

Bylaws
Emeritus Faculty and Staff Association
Eastern Michigan University
Adopted May 14, 1992
Revised May 11, 2018

BYLAW 1. Election of Officers

- 1.1. Prior to the annual spring membership meeting, the Executive Board will select a three-member nominating committee, which will present at the spring meeting a slate of at least three nominees to serve on the Executive Board.
- 1.2. All nominees must give their personal consent prior to nomination.
- 1.3. Nominations from the floor shall be permitted at the spring meeting.
- 1.4. Those nominees receiving a majority of the votes of the membership present at the spring meeting shall serve on the Executive Board.
- 1.5. The terms of office shall be effective immediately after the election and continue for a three-year period.
- 1.6. Proxy voting is not permitted.

BYLAW 2. Duties of Executive Board Members

- 2.1. The Executive Board shall implement the policies of the Association.
- 2.2. The Executive Board shall periodically evaluate the direction and content of programs and services provided to members.
- 2.3. Executive Board members shall promote the best interests of the Association and its members and present a positive image of the Association to the University community and the public.

BYLAW 3. Duties of the President

- 3.1. The President of the Executive Board shall chair all regular, special and Executive Board meetings of the emeritus *faculty* and staff.
- 3.2. The President of the Executive Board shall maintain liaison with the President and other officers of Eastern Michigan University.
- 3.3. The President shall arrange for all meetings of the emeritus faculty and staff.
- 3.4. The President shall coordinate all mailings to the emeritus faculty and staff membership.
- 3.5. The President, with the approval of the Executive Board, shall appoint members to committees that are required in order to carry out the business of the emeritus faculty and staff.
- 3.6. The President shall serve as the executive officer in carrying out the decisions of the Executive Board.

BYLAW 4. Duties of the Vice President

4.1. The Vice President shall assume the responsibilities of the President when the latter is not available.

BYLAW 5. Duties of the Secretary

5.1. The Secretary shall give a written report to the membership of all official meetings of the organization.

5.2. The Secretary shall assume the responsibilities of the President when neither the President nor Vice President is available.

BYLAW 6. Special Meetings

6.1. A special general membership meeting may be called by either (a) a majority of the Executive Board or (b) a petition signed by ten (10) or more members. The purpose of the meeting shall be clearly stated in the petition. The petition shall be presented to the Executive Board, which shall (a) verify the validity of the signatures and (b) arrange a date, time, and place for the meeting. Only the issues stated in the petition may be considered at the special meeting.

6.2. Written notice of a special general membership meeting shall include the date, time, place and purposes of the meeting and be mailed to all emeritus faculty and staff not less than 14 calendar days before the date of the meeting.

BYLAW 7. Voting

7.1. Voting on motions which are not amendments to the Constitution or the Bylaws shall require for passage a simple majority of the members present at the emeritus faculty and staff general membership meeting.

BYLAW 8. Amendments

8.1. Amendments to the Bylaws may be recommended to the membership by either the Executive Board or a petition signed by the (10) or more members. The Executive Board must verify the validity of the signatures on a petition.

8.2. Amendments will be presented to the membership for discussion and review at either a regular or special general membership meeting. Voting on the amendment shall not take place until the following general membership meeting.

8.3. Amendments shall require for passage a simple majority vote of those members present at a spring or fall membership meeting.

8.4. The amendment(s) will take effect immediately after adoption.

8.5. The Bylaws shall be reviewed by the Executive Board at least every five (5) years.