# Operations Manual

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Section 1

Benefits of Membership
Emeritus Faculty Association
Operations Manual
Privileges, Courtesies and Opportunities

PRIVILEGES, COURTESIES AND OPPORTUNITIES OFFERED TO MEMBERS OF THE EMERITUS FACULTY ASSOCIATION BY THE UNIVERSITY OF CENTRAL OKLAHOMA

For a listing of the “Privileges, Courtesies and Opportunities” offered to emeritus faculty*, see the University Faculty Handbook. In addition to the benefits listed in the Faculty Handbook, emeritus faculty who are also members of the Emeritus Faculty Association are eligible for the benefits listed below.

Emeritus Faculty Association members not classified as emeritus faculty* are eligible only for the benefits listed below.

A. Privileges and Courtesies
1. The University of Central Oklahoma offers the following privileges and courtesies to Emeritus Faculty Association members: Each member may receive two free tickets to any UCO student performance with the exception of Broadway Tonight or fund-raising events and each member may be admitted free of charge (one admission only) to any UCO home athletic event.
2. Each member will be made aware of and invited to attend, workshops and activities that are designed specifically for them by the University and/or the Emeritus Faculty Association. Information regarding such events will be transmitted via the Association newsletter and e-mail.
3. Spouses of members may join the Emeritus Faculty Association as associate members.
4. Specific information about these privileges and courtesies and how to secure them may be obtained from the Emeritus Faculty Association.

B. Professional, Cultural and Social Opportunities
1. The University of Central Oklahoma offers the following professional, cultural and social opportunities to Emeritus Faculty Association members: Invitations to attend Emeritus Faculty Association events and an invitation to have professional and personal contact information included on the Emeritus Faculty Association website. The inclusion of this information is voluntary.
2. Specific information about these professional, cultural and social opportunities may be obtained from the Emeritus Faculty Association newsletter, the Emeritus Faculty Association website, the chairperson of the Emeritus Faculty Association Activities Committee and/or other public information media sources.
C. Teaching and Leadership Opportunities

1. The University of Central Oklahoma offers the following teaching and leadership opportunities to Emeritus Faculty Association members: Each member may volunteer or be asked to present programs in his/her area of expertise to other Emeritus Faculty Association members or selected University and/or non-University groups. Such presentations are scheduled through the Emeritus Faculty Association Activities Chairperson and/or the Association president.

2. Members may be asked to contribute news items to the Association newsletter.

3. Members may be asked to participate in the Association’s scholarship fund-raising activities.

*Emeritus faculty is an official honorary designation awarded upon retirement by the University of Central Oklahoma and the Regents for the Regional University System of Oklahoma (RUSO).*
Section 2

Bylaws
BYLAWS OF THE EMERITUS FACULTY ASSOCIATION
OF THE UNIVERSITY OF CENTRAL OKLAHOMA

ARTICLE I
Name

The name of the association shall be the Emeritus Faculty Association (hereafter referred to as “Association” or “EFA”) of the University of Central Oklahoma.

ARTICLE II
Membership

SECTION I. Eligibility
(1) Full Membership in the Association shall be open to (a) all emeritus faculty and (b) retired administrators and staff who have not served as full-time faculty, but were eligible to serve on the University of Central Oklahoma Faculty Senate. Emeritus status is granted by the Regents for the Regional University System of Oklahoma (RUSO). Both full members and associate members in good standing are eligible to vote. Both full and associate members are eligible to be appointed to chair a standing committee or fill a special liaison position; however, only full members are allowed to hold the positions of president-elect, president, past president, secretary-treasurer and member of the Board of Directors.
(2) Associate Membership is available to (a) full-time faculty who left the service of UCO without officially taking retirement; (b) active faculty, administrators or staff who wish to become involved with the Association prior to retirement; (c) spouses of those eligible for full or associate membership; and (d) widows or widowers of those eligible for full or associate membership. Other membership applications will be considered by the Membership Committee on a case-by-case basis.
(3) Membership is obtained via approved application and through the payment of annual, multi-year or lifetime membership dues. A full or associate member whose dues are current is considered to be in good standing.

SECTION II. Dues and Financing
(1) The annual membership dues shall be established by the Board of Directors. A lifetime membership payment, the amount to be established by the Board of Directors, shall entitle an individual to membership without payment of annual dues. Spouses of retired faculty shall not pay dues as long as the retired faculty member is living.
(2) Yearly membership will begin on January 1 and end on December 31. Newly-retired faculty shall be offered a complementary membership for the remainder of the calendar year in which they retire with the exception of those retiring at the end of the fall semester. Faculty who retire at the end of the fall semester shall be offered a complementary membership for the subsequent calendar year. Spouses of deceased members may continue to participate in association activities until their deceased spouse’s membership has elapsed. He/she may then apply for an individual associate membership.
(3) Membership dues will help defray printing and mailing expenses, courtesy cards for members and other incidental costs.
(4) The Association may assess its members for special benefits; e.g., meal functions, special mailings, etc.; however, such assessment shall not be used as a means of supplementing the
treaury. The Association may conduct fund-raising activities for special purposes or for the
general treasury.

SECTION III. MEETINGS, QUORUM & VOTING PROCEDURES
(1) There shall be at least two official business meetings per membership year, preferably one
each semester. Additional meetings may be scheduled by the Executive Committee as
needed.
(2) A quorum for actions of the Association shall be the lesser of 10% of the members or 15
members.
(3) If mail solicitation is used for voting on actions of the Association, including balloting for
officers, a valid return must be obtained from at least the lesser of 20% of the membership or
30 members.
(4) A member may vote by written proxy.

ARTICLE III
Purpose and Objectives

SECTION I. Purpose
The Association shall have as its primary purpose the continuing involvement and
participation of emeritus faculty with the University in the belief that such involvement and
participation is highly beneficial both to the University and to individual faculty members.

SECTION II. Objectives
The objectives of the Association are those set forth below in these bylaws and may be
amended by action of the Board of Directors and/or the membership.
(1) To provide an independent, autonomous group to promote, further advance and develop
strong relationships with the University and to enhance the roles of both emeritus faculty and
the University,
(2) To encourage and assist in the determination of privileges and courtesies extended by the
University to emeritus faculty,
(3) To encourage the provision of teaching and leadership opportunities for emeritus faculty
by the University and to encourage emeritus faculty to assist the University by taking
advantage of such opportunities,
(4) To sponsor, promote and conduct social and educational activities for emeritus faculty and
associate members,
(5) To encourage the participation of emeritus faculty in University-sponsored professional
and cultural events and
(6) To serve as a communication link between emeritus faculty with the University and to
communicate via means of periodic newsletters and the UCO website.

SECTION III. Rights and Privileges of the Association
In furtherance of these objectives but not in limitation thereof, the Association shall have the
privilege and right:
(1) To collect and disseminate data, statistics and other information,
(2) To develop an Association position and recommendations with regard to selected
University matters and
(3) To recommend sound practices and procedures pertaining to University matters.
SECTION IV. Privileges and Opportunities of Members
In furtherance of these objectives but not in limitation thereof, the Members shall have the privilege to participate in available teaching and leadership opportunities, professional activities, social and cultural events and courtesies offered by the University to emeritus faculty.
(Details for each of the above categories can be found in the Benefits Section of the Association Operations Manual.)

