BYLAWS OF THE EMERITI ASSOCIATION OF GEORGIA STATE UNIVERSITY

Amended: May 2018.

Name and Purposes of the Organization.

The organization will be named the Emeriti Association of Georgia State University, hereinafter referred to in these bylaws as the “Association.” Its purpose shall be to promote a culture wherein faculty and administrators designated as emeriti remain an integral part of the University. This Association shall foster University support for continued involvement of emeriti in its mission***;*** shall facilitate communication between the University and emeriti***;*** and shall encourage emeriti support for the University mission***,*** and for its colleges and faculty. The Association shall seek to promote the scholarly, social, and cultural interests of the emeriti community.

II. Membership. All Georgia State University faculty and administrators who have been awarded emerita or emeritus status by the Board of Regents or by Georgia State University.

III. Governance of the Association.

A.Calendar. The fiscal and calendar year for the Association begins July 1 and ends June 30. An annual meeting of the Association will be held during the calendar year.

B. Coordinating Board. Executive authority of the Association shall be approved by the Coordinating Board (hereinafter the Board) consisting of no more than eighteen members, with at least one member representing each college. Vacancies may be filled by election of new members at any time during the year. Any member of the Board may nominate a candidate for membership. Nominees receiving a majority of the votes of the members at a meeting of the Board are elected and can begin service if the nominee is filling a vacancy.

Members with excessive absences from meetings and events during the year, as determined by the Board, may be removed from the Board.

The Board shall meet at least every other month. It shall exercise its authority only with the presence of a quorum, consisting of at least one third of itsmembership.

Robert’s Rules of Order shall be parliamentary authority for all matters of procedure not specifically covered by these bylaws.

C. Officers of the Board shall consist of a Chair, Vice Chair, Immediate Past Chair, Secretary, and Treasurer. An expired term of any Board member serving as an officer may be extended with Board approval to allow continued service on the Board. The duties of each officer are as follows:

1.Chair: This officer is responsible for supervising and managing the functions and operations of the Board, including calling and chairing all meetings of the Board and the Association, representing the Association with the University and other professional associations, appointing members of committees, serving as an ex-officio member of each committee, representing the Board in cases of emergencies between meetings, and performing such other duties and responsibilities as the Board shall authorize. Term of office shall be one year but an incumbent may be re-elected. The Chair shall appoint Board members who will represent emeriti in University affairs, including the University Senate, that may assist in the accomplishment of the University mission.

2. Vice-Chair: This officer is responsible for assisting the Chair in managing functions and operations of the Board. If the Chair is absent or becomes disabled, the Vice Chair will perform the duties of the Chair. Term of office shall be one year but an incumbent may be re-elected.

3. Immediate Past Chair: This officer is responsible for providing assistance and consultation in the orderly transition of past to present leadership, thus ensuring continuity.

4. Secretary: This officer is responsible for keeping minutes of the Board meetings, receiving and directing correspondence to the appropriate individuals for information and/or action. Term of office shall be one year but an incumbent may be re-elected.

5. Treasurer: This officer is responsible for determining the accuracy of financial reports from the Georgia State University Foundation, for assuring the accuracy and propriety in the receipt, custody, and disbursement of Association funds; and for preparing necessary reports consistent with the fiduciary accountability requirements of the University and the Association. The treasurer shall submit an annual report to the Board at the May meeting on the administrative support that the Association is receiving, its sources of revenue, its financial assets, and its expenditures for the past year. The Treasurer shall advise and assist the Chair on all matters of a fiscal nature. Term of office shall be one year but an incumbent may be re-elected.

D. Election of Officers: No later than March 1 of each academic year, the Chair shall designate a committee from members of the Board and past chairs to nominate a slate of officers for the coming year. This committee will report its list of nominees to the Board, not later than May 1. The Board will then elect officers from such list as well as from other nominations made from the floor at such meeting. New officers will assume their positions July 1.

E. Standing Committees: Standing committees shall meet at least every other month and make reports at the regular Board meetings. The Board may establish ad hoc committees as needed; and where possible, Board business shall be conducted through these committees relating to specific issues at hand.

Standing committees may include emeriti who are not members of the Board. Committee chairs will be Board members and serve terms of one year, but an incumbent may be re-appointed. Board members may not hold office while serving as a committee chair. Committees shall consist of at least two members. Members and chairs of standing committees are appointed annually by the Chair.

In coordination with the Honors College, the Association will hire an Honors College University Assistant to assist as needed with such responsibilities as the website and Newsletter. This University Assistant will primarily work with the Emeriti Association and be assigned to the Development Division. The chair and members of the relevant Association Committee will mentor these University Assistants in the necessary and appropriate professional skills so that this assistance will benefit the student as well as the Association.

The list of standing committees that follows may be consolidated, increased or decreased by the Board as needed.

1. Membership. This committee is responsible for promoting and encouraging all eligible personnel to affiliate with and become active in the Association. It shall maintain an up-to-date listing of Association members, together with such vital statistics as addresses, telephone numbers, e-mail contacts, interests, and other information specified by the Board. It seeks to increase faculty awareness of the Association before retirement, develop the departments’ recognition of emeriti faculty, and encourage emeriti participation in the Association.
2. Activities. This committee is responsible for arranging special events and programs, both professional and social, for the benefit of Association members. Where possible, such activities shall foster involvement of emeriti in the University mission. This may include encouragement of faculty authors, attendance at departmental or college performances and award ceremonies, and support of University cultural events. Where feasible, the committee shall provide logistical support for such events and programs. Additionally, the committee shall keep members informed of newsworthy events, activities, programs, and matters of mutual concern. It shall promote and facilitate dialogue and involvement within the Association.
3. Communications Committee. This committee shall encourage communication among the Association membership, whether the emeriti are living locally or elsewhere. It shall incorporate the former Website and Newsletter Committees as subcommittees.

The Website Subcommittee is responsible for design, maintenance and updating of the Association’s website, which should provide information about Association membership, activities and news. The website also will provide the latest issues of the periodic newsletter in a timely manner.

The Newsletter Subcommittee is responsible for publication of a periodic newsletter for Association members and University administrators. This newsletter will inform members of transitions and accomplishments of individual members and occasional updates on the University’s progress. It also will serve as an online resource of information relating to issues of aging that would be useful for emeriti.

1. Outreach Committee. In line with the Association’s purpose to “promote a culture wherein … emeriti remain an integral part of the University,” this committee shall oversee outreach efforts between the Association and the larger University community. A subcommittee shall work with the Honors College to consider ways in which emeriti may benefit the College. This subcommittee shall meet yearly with the Dean to ensure that the strategic plan of the Honor College and the Purposes of the Emeriti Association are being met.

F. Amendments. These Bylaws or any portion thereof may be amended or repealed by a two-thirds vote of the Board present at any regular or special Board meeting of the Association. Any proposed amendment shall be sent to each Board member in writing at least (5) business days prior to such meeting.