

# Bylaws of The Emeriti Academy at Case Western Reserve University

Organized October 13, 2016

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## ARTICLE I. Formation

The name of this organization shall be The Emeriti Academy at Case Western Reserve University (the Academy). The Emeriti Academy shall function under the auspices of the Office of the Provost at Case Western Reserve University (CWRU).

## ARTICLE II. Purposes

The purposes of the Academy include the following:

- a. Encourage and facilitate retired faculty's involvement with students, junior faculty, alumni, faculty governance, university administration, and the greater CWRU community.
- b. Support the university through the continuation of research and scholarly pursuits including publications and external funding.
- c. Serve as an incentive for retiring faculty to remain affiliated with the university.
- d. Identify and advance the continuing intellectual interests of retired faculty.
- e. Facilitate the service of retired faculty to the university, community and society.
- f. Help disseminate retirees' accumulated knowledge, wisdom and expertise under the aegis of CWRU.
- g. Provide a seamless transition for faculty into retirement as well as a focal point for activities and social interaction.

## ARTICLE III. Membership

### Section 1. Regular Members

All CWRU faculty and administrators with emeritus/emerita status are automatically considered regular members of the Academy. Regular members may vote on all matters brought before them by the Executive Committee.

### Section 2. Associate and Special Members

a. Associate Members: Any retired member of the CWRU University Faculty without emeritus/emerita status, but who was a voting member of the University Faculty as that term is defined under Chapter 2, Article I, Secs. A and B of the CWRU Faculty Handbook prior to retirement, may apply to be an associate member of the Academy. Retired faculty of other colleges or universities with emeritus/emerita status may also apply to be associate members of the Academy. Upon approval of the Chair (with concurrence of the Executive Committee) associate members shall have the rights and privileges of regular members, except the right to vote or hold office.

b. Special Members: Other individuals who support the purpose of the Academy may apply to or be invited by the Chair of the Executive Committee (with concurrence of the Executive Committee) to become special members. Special members may participate in all functions of the Academy but may not vote or hold office.

**Section 3.** Spouses, partners or guests of members or spouses or partners of deceased members of the Academy may participate in activities during the year. These individuals may not vote or hold office.

**Section 4.** Meetings: There shall be at least one meeting of the Academy membership each year. Associate and special members shall be invited to attend but may not vote. Additional meetings may be called by the Chair of the Executive Committee, by the Provost, or by ten percent of the regular members of the Academy who shall state the purpose of the proposed meeting. All meetings shall be announced at least 30 days in advance by email to the membership and by posting on the Emeriti Affairs section of the CWRU website.

#### **ARTICLE IV. Organization**

The Academy is subject to all university regulations and shall be administered by an Executive Committee and its Chair, subject to the administrative and budgetary purview of the Office of the Provost.

#### **ARTICLE V. Officers**

##### **Section 1.** Election of Chair and Staff

- a. The Chair shall be elected from among the emeriti members of the Academy Executive Committee.
- b. The Chair shall be elected by the Executive Committee and may be removed by the Executive Committee.
- c. The Chair shall be assisted by staff within the Office of Faculty Advancement and Postdoctoral Affairs or as otherwise provided by the Provost.

##### **Section 2.** Duties of the Chair

- a. Serve as the official representative of the Academy to the university administration and as the spokesperson for the Academy.
- b. Provide leadership for Academy programs and activities and communicate with the membership regarding activities through appropriate vehicles.
- c. Call all regular and special meetings of the Academy and preside at these meetings. d. Chair the Executive Committee including calling meetings of the Executive Committee (see Article VI).
- e. Bring before the Executive Committee the names of individuals who are being considered to be associate or special members of the Academy.
- f. Be responsible for preparation and maintenance of the minutes of the meetings of the Academy and the Executive Committee.
- g. Appoint committees (including their chairs) as are necessary to implement the objectives of the Academy.
- h. Oversee all finances of the Academy and prepare an annual finance report for the Provost and the Executive Committee.
- i. Prepare an annual report of the activities of the Academy for the membership and the Provost.
- j. In January of each calendar year submit to the Provost an annual budget request for Academy expenses for the next fiscal year, from July 1 to June 30.
- k. Solicit, with the approval of the Executive Committee, contributions from the membership or others, and establish fees for admission to events or for other reasons.

