

# BY-LAWS

EAST CAROLINA UNIVERSITY

RETIRED FACULTY ASSOCIATION

Approved by the Membership at the  
Annual Membership Meeting  
June 3, 2015

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**BY-LAWS OF THE EAST CAROLINA UNIVERSITY  
RETIRED FACULTY ASSOCIATION**

**Article I.  
Organization Name**

The organization name: The East Carolina University Retired Faculty Association.

Organization address: East Carolina University Faculty Association  
Office of the Provost  
Greenville, NC 27858-4353.

**Article II.  
Membership**

Section I. Eligibility:

- 1) Membership in the Association shall consist of:
  - (a) Individuals who have retired as members of the faculty of East Carolina University and EPA administrative staff, and
  - (b) Such other individuals as may be determined by the Association by its established voting procedures.
- 2) The term “members of the faculty” shall be defined as those persons holding faculty rank, including academic administrators.
- 3) Spouses of deceased members of the faculty, as defined in Section I, shall be eligible to join the Association as “Associate” members. Associate members may participate in all Association activities other than voting or holding office.

Section II. Quorum and Voting Procedures:

- 1) A quorum for actions of the Association in meeting shall be the equal of 10% of the membership or 25 members, whichever is less.
- 2) Email solicitation may be used for voting on actions of the Association.

**ARTICLE III**  
**Major Aims and Purposes**

Section I. The objectives of this Association are those set forth in these By-Laws as amended:

- 1) To provide an independent autonomous group of retired members of the faculty and EPA staff to create, promote and advance strong relationships with the university.
- 2) To contribute to the maintenance and improvement of university programs and activities, through appropriate service and counsel, cooperating with the university, for example, by:
  - (a) Volunteering expertise held by retirees.
  - (b) Rendering advice based on experience.
  - (c) Sponsoring discussion groups on campus.
  - (d) Assuring continued university services of retired faculty.
- 3) To sponsor, promote, and conduct any social activities that the membership desires including, dinners, lectures, and performances.
- 4) To publish a newsletter periodically.
- 5) To sponsor scholarships to be awarded to undergraduate and graduate students of the university. In order to accomplish this, solicitations for gifts earmarked for this purpose will be considered an appropriate activity for the Association. All such activities will be conducted in cooperation with the appropriate branches of the university administration.

Section II. The Association shall have the privilege and right:

- 1) To collect and disseminate data, statistics, and other information.
- 2) To develop its own position and recommendations regarding relevant university matters.

**ARTICLE IV**  
**Management of Association**

Section I. Administration of the Association shall be vested in the following officers:

- 1) President – The President shall conduct meetings of the Association, appoint standing and ad hoc committees, appoint ex-officio members to the Board, conduct Executive Committee and other pertinent Association meetings, and represent the Association in meetings with other bodies.
- 2) Vice President – The Vice-President shall serve in the absence of or as directed by the president.
- 3) Secretary – The Secretary shall be responsible for recording of the minutes and maintaining the Association records.
- 4) Treasurer -- The Treasurer shall collect special project funds as may be determined by the Association, track membership dues collected each year through the East Carolina University Alumni Association (ECUAA), and be responsible for disbursements from the treasury as may be authorized by the Executive Committee.
- 5) Executive Committee – The Executive Committee shall be composed of the current Association officers and the immediate past President. The Executive Committee shall manage matters of the Association between regular meetings.
- 6) Board of Directors- the board shall be composed of the current Executive Committee and up to twelve additional members. The Board shall ensure that the major aims and purposes of the Association are being met by reviewing membership support, the current budget, activities, events, and programs. The Board shall gather and disseminate data relevant to the purposes of the Association. The Board will develop appropriate recommendations for the Association.
- 7) Members of the Board of Directors shall be elected for three year terms and may be re-elected for additional three year terms.
- 8) The Board shall meet quarterly.