ARTICLE IV
Management of the Association

SECTION I. Administration
The administration of the Association shall be vested in the following:
(1) A president who shall conduct meetings of the Association, the Executive Committee and the Board of Directors; preside at other pertinent Association functions, appoint standing and Ad Hoc committees and represent the Association in matters dealing with the other organizations of the University and with the general public.
(2) A president-elect who shall serve in the absence of, or at the direction of, the president.
(3) A past president who shall serve as an advisor to the Executive Committee and perform such activities as directed by the president.
(4) A secretary-treasurer who shall produce and maintain the minutes of meetings including records of decisions made by the Association. In addition, the secretary-treasurer shall monitor the Association funds, collect such dues as may be determined by the Association and any other charges for activities and be responsible for such disbursements from the treasury as may be authorized by the Executive Committee or by vote of the membership of the Association.
(5) The standing committees of the Executive Committee are:
    a. Advocacy, Benefits and Service Committee carries responsibility for identifying and promoting the interests of emeritus faculty, the opportunities for cooperation and service to the University, the retirement benefits available and potentially available to faculty retirees and the dissemination of this information to the Publicity/Association History Committee. This committee shall maintain and update the Association’s Bylaws and Operations Manual. Additionally, the committee will be responsible for planning retirement session(s) offered to faculty and staff who are nearing retirement or who have recently retired.
    b. Membership Committee carries responsibility for recruiting new members and promoting renewal of memberships. This committee is also responsible for maintaining a current accurate list of members and eligible members of retired faculty and potential associate members including contact and other information.
    c) Activities Committee carries responsibility for planning and implementing activities to be offered by the Association. Such activities should include educational, social, recreational, service, wellness, cultural and travel emphases.
    d) Publicity/Association History Committee carries responsibility for the quarterly publication and dissemination of the Association newsletter and for placing information about meetings and other Association activities on the University website and in appropriate media outlets. Additionally, the committee will annually update the Association history in both an electronic and hard copy format for the Association’s archives.
    e) Courtesy Committee carries the responsibility of collecting and disseminating information of accomplishments, milestones and health and welfare of retired
faculty/administrators/academic support personnel. This information should be forwarded to the Publicity/Association History Committee and acknowledgement sent to the appropriate individual or family.

(6) **Special Liaison to the UCO Faculty Senate** carries responsibility to attend the UCO Faculty Senate meetings and relay information regarding their activities to the Emeritus Faculty Association’s Executive Committee.

(7) **Special Liaison to the UCO Staff Senate** carries responsibility to attend the UCO Staff Senate meetings and relay information regarding their activities to the Emeritus Faculty Association’s Executive Committee.

(8) **Executive Committee** shall consist of the foregoing officers, the standing committee chairs and the special liaison(s). Actions taken by the Executive Committee shall be reported at regularly-scheduled meetings of the Board of Directors and to the membership of the Association through newsletters and/or at regularly-scheduled meetings.

(9) **Board of Directors** shall consist of the President and three (3) at-large Directors elected by the members of the Association. The duties of the Board of Directors shall be to determine the broad policy, purposes, programs and direction of the Association and to assess the successes and/or limitations of the various Association activities. Members of the Board of Directors are ex-officio (non-voting) members of the Executive Committee and may attend any or all of the Executive Committee meetings.

*Note: The special liaison positions may be held by separate or by the same individual.*

**SECTION II. Election of Officers and Members-at-Large of the Board of Directors**

(1) Officers and members-at-large of the Board of Directors shall be elected by a majority of members attending the annual Fall meeting of the Association. The meeting is to be held at a time and place determined by the Executive Committee.

(2) A slate of candidates for office shall be supplied to the members of the Association prior to the annual meeting.

(3) The slate of candidates shall be prepared by an Ad Hoc Nominating Committee of at least three (3) members who shall be appointed by the president of the Association at least 60 days prior to the annual fall meeting.

(4) The slate presented by the nominating committee shall include at least one candidate for each office, each of whom has indicated interest and willingness to serve.

(5) The elected term of each officer (president, president-elect, and secretary-treasurer) shall be as follows: the president-elect shall serve for a period of three years with the first year serving as president-elect, the second year as president and the third year as past president. The secretary-treasurer shall serve for a term of two years. Election of a new president-elect shall occur each year and the election of the secretary-treasurer shall occur in odd-numbered years. Terms of office shall commence on January 1 following the election. Incumbents may be re-nominated at the discretion of the Ad Hoc Committee on Nominations. The three members-at-large of the Board of Directors shall be elected to three-year terms with one (1) new member being elected each year. Chairs of the standing committees are appointed by the president with approval of the Executive Committee and shall serve for the duration of that president’s term of office. Incumbent chairs may be re-appointed at the discretion of the new president and the Executive Committee.

(6) Provisions shall be made at the time of elections during the annual meeting for nominations for each office to be made from the floor.
(7) If the office of president becomes vacant, the past president shall assume the post. A vacancy in the office of past-president, president-elect, secretary-treasurer, or at-large member of the Board of Directors shall be filled from nomination by the Executive Committee and election by the Board of Directors.

SECTION III. Amendments to the Bylaws
Proposed amendments to the Bylaws shall be submitted to all members of the Association at least 30 days prior to the meeting at which actions on the amendments are to take place. Approval of the amendments shall require a positive vote of two-thirds of the quorum of members in attendance at the meeting. A schedule for and implementation of approved bylaw amendments shall be the responsibility of the Executive Committee.

(Revised 8/24/2014; Approved 10/4/2014)
(Revised 7/29/2018; Approved 10/11/2018)
Section 3

Duties of the Officers of the Association

The following position descriptions include the official description as noted in the Association Bylaws, an expanded definition written by individuals holding the position and a monthly calendar outlining monthly activities.
Emeritus Faculty Association
Operations Manual
Duties of the President

Bylaws definition: The president who shall conduct meetings of the Association, the Executive Committee and the Board of Directors; preside at other pertinent Association functions, appoint standing and ad hoc committees and represent the Association in matters dealing with the other organizations of the University and the general public.

Expanded definition: The president of the Emeritus Faculty Association serves as president-elect for one year prior to becoming president and then serves as president for one year followed by an additional year as past-president. While serving as president the holder of the office prepares and distributes the monthly meeting agenda and chairs the Executive Committee meetings. At the EFA Executive Meetings the president will report his/her association-related activities and file the report with the secretary-treasurer.

The president also prepares the agendas and chairs the two EFA full-membership semi-annual meetings (The Fall Brunch and the Spring Luncheon). At those meetings the president presents a summary report of the activities since the last full-membership meeting and files it with the secretary-treasurer.

The president appoints EFA members at large to chair the five standing subcommittees and the liaison positions. The president ensures that reports of the subcommittees are delivered at each Executive Committee meeting and at the two annual membership meetings.

The president appoints members to and designates the chair of any ad hoc committees.

The president appoints at least three members to a nominating committee that will identify and nominate individuals to serve as president-elect, secretary-treasurer and members of the Board of Directors. The appointment of the nominating committee must be made at least 60 days in advance of the annual fall meeting (Fall Brunch).

The president is expected to attend as many events and activities sponsored by the EFA as possible. Additionally, the president is expected to serve on University level task force and committees when requested.

Generally, it is the president who manages communications with University administration. The president communicates regularly with the EFA membership via a president's column in the EFA quarterly newsletter.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.
Calendar of Activities for the President

January
Prior to first meeting in January, appoint chairs for all standing and ad hoc committees. Schedule room and dates/times for Executive Committee Meetings.

* Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
* Chair Executive Committee.
* Present President’s Goals for the Association.

February
* Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
* Chair Executive Committee.

* Request applications for University ombudspersons.*

* Definition and Qualifications for the Ombudsperson:
To qualify as a candidate for ombudsperson, an individual must be designated as Emeritus Faculty and who has been through the tenure and promotion process at the University. No one external to UCO will be named as an ombudsperson. Administrative experience is recommended. The ombudsperson assists faculty in creating professional, effective evaluation documents (dossiers), provide professional counsel or advice, or serve as a “sounding board” prior to filing a grievance. The Faculty Senate will nominate ombudspersons from a list provided by the EFA to be followed by approval of the Provost and Vice President for Academic Affairs. The term of the ombudsperson will be one year beginning in the fall semester with the provision that an ombudsperson can be nominated and approved repeatedly with no limit. If an ombudsperson has an active case at the end of the term he/she will continue with that case until its completion. More details regarding this position may be found in Appendix G of the current University Handbook.

