BYLAWS of THE ASSOCIATION OF RETIRED FACULTY AND STAFF (ARFS) of the University of West Georgia

Adopted 9-13-14 at the annual meeting held in conjunction with the annual retiree reunion.

Ratified and adopted on 1-10-14 by the Steering Committee of the ARFS at the regularly-scheduled ARFS meeting on that date.

Amended: 3-03-14, 8-08-14

ARTICLE 1  NAME

Section 1. The name of the organization is the Association of Retired Faculty and Staff of the University of West Georgia. It is also known more simply as the Association of Retired Faculty and Staff (ARFS). [Hereafter referred to in this document as the Association.]

ARTICLE 2  PURPOSES

The purposes of this organization are to
a. promote the well-being of its members;
b. support the University of West Georgia retiree community;
c. foster continued involvement of retirees in the mission of the university;
d. facilitate communication between the university and its retirees;
e. seek to promote the scholarly, social, and cultural interests of the retiree community;
f. address matters related to benefits and resources for retirees.

ARTICLE 3  MEMBERSHIP

Section 1. Active Membership. All faculty and staff who have retired from the University of West Georgia and meet the established Board of Regents retirement criteria located in the BOR policy manual (8.2.8-8.2.8.2. Definition of a USG Retiree/Eligibility for Retirement. www.usg.edu/policymanual/section8/C224) are eligible for membership in the Association. Membership is achieved and maintained through the provision of current contact information to the Office of Development and Alumni Relations.

Section 2. Associate Membership.

a. Associate membership is available to faculty or staff members who have left the service of the university without officially claiming retirement benefits, and to spouses or domestic partners of a living or deceased faculty or staff retiree. As a courtesy, such faculty or staff members or a faculty or staff member who has retired from a position at another academic institution and has requested membership in the Association, may be appointed by the Coordinating Council as an associate member.
b. Associate members shall receive any notices or information sent to members, and are entitled to participate in all Association events and activities, including voting.
c. Associate members can not serve as an officer of the Association but will otherwise enjoy all the privileges of active membership, including service on committees or as committee chairs.

Section 3. Ex-Officio Members. Ex-officio members of the Association shall include representatives from the Office of Development and Alumni Relations, a representative from Human Resources, and
representatives from other areas when appropriate. The Division of Development and Alumni Relations has, since the inception of the Association, provided staff liaisons for administrative support and advocacy for the Association. At least one of the staff liaison persons takes attendance at meetings of the Association, organizes agendas, produces and mails out the *Rejuvenator* newsletter, and requests volunteer support from the Association’s Coordinating Council to complete tasks needed for publicizing, coordinating, and carrying out retiree events. Staff liaison employees work with campus departments and the UWG administration to promote the interests of retirees, including through the use of electronic media. These employees will serve as non-voting members in all decisions required by the Coordinating Council of the Association.

**ARTICLE 4  MEETINGS**

**Section 1.** The annual meeting of the Association will be held each year at the retiree reunion. All active and associate members are eligible to attend. The agenda and items to be voted upon at that meeting will be posted, two weeks prior to the meeting, on the Association’s website, emailed to all on the Association’s listserv, and also mailed to all active and associate members who request this. The names of individuals nominated as officer(s) or at-large members of the Coordinating Council will be included with the agenda. A vote on the nominations will take place at the annual meeting. The results of the election will be announced at the annual meeting by the President of the Coordinating Council. Newly-elected officers and Coordinating Council members will assume office immediately following announcement of results of the election.

**Section 2.** A general meeting of the Association may be called by the Coordinating Council at any time and the procedures noted in Article 4, Section 1 above will be followed.

**Section 3.** Those active and associate members present and voting shall constitute a quorum for the transaction of business at any annual or general meeting, provided that due notice of the meeting has been given as per Article 4, Section 1. Approval will be by a majority vote of those present and voting.

