



BYLAWS

WINTRHOP UNIVERSITY EMERITI COLLEGE



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August 4, 2022

Commented [PM1]: Someone needs to update this to the date the bylaws are officially approved ☐

ARTICLE I - NAME

Section 1. The name of this organization shall be the Winthrop University Emeriti College, hereafter referred to as the Emeriti College.

Section 2. The Emeriti College shall function under the auspices of the Office of the Vice President for Academic Affairs and Provost of Winthrop University, hereafter referred to as the Office of the Provost.

Section 3. The Emeriti College shall be administered by the Emeriti College Executive Board, hereafter referred to as the Executive Board.

ARTICLE II - VISION AND PURPOSE

Section 1. The vision of the Emeriti College is to enhance the relationship between Winthrop University and its emeriti faculty for the benefit of supporting the University's teaching, research, and outreach missions, and its faculty and students, and for the greater welfare of its emeriti faculty and the community at large.

Section 2. Paid in full members of the Emeriti College are entitled to participate in social, educational, and other events sponsored by the college.

Section 3. The purposes of the Emeriti College include the following:

- a. Promote and advance strong affiliation among Emeriti faculty.
- b. Provide an independent, autonomous group to promote, advance, and develop strong relationships between emeriti faculty and the University.
- c. Encourage and facilitate emeriti faculty's involvement with Winthrop University's students, faculty, alumni, administration, and the greater University community.
- d. Support the University through the continuation of emeriti faculty's research and scholarly pursuits including publications and external funding.

- e. Serve as an incentive for the recruitment of senior faculty and for retiring faculty to remain affiliated with the University.
- f. Help disseminate accumulated knowledge, wisdom, and expertise of the emeriti faculty under the aegis of Winthrop University, through activities such as seminars and mentoring of the University's faculty and students.
- g. Sponsor, promote, and conduct social and educational activities as desired by the membership of the Emeriti College.
- h. Advocate for benefits for emeriti faculty

ARTICLE III - MEMBERSHIP

Section 1. Full Members:

- a. All retired faculty of Winthrop University who have received the title of emeritus or emerita faculty are eligible to become regular members of the Emeriti College.
- b. All other retired faculty of Winthrop University who have served at least five years at the University and fifteen years in the academic profession may, upon request, be considered for approval by the Executive Board of the Emeriti College for acceptance as regular members.
- c. Life Members. Admission to life membership shall be by application following the same procedure as provided for annual members. An individual may elect life membership status by paying the dues prescribed for a life member upon joining the Emeriti College or at any time thereafter. Life membership is inherited by surviving spouses/domestic partners of Life Members.
- d. Charter members are those Life Members who joined the Emeriti College at the time of its inception.

Section 2. Associate Members: Retired faculty of other colleges or universities who have received the title of emeritus or emerita may apply to be associate members of the Winthrop University Emeriti College. With the approval of the Executive Board, a nominee will be invited to membership by the Executive Board Chair. Associate Members shall have the rights and privileges of regular members, including voting, but may not hold office.

Section 3. Affiliate Members: Upon their retirement, Winthrop retirees who have teaching, administrative, and/or research careers that are congruent with the mission of the University and the Emeriti College may be nominated by any current member to become affiliate members. With the approval of the Executive Board, a nominee will be invited to membership by the

Executive Board Chair. Affiliate members may participate in all functions of the College but may not vote or hold office.

Section 4. Partners or guests of members of the Emeriti College may be invited by the Chair to participate in selected activities during the year. Partners of deceased members of the Emeriti College will also receive the College's newsletter. Neither partners nor guests may vote or hold office.

Section 5. Members of the Emeriti College are entitled to participate in social, educational, and other events sponsored by the Emeriti College.

Section 6. Benefits of membership in the Emeriti College are available only to those individuals who have paid the required dues.

ARTICLE IV - ORGANIZATION

Section 1. The Emeriti College is an entity operating within the administrative and budgetary purview of the Office of the Provost of Winthrop University.

Section 2. The Emeriti College is subject to the regulations of the University.

Section 3. The Emeriti College shall be administered by the Executive Board.

Section 4. The Executive Board shall provide both guidance and support for the activities of the Emeriti College.

