

WESTERN'S ASSOCIATION OF RETIRED FACULTY

BY-LAWS

Revised 2015

ARTICLE I—NAME

1.1 This organization shall be known as Western's Association of Retired Faculty (hereinafter referred to as WARF).

ARTICLE II—PURPOSE

2.1 The purpose of WARF is to advocate for the health care and other benefits of Western Michigan University faculty retirees that are negotiated or may be negotiated as part of the WMU-AAUP Agreement. In addition, the organization shall provide information related to retirement to retired faculty and their surviving spouses/partners and associate members.

ARTICLE III—MEMBERSHIP AND DUES

3.1 Membership

3.1.1 Membership in WARF is open to those University retirees who meet the qualifications to retire as "faculty" as described in Article 35: Retirement of the current WMU-AAUP contract for their date of hire. These qualifications include the required full-time service in a Board-appointed, ranked faculty position and holding tenure in an academic department at the University prior to the effective date of retirement.

3.1.2 Associate Membership in WARF is open to surviving Spouses/Partners of WARF members and others invited by the Steering Committee. Associate members have all benefits of membership except voting and serving as board members.

3.2 Dues

Members and Associate Members must pay annual dues for the period January through December. Dues are set by the WARF Steering Committee. Annual dues are to be paid through the WMU-AAUP. Members and Associate Members remain "active" as long as annual dues are paid

ARTICLE IV—MEETINGS

4.1 WARF business shall be conducted by the Steering Committee at meetings open to any WARF member. WARF members may add to the agenda both items for discussion and motions for action. Minutes of all meetings shall be available to all members.

4.1.1 Normally, regular Steering Committee meetings shall be held monthly, on a designated weekday and week in the month (e.g. second Thursday). Notice of regular Steering Committee meetings shall be posted on the WARF website.

4.1.2 A quorum of the Steering Committee shall consist of a majority of members.

4.2 In addition to regular Steering Committee meetings, special SC meetings may be called by the Chair or by a majority vote of the Steering Committee, with notice posted on the web site.

4.3 When an issue arises that must be resolved quickly, the Chair may, with approval of a majority of the available members of the Steering Committee, take necessary action.

4.4 General Membership Meetings may be called by majority vote of the Steering Committee or by petition from 10% of WARF members. Notice shall be posted on the WARF web site and sent by e-mail at least two weeks in advance of the meeting

ARTICLE V—STEERING COMMITTEE AND OFFICERS

5.1 The WARF Steering Committee shall consist of six to nine members elected at large for three year staggered terms, beginning in January. There is no limit on consecutive terms.

5.2 The Steering Committee shall select its own officers annually at the January meeting. These include Chair, Vice Chair, Secretary, Treasurer, and Information Officer. Self-nomination and prior discussion is expected. At the December meeting, that year's Vice-Chair shall designate a retiring or continuing member of the Steering Committee to conduct the selection of new officers in January. Officers assume office immediately.

5.3 The Steering Committee shall establish ad hoc committees as needed. Committees may include people from the general WARF membership as well as from the Steering Committee.

5.4 The Steering Committee shall appoint persons to fill vacancies that occur between elections. Such appointments complete the term of the elected person they replace.

5.5 The Steering Committee shall maintain a web site for its members. WARF may use a link on the WMU-AAUP web site for this purpose

DUTIES OF OFFICERS

5.6 WARF Chair shall preside at Steering Committee and general membership meetings.

5.7 The WARF Vice-Chair shall assist the Chair in the discharge of his/her duties, and shall assume the responsibilities of the Chair in his/her absence. The Vice-Chair shall select a member to conduct the annual election of officers.

5.8 The WARF Secretary shall keep minutes of the meetings of the Steering Committee and of the general membership. The Secretary shall keep records of all business of WARF, including the names,

addresses, and e-mail addresses of all WARF members and of surviving spouses who wish to retain WARF association. The Secretary shall pass on the complete records to his/her successor.

5.9 WARF income and expenses shall be recorded, maintained, and disbursed through WMU-AAUP Chapter accounts. The WARF Treasurer shall consult with Chapter office staff and report income and expenses to the Steering Committee. The Treasurer will maintain records of income and expenses and pass these on to his/her successor.

5.10 The WARF Information Officer shall give timely notification of meetings to members. He/she shall prepare communications and monitor the content of the WARF website to assure timely and accurate postings. The Information Officer shall coordinate responses to media inquiries with the WARF Chair.

Article VI—Order of Business for WARF Steering Committee

6.1 The order of business for all meetings shall be:

Call to Order and Roll Call of Members

1. Approval of Agenda
2. Approval of Minutes
3. Reports of Officers and Committees as needed
4. Unfinished Business
5. New Business

6.2 All WARF business and meetings shall be conducted in accordance with the By-Laws and the most recent edition of Robert's Rules of Order.

ARTICLE VII--AMENDMENTS

7.1 Amendments to the By-Laws shall be conducted by an e-mail ballot to WARF members or by U.S. postal service if requested. A simple majority of those voting is required for passage.

ARTICLE VIII—ORGANIZATION AND DISSOLUTION

8.1 At the request of five or more members of the Steering Committee, the members of WARF shall be asked to vote on whether to dissolve the organization. Dissolution requires a majority of members voting.

8.2 In the event of dissolution any remaining assets shall be donated to one or more 501(c) 3 organizations selected by the Steering Committee and confirmed by a majority of members voting.