**Section 4.** Roberts Rules of Order will be followed at all meetings of the Association.

**ARTICLE 5  OFFICERS**

**Section 1.** The Officers shall consist of the President, the Vice-President (who is the President-Elect), the Past President, the Secretary, and the Treasurer. The President, Vice-President and Past President shall each serve a two-year term in succession. The Secretary and Treasurer shall each serve a two-year term and be eligible for re-election to a second and final term. If an officer is unable to serve, the President shall appoint another member of the Coordinating Council to take the place of the person unable to serve. The person shall serve as an officer until the next annual meeting or until the elected officer is able to resume his or her duties. An at-large Coordinating Council member who is appointed or elected as an officer during the course of his or her term as an At-large member shall, after completion of that service as an officer, remain on the Coordinating Council to serve the remaining years of his or her term as an at-large member.

**Section 2.** The President. The president shall have the authority to (a) prepare and arrange to have circulated at least one week in advance of each scheduled Association Coordinating Council meeting the draft agenda for that meeting, such to be sent to each Coordinating Council member and others who express an interest in receiving it;
(b) chair meetings of the Coordinating Council, General Meetings, and the Annual Meeting;
(c) maintain contact with and be available to Association members and others within the University who are important to the work of the Association;
(d) appoint chairs and members to Standing and Ad Hoc Committees for a period of time to be recommended by the President, such appointment to be made with the approval of the Coordinating Council. In initially appointing members of a committee for several years, terms should be staggered with initial appointment for one year for one half of members, two years for a second half;
(e) initiate long-range planning, goal-setting, assessment, and other such actions as may be useful to the health and success of the Association;
(f) communicate with the membership via the Association’s newsletter, The Rejuvenator.
(g) be an ex-officio member of all committees.

Section 3. The Vice-President/President-Elect. The Vice-President/President-Elect shall
(a) assist the President in any way possible and understudy the President’s job in preparation for assuming that responsibility;
(b) preside at any Coordinating Council meeting or other Association meeting when the President is unable to do so;
(c) be an ex officio member of the Programs/Events Committee;
(d) maintain the Association’s listserv and have responsibility for expanding the means and ease of connectivity and communication among Association members through electronic media (such as website, social media, e-mail, etc.).

Section 4. Past President. The Past President shall
(a) serve as an advisor to the President and to the Coordinating Council;
(b) serve as the Chair of the Nominating Committee.

Section 5. Secretary. The Secretary shall
(a) in the case of the Annual or General Meetings, arrange to post the agenda as required by Article 4, Section 1 of these bylaws;
(b) take minutes at Coordinating Council, Annual and General Meetings, and submit draft minutes prior to and for approval at the following Coordinating Council meeting.

Section 6. Treasurer. The Treasurer shall
(a) oversee all financial operations of the Association in collaboration with the staff of the West Georgia Foundation;
(b) provide a brief summative written annual report on the Association’s financial accounts to the membership at the Annual Meeting.
(c) liaise as appropriate with the West Georgia Foundation in the transfer of funds for such purposes as the support of Association activities.

ARTICLE 6 COORDINATING COUNCIL

Section 1. Membership of the Association’s Coordinating Council shall consist of the following:
a. Officers (noted above in Article 5).
b. At Large Coordinating Council members – at least six active members of the Association shall serve as at-large members. At-Large members are elected for a two-year term. Election of as many new At-Large members as are necessary to assure that the six positions are filled shall occur as provided in Article 4, Section 1. At-Large members shall be eligible for a second two-year term. After a lapse of one year, an active or associate member who has served for 2 consecutive terms on the Coordinating Council shall be eligible for re-election as an At-Large member.

c. Standing Committee Chairs serve on the Coordinating Council and are appointed by the President subject to the approval of the Coordinating Council from among the At-Large Coordinating Council members, active Association members, or Associate Members.

d. Ex-officio members are those who serve on the Association’s Coordinating Council by virtue of the positions they hold and include persons employed in the division of Development and Alumni Relations, including the Director of Alumni Relations & Annual Giving, Coordinator(s) of Alumni Relations, the Director of Legacy Giving; and a representative from Human Resources.

Section 2. Meetings of the Coordinating Council shall be scheduled at least quarterly.

a. Special meetings of the Coordinating Council may be called at the discretion of the President.
b. Meetings can be deferred by a vote of the Coordinating Council.
c. A majority of those present and voting will be required for approval of all Coordinating Council actions.