ARTICLE V - EXECUTIVE BOARD

Section 1. Members of the Executive Board:

- a. The Executive Board shall be composed of five members who are regular members of the Emeriti College. These include:
 - Chair
 - Vice Chair/Chair Elect
 - Secretary
 - Treasurer
 - Chair of the Outreach Committee.
- b. The Vice Chair/Chair Elect shall be elected by the membership and serve a term of two years, followed by two years as Chair.

- c. The Secretary shall be elected by the membership for a term of two years and may be reelected for two consecutive terms. Additional terms may be served at a later time.
- d. The Treasurer shall be elected by the membership for a term of two years and may be reelected for two consecutive terms. Additional terms may be served at a later time.
- e. Individuals who are not members of the Emeriti College may be appointed to the Board for special purposes.

Section 2. Duties of the Executive Board:

- a. Develop, oversee, and evaluate the Emeriti College's programs, offerings, activities, membership, and operational issues.
- b. Work with the University to identify opportunities for emeriti faculty to be involved within the academic community.
- c. Ensure success of the Emeriti College through active participation, recruitment, and stewardship activities.
- d. Prepare appropriate items of business to be brought before the membership.
- e. Work with Human Resources to develop programs and resources for faculty approaching retirement.
- f. Prepare an Annual Report of the activities of the Emeriti College and its committees by January 15 for distribution to the membership and the Office of the Provost.

Section 3. Operations of the Executive Board:

- a. The Executive Board shall conduct the business of the Emeriti College between annual membership meetings.
- b. If an Officer is unable to complete a term, the Governance and Membership Committee shall either appoint an alternate or propose an alternative solution. In either case this must be approved by the Executive Board at its next meeting.
- c. The Executive Board shall normally meet quarterly (fall, winter, spring, and summer).
- d. Policy Statements proposed by the Executive Board Chair and approved by the Executive Board shall serve to guide operations of the Emeritus College.

ARTICLE VI – COMMITTEES

Section 1. The Emeriti College shall have the following standing committees :

- a. Governance and Membership
- b. Finance

- c. Program
- d. Outreach

Section 2. The Executive Board may create ad hoc committees as deemed necessary or useful for accomplishing the goals of the Emeriti College.

Section 3. Committee Chairs

- a. The Vice Chair/Chair Elect shall serve as Chair of the Program Committee.
- b. The Secretary shall serve as Chair of the Governance and Membership Committee.
- c. The Treasurer shall serve as Chair of the Finance Committee.
- d. The Chair of the Outreach Committee shall be appointed by the Chair of the Executive Board.
- e. The Chairs of standing committees will serve for two years.
- f. The Chair of any ad hoc committee shall be appointed by the Chair of the Executive Board upon creation of the ad hoc committee and will serve as needed.

Section 4. Committee membership

- a. Each committee Chair shall recruit committee members from the membership of the Emeriti College.

Section 5. Committee responsibilities

- a. The Program Committee shall develop, sponsor, promote, and conduct social and educational activities for the membership, including seminars and mentoring opportunities.
- b. Expenses of the Emeriti College shall be covered through membership dues and fundraising activities. The Finance Committee shall assist the Executive Board in soliciting and acquiring additional funding as needed and prepare a financial report to be communicated to the membership.
- c. The Governance and Membership Committee shall maintain a current membership list, recruit new emeriti members, provide a slate of nominees for elected positions, and assist in filling Board vacancies.
- d. The Outreach Committee shall encourage and facilitate the involvement of emeriti faculty both within and beyond the University campus, including interactions with students, faculty, alumni, administration, and the greater University community.

ARTICLE VII - MEETINGS OF THE EMERITI COLLEGE

Section 1. Annual Membership Meeting

- a. There shall be at least one meeting of the general membership held annually, in the fall, at a time and place determined by the Executive Board. The purpose shall be to conduct any business duly brought before the meeting and to take any official actions needed. Official actions include, but are not limited to, the election of the Vice Chair/Chair Elect, Secretary, and Treasurer.
- b. The quorum necessary for the conduct of business shall be as provided in Article IX.
- c. Notification of the meeting shall be made no less than 20 days in advance of the meeting by a method determined by the Executive Board.
- d. The agenda shall be developed by the Chair and approved by the Executive Board for distribution with the meeting notification. The agenda is subject to modification and approval by the membership during the meeting. The meeting shall be conducted in accordance with the most current available version of Robert's Rules of Order.

