BYLAWS
of the
OLD DOMINION UNIVERSITY FACULTY EMERITI ASSOCIATION

Proposed changes are in bold print. Please read the by-laws before our discussion and vote for approval or revision of the changes on November 8, 2004

I. NAME

The name of this organization shall be the Old Dominion University Faculty Emeriti Association.

II. STATEMENT OF PURPOSE

The purpose of the Association is to bring together the institution's faculty emeriti to maintain collegial, scholarly, and social relations among the Old Dominion University community, and to further the welfare of the University.

III. MEMBERSHIP

A. All persons designated faculty emeriti by the Old Dominion University Board of Visitors shall be deemed to be members of the Association. Action by the Board of Visitors shall be considered final.

B. The Association may invite administrators to participate in its meetings as non-voting guests. Individual members of the Association may invite other members of the university community to participate in meetings of the Association as non-voting guests.

IV. OFFICERS

A. Officers of the Association and the Executive Committee

The officers of the Association shall be a President, a Vice President (who should be the next President), a Recording Secretary, a Corresponding Secretary, a
Treasurer, a Representative to the Faculty Senate, and two Directors. All of these officers are elected by the Faculty Emeriti, and they shall constitute the Executive Committee of the Association, which will meet at least once, as soon after the May meeting as possible, to plan the following year. The Executive Committee will discuss new programming ideas, issues, desired changes, etc. as needed. The Executive Committee shall have general supervision of the affairs of the Association between its meetings and may make recommendations to the Association. The Executive Committee shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

B. Terms of Office

1. The officers shall be elected to serve for a term of two years or until their successors are elected, and their term of office shall begin after the last meeting of the academic year in which they were elected.

2. No member shall hold more than one office at a time. No member should serve more than two consecutive terms in the same office.

C. Duties of Officers

1. The President shall preside at all meetings of the Association and shall prepare and distribute to the membership the agenda of forthcoming meetings.

2. The Vice President shall serve as Program Chair. This officer is responsible for reserving rooms (which must be done in May or early June) as well as deciding on and arranging programs for the meetings and any social events. This includes inviting and scheduling speakers. The Vice President shall also perform such other Association duties as the President may designate.

3. The Recording Secretary shall keep minutes of each meeting and supply the President with a copy before the agenda is developed for the next meeting. At the same time as the agenda, the minutes shall be mailed to the membership for approval at the next scheduled meeting.

4. The Corresponding Secretary shall respond to inquiries
made to the Association and at the direction of the President shall convey appropriate information, messages of condolence, etc. to members and their families as well as to the ODU Administration or others who have business with the Association.

5. The Treasurer shall be responsible for collecting and accounting for all moneys received and expenditures made on behalf of the Association.

6. The Representative to the Faculty Senate shall attend the University Senate meetings to represent the members of the Faculty Emeriti Association and to stay abreast of what is happening at Old Dominion University. The Representative will solicit faculty emeriti views about university issues and report them to the Senate. In turn, at each Association meeting, the Representative will report on any issues being discussed in the Senate that may interest or concern the Faculty Emeriti.

7. The two Directors shall serve on the Executive Committee but shall also, as individuals, be willing to give advice or opinions to the President and serve on special committees as needed.

8. Except for the Senate Representative and the Directors, the officers shall keep a folder with documents (letters, agendas, minutes, program lists, reports to the membership, etc.) from their years in office and any suggestions they might have for the individuals who replace them. Presidents shall also enclose in their folders a brief summary of the Association's activities during their term of office with any recommendations they might have for the future of the Association. These folders will be passed on to the new set of officers at the final meeting of the year.

V. ELECTION PROCESS AND EMERGENCY REPLACEMENTS

A. At the last meeting of the fall semester in odd years a Nominating Committee consisting of three members shall be elected by the Association. In the make-up of the Nominating Committee and in their nominations, diversity shall be kept in mind, so that women and minorities are not excluded. The Nominating Committee shall present a slate of officers in time for inclusion with the agenda mailed out for the third (February or March) meeting. Before the election at this third
meeting, the President shall ask if the members have additional nominations. A secret ballot for any office shall be held at the request of any member present.

B. In the event that any office except that of President or Vice President becomes vacant before the next regular election, the office shall be filled by the Executive Committee. If the office of President becomes vacant, the Vice President shall become President. If the office of Vice President becomes vacant, the President shall call an emergency meeting of the Nominating Committee. If the Association cannot vote quickly on the nominee (for example, during the summer), the Executive Committee will ask someone to perform the duties of the post temporarily until the election of a new Vice President can be held at the next regularly scheduled meeting of the Association.

VI. MEETINGS

A. The Association shall hold at least four regular meetings annually, at least two in the fall and two in the spring semester. The first meeting shall be held in September.

B. Special meetings of the Association may be called by the President or the Executive Committee or by at least ten Faculty Emeriti submitting a written petition to the President. The call for the special meeting must express the purpose of the meeting.

C. Meetings of the Association shall be called by the President during the summer only when business requiring action arises during the summer (June, July, and August) and when a delay to the first fall meeting would not be in the best interests of the Association.

D. Ten members of the Association shall constitute a quorum for conducting business on the agenda of called meetings.

VII. COMMITTEES

With the exception of the Nominating Committee which is elected (See section V, paragraph A), the President shall appoint such standing and ad hoc committees as are deemed necessary for the accomplishment of the objectives of the Association. The President shall be an ex officio member of
all committees except the Nominating Committee. One standing committee will be the Scholarship Committee.

VIII. FINANCES

A. Membership Dues

Members are asked to pay annual dues for each academic year. No change in the annual dues can be made without the approval of the membership. The dues will be used to cover expenses for meetings and other expenses authorized by the Executive Committee. The treasurer shall submit an annual report for approval by the Executive Committee.

B. Endowment Fund

The Endowment Fund, administered by the Educational Foundation, is used to fund scholarships on the recommendation of the Scholarship Committee of the Faculty Emeriti Association. Each new President should provide the Educational Foundation with the name and address to which the Foundation should send their reports on the amount in the Association’s Endowment Fund.

IX. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote, provided that the amendment has been submitted in writing at the previous meeting and provided that the amendment has been circulated in the call of the meeting during which it is to be considered.

X. RULES

A. The current edition of Robert’s Rules of Order Newly Revised shall govern the conduct of meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Association shall adopt.

B. The Association shall adhere to the Board of Visitors Policy and Procedures on the Use of the Name of Old Dominion University and Authority for Making Commitments for Old Dominion University, as specified in the Old Dominion University Faculty Handbook.
C. The Association shall be bound by the Memorandum of Understanding between the University and the Association regarding the establishment and use of the Faculty Emeriti Endowment Fund.

Date Adopted: November 8, 2004

President: ________________  Vice President: ________________