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**APPENDIX P**  
**BYLAWS OF THE UNIVERSITY OF**  
**CENTRAL OKLAHOMA EMERITUS**  
**FACULTY ASSOCIATION**

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**BYLAWS OF THE UNIVERSITY OF CENTRAL OKLAHOMA**  
**EMERITUS FACULTY ASSOCIATION**

**ARTICLE I**

**Name**

The name of the association shall be the Association of Emeritus Faculty of the University of Central Oklahoma.

**ARTICLE II**

**Membership**

SECTION I. Eligibility

1. Full Membership in the Association shall be open to (a) all emeritus faculty and (b) retired administrators and staff who have not served as full-time faculty, but were eligible to serve on the University of Central Oklahoma Faculty Senate. Emeritus status is granted by the Regents for the Regional University System of Oklahoma. Only full members in good standing are eligible to hold office, a standing committee chairpersonship, or be elected to the Board of Directors. Only full members of the Association are eligible to vote.
2. Associate Membership is available to (a) full-time faculty who have left the service of UCO without officially taking retirement; (b) active faculty who wish to become involved with the Association prior to retirement; (c) spouses of those eligible for full membership; and (d) widows or widowers of those eligible for full membership. Other membership applications will be considered by the Membership Committee on a case by case basis.
3. Membership is obtained via approved application and through the payment of annual, multi-year or lifetime membership dues. A full or associate member whose dues are current is considered to be in good standing.

SECTION II. Dues and Financing

1. The annual membership dues shall be established by the Board of Directors. A lifetime membership payment, the amount to be established

by the Board of Directors, shall entitle an individual to membership without payment of annual dues. Spouses of retired faculty shall not pay dues as long as the retired faculty member is living.

2. Yearly membership will begin on January 1 and end on December 31. New annual members joining the Association at the end of, or after the spring semester, shall be considered paid up for that membership year. Newly retired faculty shall be offered a complementary membership for the remainder of the calendar year in which they retire.
3. Membership dues will help defray printing and mailing expenses, courtesy cards for members and other incidental costs.
4. The Association may assess its members for special benefits, e.g. meal functions and special mailings. Such assessments, however, shall not be used as a means of supplementing the treasury. The Association may conduct fund-raisers for special purposes and for the general treasury.

### SECTION III. Meetings, Quorum & Voting Procedures

1. There shall be at least two official business meetings per membership year, preferably one each semester. Additional meetings may be scheduled by the Executive Committee as needed.
2. A quorum for action of the Association shall be the lesser of 10% of the members or 15 members.
3. If mail solicitation is used for voting on actions of the Association, including balloting for officers, a valid return must be obtained from at least the lesser of 20% of the membership or 30 members.
4. A member may vote by written proxy.

## **ARTICLE III**

### **Purpose and Objectives**

#### SECTION I. Purpose

The Association shall have as its primary purpose the continuing involvement and

participation of emeritus faculty with the university in the belief that such involvement and participation is highly beneficial both to the university and to individual faculty members.

## SECTION II. Objectives

The objectives of the Association are those set forth below in these Bylaws and may be amended by action of the Board of Directors and/or the membership.

1. To provide an independent, autonomous group to promote, further advance and develop strong relationships with the University and to enhance the roles of both emeritus faculty and the University.
2. To encourage and assist in the determination of privileges and courtesies extended by the university to emeritus faculty.
3. To encourage the provision of teaching and leadership opportunities for emeritus faculty by the university and to encourage emeritus faculty to assist the university by taking advantage of such opportunities.
4. To sponsor, promote and conduct social and educational activities for emeritus faculty and associate members.
5. To encourage the participation of emeritus faculty in university sponsored professional and cultural events.
6. To serve as a communication link between emeritus faculty with the university and to communicate via means of periodic newsletters and the UCO web site.

## SECTION III. Rights and Privileges of the Association

In furtherance of these objectives but not in limitation thereof, the Association shall have the privilege and right:

1. To collect and disseminate data, statistics, and other information related to Association membership and activities.
2. To develop an Association position and recommendations with regard to selected University matters.
3. To recommend sound practices and procedures pertaining to University matters.

SECTION IV. Privileges and Opportunities of Members

In furtherance of these objectives but not in limitation thereof, the Members shall have the privilege to participate in available teaching and leadership opportunities, professional activities, social and cultural events, and courtesies offered by the university to emeritus faculty.

