

NORTHERN MICHIGAN UNIVERSITY RETIREES ASSOCIATION CONSTITUTION

Approved August 2, 1985
Amended August 1, 1986; July 29, 1988; August 4, 1989; October 25, 2007;
August 14, 2008; November 11, 2010, May 4, 2017

ARTICLE I NAME

The name of the organization shall be the Northern Michigan University Retirees Association (here in after referred to as the Association).

ARTICLE II PURPOSES

Section 1. To provide an identifiable organization composed of Northern Michigan University retirees.

Section 2. To provide the structure and opportunity for determining the needs, interests, and concerns of Northern Michigan University retirees and to communicate these matters to appropriate University and public agencies.

Section 3. To provide opportunities for retirees to contribute their time and talents in order to remain active in University affairs.

Section 4. To provide opportunities for social and intellectual enrichment emanating from within the organization as well as through campus functions and activities.

Section 5. To adopt and carry out their projects and activities consistent with the purposes of the Association in support of Northern Michigan University.

ARTICLE III MEMBERSHIP

Section 1. Any employee of the University who was eligible for retirement when employment affiliation with NMU was terminated, as well as his/her spouse, is considered a member. (Amended August 1986)

Section 2. Spouses of retirees are welcome and encouraged to participate in Association activities but are not eligible to vote or hold elective office.

Section 3. Former faculty, staff, and their spouses not eligible for membership under Section 1 above, but who have contributed significantly to the life of the University, may be elected to membership upon the recommendation of the Governing Board.

ARTICLE IV
GOVERNING BOARD

Section 1. The Governing Board shall have general supervision of the activities of the Association between the general meetings.

Section 2. The Governing Board shall consist of eleven (11) members, including three (3) officers (president, vice president, and secretary-treasurer) and eight (8) representatives of the employee groups. The immediate past president shall be an ex-officio member of the Governing Board for a two- (2) year period. (Amended July 1988; October 2007)

Section 3. The Governing Board shall be representative of all retired faculty and staff groups: Administrative/Professional (including Senior Administration); Technical and Office Professional; Faculty (including Department Heads and Coaches); and Operation Services at Northern Michigan University. The goal is to always have at least one (1) representative from each employee group. One-half (1/2) of the representatives shall be elected or appointed on even-numbered years and one-half (1/2) of the representatives shall be elected or appointed on odd-numbered years. (Amended November 11, 2010)

ARTICLE V
OFFICERS

Section 1. The officers of the Association shall consist of a president, vice president, and secretary-treasurer.

Section 2. Officers shall be elected at the annual business meeting. (Amended November 11, 2010)

ARTICLE VI
AMENDMENTS AND CHANGES IN THE BYLAWS

Section 1. The constitution may be amended or changes made in the bylaws by a majority of those present at any duly called general meeting of the Association.

Section 2. Proposed amendments to the constitution or changes in the bylaws may originate by petition from three (3) or more members of the Association or by action of the Governing Board.

Section 3. All proposals for amending the constitution or changes in the bylaws must be submitted to the Governing Board thirty (30) days prior to the next general meeting of the Association.

**NORTHERN MICHIGAN UNIVERSITY RETIREES ASSOCIATION
BYLAWS**

Approved August 2, 1985
Amended August 1, 1986, July 29, 1988, August 4, 1989, August 3, 2001; October 25, 2007;
August 14, 2008; November 11, 2010; and August 13, 2015

**ARTICLE I
GOVERNING BOARD**

Section 1.0. MEMBERSHIP

1.1 Each elected member of the Governing Board shall be elected to a two- (2) year term and shall hold office until a successor has been duly elected. A Governing Board member may not be elected to serve more than three (3) full consecutive terms. (Amended July 1988; November 11, 2010)

1.2 Any Governing Board member may resign at any time by giving written notice to the Governing Board secretary-treasurer.

1.3 Vacancies on the Governing Board shall be appointed temporarily by the Governing Board and such vacancies shall be filled officially at the next general meeting of the Association. (Amended November 11, 2010)

1.4 Any seat on the Governing Board may be declared vacant by a majority of the Governing Board present at any duly called meeting. Said vacancy shall be filled in the manner specified in Section 1.3 of Article I.