March
* Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
* Chair Executive Committee.
* Request the name of the EFA scholarship recipient from the dean of the designated college.
* Send list of ombudsperson applicants to UCO Faculty Senate on or before March 1st.

April
* Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
* Chair Executive Committee.
* Attend and chair Spring Luncheon.

May
* Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
* Chair Executive Committee.

June
* Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.

**July**
*Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.
*Request one member of the ombudsperson team to attend EFA Executive Meetings.

**August**
*Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.
*Appoint Nominating Committee.

**September**
*Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.

**October**
*Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.
*Attend Fall Brunch and chair meeting

**November**
*Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.

**December**
*Approximately one week prior to scheduled Executive Committee Meeting, send agenda to all Executive Committee members.
*Chair Executive Committee.
*By the end of the fall semester, inform the dean of the designated college of the need to select a student for the EFA scholarship for the upcoming academic year.

**Note:** Although the Bylaws indicate the president is to chair the meetings of the Board of Directors, the practice has been for the Board to call and conduct meetings independently and that the president will attend those meetings if requested. Generally Board members will report on the outcomes of the meetings at the monthly EFA Executive Meeting.
Emeritus Faculty Association
Operations Manual
Duties of the President-Elect

Bylaws definition: The president-elect shall serve in the absence of, or at the direction of, the president.

Expanded definition: The president-elect is a member of the EFA Executive Board and is under the direction of the president. He/she will assume any and all duties of the president in his/her absence. (For example, preside over meetings in the absence of the president; chair committees; attend and represent EFA at UCO functions).

The president-elect will chair and work with the Activities Committee on the Fall Brunch and Spring Luncheon to include:

1. Together with the chair of the Activities Committee, meet with the UCO Conference and Events representative to set up dates and location in the Nigh University Center for the Fall Brunch and the Spring Luncheon. In the event there is no chair of the Activities Committee, the president-elect is solely responsible for the planning and smooth and effective operation of both events.
2. Plan the “Theme” and arrange for appropriate paraphernalia or door prizes (optional).
3. Plan the menu for the Fall Brunch and Spring Luncheon with the Activities Committee. Consideration should be given to the cost per member.
4. Arrange for the collection of monies and reservations for the Fall Brunch and Spring Luncheon.
5. Arrange or appoint someone to be responsible for the entertainment and programs for both events.
6. Arrange or appoint a person to make all announcements, via the Association Newsletter and/or email blitz(s) to be sent to all members for update on registration deadlines, dates, time and place of the Fall brunch and Spring luncheon.
7. Arrange for decorations.
8. Report on progress and all planning states of both events to the Executive Committee, including the number in attendance for both events.

The president-elect will attend all Executive Committee Meetings and as many as possible of the kaffeklatsches (1st Thursday of each month (with the exception of January), usually scheduled in Evans Hall (refreshments furnished by the Foundation)) and other activities of the EFA.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.
Calendar of Activities for the President-Elect

January
* Attend January EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

February
* Attend February EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

March
* Attend March EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

April
* Attend April EFA Executive Committee meeting.
* As soon as possible following the Spring luncheon and the Fall Brunch, set up dates for these activities for the upcoming calendar year.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.
* Attend Spring Luncheon and report on association-related activities.

May
* Attend May EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.
* Provide Executive Committee with final report from Spring Luncheon.

June
* Attend June EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

July
* Attend July EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

August
* Attend August EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

September
* Attend September EFA Executive Committee meeting.
* As soon as possible following the Spring luncheon and the Fall Brunch, set up dates for these activities for the upcoming calendar year.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.

October
* Attend October EFA Executive Committee meeting.
* Report on progress of Fall Brunch and/or Spring Luncheon planning.
*Attend Fall Brunch and report on association-related activities.
*Provide Executive Committee final report from Fall Brunch.

**November**
*Attend November EFA Executive Committee meeting.
*Report on progress of Fall Brunch and/or Spring Luncheon planning.

**December**
*Attend December EFA Executive Committee meeting.
*Report on progress of Fall Brunch and/or Spring Luncheon planning.
Emeritus Faculty Association  
Operations Manual  
Duties of the Past-President

Bylaws definition: The past-president shall serve as an advisor to the Executive Committee and perform such activities as directed by the president.

Expanded definition: In addition to the activity listed above, all Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.

**Calendar of Activities for the Past-President**

**January**  
*Attend January EFA Executive Committee meeting.

**February**  
*Attend February EFA Executive Committee meeting.

**March**  
*Attend March EFA Executive Committee meeting.

**April**  
*Attend April EFA Executive Committee meeting.  
*Attend Spring Luncheon.

**May**  
*Attend May EFA Executive Committee meeting.

**June**  
*Attend June EFA Executive Committee meeting.

**July**  
*Attend July EFA Executive Committee meeting.

**August**  
*Attend EFA Executive Committee meeting.

**September**  
*Attend September EFA Executive Committee meeting.

**October**  
*Attend October EFA Executive Committee meeting.  
*Attend Fall Brunch.
**November**
*Attend November EFA Executive Committee meeting.*

**December**
*Attend December EFA Executive Committee meeting.*
Emeritus Faculty Association
Operations Manual
Duties of the Secretary-Treasurer

Bylaws definition: The secretary-treasurer shall produce and maintain the minutes of meetings, records of decisions made by the Association. In addition, the secretary-treasurer shall monitor the Association funds, collect such dues as may be determined by the Association and any other charges for activities, be responsible for such disbursements from the treasury as may be authorized by the Executive Committee or by vote of the membership of the Association.

Expanded definition: All funds, including dues, lunch reservations, t-shirt sales, etc, are deposited into a University account, managed by the Office of the Provost. All financial record-keeping is done by the Office of the Provost. There are restrictions on what can be purchased from a University account (for example, champagne for the fall brunch). In order to purchase restricted items, an EFA member to must personally pay for the item(s) and then request reimbursement.

Duties include requesting a monthly association balance from the Office of the Provost and assisting members with any reimbursement request. Request an updated balance of the EFA Endowed Scholarship Fund from the Foundation/Office of Advancement.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a verbal and written summary report of association-related activities that have occurred since the last full-membership meeting.

**Calendar of Activities for the Secretary-Treasurer**

**January**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting to members of the Executive Committee.*
*Request a monthly association financial balance from the Office of the Provost.*
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.*
*Attend or send designee to January EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.*
*Take minutes of January Executive Committee meeting.*

**February**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting to members of the Executive Committee.*
*Request a monthly association financial balance from the Office of the Provost.*
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.*
*Attend or send designee to February EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of February Executive Committee meeting.

**March**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to March EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of March Executive Committee meeting.
*Create/order award certificate for EFA scholarship recipient(s).

**April**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to April EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of April Executive Committee meeting.
*Take minutes of Spring EFA Meeting. (Spring EFA Meeting may occur in either April or May)

**May**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to May EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of May Executive Committee meeting.

**June**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to June EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of June Executive Committee meeting.
July
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to July EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of July Executive Committee meeting.

August
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to August EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of August Executive Committee meeting.

September
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to September EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of September Executive Committee meeting.
*Prepare and distribute minutes from previous spring meeting and present treasurer’s report to full membership at EFA Fall Meeting.
*Take minutes of the EFA Fall Meeting.

October
*Prepare and present minutes from previous Spring EFA meeting to full membership along with the treasurer’s report.
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to October EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of October Executive Committee meeting.

November
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to November EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of November Executive Committee meeting.

**December**
*One week prior to Executive Committee meeting, distribute minutes from previous EFA Executive Committee meeting.
*Request a monthly association financial balance from the Office of the Provost.
*Request a monthly association financial balance for the EFA Endowed Scholarship from the Foundation/Office of Advancement.
*Attend or send designee to December EFA Executive Committee meeting, present previous meeting’s minutes and current treasurer’s report for approval.
*Take minutes of December Executive Committee meeting.
*When appropriate, transfer all official minutes, treasurer’s reports and official correspondence to incoming secretary-treasurer.
Emeritus Faculty Association
Operations Manual
Duties of a Member of the Board of Directors

Bylaw definition: The duties of a member of the Board of Directors shall be to determine the broad policy, purposes, programs and directions of the Association and to assess the successes and/or limitations of the various Association activities. Members of the Board of Directors are ex-officio members of the Executive Committee and may attend any or all of the Executive Committee meetings.

