

BYLAWS
RETIRE FACULTY ASSOCIATION
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
Original version 1986; revised 1990, 2001, 2004, 2012, 2013, 2016

ARTICLE I – NAME, MISSION, AND AFFILIATION

1. **Name:** The name of this organization is Retired Faculty Association (RFA) of the University of North Carolina at Chapel Hill (UNC-CH).
2. **Mission:** The mission of the RFA is to provide an organization for retired UNC-CH faculty that:
 - a. Promotes professional contacts among members and advocate for interests and concerns of UNC-CH retired faculty;
 - b. Maintains an active relationship and have a voice with faculty and administrators of UNC-CH;
 - c. Supports and upholds the mission of UNC-CH through leadership, consultation, and all available avenues.
3. **Affiliation:** The RFA is affiliated with UNC-CH through the Office of the Provost and the two RFA members who represent the Division of Retired Faculty on the UNC Faculty Council. RFA has a partnership with the UNC Friday Center where it maintains an office and holds meetings.

ARTICLE II – MEMBERSHIP AND DUES

1. **Membership:** The RFA shall have three categories of membership: regular, associate, and honorary.
 - a. **Regular Members:** Retired UNC-CH tenure-track and fixed-term faculty and professional staff/administrators are eligible to be regular members of RFA. Regular members are privileged to vote at RFA meetings and to hold office in the RFA.
 - b. **Associate Members:** Retired faculty and professional staff from other accredited institutions of higher education may become associate members by paying RFA dues. Associate members are not privileged to vote or hold office in the RFA.
 - c. **Honorary Members:** Honorary members are persons elected to that status by the regular members on recommendation of the Executive Committee. Honorary members are not privileged to vote or hold office.
 - i. Nominations shall be submitted to the Executive Committee in writing, with a statement of rationale.
 - d. Questions concerning membership are settled by a majority vote of the Executive Committee.
2. **Dues:** Regular and associate members pay dues each academic year (July to June).
 - a. Members can become a lifetime member by payment of a lump sum equivalent to six years of annual dues with no dues payments required afterwards.
 - b. Changes in the dues schedule may be proposed by the Executive Committee, and after communication to the members at least one week in advance, the change must be approved by RFA members at a Quarterly Meeting.
 - c. Funds of the RFA shall be kept in a local depository, and checks may be drawn thereon over the signature of the Treasurer or the President.

ARTICLE III – OFFICERS AND EXECUTIVE COMMITTEE

1. **Officers:** The RFA has four officers: a President, President-elect, Secretary, and Treasurer.
2. **Executive Committee:**
 - a. The voting members of the Executive Committee are the four officers, four at-large members, and the immediate past-president.
 - b. Non-voting members are the RFA representatives of the Division of Retired Faculty to the UNC-CH Faculty Council, the liaison from the Friday Center, the liaison of the RFA to the Friday Center, the liaison to the UNC Association of Retirement Organizations in Higher Education, the editor of the RFA Newsletter, and any other appointments made by the president.
 - c. The Executive Committee shall meet regularly and is authorized to transact the affairs of the RFA between general meetings, including the appointment of ad hoc committees. A majority of its voting members constitutes a quorum.
3. **Duties of the Officers, Past President, and At-Large Members**
 - a. The President serves as spokesperson for the RFA, offers leadership regarding issues of importance to the organization, and presides at all Executive Committee and general membership meetings.
 - b. The President-elect supports the president in leading the organization.
 - c. The Secretary maintains the minutes and other important documents of the RFA. Minutes are to be distributed to the Executive Committee for approval.
 - d. The Treasurer collects dues, signs checks, manages payment for luncheons at the general meeting, keeps the financial records and presents the financial report to the Executive Committee at each meeting.
 - e. The Past-president and at-large members carry out duties suggested by the President and discussed with the Executive Committee.

ARTICLE IV—NOMINATIONS AND ELECTIONS

1. **Nominating Committee:** The nominating committee for members of the Executive Committee is appointed by the President and is responsible for putting together a slate of nominees.
2. **Terms of Office:** Officers and at-large members are elected for 2-year terms. The President-elect and Treasurer are elected in even years. The Secretary is elected in odd years. Two at-large members are elected each year. Officers and at-large members may be re-elected for additional terms.
3. **Elections:** Elections for officers and at-large members are held at the Spring general membership meeting. The list of nominees shall be circulated at least one week in advance of the meeting. Additional nominations may be made from the floor.
 - a. Elected officers and at-large members take office immediately after the Spring meeting.
4. **Vacancies:** If the office of President becomes vacant between elections the President-elect shall take over immediately. A vacancy in any other office shall be filled by the President in consultation with the Executive Committee.

ARTICLE V—MEMBERSHIP MEETINGS

1. **Meetings:** The RFA shall hold quarterly general membership meetings. Other general meetings may be called by the Executive Committee with at least ten days' notice.
 - a. Annual business meeting shall be held in the Spring for the purpose of electing officers and at-large members of the Executive Committee.
 - b. A quorum of 10% of the regular members is required for transactions of business at any general meeting.

ARTICLE VI—AMENDMENTS TO BYLAWS

1. The President may appoint a committee to identify amendments needed to the bylaws.
2. The bylaws may be amended by a two-thirds' majority of the regular members present at any general meeting of the RFA, provided the substance of the proposed changes has been circulated at least one week in advance.