##### **Section 3.** Other Officers

- a. The officers of the Executive Committee shall consist of the Chair and Vice-Chair of

the Executive Committee, and the immediate past-Chair. The officers shall serve one year terms in each position regardless of prior time on the Executive Committee.

b. The Executive Committee shall vote annually to elect the Chair-elect who shall also serve as the Executive Committee's Vice-Chair, from candidates submitted by the Nominating Committee in consultation with the Executive Committee.

c. If the Chair is unable to complete his/her term, the Vice-Chair shall assume the position of Chair, and the Executive Committee, in consultation with the Nominating Committee, shall elect a new Vice-Chair. The election may be held at a meeting of the Executive Committee or by electronic ballot.

d. If the immediate past-Chair is no longer an elected member of the Executive Committee, the immediate past-Chair shall be an ex-officio member of the Executive Committee, but without the right to vote.

e. The Executive Committee shall meet at least three times a year and meetings shall be called by the Chair.

f. Members of the Executive Committee shall serve on committees as appointed by the Chair.

## **ARTICLE VI. Executive Committee**

### **Section 1. Members of the Executive Committee**

a. The Executive Committee of the Academy shall consist of: one emeritus/emerita member from each of the eight CWRU Constituent Faculties (as defined in the CWRU Faculty Handbook), except that there shall be two members from the School of Medicine (preferably, but not necessarily), one from a clinical science department and the other from a basic science department) and two from the College of Arts and Sciences; and two CWRU Distinguished University Professors (the DUP members). Notwithstanding the above, except in the case of a DUP member, at no time shall there be more than two members of the Executive Committee from any of the eight CWRU Constituent Faculties. In addition, the Provost of CWRU (or their designee), the current CWRU Emeriti Marshal, and the Administrative Director of Faculty Advancement and Postdoctoral Affairs (or their designee) shall be ex-officio members of the Executive Committee, but without the right to vote or hold office. Otherwise, and unless provided by these Bylaws or by resolution of the Executive Committee, each member shall have one vote on every matter brought to it for resolution; also, and unless otherwise provided by these Bylaws or by resolution of the Executive Committee, a majority of votes at a duly constituted meeting or of the full Committee in writing, shall prevail. b. Emeriti members of the Executive Committee shall be elected by the membership of the Emeriti Academy following nominations by the Executive Committee. The DUP members of the Executive Committee shall be chosen from among the group of CWRU Distinguished University Professors by any method chosen by the DUP group. Emeriti and DUP members of the Executive Committee shall serve one three-year term and may serve one consecutive additional three-year term. Members serving a term of less than three years for whatever reason, shall be eligible to serve two consecutive three-year terms. Members terms shall be staggered, so that four members are eligible for election or re-election every year. After the lapse of one year following their service of two consecutive three-year terms, all members shall be eligible to serve again under the conditions stated above, as if they had never served before. All elections to membership

to the Executive Committee shall be held on or before August 1 of each calendar year, with terms beginning September 1.

c. In the event of a vacancy of an emeritus/emerita member of the Executive Committee, the Executive Committee shall appoint a new member *from that constituent faculty to serve for the remainder of the original member's term*. If it should prove to be practically difficult to attract a suitable candidate from the constituent faculty, the Executive Committee may appoint any candidate it chooses to *serve for the remainder of a term*. The appointee may not serve a new term unless elected by the membership *to continue to represent that constituent faculty*. In the event of a vacancy of a DUP member of the Executive Committee, the DUP group shall select a replacement for the remainder of the original DUP member's term by any method chosen by the DUP group. Thereafter, the replacement will still be eligible to serve two consecutive three-year terms, if duly elected by the membership. Having served any number of full or partial terms as a DUP representative, a DUP member may serve as a representative of one of the constituent schools under the conditions stated above, as if they had never served before.

d. The CWRU Emeriti Marshal shall, with the assistance of the Administrative Director of Faculty Advancement and Postdoctoral Affairs (or their designee), invite emeriti faculty to Spring Commencement and Fall Convocation and lead emeriti faculty members in the academic procession for Spring Commencement and Fall Convocation.

e. The Administrative Director of Faculty Advancement and Postdoctoral Affairs (or their designee) shall provide the following services: invitations to campus events, assistance with building and parking access, general support responding to inquiries and providing resources, maintenance of database and an annual directory with contact information for emeriti faculty, maintenance of informational website about emeriti appointments and services, and serves as administrative liaison to the Emeriti Academy.

