

University of Nebraska Emeriti and Retirees Association Policies and Procedures

Office of the President

The President presides at all meetings, sets the agenda, and directs the organization.

Office of the Treasurer

The Treasurer shall have responsibility for managing and reporting on all Association accounts including: the checking account; the invested Foundation account (begun initially from a Wisherd family donation); the spendable Wisherd Fund; income from membership dues, luncheon fees, and donations. The Treasurer is responsible for paying all approved expenses of the Association and reports regularly to the Board.

Dues Structure and Financial Report: Annual dues shall be \$25 per year. Checks for dues are made payable to the UNL Emeriti and Retirees Association and deposited in the Association's checking account.

Management of Finances: Management of Association funds are handled through an Association checking account, University of Nebraska Foundation accounts, and an internal UNL cost center.

Use of Wisherd Foundation Funds: The Association through its Board has wide latitude in use of Wisherd Foundation Funds. "As the Fund is to be used for the benefit of the Association, it may be used to benefit individual members or more broadly all members as determined by the Board." *Keith Miles, NU Foundation General Counsel, (February, 2010)*

Nominating Committee

The Executive Committee of the Governing Board shall serve as the Nominating Committee. Each year the committee shall put forth the names of nominees for the office of Vice-President/Program Chair for the coming year, a Director for the expiring three-year term, and any other elected positions to the Board that may be vacant. Procedures for additional nominations and subsequent election are outlined in the Constitution/Bylaws.

Composition of the Association Governing Board

The Board shall consist of the President, President-elect/Program Chair, Past President, three (Directors) elected from the membership to staggered three-year terms, a Treasurer, Assistant Treasurer, as needed, a Secretary and Chairs of the following Committees: Benefits, Member Relations, Membership, Newsletter, Oral History, Webpage and Awards and other committees as the President with the consent of the Board may approve.

Executive Committee: The Executive Committee of the Governing Board is composed of the immediate Past-President, President, Vice-President, Treasurer, Secretary, and Membership Chair. The President serves as chair. Actions of the committee require an affirmative vote of four of the six members.

Membership Meetings

Membership meetings are currently held in the East Campus Union the third week of the month in October, November, January, February, March, and April on alternating Tuesdays or Thursdays to the extent possible. Meetings begin at 11:30 and include a buffet luncheon.

Recognition of New Members: New members will be recognized and introduced at an Association luncheon or other appropriate meeting.

Social Time at Member Meetings: Membership meetings shall devote minimal time to business to allow for a social period following the program.

Commemorative Coffee Mugs: Commemorative coffee mugs, stored at the Wick Center Association Office, are available as gifts for luncheon speakers and others the Association wishes to honor.

Board Meetings

Regular Board meetings are held in the Wick Alumni Center each month of the academic year as scheduled by the President. An annual planning retreat (with lunch) is held in early December.

Review of Meeting Minutes

Prior to posting on the web, minutes of membership and board meetings shall be distributed to and reviewed by the Board. After review and corrections, if any, minutes will be posted. This will include any attachments to the minutes.

Communication with Membership

E-mail shall be the principle means of communicating with Association members. Two U.S. postal mailings (yellow postcards) will be made in the fall and spring identifying the dates and speakers for the monthly luncheons.

Cancellation of Association Meetings

Weather cancellation of Association meetings is guided by decisions of Lincoln Public Schools. When school is canceled, meetings are cancelled.

Committee Functions and Responsibilities

I. Awards

The Awards Committee shall identify worthy awards programs and propose them to the Governing Board.

II. Benefits

The Chair shall compile a list of benefits available to Emeriti and retirees, keep it current, and share the information with the membership via the Association's website.

III. Membership

The Membership Committee shall maintain a database of names and addresses of members and the surviving spouse/partner of deceased members, including information for categorizing members in ways relevant to Association's business and activities. It shall produce information including electronic mailing lists requested by officers, the Board, committee chairs and other agencies approved by the Board. It shall occasionally report to the Board on the number of members and other information relevant to its responsibilities.

Retirees eligible for membership shall receive a letter of invitation to join the Association from the President or Chair of the Membership Committee, including the current Association brochure, if available, describing programs and activities of the Association. Prospective members and their guest may be invited to attend an Association luncheon as guests of the Association and introduced to the membership at that time. Member Association dues are billed each year. First-year membership is free for all new members. All members receive a one-year free membership in OLLI. Should membership lapse, members will be retained on the listserv for three years, unless they request that their names be removed.

Collegial Membership: Collegial members are those who hold emeritus or emerita status from any university or college and those UNL Professional Staff or UNL Office and Service Staff who have officially retired from UNL as defined in Regents Bylaw 3.12.1. Collegial members shall have full voting rights on all Association business and be eligible to serve in any Association capacity including the Governing Board.

Policies for Sharing Association Information: 1. All information in the database can be shared with the UNL Accounting Office (the original source of the information) whenever requested. 2. Names and mailing addresses can be made available to the UN Foundation and UNL President for the annual Foundation and President's Emeriti luncheons. 3. Names and mailing addresses can be made available to the UNL print shop or campus post office for Association business. 4. All or parts of the database can be made available to Association officers, the Board and standing committee chairs. 5. Any other uses or sharing of information from the database requires approval by the Board, and if granted, shall be one-time use for the specific purpose of the request. If the Board is unable to meet, approval can be given by unanimous consent of the president, vice-president, and past-president or other board members should one or more of these officers be unavailable.

IV. Member Relations

The Membership Relations Committee is responsible for promoting and conducting programs of interest to the Association. This includes, but is not limited to, tours on and off campus, social functions, and monthly coffee house chats. The Committee is also involved in recruiting new members and producing and maintaining oral histories based upon extended interviews with UNL faculty, staff and administrators sharing thoughts on their experiences and time at UNL.

Oral History: Oral history is a project of the Association that interviews and video records current and former members of the UNL community. Interviews cover a range of topics including experiences that led to careers at UNL, the activities and views of faculty,

administrators and students on campus at the time, campus facilities, and contributions of the University to research, service and teaching. Oral history invitees are approved by the Board.

V. Newsletter

The Committee has responsibility for producing at least two newsletters a year, one in the spring, and one in the fall, for distribution to the membership and others with an interest in Association activities. These contain information related to Association events, programs, members and other information of significance to the Association and its membership. Past newsletters are available on the Association's website. The Committee is also responsible for periodically producing a new recruitment brochure.

VI. Website

The Website Committee keeps track of all changes to Association programs and activities featured on the Association's website as well as new programs and activities and communicates these to UNL Communications for posting on the website. This includes minutes of monthly board and association meetings, a roster of members, oral histories as they become available, committee functions and duties, an annual updating of changes reflecting the election of new officers, and any other changes necessary to keep the membership and others informed regarding Association programs and activities that are approved by the Board.

UNL Senate Liaison

The liaison attends Faculty Senate meetings and communicates Senate actions and activities to the Board.

Affiliated Organizations

The Association is affiliated with the Big Ten Retirees Association and the Association of Retirees Organization in Higher Education (AROHE). The President and Vice President or two members from the Board selected by the Board will represent the Association at the annual Big Ten Retirees Association meeting. The Board may also elect to send representatives to the annual AROHE meeting. The Association is also an affiliate of the UNL Alumni Association, and maintains an office and has a mailing address in the Wick Alumni Center.

Edited and Revised by the Governing Board on December 13, 2016