Section 3. Responsibilities of Coordinating Council Members.

a. A regularly-elected Coordinating Council member has a responsibility to attend the scheduled Coordinating Council meetings and to participate actively in the functions of the Coordinating Council. This includes service on and/or chairing Coordinating Council Committees as well as active participation in the work of the Association. A Coordinating Council member who has missed three regularly-scheduled meetings in a twelve month period without having these absences approved by the President shall be deemed to have resigned.

b. The Coordinating Council shall consider matters of importance to the membership. It will also provide the office of the Provost names of retired faculty who might serve on university committees, if invited to do so by the Provost, the President, or the Vice-President of University Advancement. The Coordinating Council may recommend retirees for other honors or recognition. When appropriate, the names of individuals suggested for recognition will be sent to the administrative head of the unit in which the retiree served with the request that the retiree be considered for nomination for a specific honor. The Coordinating Council is also encouraged to recommend candidates for UWG Alumni Association awards which honor retirees. The Coordinating Council shall also meet at the call of the president to consider changes to these bylaws for submission to the Association’s Coordinating Council and for subsequent approval as described in Article 9 of this document.

ARTICLE 7 COMMITTEES

Section 1. Standing Committees

a. Nominating Committee. The Chair of this committee shall be the immediate Past President. The Committee shall be composed of the Chair, a current Coordinating Council member not serving as a
Coordinating Council Officer, one other current or former Coordinating Council member not serving as an officer, the President, and the president Elect. The Nominating Committee will recommend active members for positions that will become vacant. The Nominating Committee may be asked to convene at the call of the President. The purpose for such a meeting would be to submit a recommendation of an active member to fill a vacancy that may occur, for any reason, among the Officers or At-Large Coordinating Council members.

b. Programs/Events Committee. The purpose of this Committee is to increase the engagement of Association members with each other and the Association. The Committee is responsible for the building and delivery of programs that will be of interest and of service to the Association membership and others in the University community. This includes the annual reunion honoring new retirees, travel programs, and the development of a wide variety of joint programs with other units or groups on the UWG campus, or on other campuses. A goal of this committee is to increase the sense among persons in the Association’s membership that each belongs to an active and rewarding community that is committed to the centrality and usefulness of the retired faculty to the continuing quality enhancement of the University of West Georgia. The committee will also coordinate with Human Resources for the dissemination of retiree benefits information.

c. Scholarship Committee. This committee is charged with developing and enhancing scholarly opportunities for undergraduate and graduate students. Scholarship selection will be made by the General Scholarship Selection Committee at the university.

d. Widow/Widower/Surviving Partner Committee. This committee, to be chaired by the widow/widower/surviving partner member of a retiree, is charged with enhancing the relationship of widows/widowers/partners of deceased faculty and staff with the Association and the University as a whole. The Committee will develop means by which the Association may better engage with Association members who are widows, widowers, or surviving partners of deceased retirees/Association members.

Section 2. Ad Hoc Committees

The President may, with the concurrence of the Coordinating Council, appoint such ad hoc committees as may be appropriate to further the purposes of the Association. The Chair and members of such committees shall be appointed for a period of time to be decided by the president in consultation with the Coordinating Council. The duration of function of an ad hoc committee shall be at the discretion of the Coordinating Council. The charge to an ad hoc committee will be specified in the minutes of the Coordinating Council. A list of current ad hoc committees will be posted on the website of the Association.

ARTICLE 8 DISSOLUTION

In the event there is insufficient interest to warrant continuation of the Association, the membership may vote to dissolve the association by majority vote. In the event that the Association is dissolved, all assets of the Association in the West Georgia Foundation shall be equally distributed among any existing ARFS-created scholarship funds.
ARTICLE 9 AMENDMENT OF BYLAWS

Section 1. Proposals for amending the bylaws should be presented to the Association’s Coordinating Council for approval. A two-thirds majority vote of the Coordinating Council’s membership is required for amending the bylaws.

Section 2. In the event that persons in the membership of the Association wish to have a particular proposal considered by the full membership as a bylaws change but the Coordinating Council is unwilling to approve same by a two-thirds majority vote, a petition for this change that is supported by two-thirds of the active and associate membership can be brought before the membership of the Association for a vote at the Annual Meeting.