## **Section 2. Duties of the Executive Committee**

- a. Provide advice and counsel to the chair on the Academy's programs, offerings, activities, membership and operational issues.
- b. Provide opportunities for the membership to be involved within the academic community.
- c. Strive for success of the Academy through active participation, recruitment and stewardship activities.
- d. Prepare appropriate items of business to be brought before the membership.
- e. Make a formal recommendation to the President that the outgoing Chair of the Executive Committee be designated Emeriti Marshal for the new academic year. If the outgoing Chair is unable or unwilling to serve, the Committee may recommend an alternate.
- f. Manage all matters of the Academy that are not specified in Article V Section 2.

## **ARTICLE VII. Quorum and Voting**

### **Section 1. Meetings of the Membership**

- a. If the Chair of the Executive Committee and a majority of its regular members are

present at an Academy meeting, a matter requiring a vote of the full membership may take place at the meeting. The affirmative vote of the majority of votes cast (by regular members present) shall be necessary for the adoption of motions. This subsection does not apply to motions concerning a change to the bylaws (Article XI).

b. Except as provided in paragraph a. above, matters requiring a vote of the full membership (i.e. election of Executive Committee members, dissolution of the Academy and other matters as determined by the Executive Committee) shall be by electronic ballot to all regular members and shall require the approval of sixty percent of those members returning ballots. Votes on changes to the Bylaws shall be by electronic ballot but require the approvals provided in Article XI.

**Section 2.** Meetings of the Executive Committee

a. A quorum shall consist of a majority of the emeriti and DUP members of the Executive Committee.

b. A majority of votes cast by all committee members present shall be necessary for the adoption of motions. This does not apply to motions concerning the Bylaws (see Article XI).

**ARTICLE VIII. Committees**

**Section 1.** Committees

a. The Executive Committee shall have one Standing Committee, The Nominating Committee, and may have any number of other committees and sub-committees as determined by the Chair of the Executive Committee.

b. Unless otherwise determined by the Executive Committee, each committee or sub-committee shall consist of one or more members, appointed by the Chair of the Executive Committee. The Chair shall also designate one of its members the chair of that committee or sub-committee.

c. Any person may be a member of a committee or sub-committee. Membership on committees and sub-committees is not limited to members of the Emeriti Academy. Membership on any committee or sub-committee may be renewed indefinitely. d.

Except for the one Standing Committee, appointments to any committee or sub-committee, as well as the length of the existence of any committee or sub-committee, shall be made at the discretion of the Chair of the Executive Committee.

e. Renewals and new appointments shall be made initially in September, as a new Chair takes office; other new appointments may be made at any time.

**Section 2.** The Nominating Committee.

a. The Nominating Committee shall consist of at least three members, and its chair shall be a member of the Executive Committee.

b. Terms of office for all members of The Nominating Committee shall commence on September 1 and terminate on August 31 of each calendar year, but will be automatically extended until a vote or appointment is made by the appropriate person or body.

c. By July 1 of every year, the Nominating Committee shall be responsible for preparing a list of recommendations of individuals whom the Executive Committee might nominate in the annual election of members to the Executive Committee.

**ARTICLE IX. Facilities**

- a. The university, through the Office of the Provost, shall provide space for use by the Chair and the administrative staff.
- b. The Chair shall request the university to provide additional space and facilities for use by members of the academy to aid in achieving the goals of the Academy.

#### **ARTICLE X. Miscellaneous**

**Section 1.** Rules of Order: Meetings of the Academy and the Executive Committee shall be conducted under the latest edition of Robert’s Rules of Order Newly Revised.

**Section 2.** Logo: The Academy may have a distinctive identifying logo as permitted under university guidelines.

**Section 3.** Definition: The term “present” when used in these Bylaws with respect to quorums and voting shall include all members in attendance either physically or electronically.

#### **ARTICLE XI. Changes to the Bylaws**

**Section 1.** Amendments: Adoption of amendments to the Bylaws requires the approval of the following:

- a. The Executive Committee by two-thirds of the votes cast by all Executive Committee members at the time of the vote, and
- b. Regular members of the Academy by two-thirds of the votes cast.

**Section 2.** Dissolution: Dissolution of the Academy requires the same approval procedure as amendments to the bylaws.

#### Revisions

Revised by a vote of the Emeriti Academy Membership:

11/2/2017 (ARTICLE VI. Executive Committee, Section 1. Members of the Executive Committee)

Revised by a vote of the Emeriti Academy Membership:

8/11/2020 (Article VI. Executive Committee Section 1. Members of the Committee a) & b)

Revised by a vote of the Emeriti Academy Membership:

12/10/2021 (Articles III, V, VI, VII, VIII, IX and XI)