Section 2.0. DUTIES (Amended November 11, 2010)

2.1 The Governing Board shall exercise general supervision of the activities of the Association between general membership meetings.

2.2 The Governing Board shall be responsible for receiving and responding to questions of the members of the Association.

2.3 The Governing Board shall promote active participation of all members in Association activities.

Section 3.0. BUSINESS AND SOCIAL MEETINGS

3.1 The Governing Board shall meet immediately after the spring general membership meeting. (Amended May 4, 2017)

3.2 Special meetings may be called by the president as deemed necessary. (Amended August 1989; August 2001; October 2007)

Section 4.0. QUORUM

4.1 Five (5) members of the Governing Board shall constitute a quorum.

4.2 Use of technology may be considered as an effective method of obtaining a quorum. (Amended November 11, 2010)

ARTICLE II
OFFICERS

Section 1.0. ELECTION AND TERM OF OFFICE

The officers of the Association shall be elected from a slate of candidates proposed by the nominating committee in accordance with Article IV, Section 1.1. (Amended July 1988; October 2007; November 11, 2010)

Section 2.0. PRESIDENT

2.1 The president shall be responsible for coordinating the activities of the Association and shall perform such duties as pertain to the office of the president.

2.2 The president shall appoint members of all committees and shall be an ex-officio member of all committees. (Amended November 11, 2010)

Section 3.0. VICE PRESIDENT

3.1 If the president is unavailable, the vice president shall perform the duties of the president. (Amended November 11, 2010)

3.2 The vice president shall be responsible for the program portion of the general membership meeting. (Amended November 11, 2010)

Section 4.0. SECRETARY-TREASURER

4.1 The secretary-treasurer shall assist the president in coordinating the activities of the Association and keep the minutes of all meetings of the Association and Governing Board.

4.2 The secretary-treasurer shall arrange for the distribution of the notices of all meetings, maintain official custody of Association records, and take care of pertinent financial matters.

4.3 The secretary-treasurer shall be responsible for communications to the general membership. (Amended November 11, 2010)

4.4 The secretary-treasurer shall work with Human Resources to maintain a current and complete list of members including a directory. (Amended November 11, 2010)

ARTICLE III
MEETINGS

Section 1.0. BUSINESS AND SOCIAL MEETINGS (Amended November 11, 2010)

1.1 The general membership shall meet two (2) times a year. (Amended August 13, 2015)

1.2 The annual business meeting of the Association shall occur during the month of May unless otherwise changed by the Association or Governing Board. (Amended August 1989; August 2001; November 11, 2010; May 4, 2017)

1.3 The annual business meeting shall be held for the purpose of conducting Association business and elections. (Amended November 11, 2010)

Section 2.0. SPECIAL MEETINGS

2.1 Special meetings of the Association may be called by the president with approval of the Governing Board. Special meetings may also be called upon the written request of six (6) members of the Association.

2.2 The purpose of any special meeting shall be stated in the call and thirty (30) days notice must be given. (Amended November 11, 2010)

Section 3.0. ASSOCIATION QUORUM (Amended November 11, 2010)

Twelve (12) members of the Association shall constitute a quorum at any annual business or social meetings. (Amended November 11, 2010)

ARTICLE IV
COMMITTEES

Section 1.0. NOMINATING COMMITTEE

1.1 The nominating committee shall be appointed by the president and normally consist of one (1) representative from each employee group of the Association. (Amended July 1988; November 11, 2010)

1.2 Duties

1. Shall review membership and assess the needs of the organization and interest of members to serve on the Governing Board or as officers of the organization.
2. Monitor the terms of office of those elected to determine vacancies.
3. Prepare a slate of candidates to serve as officers of the organization and representatives of the different groups on the Governing Board.

Section 2.0. AD HOC COMMITTEES

Ad hoc committees may be appointed by the president for any purpose deemed advisable.

ARTICLE V
RULES OF ORDER

All meetings of the Association and Governing Board shall be conducted in accordance with Roberts Rules of Order as revised.

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