Section II. Election of Officers:

- 1) Officers of the Association shall be elected by a majority of members attending the Annual Meeting of the Association.
- 2) At least 30 days prior to the Annual Meeting, the president of the Association shall appoint a nominating committee of three or more members who shall submit a slate of at least one candidate for each office, ensuring each of whom has indicated interest and willingness to serve. At the discretion of the committee, any eligible officer may be re-nominated.
- 3) After approval by the board, the slate shall be supplied to members of the Association at least 10 days prior to the Annual Meeting.
- 4) At the Annual Meeting additional nominations may be made from the floor when the slate is presented.
- 5) The elected term of each Officer shall be for a period of one year. Officers may be elected for additional one year terms.

Section III. Amendments to the By-Laws:

Board-proposed amendments to the By-Laws shall be submitted to all members of the Association at least 30 days prior to the meeting at which action on the amendments is to take place. Approval of the amendments shall require the positive vote of two-thirds of the members in attendance at the meeting.

Section IV. Policies and Procedures Manual:

The Policies and Procedures Manual is a record of policies and procedures that have been put into practice or effect by the East Carolina University Retired Faculty Association (ECURFA). Following policy recommendations by the Board of Directors or the Executive Committee, and with the President's concurrence with such policy, the Secretary is charged to record the final action in the ECURFA Policies and Procedures Manual. A copy of the Manual will be maintained by the Secretary and will also be available on the ECURFA website.

**ARTICLE V.**  
**Finances, Support, and Membership**

Section I. Affiliation:

The Association is part of the Provost's Office and is an affiliate of the East Carolina University Alumni Association [ECUAA]. ECUAA shall provide staff liaison with the ECURFA and shall provide services to ECURFA comparable to those provided other affiliates of ECUAA. These services include, but are not limited to:

ECUAA shall provide:

- 1.) Data management of members.
- 2.) Executive Board mailings.
- 3.) Socials – Two events per year. ECUAA will-
  - (a) Design and mail event invitations.
  - (b) Make room reservations.
  - (c) Arrange for food and libations.
  - (d) Arrange for at least two food items per event.
  - (e) Provide paper products and linens.
  - (f) Provide participant nametags.
  - (g) Promulgate e-mails reminding invited guests of dates.
- 6) Collection of member dues.
- 7) Publicity for ECURFA events.
- 8) Monthly lunches-
  - (a) Promulgate e-mails noting date and location of event.
- 9) Recognition of ECURFA scholarship recipients at the Spring Awards Ceremony.
- 10) Letterhead and envelopes
- 11) Membership in the Association of Retired Organization in Higher Education (AROHE).

The Office of the Provost shall provide:

- 1) Office space
- 2) Yearly budget
- 3) Newsletters – Two per year to include layout, printing, and mailing.
- 4) Liaison to other university offices and facilities.



## ATTACHMENTS TO THE BY-LAWS OF THE ECURFA

### ATTACHMENT I

This document is a revision of the ECURFA By-Laws passed at the Annual Meeting of the Membership on May 12, 2008.

This revision of the ECURFA By-Laws is based upon the document titled "Proposal for East Carolina Retired Faculty Association to become an affiliate of the East Carolina University Alumni Association," distributed to the ECURFA Board at its meeting of July 17, 2007 by the then Associate Vice Chancellor of Alumni Relations.

Membership level in the East Carolina Retired Faculty Association is based upon the following dues schedule. All retired faculty and EPA professional staff are considered automatic members of the ECURFA. If no dues are paid they are considered Associate Members and are entitled to attend all ECURFA approved activities. If dues are paid, at the current rate of \$15.00 per year, the individual is considered a Sustaining Member and will be eligible for special perks including some reduced rate tickets and early notification of activities. A lifetime membership, currently set at \$75.00, is also available and constitutes a sustaining lifetime membership.