(Details for each of the above categories can be found in the ADDENDUM to the Bylaws.)

**ARTICLE IV**

**Management of the Association**

SECTION I. Administration

The administration of the Association shall be vested in the following:

1. A President who shall conduct meetings of the Association, the Executive Committee, and the Board of Directors; preside at other pertinent Association functions, appoint standing and Ad Hoc committees, and represent the Association in matters dealing with the other organizations of the University and with the general public.
2. A President-Elect who shall serve in the absence of, or at the direction of, the President.
3. A Past-President who shall serve as an advisor to the Executive Committee and perform such activities as directed by the President.
4. A Secretary-Treasurer who shall produce and maintain the minutes of meetings, records of decisions made by the Association, and a current accurate list of members and eligible members. In addition, the secretary-treasurer shall collect such dues as may be determined by the Association and be responsible for such disbursements from the treasury as may be authorized by the Executive Committee or by vote of the membership of the Association.
5. The standing committees of the Executive Committee are:
  - a. The Advocacy and Benefits Committee which carries responsibility for identifying and promoting the interests of emeritus faculty, the opportunities for cooperation and service to the University, the

- retirement benefits available and potentially available to faculty retirees and the dissemination of this information to the Publicity Committee.
- b. The Membership Committee which carries responsibility for recruiting new members and promoting renewal of memberships. The committee is also responsible for preparing and updating lists of retired faculty and potential Associate Members including contact and other information.
  - c. The Activities Committee which carries responsibility for planning and implementing activities to be offered by the Association. Such activities should include educational, social, recreational, service, wellness, cultural and travel.
  - d. The Publicity Committee which carries responsibility for the quarterly publication and dissemination of the Association newsletter and for placing information about meetings and other Association activities on the university web site and in appropriate media outlets.
  - e. The Courtesy Committee which carries the responsibility of collecting and disseminating information of accomplishments, milestones, and health and welfare of retired faculty/administrators/academic support personnel. This information should be forwarded to the Publicity Committee and acknowledgement sent to the appropriate individual or family.
6. The Executive Committee shall consist of the foregoing officers and the Standing Committee Chairs. Actions taken by the Executive Committee shall be reported at regularly scheduled meetings of the Board of Directors and to the membership of the Association through newsletters and/or at regularly scheduled meetings.
  7. A Board of Directors consisting of the President and three (3) at-large Directors elected by the members of the Association. The duties of the Board of Directors shall be to determine the broad policy, purposes, programs and directions of the Association and to assess the successes and/or limitations of the various Association activities. Members of the Board

of Directors are ex-officio members of the Executive Committee and may attend any or all of the Executive Committee meetings.

SECTION II. Election of Officers and Members-at-Large of the Board of Directors

1. Officers and members-at-large of the board of directors shall be elected by a majority of members attending the annual Fall meeting of the Association. The meeting is to be held at a time and place determined by the Executive Committee.1. A slate of candidates for office shall be supplied to the members of the Association prior to the annual meeting.
2. A slate of candidates for office shall be supplied to the members of the Association prior to the annual meeting.
3. The slate of candidates shall be prepared by an Ad Hoc Nominating Committee of at least three (3) members who shall be appointed by the President of the Association at least 60 days prior to the annual Fall meeting.
4. The slate prepared by the nominating committee shall include at least one candidate for each office, each of whom has indicated interest and willingness to serve
5. The elected term of each officer (president, president-elect, secretary-treasurer) shall be as follows: the president-elect shall serve for a period of three years with the first year serving as president-elect, the second year as president and the third year as past president. The secretary-treasurer shall serve for a term of two years. Election of a new president-elect shall occur each year and the election of the secretary-treasurer shall occur in odd-numbered years. Terms of office shall commence with the end of the membership year in which the election took place. Incumbents may be re-nominated at the discretion of the Ad Hoc Committee on Nominations. The three members-at-large of the Board of

Directors shall be elected to three-year terms with one (1) new member being elected each year. Chairs of the standing committees are appointed by the President, with approval of the Executive Committee, and shall serve for the duration of that President's term of office. Incumbent chairs may be re-appointed at the discretion of the new President and the Executive Committee.

