

Emeriti Association
University of Central Missouri

BY-LAWS

Duties and Officers and Standing Committees

- President:** Preside at official business meetings and at executive committee meetings. Appoint the chairpersons and/or members of committees, including the Nominating Committee and Social Events Committee. Represent the Association, if requested, to attend university meetings and functions, or appoint another association officer or member to do so. Convey messages from the University Administration to the emeriti. Preside, at the discretion of the University President, at the annual dinner for new retirees and welcome them to the Association. As immediate past president, serve as a member of the executive committee.
- Vice President:** In the absence of the president, preside at official business meetings. Attend executive committee meetings. Take over the office of president if the current president is unable to continue in office. Plan programs for the semi-annual meetings of the organization in consultation with executive committee members.
- Secretary:** Take minutes of meetings. Take notes at emeriti coffees for the use of executive committee. Send reminders of meetings via e-mail. Be responsible for correspondence of the association.
- Assistant Secretary/Newsletter Coordinator:** Compile, print, and mail a newsletter twice a year, shortly before each business meetings in the spring and the fall. Take minutes in the absence of the secretary.

Treasurer: Maintain financial records of the organization.
Receive dues and maintain a record of dues paid by members.
Deposit dues in bank account.
Write checks for Association's expenses.
Maintain checkbook register.
Prepare periodic cash receipts and disbursements reports.
Review statements from University emeriti account.

Members-at-Large: Attend executive committee meetings.
Receive and relay suggestions/concerns expressed by emeriti with whom they have contact.

Social Events Chair: Contact the University's food service to order refreshments for the emeriti coffees.
Contact food service to plan spring and fall lunches at reasonable prices.
Be responsible for table decorations for the lunches and decorations for December coffee.
Coordinate any plans made for special events, trips off campus, or other activities.
Schedule emeriti campus events with Meeting and Conference Services for appropriate facilities/locations.

Nominating Committee:
Make recommendations for officers prior to an election
(for vote in November of even numbered years).