### ATTACHMENT II

As of July 1, 2015, the East Carolina University Retired Faculty Association (ECURFA) will be part of the East Carolina University Provost's Office. As a service to the university, the East Carolina University Alumni Association shall provide limited resources to the ECURFA. These resources include:

- 1.) Design an ECURFA brochure and annual membership solicitation/renewal letter. The designs will be sent, electronically, to the Provost's Office for printing and mailing.
- 2.) Provide assistance in working with Advancement Services in the Division of University Advancement and Gift Records in the Division of Financial Services to establish a system for collecting and processing dues and providing the ECURFA membership lists monthly.

- 3.) Work with the Provost's Office to provide limited assistance with the two social events per year by securing venues and assisting with the menu selection and invitations. Socials to be paid for from funds generated through membership fees, a Provost Budget line and a small cost for the event.
- 4.) Design the annual letter seeking gifts for the ECURFA scholarship funds. The letter will be sent to the Provost's Office for printing.
- 5.) Recognition of the ECURFA scholarship recipients will occur at the annual ECUAA Scholarship Recognition Luncheon.
- 6.) Design of ECURFA letterhead and envelopes. The design will be sent to the Provost's Office for printing.

The Provost's Office will provide:

- 1.) A staff liaison with the ECURFA.
- 2.) Paying the yearly dues for the ECURFA membership in AROHE (Association of Retired Organization in Higher Education).
- 3.) Office space with access to a conference room large enough for at least 20 people.
- 4.) Two newsletters per year. Copy and design to be provided by the ECURFA and printing by the Provost Office. Most newsletters will be sent electronically and displayed on the ECURFA website and a few may need to be sent by the US Postal Service.
- 5.) Liaison to other university offices and facilities
- 6.) Coordination of the new opportunities for ECURFA volunteer activities through the ECURFA Volunteers Clearing House.

**THE EAST CAROLINA UNIVERSITY**  
**RETIRED FACULTY ASSOCIATION ENDOWMENT**

It is the express will and the intent of the members of the East Carolina University Retired Faculty Association (ECURFA) to establish a perpetual endowment for the advancement and support of the University. The fund shall be known as The East Carolina University Retired Faculty Association Endowment and will be administered within and under the supervision of the East Carolina University Foundation, Inc., at Greenville, North Carolina.

Members of the East Carolina University Retired Faculty Association believe they can best show their continued loyalty and devotion to the university and students by establishing a permanent, open-end Endowment with the annual interest to be designated for scholarships for undergraduate students and Fellowships for graduate students.

**ARTICLE I**  
**FUNDING**

The Endowment will be funded by contributions from members of the ECURFA and other friends of the University. Contributions will also be accepted to honor individuals and/or as memorials to deceased friends.

All awards made from the Endowment's earned income shall be made in the name of East Carolina University Retired Faculty Association Endowment.

All contributions will be deposited in the East CAROLINA UNIVERSITY RETIRED FACULTY ASSOCIATION ENDOWMENT FUND within the East Carolina University Foundation, Inc. When the corpus reaches \$25,000, income only shall be applied as set forth below. All contributions and income shall be deposited within the accounts numbered and designated at the end of this document and retained until distribution for awards is appropriate.

**ARTICLE II**  
**MANAGEMENT**

- A. Investment Management: The management of investments and assets will be exercised by the East Carolina University Foundation, Inc., through its Executive Committee, upon the advice and counsel of the Foundation's Investment Committee. The assets of this Endowment may be co-mingled with other assets of the Foundation in order to maximize investment return.
- B. Investment Philosophy: The investment philosophy of the Endowment shall be in keeping with the overall investment philosophy and guidelines of the ECU Foundation as adopted and amended from time to time.
- C. Distribution: Distributions to the programs outlined below shall be made from income only of the Endowment.

