

**BYLAWS
RETIRED FACULTY ASSOCIATION
THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**

Original version 1986; revised 1990, 2001, 2004, 2012, 2013, 2016, 2021

ARTICLE I – NAME, MISSION, AND AFFILIATION

1. **Name:** The name of this organization is the 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 and engaged interaction among its members;
 - b. Advocates for interests and concerns of UNC-CH retired faculty;
 - c. Maintains an active relationship and has a voice with faculty and administrators of UNC-CH;
 - d. Supports and upholds the mission of UNC-CH through leadership, consultation, and all available avenues.
3. **Affiliation:** The RFA is affiliated with the University of North Carolina at Chapel Hill through the Office of the Provost and through the two retired faculty members who represent the Division of Retired Faculty on the Faculty Council.

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 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.
 - d. **Nominations** shall be submitted to the Executive Committee in writing, either on paper or electronically, with a statement of rationale.

e. **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 set by the Executive Committee and approved by the RFA voting members.
- 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 by electronic ballot.
- c. Funds of the RFA shall be kept in a local depository, and disbursements may be drawn thereon over the signature of the Treasurer or the President. Two signatories are required for disbursements of more than \$1,000.

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 of the Executive Committee are the representatives of the Division of Retired Faculty to the UNC-CH Faculty Council, the editor of the RFA Newsletter, and any other appointments made by the President with the approval of the Executive Committee.

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, presides at all Executive Committee and general membership meetings, and communicates regularly with the membership.

b. The President-elect supports the president in leading the organization and presides in the absence of the President.

- 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 and other incoming funds, disburses payments, keeps the financial records, and presents the financial report at each regular meeting of the Executive Committee. The Treasurer also maintains and regularly updates the official list of RFA members.
- 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 and for representatives of the retired faculty on the Faculty Council is appointed by the President from the membership of, and in consultation with, the Executive Committee. It is responsible for soliciting nominations from the general membership and for putting together a slate of nominees.
2. **Terms of Office:**
 - a) Officers and at-large members are elected for 2-year terms, except that the President, President-elect, and Past-president (each being normally the same person in sequential years) each serve for one -year terms. The President-elect is elected each year and the Treasurer is 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.
 - b) Representatives of the Division of Retired Faculty to the Faculty Council are nominated by the Retired Faculty Association to serve staggered three-year terms. In two out of each three years, therefore, the RFA Nominating Committee recommends two candidates to the Office of Faculty Governance, one of whom will be selected by vote of all members of the Faculty Council's Division of Retired Faculty.
3. **Elections:** The report of the Nominating Committee is presented 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. Within one week following this meeting, an electronic ballot of all nominees is to be circulated to all voting members of the Retired Faculty Association for their approval. Members will have a period of at least ten days within which to submit their electronic ballots.

- a. Elected officers and at-large members take office immediately after election.
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. The annual business meeting shall be held in the Spring for the purpose of receiving the President, Treasurer, and Executive Committee's reports on the organization's activities during the past year, and receiving and discussing the report of the Nominating Committee and adding any individuals nominated from the floor.

- 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 who are present at any general meeting of the RFA, provided the substance of the proposed changes has been circulated at least one week in advance.