Expanded definition: Duties of the Board of Directors include: 1) establishing the annual membership dues, 2) attending regularly scheduled meetings of the Board of Directors, including the president, to receive reports of actions taken by the Executive Committee, 3) determining the broad policy programs and directions of the Association, 4) assessing the successes and limitations of those activities, 5) attending Executive Committees. (See recommendations.)

Requests for specific Board involvement may be initiated by the President, the Executive Committee or the Board itself.

The Board will, at least once annually, evaluate the activities of the Association to ensure that they are well-rounded and include areas that relate to the mission: Wellness, education, culture and social events.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.

Calendar of Activities for a Member of the Board of Directors

January
*Attend January EFA Executive Committee meeting.

February
*Attend February EFA Executive Committee meeting.

March
*Attend March EFA Executive Committee meeting.

April
Attend April EFA Executive Committee meeting.
*Attend and report at the Spring Luncheon.
May
*Attend May EFA Executive Committee meeting.

June
*Attend June EFA Executive Committee meeting.

July
*Attend July EFA Executive Committee meeting.

August
*Attend August EFA Executive Committee meeting.

September
*Attend September EFA Executive Committee meeting.

October
*Attend October EFA Executive Committee meeting.

November
*Attend November EFA Executive Committee meeting.

December
*Attend December EFA Executive Committee meeting.
*Submit written assessment of the Association policy, programs and directions to the president and president-elect.

Note: Board of Directors meetings may be held in addition to and at different times than the EFA Executive Committee meetings.

Recommendations: In practice there have not been regularly scheduled meetings with the president. The members have been attending the Executive Committee meetings and have been meeting together on an as-needed basis. Regular meetings with the president as suggested in the Bylaws would serve to streamline the Executive Committee meetings. A written assessment of the Association policy, programs and directions is submitted to the president and the president-elect at the end of the year.

Revised 8/1/2017
Emeritus Faculty Association
Operations Manual
Duties of the Chairperson of the Activities Committee

Bylaws definition: The Activities Committee carries responsibility for planning and implementing activities to be offered by the Association. Such activities should include educational, social, recreational, service, wellness, cultural and travel.

Expanded definition: In addition to the activities listed above, the Activities Committee will assist the president-elect in the planning and execution of duties for the Fall Brunch and the Spring Luncheon.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of committee-related activities that have occurred since the last full-membership meeting.

Calendar of Activities for the Activities Committee Chair

January
* Recruit EFA members to Activities Committee.
* Review and determine plan of action to bring any outstanding issues to closure.
* Attend (or send designee) and provide report to January EFA Executive Committee meeting.

February
* Attend (or send designee) and provide report to February EFA Executive Committee meeting.

March
* Attend (or send designee) and provide report to March EFA Executive Committee meeting.

April
* Attend (or send designee) and provide report to April EFA Executive Committee meeting.
* Attend (or send designee) and report committee activities to full membership at EFA Spring Meeting.

May
* Attend (or send designee) and provide report to May EFA Executive Committee meeting.

June
* Attend (or send designee) and provide report to June EFA Executive Committee meeting.

July
* Attend (or send designee) and provide report to July EFA Executive Committee meeting.
August
*Attend (or send designee) and provide report to August EFA Executive Committee meeting.

September
*Attend (or send designee) and provide report to September EFA Executive Committee meeting.

October
*Attend (or send designee) and provide report to October EFA Executive Committee meeting.
*Attend and report committee activities to full membership at EFA Fall Meeting.

November
*Attend (or send designee) and provide report to November EFA Executive Committee meeting.

December
*Attend (or send designee) and provide report to December EFA Executive Committee meeting.
Emeritus Faculty Association
Operations Manual
Duties of the Chairperson of the Advocacy, Benefits and Service Committee

Bylaws definition: The Advocacy, Benefits and Service Committee carries responsibility for identifying and promoting the interests of emeritus faculty, the opportunities for cooperation and service to the University, the retirement benefits available and potentially available to faculty retirees and the dissemination of this information to the Publicity/Association History Committee. This committee shall maintain and update the Association’s Bylaws and Operations Manual. Additionally, the committee will be responsible for planning retirement session(s) to faculty and staff who are nearing retirement or who have recently retired.

Expanded definition: In addition to the activities listed above, the chairperson makes suggestions and updates EFA Bylaws, updates and edits the Operations Manual, reports committee activities semi-annually to the full membership of the EFA at the spring and fall meetings.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.

Calendar of Activities for the Advocacy, Benefits and Service Committee Chair

January
* Recruit EFA members to Advocacy, Benefits and Service Committee.
* Review and determine plan of action to bring any outstanding issues to closure.
* Attend (or send designee) and provide report to January EFA Executive Committee meeting.

February
* Attend (or send designee) and provide report to February EFA Executive Committee meeting.

March
* Attend (or send designee) and provide report to March EFA Executive Committee meeting.
* Present retirement sessions for the newly-retired or for those who are planning retirement.

April
* Attend (or send designee) and provide report to April EFA Executive Committee meeting.
* Report committee activities to full membership at EFA Spring Meeting.

May
* Attend (or send designee) and provide report to May EFA Executive Committee meeting.
June
*Attend (or send designee) and provide report to June EFA Executive Committee meeting.

July
*Attend (or send designee) and provide report to July EFA Executive Committee meeting.

August
*Attend (or send designee) and provide report to August EFA Executive Committee meeting.

September
*Attend (or send designee) and provide report to September EFA Executive Committee meeting.

October
*Report committee activities to full membership at EFA Fall Meeting.
*Attend (or send designee) and provide report to October EFA Executive Committee meeting.

November
*Attend (or send designee) and provide report to November EFA Executive Committee meeting.
*Create retirement programs for the recently-retired or those who are planning retirement for the upcoming spring semester.

December
*Attend (or send designee) and provide report to December EFA Executive Committee meeting.
Emeritus Faculty Committee
Operations Manual
Duties of the Courtesy Committee Chairperson

Bylaws definition: The Courtesy Committee which carries the responsibility of collecting and disseminating information of accomplishments, milestones and health and welfare of retired faculty/administrators/academic support personnel. This information should be forwarded to the Publicity/Association History Committee and acknowledgement sent to the appropriate individual or family.

Expanded definition: In addition to the activities listed, all Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.

Calendar of Activities for the Courtesy Committee Chair

January
*Recruit EFA members to Courtesy Committee.
*Review and determine plan of action to bring any outstanding issues to closure. 
*Attend (or send designee) and provide report to January EFA Executive Committee meeting.

February
*Attend (or send designee) and provide report to February EFA Executive Committee meeting.

March
*Attend (or send designee) and provide report to March EFA Executive Committee meeting.

April
*Attend (or send designee) and provide report to April EFA Executive Committee meeting.
*Report committee activities to full membership at EFA Spring Meeting.

May
*Attend (or send designee) and provide report to May EFA Executive Committee meeting.

June
*Attend (or send designee) and provide report to June EFA Executive Committee meeting.

July
*Attend (or send designee) and provide report to July EFA Executive Committee meeting.

August
*Attend (or send designee) and provide report to August EFA Executive Committee meeting.
**September**
*Attend (or send designee) and provide report to September EFA Executive Committee meeting.*

**October**
*Attend (or send designee) and provide report to October EFA Executive Committee meeting.*
*Report committee activities to full membership at EFA Fall Meeting.*

**November**
*Attend (or send designee) and provide report to November EFA Executive Committee meeting.*

**December**
*Attend (or send designee) and provide report to December EFA Executive Committee meeting.*
Emeritus Faculty Committee
Operations Manual
Duties of the Chairperson of the Membership Committee

Bylaws definition: The Membership Committee carries responsibility for recruiting new members and promoting renewal of memberships. This committee is also responsible for maintaining a current accurate list of members and eligible members of retired faculty and potential associate members including contact and other information.

