

BY-LAWS
EAST CAROLINA UNIVERSITY
RETIRED FACULTY ASSOCIATION

Approved by the Membership
TBD

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BY-LAWS OF THE EAST CAROLINA UNIVERSITY RETIRED FACULTY ASSOCIATION

ARTICLE I: ORGANIZATION NAME AND AFFILIATION

1. **Organization name:** The East Carolina University Retired Faculty Association “(Association”).
2. **Association Address:** East Carolina University Faculty Association Office, 201_A Whichard Building, Greenville, NC 27858-4353.
3. **Affiliation:** The Association is administered within and under the supervision of the East Carolina University Foundation, Inc. The Provost’s Office may, upon request, provide advice and counsel to the Association. The Association is affiliated with the East Carolina University Alumni Association, which provides services to the Association comparable to those provided other affiliates of the Alumni association.

ARTICLE II: MEMBERSHIP

1. Eligibility

- A. Sustaining Members-Retired faculty and staff of East Carolina University, including academic administrators, and other individuals as may be determined by the Association, and who pay yearly dues. Sustaining members are eligible to serve on the Board or as an officer of the Association. They are eligible for reduced rate tickets for some events and early notification of activities.
- B. Associate Members-Individuals as described in 1A who do not pay yearly dues and spouses of deceased members of the faculty. Associate members may participate in all Association activities other than voting or holding office.
- C. Lifetime Members-Individuals who pay the required lifetime membership dues. Lifetime members are sustaining members for life.

2. Quorum and Voting Procedures

- A. Quorum-A quorum for actions of the Association in meeting or in business conducted by email shall be the equal of 10% of the membership or 25 members, whichever is less.
- B. Voting Procedures- Email solicitation may be used for voting on actions of the Association.

ARTICLE III: MAJOR AIMS AND PRIVILEGES

1. Aims

- A. Provide an independent autonomous group of retired members of the faculty and EPA staff to create, promote and advance strong relationships with the University.
- B. Contribute to the maintenance and improvement of University programs and activities, through appropriate service and counsel.
- C. Sponsor, promote, and conduct communication and social activities for members.
- D. Sponsor scholarships to be awarded to undergraduate and graduate students at the University.

2. Privileges

- A. Collect and disseminate data, statistics, and other information related to the aims of the organization.
- B. Develop position statements and recommendations regarding relevant university matters.

ARTICLE IV: MANAGEMENT OF THE ASSOCIATION

1. Officers

- A. 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.

- B. Vice President – The Vice-President shall serve in the absence of or as directed by the president. The Vice-President shall serve as the chair of the Scholarship Committee.
- C. Secretary-The Secretary shall be responsible for recording of the minutes at regularly scheduled meetings, meeting of the executive committee, and called meetings. The secretary shall maintain records, archival materials and correspondence related to Association business.
- D. Treasurer -The Treasurer shall collect special project funds; 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. The Treasurer shall prepare a quarterly financial report and present it to the Board at each meeting and at the annual meeting of the Association.
- E. Parliamentarian-A member of the Board shall serve as parliamentarian and is responsible for seeing that meetings are conducted according to Robert's Rules of Order.

2. Executive Committee

The Executive Committee shall be composed of the current Association officers. The Executive Committee shall manage matters of the Association between regular meetings. Executive Committee meetings are called by the President and all members are voting members. The immediate past President serves ex-officio without vote. Action taken by the Executive Committee shall be presented to the Board of Directors at the next scheduled meeting.

3. Board of Directors

The Board of Directors 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 and develop appropriate recommendations. The Board shall meet quarterly. If a

Board member has over 50% unexcused absences at scheduled meetings during a year, the situation will be reviewed by the Board and a recommendation will be made.

4. Standing Committees

On appointment to the Board, all members will serve on a standing committee unless they are serving as an officer. Members can volunteer for committees or be appointed by the President. The chair of each committee is elected by the members serving on the committee. The President may appoint non-Board members to any committee if the individual has a skill or knowledge that contributes to the goals of the committee.

- A. Scholarship Committee-The Scholarship Committee will consist of a minimum of 3 Board Members who will collaborate with the East Carolina University Office of Student Financial Aid to award Undergraduate and Graduate Scholarship according to the criteria and process outlined in the Policy and Procedure Manual. The chair of the Scholarship Committee is the Vice President.
- B. Social Committee-The Social Committee will plan social events for members of the Association such as luncheons, the fall meeting and the annual meeting. The membership shall consist of a minimum of two Board members.
- C. Educational Committee-The Educational Committee will plan educational events and provide information to the membership on topics of interests. The membership shall consist of a minimum of two Board members.
- D. Information Technology Committee-The Information Technology Committee will maintain the listserve and website of the Association. The membership shall consist of a minimum of two Board members.

5. Election of Officers and Board Members

- A. Election of Officers-Officers of the Association shall be elected by a majority of members attending the Annual Meeting of the Association. The President and Secretary will be elected in odd years and the Vice-President and Treasurer will

be elected in even years. 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. At the discretion of the committee, any eligible officer may be re-nominated. After approval by the Board, the slate shall be supplied to members of the Association at least 10 days prior to the Annual Meeting. At the Annual Meeting additional nominations may be made from the floor when the slate is presented. The elected term of each Officer shall be for a period of two years. Officers may be elected for additional two-year terms.

B. Election of Board Members-The Nominating Committee will review the list of sustaining members and recruit volunteers to serve on the Board of Directors. The nominees will be presented to the Board of Directors for confirmation and will be recognized at the Annual meeting. The Members of the Board of Directors shall be elected for three-year terms and may be re-elected for additional three-year terms.

ARTICLE V. FINANCES AND SUPPORT

(revised with specific in the policy and procedure manual)

1. Finances

Income is received through dues, donations, and fees. Funds are deposited in The East Carolina University Retired Faculty Association Endowment and Scholarship Fund, and are administered under the supervision of the East Carolina University Foundation, Inc. The Treasurer of the Association is the liaison with the Foundation and oversees disbursement of funds. Recommendations related to a change in dues are made by the Board of Directors and must be approved by the members. Details related the financial management of the Endowment Fund are found in the Policy and Procedure Manual.

2. Support

The East Carolina University Alumni Association provides resources to the Association in the areas of recruitment and financial management. The current services that are provided are outlined in the Policy and Procedure Manual and reviewed and updated by the President and the administrator of the Alumni Association every year. Details related to support provided by the Alumni Association are found in the Policy and Procedure Manual.

The Office of the Provost provides a staff liaison and assists with the organization of social events and membership recruitment. The current services that are provided are outlined in the Policy and Procedure Manual and reviewed by the President and the Provost every year.

ARTICLE VI: REVISION OF BYLAWS

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