

# **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) long-term adjunct faculty members who have served UCO for ten or more years; (d) spouses of those eligible for full or associate membership; and (e) 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, activities 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 treasury. The Association may conduct fund-raising activities for special purposes or for the general treasury.

### **SECTION III. Meetings, Quorum and 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. Official business and other Association meetings may be held in several formats, including virtual (Zoom, etc.) or other electronic/written communication platforms.

(2) A quorum for actions of the Association shall be the lesser of 10% of the members or 15 members.

(3) If mail (including electronic communications, such as email) 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, email 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. In extenuating circumstances, the president may call for a “suspension of the bylaws” to address situations which are either unprecedented, time sensitive, or unforeseen. Such action must be approved by a majority of the Executive Committee and reported to the Membership at the next business meeting.
- (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 and report on the Association’s funds, 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, email 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 even-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)*

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