Expanded definition: Specifically the Membership Committee should maintain an accurate list of members, membership status, postal and email addresses, phone number(s) and provide this list to the Executive Committee Members and others needing or desiring this information.

The Committee also notifies each member in a “timely manner” when his/her membership is about to expire and encourage him/her to continue EFA membership.

The Committee should also obtain the names of retiring faculty/staff and provide each with a membership packet including a letter encouraging EFA membership and the appropriate membership form. Inform individuals of the EFA website for additional information.

The Committee should monitor to determine if members have renewed their membership and, if not, provide additional notification.

The chair of the Committee, or a designee, shall attend EFA Executive Committee meetings.

All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.

Calendar of Activities for the Membership Committee Chair

January
*Select additional EFA members for the Membership Committee.
*Attend or send a designee and report on the activities of Membership Committee.
*Update membership list.
*Provide retiring faculty/staff with membership packet.

February
*Attend or send a designee and report on the activities of Membership Committee.
*Update membership list.
*Provide retiring faculty/staff with membership packet.

March
*Attend or send a designee and report on the activities of Membership Committee.
*Update membership list.
April
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet

May
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet
* Attend and provide report on committee activities at the Spring Luncheon.

June
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet.

July
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet.

August
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet.

September
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet.

October
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet.
* Attend and provide report on committee activities at the Fall Brunch.

November
* Attend or send a designee and report on the activities of Membership Committee.
* Notify EFA members whose membership is expiring at the end of the current year and provide a Membership Renewal Form.
* Update membership list.
* Provide retiring faculty/staff with membership packet.

December
* Attend or send a designee and report on the activities of Membership Committee.
* Update membership list.
* Provide retiring faculty/staff with membership packet.
Emeritus Faculty Association
Operations Manual
Duties of the Chairperson of the Publicity/Association History Committee

Bylaws definition: The Publicity/Association History Committee carries responsibility for the quarterly publication and dissemination of the Association newsletter and for placing information about meetings and other Association activities on the University website and in appropriate media outlets. Additionally, the committee will annually update the Association history in both an electronic and hard copy format for the Association’s archives. The chairperson of the Publicity/Association History Committee is responsible for the quarterly publication and dissemination of the Association newsletter and for placing information about meetings and other Association activities on the University website and in appropriate media outlets.

Expanded definition: The Publicity/Association History Committee is chaired by an Emeritus Faculty Association member who is appointed by the EFA President. Additional members to the Publicity/Association History Committee (hereafter "the committee") are recruited by the chair.

The committee chair (and committee members as assigned) has responsibility for the quarterly publications and dissemination of the Emeritus Faculty Association newsletter and for sending other information to the email list of members of EFA (email blasts). Also the committee chair (or designee) is responsible for coordinating with the appropriate representatives in the Academic Affairs Office to update information on the EFA website. Additionally and when appropriate, the chair will publicize EFA activities and meetings on the University website, through email blasts and through traditional media.

By these means the committee chair and members will be responsible for:
- Reporting past EFA activities
- Publishing articles about planned EFA activities
- Publish an article about the recipient of the annual EFA scholarship(s)
- Publish articles on events of interest about retired faculty administrators and support personnel
- Publish articles solicited from EFA members and others about events and activities that may or may not be sponsored by EFA
- Communicate with the Courtesy Committee and publish articles about the death of retired faculty, administrators and support personnel and their spouses or close relatives
- Coordinate with the Academic Affairs office and the UCO printing office to ensure timely delivery of the quarterly newsletter ready for printing and mailing
- Report to the Executive Committee at monthly meetings about the activities of the Publicity/Association History Committee and any needs of the Publicity/Association History Committee or other matters that need to be shared with the Executive Committee
- Other duties as they are assigned by the President of EFA or as they come to the attention of the Executive Committee.
All Executive Committee members and board members are expected to attend both full-membership semi-annual meetings (Fall Brunch and Spring Luncheon) and provide a summary report of association-related activities that have occurred since the last full-membership meeting.

*Calendar of Activities for the Publicity/Association History Committee Chair*

**January**
*Select additional EFA members for Publicity/Association History Committee.*
*Select dates and deadlines for publishing Association Newsletter.*
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.*
*Build and update list of members’ email for email blasts.*

**February**
*As needed, organize and chair Publicity/Association History Committee meetings.*
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.*

**March**
*As needed, organize and chair Publicity/Association History Committee meetings.*
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.*
*Update list of members’ email for email blasts.*
*Submit the newsletter to the person in Academic Affairs who is responsible for assisting with it four-five weeks prior to the Spring Luncheon/Business Meeting.*

**April**
*As needed, organize and chair Publicity/Association History Committee meetings.*
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.*
*Update list of members’ email for email blasts.*
*Attend annual EFA spring luncheon and report on the activities of the Publicity/Association History Committee.*

**May**
*As needed, organize and chair Publicity/Association History Committee meetings.*
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.*
*Update list of members’ email for email blasts.*
*Submit the newsletter to the person in Academic Affairs who is responsible for assisting with it during the last two weeks of the month.*

**June**
*As needed, organize and chair Publicity/Association History Committee meetings.*
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.

*Update list of members’ email for email blasts.

**July**
*As needed, organize and chair Publicity/Association History Committee meetings.
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.
*Update list of members’ email for email blasts.

**August**
*As needed, organize and chair Publicity/Association History Committee meetings.
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.
*Update list of members’ email for email blasts.

**September**
*As needed, organize and chair Publicity/Association History Committee meetings.
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.
*Update list of members’ email for email blasts.
*Submit the newsletter to the person in Academic Affairs who is responsible for assisting with it four-five weeks prior to the Fall Brunch/Business Meeting.

**October**
*As needed, organize and chair Publicity/Association History Committee meetings.
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.
*Update list of members’ email for email blasts.
*Attend Fall Brunch and report on activities of Publicity/Association History Committee.

**November**
*As needed, organize and chair Publicity/Association History Committee meetings.
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.
*Update list of members’ email for email blasts.

**December**
*As needed, organize and chair Publicity/Association History Committee meetings.
*Attend Executive Committee Meeting (or send designee) and report on the activities of Publicity/Association History Committee.
*Update list of members’ email for email blasts.
*Update the Association history.
*Submit the newsletter to the person in Academic Affairs who is responsible for assisting with it approximately three weeks prior to the beginning of winter break.
Emeritus Faculty Association
Operations Manual
Duties of the Special Liaison to the UCO Faculty Senate

Bylaw definition: Special Liaison to the UCO Faculty Senate* carries responsibility to attend the UCO Faculty Senate meetings, usually held on the second Thursday of each month, and relay information regarding their activities to the Emeritus Faculty Association’s Executive Committee.

Expanded Definition: The Faculty Senate and Staff Senate special liaison positions may be held by separate or by the same individual.

For each month there is a meeting, the liaison will prepare a written report and electronically transmit it to the EFA secretary and to the EFA president prior to the scheduled EFA Executive Committee meeting. If possible, when preparing notes that summarize comments made by invited guests to Faculty Senate (for example, the University president or any of the vice presidents), send the invited guest(s) an electronic copy of the notes to assure the comments are accurately summarized or if there are adjustments or expansions which should be made in order to clearly report what was said. This courtesy insures better accuracy.

Calendar of Activities for the Special Liaison to the Faculty Senate

January
*Attend Faculty Senate Meeting, usually held on the second or third Thursday of the month, depending on when the spring semester starts.
*Attend (or send designee) and provide report to January EFA Executive Committee meeting.

February
*Attend Faculty Senate Meeting.
*Attend (or send designee) and provide report to February EFA Executive Committee meeting.

