

Policy and Procedure
Manual of the East Carolina
University Retired Faculty
Association.

Date

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.

I. Membership

Considerations: Communication with members and recruitment, local vs. distant members, updating membership list, etc.

II. Governance

Considerations: Specific information on how officers and committees complete their work.. i.e how to get speakers/topic (educational committee), how to plan lunches (social), how the website and listserv is managed and maintained (information technology), attendance requirements of the board,etc.

A. Officer Duties

B. Executive Committee

C. Board of Directors

D. Committees

Here is an example from the scholarship committee, likely needs to be reviewed and revised.

Scholarship Committee-

The scholarship committee should meet with the Treasures in October? and determine how many scholarships can be awarded in the current year. Meet with Student Services (name), etc. The committee should meet and make final recommendations to XXX by XXX using the following criteria and process.

A. Undergraduate Scholarships

1. Eligibility

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. Amount of 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 duration 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: (why not scholarships, it really isn't a fellowship?)

1. 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 **and who are children or grandchildren of retired faculty?**

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.

2. 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.

3. 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.

III. FINANCES AND SUPPORT

Appendix A: The ECURFA 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.

1. 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.

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. Upon the completion of funding for the Undergraduate Scholarship Fund as set forth above, 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. 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.

3. Additional 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 ECU Foundation, 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.

4. Reporting

The ECU Foundation shall, at least annually, make a brief report to the ECU Foundation 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.

Appendix B: Support from the ECU Alumni Association (needs to be reviewed)

As a service to the university, the East Carolina University Alumni Association shall provide limited resources to the ECU Foundation. These resources include:

- A. Design an ECU Foundation brochure and annual membership solicitation/renewal letter. The designs will be sent, electronically, to the Provost's Office for printing and mailing.
- B. 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 ECU Foundation membership lists monthly.

- C. 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.
- D. Design the annual letter seeking gifts for the ECURFA scholarship funds. The letter will be sent to the Provost's Office for printing.
- E. Recognition of the ECURFA scholarship recipients will occur at the annual ECUEA Scholarship Recognition Luncheon.
- F. Design of ECURFA letterhead and envelopes. The design will be sent to the Provost's Office for printing.

Appendix C: Support from the Provost Office (needs to be reviewed)

The Provost's Office will provide:

- A. A staff liaison with the ECURFA.
- B. Paying the yearly dues for the ECURFA membership in AROHE (Association of Retired Organization in Higher Education).
- C. Office space with access to a conference room large enough for at least 20 people.
- D. 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.
- E. Liaison to other university offices and facilities.
- F. Coordination of the new opportunities for ECURFA volunteer activities through the ECURFA Volunteers Clearing House.

ARTICLE IV
ADMINISTRATION