**ARTICLE III**  
**ACADEMIC AWARDS**

A. Undergraduate Scholarships:

- 1.) CONTRIBUTIONS. The first \$25,000 of contributions to the ECURFA Endowment shall be set aside in a sub-account within the Endowment and be known as THE ECURFA UNDERGRADUATE SCHOLARSHIP FUND.
- 2.) ELIGIBILITY. THE ECURFA UNDERGRADUATE SCHOLARSHIP shall be awarded to qualified high school graduates who have been accepted for admission as freshmen or students who are currently at East Carolina University. Criteria for consideration are:
  - (a) The children or grandchildren of retired faculty.
  - (b) Academic merit – A projected collegiate grade point average of at least 3.0.
  - (c) Leadership potential.
  - (d) Financial need.
  - (e) Any other criteria deemed appropriate by the Admissions Office.
- 3.) AWARD. The scholarship shall be for an amount determined by the ECURFA. When, at its discretion, the Foundation determines the annual income is adequate to fund more than one scholarship, multiple scholarships may be awarded. Should it become impractical to make such awards as are provided for in this document, the Foundation shall have the authority to make any changes necessary to bring the administration of the Scholarship in line with current trends and conditions, maintaining insofar as possible the overall wishes and desires of the donor.

- 4.) SELECTION. Applications shall be made to the Director of University Scholarships through the normal admissions process. Final approval of the recipient shall be made East Carolina University Office of Student Financial Aid upon the recommendation of the ECURFA selection committee.
- 5.) DURATION. THE ECURFA UNDERGRADUATE SCHOLARSHIP shall be for one academic year (assuming the recipient remains in good standing and maintains at least a 3.0 grade point average at East Carolina University). Application to continue the scholarship may be made up to four times, but the applicants will be in competition with all other applicants.
- 6.) ADMINISTRATION. The Director of Undergraduate Admissions shall advertise the availability of this Scholarship.

B. Graduate Fellowships:

- 1.) CONTRIBUTIONS. Upon the completion of funding for the ECURFA Undergraduate Scholarship Fund as set forth above in Section A of this Article, the next \$25,000 of contributions shall be set aside in a sub-account within the Endowment and be known as the ECURFA GRADUATE FELLOWSHIP FUND. When the corpus of this fellowship fund reaches \$25,000, income only may be applied to fellowship awards.
- 2.) ELIGIBILITY. The Fellowship shall be awarded to graduate students who have been accepted for admission or who are enrolled full time in a Graduate Degree program at East Carolina University.  
Other criteria in order of priority are:
  - (a) Academic merit – At least a 3.5 collegiate GPA.
  - (b) Any other criteria determined appropriate by the ECURFA selection committee.
- 3.) AWARD. The Fellowship shall be made to the Dean of the Graduate School and recommendations for selection made by the ECURFA selection committee. Final approval and selection of each recipient shall be made by the East Carolina University Office of Student Financial Aid. Such recommendation shall be made for the following school year on or before April 1.
- 4.) DURATION. The Fellowship award shall be for one (1) academic year. The Fellowship will be renewable one (1) time. The Fellowship shall be cancelled by the East Carolina University Office of Student Financial Aid as recommended by the Graduate School **if the recipient fails to meet** the standards **previously** described. Any funds awarded but not yet disbursed at that time, shall be retained during the fall semester, although an award may be made for the spring term to an eligible candidate at the discretion of the Selection Committee.

**ARTICLE IV**  
**ADMINISTRATION**

A. Additional Funding.

- 1.) EXCESS FUNDING: Upon the completed funding of all academic awards funds established by this Endowment Document as set forth above in Article III, any and all additional contributions to the ECURFA, unless specifically designated otherwise, shall be divided and allocated among the funds established above as follows: 50% to the corpus of the Undergraduate Scholarship Fund as set forth in Article III, Section A; and 50% to the corpus of the Graduate Fellowship as set forth in Article III, Section B.

B. REPORTING.

- 1.) PERIODIC REPORTS. The ECU Foundation shall, at least annually, make a brief report to the ECURFA Board regarding the Endowment's investments, administration and awards for the previous year. Such report should be presented no later than October 31 following the previous fiscal year ending June 30.