March
*Attend Faculty Senate Meeting
*Attend (or send designee) and provide report to March EFA Executive Committee meeting.

April
*Attend Faculty Senate Meeting, usually held on the second and fourth Thursdays of the month since there are two meetings during the last full month of the spring semester.
*Attend (or send designee) and provide report to April EFA Executive Committee meeting.
*Report committee activities to full membership at EFA Spring Meeting.

May
*No required activities.

June
No required activities.

**July**
*No required activities.*

**August**
*Attend Faculty Senate Meeting, usually held on Thursday during the first week of classes in the fall semester.*
*Attend (or send designee) and provide report to August EFA Executive Committee meeting.*

**September**
*Attend Faculty Senate Meeting.*
*Attend (or send designee) and provide report to September EFA Executive Committee meeting.*

**October**
*Attend Faculty Senate Meeting.*
*Attend (or send designee) and provide report to October EFA Executive Committee meeting.*
*Report committee activities to full membership at EFA Fall Meeting.*

**November**
*Attend Faculty Senate Meeting.*
*Attend (or send designee) and provide report to November EFA Executive Committee meeting.*

**December**
*Attend Faculty Senate Meeting, usually held on the first or second Thursday of the month to avoid having a meeting during the final exams week.*
*Attend (or send designee) and provide report to December EFA Executive Committee meeting.*
Emeritus Faculty Association
Operations Manual
Duties of the Special Liaison to the UCO Staff Senate

Bylaws Definition: The Special Liaison to the UCO Staff Senate carries responsibility to attend the UCO Staff Senate meetings and relay information regarding their activities to the Emeritus Faculty Association’s Executive Committee.

Expanded Definition: The Staff Senate meetings are usually held on the first Tuesday of the month unless the University is closed. Unlike the Faculty Senate which takes the summer months off, the Staff Senate meets year-round. After each meeting the liaison shall prepare a written report and electronically send it to the EFA secretary and to the EFA president prior to the scheduled EFA Executive Committee meeting. If possible, when preparing notes that summarize comments from invited guests to Staff Senate (for example the University president or any of the vice presidents), send the invited guest(s) an electronic copy of the notes to assure their comments were accurately summarized or if there are adjustments or expansions to be made in order to clearly articulate what was said. This courtesy insures better accuracy.

The Faculty Senate and Staff Senate special liaison positions may be held by separate or by the same individual.

Calendar of Activities for the Special Liaison to the Staff Senate

**January**
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to January EFA Executive Committee meeting.

**February**
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to February EFA Executive Committee meeting.

**March**
* Attend Staff Senate Meeting
* Attend (or send designee) and provide report to March EFA Executive Committee meeting.

**April**
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to April EFA Executive Committee meeting.
* Report committee activities to full membership at EFA Spring Meeting.

**May**
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to May EFA Executive Committee meeting.
June
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to June EFA Executive Committee meeting.

July
* Attend Staff Senate Meeting, usually held on the first Tuesday of the month unless it interferes with the Independence Day holiday. In this case it will be moved to the second Tuesday of the month.
* Attend (or send designee) and provide report to July EFA Executive Committee meeting.

August
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to August EFA Executive Committee meeting.

September
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to September EFA Executive Committee meeting.

October
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to October EFA Executive Committee meeting.
* Report committee activities to full membership at EFA Fall Meeting.

November
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to November EFA Executive Committee meeting.

December
* Attend Staff Senate Meeting.
* Attend (or send designee) and provide report to December EFA Executive Committee meeting.
Section 4

Event Planning

Checklists for Spring Luncheon and Fall Brunch Events

Each year the Emeritus Faculty Association holds two events for the full membership. The first is the Fall Brunch, generally held in late September or October and the second is the Spring Luncheon. At each event, the EFA president presides and conducts a business meeting. A slate of officers for vacancies to the Executive Committee is voted upon at the Fall Brunch, along with any Bylaw changes or additions. The EFA scholarship is presented during the Spring Luncheon. Committee updates are reported and general information is shared at each meeting.

The following checklists have been developed by the president-elect to aid in the planning of these events.
EFA Fall Meeting/ Brunch Checklist
President Elect

_____ Select date with EFA President/Executive Committee and schedule with Conference and Events, University Center, 974-2358. The Heritage Room is the usual venue; approximate number of attendees is 50. Use details from Conference and Events Reservation Summary prior contracts regarding room arrangement, AV, etc.

_____ Select menu: Menu possibilities provided by Conference catering. Usual menu (2017 and 2018) included yogurt with granola, berries & assortment of breakfast bread slices; mini-assorted quiche, fresh fruit tray; orange juice, and coffee. An additional hot item provided in 2018. Remember to order gluten free selections.

_____ Invite President, Provost and/or VP for the Foundation to provide UCO update(s).

_____ Invite special guests: President, Provost, AVPs and Deans.

_____ Purchase table decorations (if needed) and pre-print nametags from list of paid attendees.

_____ Ensure EFA signs are available for easels posted by NUC room and downstairs.

_____ Invite EFA members; submit RSVP form ($20.00 or other amount as appropriate) made out to EFA, Academic Affairs Appointed Person, EFA Brunch, Academic Affairs, Box 159, University of Central Oklahoma, 100 N. University Drive, Edmond OK, 73034.

(*NOTE: Confirm name of Academic Affairs person appointed to handle this activity for the EFA current year, as the designated person may change from year to year.)

_____ Invite an EFA member to provide the Remembrances.

_____ Prepare a program from agenda President will create and have copies made. Send electronic copy of program to President’s office, Provost’s office, VP for the Foundation and EFA President.

_____ Ensure Activities Committee Chair will bring copies of list of upcoming activities.

_____ Have Activities Committee members decorate the room, greet guests and ensure they have name tags.

_____ Pay Conference and Events bill and submit all receipts to Academic Affairs for reimbursement.
EFA Annual Spring Luncheon Checklist

____ At least a year in advance: Select date (Wednesday in mid-April) and schedule with Conference and Events in the NUC. Approximate number of attendees is 50. Use details from Conference and Events Reservation Summary of prior contracts regarding room arrangement, AV, etc.

____ Select menu from catering list provided. Involve Activities Committee in selection of menu.

____ Invite and confirm entertainment: If appropriate, contact School of Music and Theater Department for possible entertainers.

____ Invite UCO President (or Provost if President is unavailable) to provide UCO update.

____ Invite special guests: President, Provost (to give a welcome), AVPs, Deans, and Scholarship Recipient & Guest.

____ Purchase table decorations (if new ones are needed) and nametags (if additional ones are needed). Decorations were fresh flowers in 2018. Pre-print names on name tags from list of paid attendees.

____ Ensure EFA signs are available for easels posted by NUC room and downstairs. Involve Activities Committee in decorating room.

____ Invite EFA members; submit RSVP form with check ($20.00 or other amount as appropriate) made out to EFA, Academic Affairs Appointed Person*, EFA Luncheon, Academic Affairs Box 159, University of Central Oklahoma, 100 N. University Drive, Edmond OK 73034. (NOTE: Confirm the name of the Academic Affairs Appointed Person, as that individual may change from year-to-year.)

____ Create program and have it printed; provide an electronic copy to President’s office (via President’s secretary), Provost’s office (via Provost’s secretary), and EFA President. EFA President will create agenda for the program.

____ Have Activities Committee members greet guests and ensure they have name tags.

____ Ensure Secretary/Treasurer will bring copies of minutes of previous fall business meeting.

____ Ensure Activities Committee Chair will bring copies of list of upcoming activities.

____ Pay Conference and Events bill via your credit card (catering office) and submit all receipts to Academic Affairs Appointed Person for reimbursement.

