rolls by the Board unless there is evidence that health or other mitigating circumstances are a factor.

### **BYLAW III: OFFICERS, REPRESENTATIVES, AND BOARDS**

**Section 1.** There shall be six elected National Officers consisting of President, Vice - President, Secretary, Treasurer, Newsletter Editor, and Archivist; and four elected Regional Representatives, each representing a geographical region like that used by the Water Resources Division during 1996. The elected officers shall constitute the Board. Each Region shall have a Regional Editor appointed by the Region's incumbent Regional Representative. The term of a Regional Editor shall be continuous until the incumbent vacates the position, and a new Regional Editor is appointed. The Newsletter Editor, Regional Editors and Layout Editor shall constitute an Editorial Board, chaired by the Newsletter Editor, whose purpose shall be to implement Newsletter policies and practices leading to optimal quality, accuracy, balance, and content of the Newsletter. The Newsletter Editor shall be responsible for the final content and composition, and for reproducing and distributing the Newsletter.

**Section 2.** National Officers and Regional Representatives shall be chosen from the membership by election. The position of President shall be a 2-year term that can be renewed once through election, so a President may serve 4 consecutive years. The remaining positions are considered permanent and will come up for election only if a vacancy occurs.

**Section 3.** The President shall preside at meetings of the Organization, chair the Board, sign all written contracts and obligations of the Organization requiring endorsement, and perform such duties as the Board may assign. The Vice President, or if unavailable, the Secretary, shall discharge the duties of the President during the absence or disability of the latter or during a vacancy in that office.

**Section 4.** The Secretary shall keep the minutes of meetings of the Organization and of the Board, notify the members of their election, conduct appropriate correspondence and keep membership records and other organizational files, all of which shall be open to inspection by Board members at reasonable times. The Secretary shall keep the minutes of the Organization and of the Board while actual minute taking may be delegated to any of the Board members.

**Section 5.** The Treasurer shall (1) receive and bank all collected funds, (2) make or order all disbursements in consultation with other Board members when appropriate, and (3) report budget status annually, or more often if required by the Board. Accounts shall be audited annually by a qualified person selected by the Board who shall submit a report thereon to the Board. The Secretary shall act for the Treasurer, if necessary.

**Section 6.** Regional Representatives shall function as representatives of the Board as field points of contact for the Board. Specific duties will be assigned or suggested by the President.

**Section 7.** The Archivist shall maintain records, reports, photographs or other memorabilia deemed by the USGS Retirees or the USGS to be of historical interest or significance. Archival material shall be sorted, filed and indexed to facilitate retrieval and use.

**Section 8.** State Representatives are appointed by the Regional Representatives of the respective regions. State Representatives are retired USGS employees who maintain contact with Water Science Center staff and retirees. They promote and coordinate local meetings of retirees, serve as contacts with retirees and future retirees, forward information to retirees, maintain communication between Water Science Centers and the Organization, recruit newly retired USGS personnel, and mentor and monitor academic progress of scholarship recipients.

**Section 9.** Affiliate Liaisons are appointed by the Regional Representatives and by the State Representatives in consultation with the Water Science Center Director. Affiliate Liaisons are active USGS employees and serve as an interface, in cooperation with the State Representatives, between the Water Science Center and the USGS Retirees' Organization. Affiliate Liaisons serve as contacts to future retirees regarding the organization. In addition, they forward information from Water Science Centers to State or Regional Representative regarding science results, social events, retirements, and memorials. They also promote and encourage qualified employees to apply for the Retirees' Scholarship Program, scan meeting minutes from monthly Board meetings, and attend two meeting calls each year. Affiliate Liaison Members are provided with a free membership to the Organization.

#### **BYLAW IV: NOMINATIONS AND ELECTIONS**

**Section 1.** The biennial election of National Officers and Regional Representatives shall be held in November of odd-numbered years.

**Section 2.** Nominations for National Officers and Regional Representatives may be made by any member at any time through September preceding the November election. The Board shall be the nominating committee and shall announce, in an appropriate issue of the Newsletter, the slate of nominees for each office together with a ballot on which the names of other nominees may be entered and voted upon.

**Section 3.** Three members of the Board shall act as judges of the election, count the ballots and declare elected the person receiving the largest number of votes cast for each of the offices. In the event of a tie, the election will be determined by the Board. Election results will be announced in the Newsletter.

## **BYLAW V: COMMITTEES**

**Section 1.** The President may create committees of no less than three members each to carry out the functions of the Organization; and shall designate a head of each committee, fill vacancies as they occur, and specify the form in which the committee shall report its activities.

## **BYLAW VI: ADOPTION OF CONSTITUTION AND AMENDMENTS**

**Section 1.** This constitution is a recodification and revision of articles adopted by the membership by ballot in 1974 and was amended and approved by a majority of members voting in 1991, 1992, 1998, 2003, 2004, 2007, 2015 and 2019.

**Section 2.** Future amendments petitioned by members or proposed by the Board shall be adopted upon approval by a majority of members voting.