UNIVERSITY OF MONTANA RETIREES’ ASSOCIATION

BYLAWS

Mission Statement:

Founded in the Spring of 2011 with the support of UM President Royce C. Engstrom, The University of Montana-Missoula Retirees’ Association aims to provide all faculty and staff retirees the opportunity to remain actively engaged with the University community. The Association creates a structure designed to bring retirees together and to facilitate their activities. Anticipated benefits include:

• increased interaction between retirees,
• the establishment of a retiree database,
• planned social occasions such as luncheons, lecture series and excursions,
• a venue to inform retirees of events and developments at the University,
• a mechanism to assist volunteerism and service to the University and the community,
• the formation of retiree interest groups,
• a clarification and enhancement of retiree benefits.

The Association wishes to support the involvement of retirees as dynamic participants in campus life and learning.

Membership:

The UM Retirees’ Association is open to all faculty, staff, and administrator retirees of the University of Montana-Missoula and the UM College of Technology, their spouses/partners, the spouses/partners of deceased retirees, and retired employees of other units closely affiliated with UM.

Dues:

The Association reserves the right to assess modest membership dues if and when the need arises.

Governing Structure:

The Association shall be administered by an Executive Board. The Executive Board shall consist of a President, a Vice-President (President-Elect), a Secretary-Treasurer, nine members-at-large, and a non-voting ex-officio representative of the School of Extended and Lifelong Learning.
The Executive Board shall conduct routine business, examine issues of general interest to the membership, and recommend and initiate actions relevant to these issues. The Executive Board must approve all expenditures related to the Association.

The Executive Board and the Association’s officers shall be elected by a majority of the Association’s members voting in an election. With the exception of the first Executive Board, terms for Board members are for two years, repeatable for a second term if re-elected. For the election of the first Board only (in 2012), the nine at-large-members shall be elected for four one-year terms and five two-year terms in order to establish staggered terms for the Board. Every attempt shall be made to achieve general parity on the Board between retirees who were faculty or academic administrators and retirees who were staff members or non-academic administrators. The Presidency shall also alternate, if possible, between members of these two retiree groups. Elections for open Board positions shall take place each Spring, and terms will ordinarily begin shortly thereafter.

The Executive Board shall solicit nominations for the open positions on the Board in mid-March of each year, and the election shall take place each year no later than mid-May. The slate of nominees shall be provided to the membership, together with an official ballot, at least three weeks prior to the closing of the election. The election shall be conducted electronically; however, paper ballots shall be mailed to those members who request them.

**Association Committees:**

The Association shall have two *Standing Committees*, each chaired by a member of the Executive Board and selected by that Board: the Activities Committee and the Communications and Membership Committee.

The Executive Board may also appoint additional committees on an *ad hoc* basis as needed. The creation of new “Standing Committees,” however, requires an amendment to the Bylaws.

**Duties of Executive Board Members:**

**President:**

The President sets the agenda, in consultation with the Executive Board, and calls and presides over Executive Board and General Membership meetings. The President coordinates the activities of the Association and represents the Association as appropriate to the University administration and to the current University community.

**Vice-President/President-Elect:**

The Vice-President/President-Elect acts in the absence of the President and assists the President as the need arises. The Vice-President/President-Elect automatically assumes the duties of the President when the President’s term expires.
**Secretary-Treasurer:**

The Secretary-Treasurer takes the minutes of the meetings and publishes them on a regular basis. The Secretary-Treasurer collects membership dues, maintains a current member list, and oversees the Association’s budget. The Secretary-Treasurer may be assisted in these tasks by a UM staff member whose services to the Association are provided by the UM administration. The Secretary-Treasurer temporarily assumes the duties of the President in the absence of both the President and Vice-President.

**Chair of the Activities Committee:**

The Chair of the Activities Committee, in collaboration with the Executive Board, solicits suggestions for Association activities from the members and then oversees the organization of the activities that the Board approves.

**Chair of the Communications and Membership Committee:**

The Chair of the Communications and Membership Committee guides the efforts to increase membership in the Association and is responsible for seeing that the members are informed in a regular and timely fashion of the Association’s activities – through e-mails, regular mail, the Association’s Newsletter, and updates on the Association website.

**At-large Members:**

At-Large Members represent the interests of the General Membership and convey the suggestions and ideas of the membership to the rest of the Board. They participate in Board meetings and other Association activities, and they assist the Chair of the Activities Committee with the organization of Association events as needed.

**Revisions of the Association By-Laws:**

These Bylaws may be revised or amended by majority vote of the members voting in the annual election of Board members. If such revisions or amendments are recommended by the Board, the exact wording of the recommended revisions or amendments shall be provided the membership together with the slate of nominees for the annual Board election.