____ Ensure payment for entertainment is made.
Section 5

Awards, Scholarships, Procedures and Agreements
Name: The Hall Duncan Inspiration Award is named after Dr. Hall Duncan, the first recipient and former faculty member in the Department of Art who taught cartooning and advertising. At age 93, Dr. Duncan continued to be a vibrant part of the Emeritus Faculty Association by regularly attending activities, volunteering, and sharing his wit, humorous stories, experiences and wisdom freely with others. His zest for life inspired others to emulate his beacon of light. The Hall Duncan Inspiration Award, created in his honor, is bestowed upon others who demonstrate similar characteristics.

Criteria: The recipient must be a UCO retired faculty and/or staff member who exhibits qualities or characteristics that are an inspiration to those who are or have been associated with him/her. Some of these qualities or characteristics include, but are not limited to, achievements, dedication, service, integrity, unselfishness, and humility, that inspire others to be a better person.

Frequency: The award will be given as frequently as merited.

Selection Process:

- A nomination letter may be submitted to the president of the Emeritus Faculty Association at any time. The nomination letter should include details concerning the qualities or characteristics listed above including support documentation.

- A second letter of support from another EFA member shall be solicited by the nominator.

- The nomination letter, support letter and any other documentation will be reviewed by the Executive Committee, or an Ad Hoc Committee appointed by the president. If an Ad Hoc Committee is appointed, the Committee will make a recommendation to the Executive Committee.

- The Executive Committee will make the decision whether to make the award.

Award: The award shall consist of a certificate and an appropriate memento (e.g., book, gift, or gift certificate) and will be presented at either a Fall or Spring EFA meeting.

Publicity: The name of the recipient of the award shall be kept secret until the award is presented at an event selected by the Executive Committee.
Emeritus Faculty Association  
Operations Manual  
Nominating Procedure

At least sixty (60) days prior to the Fall Brunch association-wide membership meeting of the Emeritus Faculty Association, the EFA president will select three (3) members to comprise a Nominating Committee. These individuals will select candidates to fill any upcoming vacancies on the Executive Committee and/or the Board of Directors from the list of full members of the Association.

Prior to the Fall Brunch, the chairperson of the Nominating Committee will contact each candidate to ensure his/her willingness to serve. Those who have expressed a willingness to serve will then be listed on a slate of officers and presented at the Fall Brunch meeting for consideration of the full membership.

At the Fall Brunch meeting, additional nominations will be accepted from the floor.
Emeritus Faculty Association
Operations Manual
Scholarship Procedures

In support of the service mission of the Emeritus Faculty Association (EFA) and an awareness that there are many deserving students at UCO who are in need of financial support, the EFA has approved an annual scholarship to be provided from its funds (Foundation and/or Operating). If funds are available and at the discretion of the Executive Committee, more than one annual scholarship may be awarded.

Procedures:

1. The scholarship shall be entitled the “Annual Emeritus Faculty Association Scholarship.”

2. The scholarship shall be in the amount of $1000* for one academic year. The distribution of the award shall be at the discretion of the recipient and the dean of the recipient’s college. (For example, a student may be awarded the total amount for the fall semester or the award may be disbursed in the amount of $500 for each semester, etc.)

3. The scholarship shall be rotated through the five degree-granting colleges: CEPS, CB, CMS, CLA and CFAD). The scholarship rotation (5-year) shall be:

   b. College of Business 2013, 2018, 2023
   c. College of Math and Science 2014, 2019, 2024
   d. College of Liberal Arts 2015, 2020, 2025
   e. College of Fine Arts and Design 2016, 2021, 2026

For the purposes of this scholarship, both undergraduate and graduate students can be considered eligible.

4. The EFA president shall notify the dean of the designated college of its eligibility to select one of its majors by the end of the fall semester preceding the award year. (For example, notification of eligibility will occur by the end of the fall semester of 2016 for an award that will be effective for the 2017-2018 academic year.)

5. The scholarship recipient will be selected by the designated college, using its established procedures and policies.

6. The dean of the designated college will notify the EFA president of the name of the award recipient by the end of March of the academic year preceding the award year. (For example, the dean of the designated college will notify the EFA president of the recipient by the end of March of 2017 for an award that will be effective for the 2017-2018 academic year.)

7. The EFA president will notify the Office of Academic Affairs of the name of the recipient and the Office of Academic Affairs will make the appropriate arrangements with the Office of the Bursar for distribution of the award.

8. The secretary-treasurer of the EFA will prepare a “Certificate of Award” for presentation at the annual Emeritus Faculty Association Spring Luncheon.

9. The award will be presented at the annual Emeritus Faculty Association Spring Luncheon by the president of the Emeritus Faculty Association. In addition, the
award may also be announced and/or presented at individual college award ceremonies.

10. The recipient’s college will provide the EFA Executive Committee Publicity Chair with biographical information about the scholarship recipient and appropriate photos for use in the EFA Newsletter.

*The amount of the scholarship will be reviewed each year by the EFA Executive Committee and adjusted as necessary and appropriate.

Approved 8/29/2016
Revised 11/17/2019
Proposal: It is proposed that the Emeritus Faculty Association (EFA) convert the funding source for its annual scholarship award from the Association’s operational funds to an endowed scholarship fund.

Rationale: Currently, the annual EFA student scholarship of $1,000* is funded through the operating budget of the Association. Income for the Association is derived primarily from membership fees and may fluctuate dramatically from year to year. Since the Association cannot guarantee a minimum amount of annual income each year, future scholarship monies cannot be assured. Once fully-funded, an endowed scholarship would provide perpetual income to support the annual scholarship award, regardless of the EFA’s operational budget.

Procedures:
1. The President and Secretary-Treasurer of the EFA will establish a $1,000* annual endowed scholarship through the UCO Foundation. The initial donation of $2,000 required to establish the endowed scholarship account will be paid from EFA operating funds. The target amount to fully fund the scholarship is projected to be $25,000. The balance of the target amount shall be secured through an EFA fund-raising campaign and additional donations from the EFA operating funds. The EFA Endowed Scholarship account will be managed by the Foundation.
2. Fund-raising activities may include 1) an endowed scholarship donation designation on the EFA membership form, 2) e-mail blasts, 3) newsletter fund solicitations and stories and 4) other methods approved by the EFA Executive Committee. Such fund-raising activities will likely span a multi-year time period; however, at least $10,000 shall be raised during the first five years of the campaign in order to meet endowed scholarship parameters established by the UCO Foundation.
3. Upon approval of the Executive Committee, additional monies from the EFA operating account may be transferred to the Endowed Scholarship Fund.
4. As with other financial transactions, monies raised for or transferred to the endowed scholarship fund will be routed through the Office of Academic Affairs to the Foundation.
5. Until such time as the endowed scholarship fund reaches its designated target of $25,000, the annual EFA scholarship will continue to be fully-funded from EFA operational funds. Any endowed monies available for distribution prior to the account reaching its targeted amount will be rolled back into the endowed fund.
6. In the event the endowed scholarship fund exceeds the minimum amount needed to fund a $1,000* annual scholarship, additional scholarship(s) from that account may be approved by the EFA Executive Committee.

*The $1,000 annual scholarship award amount may be adjusted by action of the EFA Executive Committee.

Approved by the EFA Executive Committee 9/26/2016
ENDOWED AGREEMENT
BETWEEN THE EMERITUS FACULTY ASSOCIATION
AND THE UNIVERSITY OF CENTRAL OKLAHOMA FOUNDATION
FOR THE CREATION OF THE
EMERITUS FACULTY ASSOCIATION ENDOWED SCHOLARSHIP

In order to provide a permanent source of academic enrichment at the University of Central Oklahoma, the Emeritus Faculty Association (hereinafter referred to as “Donor”) and the University of Central Oklahoma Foundation (hereinafter referred to as “UCO Foundation”) hereby do agree to establish from gifts made by the Donor and other future donors an endowed fund to be known as the Emeritus Faculty Association Endowed Scholarship (hereinafter referred to as the “Fund”). It is the intent of the parties that this document expresses the Donor’s preference as to the use of the Fund.