Section 2. Meetings of the Executive Board

- a. Between annual general meetings, the Executive Board shall conduct the business of the Emeriti College and take official actions as required. These actions shall be communicated to the membership.
- b. The Executive Board shall meet quarterly, unless the Chair of the Executive Board determines that a meeting is not necessary.
- c. The Chair of the Executive Board, or a majority of Executive Board members, may schedule and hold special called meetings of the Executive Board.
- d. The quorum necessary for conducting business shall be as provided in Article IX.
- e. A schedule of regular meetings of the Executive Board shall be prepared by the Chair of the Executive Board and announced to the membership at the beginning of each calendar year.

ARTICLE VIII - ELECTIONS

Section 1. Annual Election of Officers

- a. By October 1 of each year, the Governance and Membership Committee shall solicit nominations from the membership for the open positions of Executive Board Vice-Chair/Chair Elect, Secretary, and Treasurer, for two-year terms. A candidate for Vice Chair/Chair Elect must have served at least one year on the Executive Board.

- b. After approval by the Executive Board, the slate of nominees shall be provided to the membership at least 20 days prior to an election.
- c. The election will be held electronically following the annual general meeting, with the floor open for further nominations at the meeting.
- d. If the office of Executive Board Chair or Vice Chair/Chair Elect becomes vacant before expiration of the officer's term, the Governance and Membership Committee shall provide nominees to be voted on by the Executive Board.
- e. The terms of each officer and Board member will begin on January 1, at the start of the new fiscal year.

Commented [PM2]: I changed this to 20 because Article VII Section 1c says "Notification of the meeting shall be made no less than 20 days in advance of the meeting" and it seemed logical for the meeting date and the slate of nominees to go out together; also, the Board didn't want elections/meetings, etc. spilling into November, and by the time nominees are solicited and the Board approves the slate, 30 days will take it into November.

ARTICLE IX - QUORUM AND VOTING

Section 1. Meetings of the Membership

- a. For conducting business of the Emeriti College at an annual general meeting, a quorum shall consist of no fewer than 10% of the membership or 10 members, whichever is less.
- b. A quorum shall exist if two-thirds of those present vote to move forward.
- c. A majority of votes cast by regular and associate members present shall be necessary for the adoption of motions. This does not apply to motions concerning the Bylaws (see Article XI).
- d. Additional meetings of the membership may be called by the Executive Board as needed.

Section 2. Meetings of the Executive Board

- a. A quorum for business items shall consist of three-fifths of the members of the Executive Board.
- b. A majority of votes cast by members of the Executive Board shall be necessary for the adoption of motions. This does not apply to motions concerning the Bylaws (see Article XI).

ARTICLE X - BUDGET AND FINANCE

Section 1. Finances

- a. Most expenses of the Emeriti Colleges shall be covered by the College through member dues and fundraising activities.
- b. When necessary, University funding shall be requested by the Chair of the Executive Board and submitted to the Office of the Provost.
- c. Contributions from supporters of the Emeriti College through the Winthrop University Foundation shall be solicited by the Executive Board Chair. These funds shall be used to cover extraordinary expenses.

Section 2. Facilities and Personnel

- a. The Office of the Provost should provide appropriate office space, equipment, and supplies for use by the Executive Board.
- b. The Executive Board Chair shall request the University to provide additional space and facilities (as space and finances permit) for use by members of the Emeriti College to aid in achieving the goals of the Emeriti College.
- c. The Executive Board shall request additional resources and assistants as needed and as funding permits.

ARTICLE XI - CHANGES TO THE BYLAWS

Section 1. The adoption of amendments to the Bylaws may be initiated by members of the Emeriti College or its Executive Board and requires the approval of all of the following:

- a. Two-thirds of the members of the Governance and Membership Committee.
- b. Two-thirds of the members of the Executive Board.
- c. Two-thirds of the membership of the Emeriti College

Section 2. In the event that the Emeriti College is no longer able to fulfill its purpose, the Emeriti College may be dissolved. Dissolution, initiated by the Executive Board or Emeriti College members, requires the same approval procedure as amendments to the Bylaws (see Section 1 above).

Section 3. In the event that the Emeriti College is dissolved, any discretionary funds remaining in the Emeriti College's account with the Winthrop University Foundation shall be used to provide student scholarships as determined by the membership.