

# UWF Retired Employees Association Bylaws

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## I. Board of Directors and Officers

**Board of Directors:** The Board of Directors shall direct the activities of the UWF REA between meetings; formulate and recommend policies of the UWF REA; establish policies for expenditure of UWF REA funds; approve all standing committee appointments; negotiate with any group or organization in the interest of the UWF REA; perform such other duties as may properly pertain to the activities of the UWF REA or as provided in the Charter or Bylaws.

**President:** The President works closely with the Division of University Advancement to promote the purposes and activities of the UWF REA. The President shall preside at all meetings of the Board, Executive Committee, and the UWF REA; consult with the Executive Committee in the establishment of the agenda for meetings of the UWF REA and of the Board; appoint members of all committees; foster programs and activities to accomplish the purpose of the UWF REA and provide leadership for the Board; create necessary ad hoc or special committees and assign specific duties to Board members. The President becomes Past President in the year following serving as President.

**Vice President/President Elect:** The Vice President/President Elect becomes the President of the UWF REA in the second year of his/her term and Past President in the third year. He/she shall assume the responsibilities of the President in his/her absence; arrange for the writing, printing, and mailing of all UWF REA notices and correspondence; and with committee assistance coordinate and recommend to the Board arrangements for meetings and events.

**Secretary:** The Secretary, in cooperation with the Division of University Advancement, is responsible for recording and maintaining a permanent file of all records of the UWF REA and Board meetings; sending notices of all meetings to Directors, Executive Committee, and UWF REA members as appropriate; and keeping current membership listings with both home and e-mail addresses, and telephone numbers.

**Treasurer:** The Treasurer, in cooperation with the Division of University Advancement, shall manage the financial affairs of the UWF REA, including preparing an annual budget; keeping all fiscal records permanently and paying all bills; reporting on the status of membership dues paid; and

providing a monthly financial report of UWF REA foundation account and bank account balances, receipts, and expenditures to Board.

## II. Standing Committees

**Executive Committee:** The Executive Committee is composed of the officers of the UWF REA; does fact-finding and preliminary work for the Board and proposes policy(ies) for consideration by the Board.

**Finance Committee:** The Finance Committee shall be chaired by the Treasurer and shall assist that officer in preparing the annual budget and administering the funds of the UWF REA as provided by the Board. Members are appointed by the Board and shall serve two-year terms. The Chair shall regularly report the UWF REA's financial status to the Board and the UWF REA.

**Membership Committee:** The Membership Committee shall be chaired by the Vice President/President Elect. In coordination with representatives from the Division of University Advancement, the committee shall develop and recommend to the Board membership recruitment plans and implement adopted plans as directed by the Executive Committee. The Chair shall regularly report membership status to the Board and the UWF REA.

**Nominating Committee:** The Nominating Committee shall be chaired by the immediate Past President and meet in advance of the Annual Meeting of the UWF REA. The Committee shall submit to the Board for approval a slate of candidates for open officer and Board positions. The slate must be published to the members at least one month prior to the Annual Meeting.

**Sunshine Committee:** The Sunshine Committee shall be chaired by one of the elected at-large members of the Board. Working in coordination with the Division of University Advancement, the Committee shall be responsible for sending messages of congratulation and/or care to UWF REA members experiencing significant life events. The Chair shall regularly report on activities to the Board and the UWF REA.

**Ad Hoc Committees:** The Board may appoint ad hoc committees to conduct UWF REA programs and events, or for the study of special problems. These committees shall report to the Board and shall serve at its pleasure.

## III. Amendments

Amendments are provided for in Article VIII of the UWF REA Charter.