ARTICLE I

The spendable distribution of the Fund will be used to support the Emeritus Faculty Endowed Scholarship as described below.

ARTICLE II

The recipient(s) of the Emeritus Faculty Association Scholarship shall be selected by the designated college, using its established procedures and policies. The scholarship shall be rotated through the degree granting colleges. For the purposes of this scholarship, the Joe C. Jackson College of Graduate Studies shall not be considered a separate entity. The recipient(s) will be selected in the spring for distribution of the award in the following academic year. The distribution of the award shall be at the discretion of the recipient and the dean of the recipient’s college. The recipient must be enrolled for the semester(s), term(s), or session(s) in which the scholarship monies are applied.

The dean of the recipient’s college will notify the EFA president of the award recipient(s) and the preferred distribution amounts by the end of March of the academic year preceding the award year. The president of the EFA will notify the UCO Foundation of this information as soon as possible thereafter.

ARTICLE III

The initial gift will be $2,000. The first award(s) will commence no earlier than the semester following the first year of investment after the account reaches $10,000*. The annual amount of the distribution provided by this fund will be determined in accordance with the distribution policy of the UCO Foundation Board of Trustees.

*At the point the account reaches $10,000, the EFA Executive Committee may choose to roll the spendable distribution into the Fund.
ARTICLE IV

The UCO Foundation may accept future gifts or bequests as an addition to the Fund from the Donor and others subject to the terms of this Agreement.

ARTICLE V

If circumstances should arise that make it impossible or impractical to use the Fund for the purpose specified above, the president of the UCO Foundation will request permission from the Donor or other association members thereof (if available) to modify this Agreement. If the Donor or an association member is not available, a request will be taken to the UCO Foundation Board of Trustees to modify this Agreement.

ARTICLE VI

In executing this Agreement, the Donor grants permission for release of information for public recognition of the gift.

Dated this ______ day of ______________, 20____

DONOR

________________________________________
Keith Swezey
President, Emeritus Faculty Association

Accepted by UCO Foundation this ______ day of ________________, 20____

UCO FOUNDATION

By ______________________________________
Anne T. Holzberlein
President, UCO Foundation

Approved by EFA Executive Committee, 12/12/2016
Section 6

Sample Publications and Letters

The following section includes samples of programs, agendas and other Association media.
Sample Spring Luncheon Program

**Emeritus Faculty Association**
University of Central Oklahoma

**SPRING LUNCHEON & BUSINESS MEETING**

Wednesday, April 13, 2016
11:30 am
Will Rogers Room
Nigh University Center
University of Central Oklahoma

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**About the Choral Program...**

The Chamber Singers performing group was created in 1986 to provide a chamber ensemble experience for students at UCO. In addition to its traditional a cappella literature, the Chamber Singers perform a Vocal Jazz Concert at the UCO Jazz Lab each semester, showcasing the variety of literature available for small vocal ensembles. They have performed extensively in the surrounding area including Kansas City, Dallas, New Mexico, Colorado and Wyoming, as well as many performances each year in the Oklahoma City/Edmond area. Recent performances have included music by George Gershwin, Duke Ellington, Johnny Mercer, and Thomas "Fats" Waller among many others. The students in the Chamber Singers (informal name used when performing jazz repertoire) performing today are Jessica Adkins, soprano; Taylor Anderson, soprano; Jeffery Barton, tenor; Rory Behrens, tenor; Hanna Crandell, alto; AvRee Edmonds, mezzo-soprano; Troy A. Small, bass; and Grant Sorum, bass. Alyssa Kozlowski will be the piano accompanist.

**About the Director...**

A native of the Chicago area, Dr. Karl Nelson has served as the Professor of Conducting and Director of Choral Studies at UCO since August of 2006. He earned a Doctorate of Musical Arts and a Master of Music in Choral Conducting from Louisiana State University and a Bachelor of Science in Music Education from the University of Illinois at Urbana-Champaign.

Under the direction of Dr. Nelson, the University of Central Oklahoma Concert Chorale has toured throughout Italy in 2008, performed at the Oklahoma Music Educators Conference in 2009 and 2010, and most recently, the College Music Society National Conference in September 2010.
Sample Fall Brunch Agenda

UCO Emeritus Faculty Association
Fall Brunch/Business Meeting

Heritage Room, Nigh University Center
October 3, 2015
10:00 AM

Opening Remarks:  Dr. Wanda Johnson, Vice President EFA
Dr. Bill Radke, President EFA

Introduction of Special Guests:

Remarks and UCO Updates:  Dr. Gary Steward, Associate Vice President, Academic Affairs

Remembrance:  Dr. Karen Carter

Announcements:

- Please check your membership status.
- Thank You: Office of Academic Affairs, the UCO Foundation and Stephanie Embry, Conference Consultant.
- Save the dates:
  - October 22, 2015 - UCO@125 Luminary Society Gala.
  - November 5, 2015 - Next Kaffeeklatsch, 10:00 AM, Evans Hall.
  - November 7, 2015 - UCO Homecoming game. Theme: UCO@ 125.
  - November 9, 2015 - Military Monday (Veterans’ Day). EFA is providing pizza for veterans attending UCO. Please come to the Library, Room 221, to meet and visit with veterans and to enjoy some pizza.
  - December 11, 2015 - Christmas Special at the UCO Jazz Lab. Tickets are normally $22 but the EFA reduced rate is just $17. Call 974-3375 soon to reserve your tickets. Box office hours are Tuesday through Saturday from 12:00 to 6:00 p.m. You must mention EFA to receive the reduced rate.

Enjoy your brunch and your colleagues.

EFA Business Meeting follows the Brunch.
Sample Association Newsletter (first page)

Message from the President

It was a wet but beautiful spring. I am hopeful that the flooding and tornados have not impacted any of our Emeritus Faculty Association members or their families. It is now summer in Oklahoma so very soon we will want that rain again; just not the hail, floods and tornados.

Speaking of weather, the EFA trip to the National Severe Storms Laboratory in Norman was June 11. We were taken by chartered bus, had an informative tour of the facility and then a great lunch at Legends followed. Eighteen of your former colleagues attended the tour and everyone enjoyed the fellowship. The EFA plans more such trips in the near future. We hope you will join us. Thank you to Carolyn Marshall, Karen Carter and the rest of the Activities Committee for organizing the trip.

In April there were two events celebrating the opening of the new CHK | Central Boathouse on the Oklahoma River. The first was a gala event for donors and included dinner, fireworks and a concert by the Midtown Men; four of the original Broadway cast of the Jersey Boys. Then the Saturday public event featured food trucks, facility tours and music by the UCO Jazz Lab Student Combo. What a great day it was; even the weather cooperated.

Some of you have asked what is going on in front of Old North. As the remodeling inside of our favorite building continues, the parking lot west of the building is being realigned with Campbell Street to create a four-way stop and to improve traffic flow.

The campus is starting to buzz with the expectations for the Fall Semester. Remember when it was such an exciting time for you? Did you wonder how your new students would do? Did you wonder if you were up to the challenge? For a taste of the excitement, be sure to come to campus for the many 125th anniversary events. Here is the link to the website.

http://www.ucol.edu/125/events.php

Remember, Kaffeeklatsch is always the first Thursday of the month at 10 a.m. Come and enjoy a cup of coffee, a donut and conversation.

Bill

EFA Members Tour National Weather Center in Norman

The only storms on June 11 were those projected on a huge globe inside the National Weather Center and Severe Storms Lab in Norman the day of the EFA tour. The globe projects real-time satellite and radar images as well as earthquake data, drought information and other images from around the world.

The Weather Center building houses the National Severe Storms Lab, Oklahoma Mesonet, the Storm Prediction Center and OU’s College of Atmospheric and Geographic Sciences, which includes their School of Meteorology.

After the tour EFA members enjoyed a lunch and visit at Legends restaurant in Norman.

More trips are planned this fall by EFA and are listed elsewhere in this newsletter.