

POLICIES AND PROCEDURES

Approved by the Oklahoma State Emeriti Association Council – April 25, 2016

1. Membership in the OSU Emeriti Association is open to all retired employees of Oklahoma State University (faculty and staff), spouses of current or deceased Emeriti members, retired federal personnel associated with OSU, and members of the Board of Regents. Other retirees with significant relationships to OSU may become members upon approval of the Council.
2. Annual dues are \$25.00 per person or \$35.00 per couple and are due and payable each year on January 1st. Dues must be received by March 1st for the member's name to be included in the annually-updated Emeriti Association Directory. Life Membership may be purchased for \$200.00 per person or \$250.00 per couple. Life membership does not expire and does not have to be renewed. Checks for annual dues and life memberships should be made payable to the OSU Emeriti Association and should be mailed to Membership Committee, OSU Emeriti Association, 201 Conoco-Phillips Alumni Center, Oklahoma State University, Stillwater, OK 74078. Membership cards are issued by the Chair of the Membership Committee. A member may show a membership card to verify his or her membership.
3. Names of deceased members will be omitted from the Membership Roster in the Directory, but will be included in the list "In Memoriam".
4. If a request is received from an organization or individual for the Association to support an endeavor, an Association Council member shall present it to the Council for consideration. That member would be responsible for conveying the decision of the Council to the requesting party.
5. Information about individual members will not be released without approval of that member. Association Directories or group listings may be distributed to outside organizations or individuals only upon approval of the Council.
6. The Treasurer will have information regarding the tax-exempt number. Instructions about the procedures for purchasing items and receiving reimbursement can be obtained from the Treasurer. This information should be available to members who need the information to conduct the business of the Association.
7. Expenditures anticipated beyond the budgeted amount or expenditures outside of a budgeted item shall be submitted in advance for the approval by the Council.
8. Basic instructions (including the password and mailbox number) for accessing and using the voice mail system should appear in the Job Description of the Emeriti Association Administrative Assistant.

9. Requests by non-member groups to use the Emeriti Association facilities should be brought to the Council for referral to the Alumni Association for consideration.
10. Since meetings and dinners of the Association are for the benefit of members and occasional guests, the Membership Chair should send a membership application form and letter encouraging membership to any non-member who repeatedly attends functions.
11. Reservations for Association meetings (i.e. Monday night dinners) are due to the Association office at a time specified to give the caterers their required notice (typically 3-5 business days) of the number of meals to prepare. Members requesting reservations past the deadline are told they may attend, as most caterers are prepared for a few extra people above the count given to them. However, members requesting reservations past the deadline are asked to wait until all others have been served, to be respectful of those who made reservations on time.
12. Members making reservations for Association meetings are expected to pay for their meals whether or not they attend the dinner. "No shows" will be billed for their meals by the Treasurer.
13. Requests for Emeriti member volunteers to serve at various campus or other events should be referred to the chair of the Ambassadors/Alumni Relations Committee.
14. The Investment Club shall elect its own officers and be governed by a Partnership Agreement and a separate set of Bylaws. The Investment Club shall make reports to the Vice-President for Activities no later than January 15th of the following year..
15. Standing committee chairpersons and liaisons with affiliated organizations should make reports to the Council as needed to keep the Council informed in a timely manner regarding relevant issues. As a minimum, each chairperson/liaison is expected to submit a written report to the Council at the end of each calendar year, no later than January 15 of the following year.
16. Non-cash gifts offered to the Association will be reviewed by the Facilities Committee. The Facilities Committee will make recommendations to the Council regarding the acceptance and use of the gift. The Council will determine acceptance, and use of the gift, consistent with any wish of the donor. The Treasurer will issue a receipt acknowledging the gift, with a description of the gift. In the event a gift is not accepted the Chair of the Facilities Committee will send a letter explaining the decision.

17. When items are loaned to the Association, the person lending the item should be advised in writing that the Association assumes no liability for its maintenance, security, or safety. The person should be given a receipt acknowledging the kind of item, the date it was received, and the length of time of use (if known). The item itself shall be identified as to the owner and recorded in an appropriate record with the Facilities Committee.
18. The Facilities Committee Chair will create an inventory of all of the items (not supplies) currently in use in our facility and in storage. If possible, the list will show how and from whom the item was obtained, i.e. by loan, gift or purchase. If it was purchased, the source of the funds will be identified.
19. Each officer and committee chair shall update his/her job description annually by the September Council meeting. If no description exists, the incumbent will develop one based on duties defined in the Constitution, By-Laws, and Policies and Procedures or duties assigned before/or during his/her term. The President shall provide a job description to each new officer or committee chair. The job descriptions will be made available to the Nominating Committee for use in contacting candidates.
20. At the time election results are announced, the newly elected Officers and Councilors should be invited by the President to attend the installation ceremony and any Council meeting that might be scheduled to occur before they officially take office. They should be informed of the general nature of their official duties before they are elected.
21. The outgoing President will arrange for the installation ceremony. A Past President will be the installer.
22. Past reports, minutes, clippings, and records of the Association shall be given to the Historian by February 1st to be filed in the Archives at the OSU Library – Special Collections.
23. The President is to review the agreement between the Emeriti Association and the Alumni Association with the President of the Alumni Association annually.
24. Every odd year or as needed the President will appoint an *ad hoc* Committee to review the Constitution, By-Laws, and Policy and Procedures. The Committee will report their findings by September of the year appointed.
25. The President, when aware of an elected councilor or officer who does not (regularly) attend meetings or who is unable to accept responsibility for the duties of the office for which elected, will bring this to the attention of the Emeriti Council for discussion and whatever action they deem appropriate.

26. The Association will maintain a website (<http://emeriti.okstate.edu>) for the benefit of Association members. There, members can access the Association's Constitution, ByLaws, and its Policies and Procedures. Members may also become informed about their Associations history, activities the Association sponsors (such as Association meetings, interest groups, emeriti volunteer opportunities, travel groups), and current officers and Council representatives. Communication with members via periodic Association Newsletters and Updates can be accessed also.