

ORGANIZATIONAL BY-LAWS

UNC Charlotte Retired Faculty and Professional Staff Association

Article 1: Name of Organization

The name of the organization to be governed by this by-law document is **The UNC Charlotte Retired Faculty and Professional Staff Association.**

Article 2: Purpose of Organization

The purpose of the organization is to provide a way for interested retired faculty and professional staff to have opportunities to continue their relationship with UNC Charlotte through work on important campus issues, attending sports events, attending theater, dance and music events attending lectures and workshops, engaging in other entertainment and social activities, and responding to any request from their University for their involvement.

Article 3: Membership

Membership is open to all persons who have retired from the faculty of UNC Charlotte, spouses of deceased retired faculty members, faculty who retired from another institution but spent part of their professional academic career at UNC Charlotte, and professional staff members who have retired from UNC Charlotte. The Secretary of the organization will compile and maintain a list of the membership. Anyone qualified to be a member may request to be placed on the membership roster, and anyone on the membership list who does not want to be a member may request their name be deleted from that list.

Article 4: Organization

- A. During the formative stages of the organization, the governing body will be a Steering Committee composed of 8 to 10 persons chosen from the list of attendees at the first meeting and others who have expressed interest.
- B. In January 2008, the Steering Committee will dissolve and will be replaced by an Executive Committee chosen through the process provided below.
- C. At this same juncture, the first officers of the organization will have been elected and will take office.
- D. The officers of the organization are Chairperson, Chairperson-Elect, Secretary and Treasurer.
- E. Officers will be elected for a two-year term. The Chairperson will not be eligible for a second term. The Chairperson-Elect will succeed to the Chairperson unless

- a situation arises preventing that from occurring. All other officers can succeed themselves.
- F. The two standing committees that are authorized by these by-laws are a Nominating Committee and a Programming Committee. Other standing committees may be added by the Executive Committee.
 - G. The Chair and the Committee members for all standing committees are chosen by the Association Chairperson and the Executive Committee.
 - H. The Executive Committee will be composed of the officers of the organization, the chairs of the standing committees, and three members chosen from the general membership of the organization.

Article 5: Duties of Officers

A. Chairperson

- Provide leadership for the organization
- Convene and preside over all meetings of the full membership and the Executive Committee
- Represent this organization within the University and in the community

B. Chairperson-Elect

- Stand-in for the Chairperson whenever necessary
- Prepare to succeed the Chairperson at the end of that person's two year term
- Serve as the Chairperson of the Programming Committee

C. Secretary

- Prepare and distribute the minutes of the Executive Committee and full membership meetings
- Insure that minutes are taken for all standing committee meetings and see that they are distributed
- Oversee the development of a *Newsletter* for the organization
- In cooperation with University staff supporting this organization, develop and maintain a Web site for the organization.

D. Treasurer

- Develop a plan to obtain funding appropriate to the mission of the organization
- Once funding has been procured, provide the appropriate financial statements for the full membership meetings and the meetings of the Executive Committee

- E. Additional responsibilities may be assigned these officers by the President, the Executive Committee and by the full membership through by-law changes.

Article 6: Governance

- A. All official meetings of the organization and its constituent units will be held according to Robert's Rules of Order.
- B. A full membership meeting of the organization will occur at least once a year for the purposes of electing officers, if that action is needed, and to participate in a general information sharing and planning session. Any proposed by-law changes must also be presented to the full membership for a vote. The Executive Committee can call a meeting of the full membership whenever it wishes. Those present at a full membership meeting that has been duly called and publicized shall constitute a quorum.
- C. The Executive Committee will meet at least four times a year (once a quarter). The President can convene additional meetings of the Committee as needed. A majority of the Executive Committee constitutes a quorum.
- D. The governing body of the organization on everything except confirmation of the Nominating Committee's slate of officers and voting on proposed by-law changes is the Executive Committee.
- E. The calendaring of these meetings is up to the Steering Committee until January 2008 and the Executive Committee following that time.
- F. The assumption in these by-laws is that the official year for the organization runs concurrently with the calendar year. This could be changed to another designation by the respective committees mentioned in "E" above.
- G. Minutes of all meetings, including committee meetings, are to be available to the membership electronically. Provision to provide hard copy minutes to those without electronic capability will be considered by the Steering or Executive Committee.

Article 7: By-Law Changes

- A. Any individual member or constituent unit of the organization can suggest a by-law change or changes.
- B. All proposed by-law changes are to be sent to the Executive Committee.
- C. After consideration of the by-law change, the Executive Committee may recommend that the proposed change is appropriate and place it on the agenda for consideration by the full membership. No proposed change goes to the full membership unless recommended by the Executive Committee, with the exception noted below.
- D. If there is a desire to recommend a by-law change to the full membership, the Executive Committee may place it before the group at its regularly scheduled annual meeting, call a special meeting of the full membership to consider this

- change, or send a ballot electronically, making provision for a paper ballot for those without electronic capability, to the full membership.
- E. The full membership, through a petition signed by at least twenty percent (20%) of that membership, can circumvent the Executive Committee and place a proposed by-law change before the membership without Executive Committee recommendation.

Article 8: Organization Support

- A. A request will be made to the University to provide basic support for the organization, which would include at a minimum the following: keeping the list of members, sending notices of meetings to the members and to committees, providing space for the meetings, sending minutes of meetings to the appropriate groups, and helping the organization find avenues for engagement within the University community.
- B. The Treasurer of the organization will lead a planning process to determine if there is a need for resources above those that might reasonably be provided by the University.
- C. If such a need is identified, the plan will provide proposals as to how this need might be met.

Approved: 15 January 2008