6. Provisions shall be made at the time of elections during the annual meeting for nominations for each office to be made from the floor.
7. If the office of President becomes vacant, the Past President shall assume the post. A vacancy in the office of past-president, president-elect, secretary-treasurer, or at-large member of the Board of Directors shall be filled from nomination by the Executive Committee and election by the Board of Directors.

### SECTION III. Amendments to the Bylaws

Proposed amendments to the By-Laws shall be submitted to all members of the Association at least 30 days prior to the meeting at which actions on the amendments are to take place. Approval of the amendments shall require the positive vote of two-thirds of the **quorum of** members in attendance at the meeting. A schedule for and implementation of approved by-law amendments shall be the responsibility of the Executive Committee.

Approved October 2014



**ADDENDUM TO THE BYLAWS  
PRIVILEGES, COURTESIES AND OPPORTUNITIES  
OFFERED TO EMERITUS FACULTY BY THE UNIVERSITY  
OF CENTRAL OKLAHOMA**

**A. PRIVILEGES AND COURTESIES**

1. The University of Central Oklahoma offers the following privileges and courtesies to emeritus faculty: university I.D. card, campus parking permit, discount at the university center bookstore, use of the university library and wellness center, limited use of the university health center, and access to faculty lounge areas on campus.
2. Emeritus faculty will have the privilege of auditing university classes with instructor approval when space is available and at no cost except for expendable supplies that are required for the class.
3. Emeritus faculty will be made aware of, and invited to attend, workshops that are designed specifically for them by the university.
4. Specific information about these privileges and courtesies and how to secure them may be obtained from the Office of Academic Affairs.
5. These privileges and courtesies may be extended to spouses of emeritus faculty when deemed appropriate by the Office of Academic Affairs.

**B. PROFESSIONAL, CULTURAL AND SOCIAL OPPORTUNITIES**

1. The University of Central Oklahoma offers the following professional, cultural and social opportunities to emeritus faculty:
  - a. Invitations to attend university professional enhancement activities and department and college events.
  - b. Invitations to attend university, college and department social events.
  - c. Invitations to attend athletic events, student performances and cultural events free of charge or at the reduced rate available to regular faculty.
  - d. Invitations to participate in academic processions at commencements.

The Office of Academic Affairs must be informed of intent to participate by the published deadline. Academic regalia will not be available through the Office of Academic Affairs.

- e. Invitations to have professional and personal contact information included on the UCO Web site. This inclusion of information is voluntary and requires the approval of the department in which the faculty member taught.
2. Specific information about these professional, cultural and social opportunities may be obtained from the Association of Emeritus Faculty newsletter, the university web site and/or other public information media sources.

### **C. TEACHING AND LEADERSHIP OPPORTUNITIES**

1. The university of Central Oklahoma offers the following teaching and leadership opportunities to emeritus faculty: guest lecturer, substitute teacher, class discussion leader, student adviser, student recruiter, member of graduate student advisory committee, mentor for new faculty and/or new administrator, consultant, fund raiser, member of department/college/university committee, Distinguished Emeritus Faculty Fellow (full or part time teaching, and University Ombudsman.
2. Most of these teaching and leadership activities will be performed voluntarily at no cost to the university. The exceptions are as follows;
  - a. Substitute teachers will be paid at the current adjunct faculty rate.
  - b. Consultants will be paid per negotiation with the department or college for whom they are serving as a consultant.
  - c. Reimbursement of travel costs, at the state reimbursement rate, will be provided for those persons involved in recruitment and/or fund raising.
  - d. Distinguished Emeritus Faculty Fellows will be paid at a rate of 5% more than the current adjunct faculty rate.
  - e. University Ombudsmen will be paid at an hourly rate of \$50.00.

Billable hours will include time necessary for review and background work of a case as well as actual time spent with the faculty member requesting assistance.

- f. It will be the responsibility of the emeritus faculty member to ensure that payment for services does not have a negative impact on their teacher retirement pay.
3. Specific information about these teaching and leadership opportunities may be obtained from the Office of Academic Affairs, the colleges deans and/or the academic department chairs.

Addendum Approved October 2009

**UCO EMERITUS FACULTY RESEARCH PROGRAM**

Information concerning the UCO Emeritus Faculty Research program can be found on the [Emeritus Faculty website](#).