

**MONTANA STATE UNIVERSITY
ASSOCIATION OF RETIRED FACULTY**

Purpose: The purpose of the Association of Retired Faculty (ARF) of Montana State University – Bozeman (MSU) is to foster the benefit, interests and well being of retired faculty and spouses through social, educational, and promotional activities, as well as to encourage continuing retiree contact and involvement with the University.

Membership: Membership is open to retired MSU faculty and spouses, as well as retired faculty from other universities who have a relationship with MSU.

CONSTITUTION

(Approved by the membership on Oct. 12, 2004)

PREAMBLE

Whereas the President, as general agent of the Board of Regents, is the chief executive of MSU, and whereas recommendations for changes in policies or other matters are submitted to the President by the University community, we, the retired faculty of MSU, do hereby establish an Association of Retired Faculty as our representative to facilitate communication and cooperation among the retired faculty, the general faculty, and the administration in order to promote the improvement of higher education at MSU by the continued involvement of retired faculty and to foster the interests and well being of retired faculty.

ARTICLE I – Name

The name of this organization shall be the Montana State University - Bozeman (MSU) *Association of Retired Faculty (ARF)*.

ARTICLE II – Purpose

Section 1. General

The purpose of this organization shall be to foster the benefit, interests and well being of retired faculty and spouses through social, educational, and promotional activities, as well as to encourage continuing retiree contact and involvement with the activities and programs of the University.

Section 2. Specific

- a. Promote a spirit of fellowship and intellectual excitement through social and informative gatherings, such as lectures and field trips. Promote a forum for interacting with the University administration, regents and state legislators regarding issues of critical importance to the retirees and the University.
- b. Form and promote a pool of educators capable of providing experienced and superior service to MSU in the form of adjunct classroom and laboratory teaching, student counseling, faculty

recruitment, guest lectures and outreach education to the people of the State. Provide volunteers for public relations, student recruitment and fund-raising.

- c. Seek the assistance of the administration toward the needs of the retired faculty as regards recognition, inclusion into the life of the collegiate community and continued participation of these retirees in the academic functions of MSU. Seek cooperation in returning retired faculty to teaching, research or outreach whenever mutually advantageous.

Section 3. Status

The ARF is an organization within MSU under the Office of the Provost that functions with the full cognizance of Montana State University.

ARTICLE III – Membership

Membership is open to all retired MSU faculty and spouses, as well as retired faculty from other universities and colleges who have a relationship with MSU.

Section 1. Full voting members

All faculty who retire from MSU are eligible for voting membership.

Section 2. Associate members

All spouses of MSU retired faculty and retired faculty members from other institutions of higher learning and who have a relationship with MSU will be eligible for associate (non-voting) membership.

ARTICLE IV – Officers and Members of the Executive Committee

The five officers shall include a President, a President Elect, a Secretary, a Treasurer, and a Director of Programs. These five will constitute the Executive Committee.

Section 1. Duties of President

The President presides at meetings and coordinates the activities of the Association. The duties of the President will be to call and preside over Executive Committee and general membership meetings, to recommend the formation and membership of sub-committees and other such task groups, and to represent the ARF before the administration of MSU, other such pertinent State authorities and the public at large. The President will be responsible for routine contact and continuing communication with the administration, faculty and staff of Montana State University and will coordinate with the Executive Committee to ensure that issues raised by, and of interest to, the ARF are expeditiously brought to the attention of the University as appropriate; and that University actions of direct concern to the ARF are expeditiously communicated to the ARF.

Section 2. Duties of the President Elect

The President Elect acts in the absence of the President and assists in coordination and in the functions of the President. The President can assign tasks as appropriate to the President Elect.

Section 3. Duties of the Secretary

The Secretary will keep a current and accurate record of all proceedings of the ARF, including minutes of meetings and correspondence between the ARF and other individuals, organizations and public group or agencies. The Secretary will make these records available to any ARF member. The Secretary will be responsible for announcing meetings of and to the Executive Committee, and of and to the general membership, and will prepare and circulate in advance the agenda of such meetings. The Secretary will temporarily assume the duties of the President whenever the latter and the President Elect are simultaneously unavailable, incapacitated or resigned. The Secretary will, in conjunction with the Treasurer, also record the roll of all currently paid-up, voting members present at all Executive Committee or general membership meetings. The Secretary will be the conduit via which ARF members may propose agenda items for any Executive Committee or general membership meeting.

Section 4. Duties of the Treasurer

The duties of the Treasurer will be to: 1) Collect all dues and contributions to the organization, 2) Keep all monies and other such liquid assets of the organization in the hands of a reputable financial agent or institution, 3) Safeguard all other assets, if any, of the organization, 4) Notify all members of membership dues in a timely manner, 5) Keep a current and accurate list of all paid-up members, 6) Prepare and submit to the Executive Committee for approval a 12-month budget for ordinary expenses of the organization, 7) Keep an accurate and current written record of all ARF revenues, assets and expenditures and make that record available for inspection by any ARF member on demand, 8) Prepare and present a report of the financial condition of the ARF at every meeting of the Executive Committee or of the general membership of the ARF, 9) Cooperate with the Secretary to record votes by paid-up members during meetings of the general membership.

