

**THE UNIVERSITY OF MEMPHIS ASSOCIATION OF RETIREES
CONSTITUTION AND BY LAWS**

ARTICLE I

NAME

The name of the organization is the University of Memphis Association of Retirees (hereinafter known as UMAR).

ARTICLE II

PURPOSE

To provide a means for retired faculty and staff to advance their interests and nurture friendships, and to support the goals and mission of the University of Memphis in the community and beyond.

ARTICLE III

MEMBERSHIP

- Section 1. Faculty and Staff and their spouses shall be eligible for membership upon retirement from the University of Memphis.
- Section 2. Retired faculty and staff and their spouses become full active members upon payment of annual dues to UMAR. Dues are waived for first year retirees.
- Section 3. Surviving spouses of eligible faculty and staff members may become members upon payment of annual dues to UMAR.
- Section 4. Nominations for Honorary Membership in UMAR may be presented to the Executive Committee by any UMAR member. Honorary Membership may be awarded upon the approval of the Executive Committee. Honorary members may not vote or hold office.

ARTICLE IV

OFFICERS

- Section 1. Officers shall be elected at the Annual General Meeting from the dues-paying members for a term of one year, with the exception of Members-at-Large (two faculty representatives and two staff representatives) who shall be elected for staggered two year terms. Terms shall begin July 1 of the following year.
- Section 2. The eight elected officers shall be President, President-Elect, Secretary, Treasurer, and *the* four Members-at-Large.
- Section 3. The President shall have general supervision of the affairs of UMAR. He/She shall preside at meetings and shall be an ex-officio member of all committees, except the Nominating Committee.
- Section 4. The President-Elect shall perform the duties of President in the absence or disability of the President and shall assume the presidency if the office of President becomes vacant.

- Section 5. The Secretary shall keep minutes of UMAR Executive Committee meetings, the Annual General Meeting, and any additional UMAR meeting,
- Section 6. The Treasurer shall monitor UMAR receipts and expenditures.
- Section 7. Any vacancy of an elected office, other than that of President, shall be filled by the Executive Committee.

ARTICLE V

COMMITTEES

- Section 1. Executive Committee This Committee is made up of the four elected officers, two immediate Past-Presidents, chairs of the Scholarship, Caring, and Membership Committees, and the four Members-at-Large. The Executive Committee shall transact all business in the name of UMAR.
- Section 2. Ex Officio Members. The following shall be ex officio members of the Executive Committee: the past Presidents of UMAR, the chairs of the Program Committee and the Newsletter Committee. A staff designee from the University of Memphis shall also serve as an ex officio member of the Executive Committee. .
- Section 3.* Nominating Committee This Committee consists of a Chair and three members appointed by the President (annually by September 1). The Committee will select a slate of officers (annually by November 1) to be approved by the general membership at the Annual General Meeting. The slate of officers will be included with the Annual General Meeting announcement which is mailed to all UMAR members.
- Section 4.* Membership Committee This Committee is responsible for the annual membership drive. Annual memberships run from July 1st to June 30th of the following year.
- Section 5.* Scholarship and Caring Committees These Committees shall be appointed by the President. The Scholarship Committee will oversee the UMAR Scholarship, the selection of its recipient and fundraising for the Scholarship. The Caring Committee will inform members of and arrange for memorializing deceased UMAR members.
- Section 6.* Program Committee The President shall appoint a Program Committee and such additional committees as, in his/her judgment, the interests of UMAR may require and shall prescribe the duties of such committees.
- Section 7.* The Newsletter Committee The newsletter will be published periodically by a committee chaired by a member of the Executive Committee or a member designated by the Executive Committee. This committee will also oversee the UMAR web page.

ARTICLE VI

MEETINGS

- Section 1. There shall be at least one general meeting each year designated as the Annual General Meeting.
- Section 2. Additional meetings shall be held at such time and place as determined by the Executive Committee.
- Section 3. A U of M staff designee will provide support to UMAR. This support will include:

- a. Arrangement of meeting locations for Executive Committee meetings. Mailing meeting notices, agendas, financial reports, and any other requested documents prior to these meetings.
- b. Providing assistance in planning and making arrangements for the Annual General Meeting and Holiday Luncheon, and other outings and events, including "Coffee and Conversation".
- c. Printing and distributing invitations to meetings and events.
- d. Arranging for printing and distributing the UMAR Newsletter.
- e. Maintaining the database of retired U of M Faculty and Staff, from which UMAR information can be retrieved. This database is maintained by an office associate in the Development Office.
- f. Maintaining the database of deceased retirees, including records of UMAR memorials for deceased retirees.
- g. Obtaining detailed financial information required by the UMAR Treasurer and Executive Committee.
- h. Maintaining paper files of UMAR documents.
- i. Maintaining the web page for UMAR on the UM web site.
- j. Providing Retiree information for publication in the U of M Campus Directory.

ARTICLE VII

DUES

The amount and date of payment of annual dues shall be set by the Executive Committee.

ARTICLE VIII

AMENDMENTS

Section 1. A proposed amendment to the UMAR Constitution and Bylaws must be submitted in writing and may be given to a member of the Executive Committee. An approved proposed amendment shall be included in the notice of the next general meeting of UMAR.

Section 2. Adoption of any approved amendment shall require an affirmative vote of at least two-thirds of the members present at the Annual General Meeting.

Amended:

December 1994
 December 1996
 December 1998
 December 2001
 December 2002
 December 2003
 December 2005
 December 2006
 December 2008