

# **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, 3-22-19, 6-12-20, 9-8-23.**

## **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 to be eligible for retirement with Life and Health benefits (in section 8.2.8 of the BOR Policy Manual – [www.usg.edu/policymanual/section8/C224](http://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 Human Resources.

### **Section 2. Associate Membership.**

- a. Associate membership is a category of membership available to those who do not meet criteria for Active membership (Article 3, Section 1) that allows interested persons to participate in all Association events and activities, including voting. While Associate Members cannot serve as an officer of the Association, they are eligible for service on Association committees or as committee chairs.
- b. Those eligible for Associate membership include
  - faculty and staff members retired from UWG who do not meet BOR criteria to be eligible for retirement with Life and Health benefits
  - spouses/domestic partners of retired faculty and staff members
  - those who retired at another institution of higher education and request membership
  - UWG faculty and staff members who are within a few years of their planned retirement date

- c. Interested eligible persons may join as an Associate member by contacting a current officer of the Association (see the ARFS website).

**Section 3. Ex-Officio Members.** Ex-officio members of the Association shall include a representative from the Office of Human Resources and representatives from other areas when appropriate. These employees will serve as non-voting members in decisions made by the Coordinating Council of the Association. The decision as to which representatives from other areas would be included lies with the Coordinating Council, although University offices may request to send personnel to attend Council meetings.

## **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.

**Section 5.** When circumstances warrant, the president may call for a virtual meeting (teleconferencing or video conferencing) to conduct the business 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 circulate 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, and, in the case of the Annual Meeting, request to have the agenda posted as required by Article 4, Section 1 of these Bylaws;
- 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, with the approval of the Coordinating Council, for periods of time to be recommended by the President. 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;
- h. request volunteer support from the general membership of the Association and its Coordinating Council to complete tasks needed for publicizing, coordinating and carrying out retiree events (with the former serving in conjunction with and under the auspices of Coordinating Council members);
- i. prepare a report of ARFS activities to submit annually to the Assistant Vice President/Chief HR Office of Human Resources, Vice President of Advancement, and other administrative officers as appropriate;
- j. 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, email, etc.);
- k. delegate duties (in concert with the Coordinating Council) to other Coordinating Council members as appropriate.

**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.

**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;
- c. serve as the Chair of any Ad Hoc committee set up to review ARFS Bylaws and recommend changes for consideration by the Coordinating Council of the Association.

**Section 5. Secretary.** The Secretary shall take minutes at Coordinating Council, Annual and General Meetings, and submit draft minutes to the President prior to and for approval at the following Coordinating Council meeting.

**Section 6. Treasurer.** The Treasurer shall

- a. maintain an accurate record of expenditures and income of the Association;
- b. submit a brief summary of such record to the President for inclusion in the annual meeting and annual report.

## **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 from among the At-Large Coordinating Council members, Active Members of the Association, or Associate Members, subject to the approval of the Coordinating Council.
- d. Ex-officio members are those who serve on the Association's Coordinating Council by virtue of the positions they hold and include a representative from Human Resources and persons employed in other divisions on campus who assist the Association in achieving its purposes.

**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.**
- d. When circumstances warrant, the president may call for a virtual meeting (teleconferencing or video conferencing) to conduct the business of the Coordinating Council.

**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.

- 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 10 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.

- e. **Newsletter Committee.** This committee will identify and generate content of interest and relevance to retirees and will arrange for production and distribution of newsletters containing such content. Retirees requesting hard copy versions will receive these through post office mailing. All other retirees will receive their newsletters via email.

**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 Chairs 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 EMERGENCIES**

In the case of a national emergency, state emergency or any type of event (man-made or natural) that could potentially put members in danger, the president, with the consent of the majority of the Coordinating Council, may order that elections or votes on Association business be held by mail. A ballot will be sent (either by U.S. Postal Service or by email) to each association member who will return it by the designated deadline.

## **ARTICLE 9 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 10 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.