Section 5. Duties of the Director of Programs

The Director of Programs will be responsible for routine contact and continuing communication with the retired faculty to explore their interest and needs in terms of programs developed and supported by ARF. The Director will be responsible for the successful menu of programs and their presentation and will coordinate with the Executive Committee to ensure that programs of interest to the ARF are expeditiously performed.

ARTICLE V – Governance

Section 1. Role of Executive Committee

The Executive Committee, composed of the five elected officers, shall conduct routine business, appoint committees, and perform functions as defined herein and in the Bylaws. They will transact the day-to-day business of the organization, examine issues of special

concern to the membership at large, recommend and/or carry out action appropriate to these issues and act as a liaison between retired faculty and the administration of Montana State University. The Executive Committee will determine and approve or deny all expenditures made for the purposes of the organization.

Section 2. Bylaws

The Association will maintain a set of Bylaws. Any changes in or additions to the Bylaws will be by a majority vote of those attending a general membership meeting.

ARTICLE VI – Meetings

Section 1. Meeting Rules

All meetings of the Executive Committee or of the general membership of the ARF will observe "Roberts' Rules of Order", which shall be used as a final authority in resolving conflicts in parliamentary conduct and procedure.

Section 2. Executive Committee Meetings

The Executive Committee will meet twice a year at a minimum, at a date, time and place to be determined by the ARF President. The President can call additional meetings at any time, or meetings can be called by a majority of the five members of the Committee. Three members so meeting will constitute a quorum.

Section 3. General Membership Meetings

There shall be an annual meeting for the election of officers and for other Association business, time and place to be determined by the Executive Committee. Additional meetings shall be held as determined by the Executive Committee or a majority of the membership. Twenty percent of the current members in good standing of the ARF will constitute a quorum during such general membership meetings.

ARTICLE VII – Dues

Section 1. Fiscal Year

The fiscal year of the ARF will be a period of twelve consecutive months.

Section 2. Membership Dues

To remain in good standing and retain voting privileges, voting ARF members will pay annual dues. The Executive Committee will determine these. Associate members will pay dues as determined by the Executive Committee.

Section 3. Donations and Other Income

The ARF will accept donations, in currency, service or in-kind, to offset its operating expenses. The Executive Committee will determine the disposition of such donations.

ARTICLE VIII – Voting

Section 1. Eligibility

Each voting member of the ARF in good standing will be entitled to one vote during a duly assembled general membership meeting.

Section 2. Majority decisions

Decisions taken by a quorum of the Executive Committee will require a simple majority vote of those present at a meeting of this Committee, unless as specified herein. Decisions taken by a quorum of, and at, a general membership meeting will require a vote of the majority of eligible members present at that meeting, unless as specified herein.

ARTICLE IX – Elections

Section 1. Election of the Executive Committee

The five members of the Executive Committee will be elected by the general membership during duly assembled general membership meetings. A President Elect will be elected each year and will serve as President the second year. A Secretary and a Director of Programs will be elected even years to serve two-year terms. A Treasurer will be elected odd years to serve two-year terms.

Section 2. Nominations

The President will appoint a three-member nominating committee, whose task will be to recommend candidates to replace the members whose terms will be expiring. This slate will be voted upon at the general membership meeting, at which time additional nominations from the floor will be accepted. The elected members will be those garnering the most votes and will serve for a term of two years.

Section 3. Limitations on Terms

There will be a limit of two terms on the number of terms a person can serve in a given Office, and a limit of four terms on the Executive Committee.

ARTICLE X -- Sub-Committees

Section 1. Appointment of Sub-Committees

The Executive Committee will be empowered to designate specific individuals or groups of individuals to perform special tasks serving the purposes of the ARF. These individuals or task groups may or may not be members of the ARF, and will report only and directly to the Executive Committee. A report of such sub-committee activities will be made available to the general membership during a meeting of the latter.

Section 2. Ex-officio sub-committee membership

The President of the ARF, or a substitute appointed by the President, will be an ex-officio member of any sub-committee so formed.

Section 3. Termination of Sub-Committees

The activities of any sub-committee so formed can be terminated at any time by vote of the Executive Committee or of the membership at large of the ARF.

ARTICLE XI – Resignations

If an officer resigns, a temporary replacement to that office will be chosen by the Executive Committee to fill out the term. This will occur no later than one month after the resignation. Members of the ARF may resign at any time. Membership dues are not refundable upon resignation.

ARTICLE XII – Removals

Any officer may be removed by (a) a majority of the Executive Committee or (b) a two-thirds majority vote of the general membership of the ARF, meeting in a regular or extraordinary session. Replacement will follow the same procedures as for resignations.

ARTICLE XIII -- Public Relations

The President or, in his or her absence, the President Elect, will be the spokesperson for the ARF. Requests by outside individuals or groups regarding the position of the ARF on any issue should be referred to these two officers.

ARTICLE XIV – Amendments

Amendments to this Constitution can be made by a two-thirds majority vote of those active members in attendance at a general membership meeting, and only if the Secretary of the Executive Committee communicates the body of such an amendment to all ARF members no less than two weeks before the meeting. Any ARF member can propose such an amendment at any time, provided that the proposed amendment is communicated to the Secretary in writing.

ARTICLE XV – Dissolution

The ARF cannot be dissolved except by a majority vote of the general membership. If such a dissolution is approved, the Executive Committee will function for an additional thirty days, at which time it will prepare and distribute to all members a report of the disposition of all, if any, assets of the organization.