

Wright State University Retirees Association
Procedural Manual
(A supplement to the bylaws)
Approved June 1999; Amended May/June/August 2009;
Amended December, 2013
Amended November 6, 2015

COMMITTEES

Bylaws and Elections Committee

The Bylaws and Elections Committee shall be responsible for the following areas of bylaws, nominations, and elections:

1. Bylaws
 - a. Reviews bylaws every four years. If the WSURA Board requests a review earlier, the Committee shall coordinate with the Publications Committee to insure that changes are made before the directory is mailed.
 - b. Proposes additions, changes, and deletions in the bylaws.
2. Nominations
 - a. Announces a solicitation for nominations for the annual elections.
 - b. Nominates a slate of candidates.
 - c. Draws up the ballot.
3. Elections
 - a. Oversees the distribution of the mail ballot by April 15.
 - b. Counts votes with tellers and if necessary resolves ties by conducting a vote of the members attending the annual membership meeting.
 - c. Announces elections results to the Board upon completion of the ballot count and to the members at the annual membership meeting of WSURA.
4. Bylaws & Elections Committee shall consist of a chair, appointed by the President, as well as current President and the Past President.

Ohio Council on Higher Education Retirees (OCHER) Committee

At least two members shall represent WSURA at OCHER meetings to:

1. Further communication and exchange of ideas with retirees' organizations from other Ohio public higher education institutions.
2. Provide support for such initiatives as are determined to best benefit WSURA members.
3. Report back to WSURA on matters of interest discussed at the four OCHER meetings held each year.
4. Prepare a brief written report to be posted on the web site.

Communications Committee

The Communications Coordinator shall chair this committee and the Webmaster shall serve as a committee member along with other members as necessary.

The Communications Committee shall:

1. Collect information and photographs for *The Extension*, the newsletter of WSURA.
2. Publish the newsletter four times per year. (Fall, Winter, Spring, and Summer)
3. Maintain a file of two copies of *The Extension* in the WSURA office and forward a digital file of each issue to the Webmaster.
4. Work with other WSURA committee chairpersons to collect information for the newsletter and the web site.
5. Contact key campus offices or committees for pertinent information for inclusion in the newsletter.
6. Distribute complimentary copies of *The Extension* to identified on-campus and off-campus personnel and/or offices or associations.
7. Publish a membership directory every other year.

The Webmaster shall:

1. Make timely entries to the website including: Minutes, Treasurer's Reports, News Items, Events, Deaths, *The Extension*, and photographs taken at WSURA functions.
2. Encourage others to contribute written reports on retiree events for a News Item and encourages others to contribute Personal Reflections. As needed or appropriate, Webmaster or his designee may attend functions to take photographs of participants for posting.
3. Chair a bi-annual committee to review the purposes and content of the website. Webmaster will solicit members' suggestions for improving the website on an ongoing basis.
4. Promote visits to WSURA'S Facebook page through a link on the website and post photographs of retirees at events on Facebook.

Historical Preservation Committee

The Historical Preservation Committee shall:

1. Maintain an official copy of the minutes of the organization, copies of *The Extension* and any other permanent records of the organization in the WSURA Office. Official copies of these organizational records shall be transferred from the WSURA Office to the University Archives by the Committee Chair in coordination with the Student Office Assistant every two years.
2. Compile an historical record of WSURA using members as resources and by archiving photographs of pertinent activities including annual reports from committee chairs.
3. Work in conjunction with the WSU Library Archivist when applicable including facilitating oral histories.
4. Identify any other areas that may be of interest to WSURA pertaining to the history of the organization and/or the university.

Activities Committee

The Activities Committee shall:

1. Have general supervision of the social, educational, and cultural activities of WSURA.
2. Present a preliminary calendar of activities for the upcoming year at the August meeting of the Board. Should funding be necessary for any event, a request will be submitted for Board approval.
3. Solicit suggestions for activities from the membership.
4. Provide the Board and submit to *The Extension* a year-end report of activities at the annual membership meeting of WSURA.
5. Submit for each issue of *The Extension* information on upcoming activities.
6. Use the interests and expertise of WSURA members in the coordination of specific activities.

Sunshine Committee

The Sunshine Committee shall:

1. Acknowledge the death and/or illness of a retiree and express appreciation and thanks for the person's contribution to Wright State University.
2. Obtain cards for mailing when appropriate.
3. Report to the Board illnesses or deaths of retirees.
4. Report deaths of retirees to *The Extension* editor and Webmaster for publication.
5. Report deaths of retirees to Student Office Assistant so that names can be removed from the mailing list(s).
6. Prepare a list of honorees for the summer picnic (retirees who have been retired for five years and multiples of five years) and coordinate the event with WSU Student Union and event services. Name and year of retirement of retirees will be kept by the Student Office Assistant and updated quarterly from information provided by the CATS representative in Human Resources.
7. Send a letter of recognition to the honorees and invite them as special guests to the picnic (sample letter on file in the WSURA Office).

Membership Development Committee

The Membership Development Committee shall:

1. Request a list of recent retirees from Human Resources at the end of each semester.
2. Communicate with the recent retirees to invite them to join WSURA.
 - a. By letter of invitation from the President, including a brochure, stressing the advantages of Life Membership.
 - b. By telephone - furnish the name and data to the WSURA President or designee for personal contact to invite them to join and attend next appropriate event.
3. Upon receipt of a new membership, Membership Development Chair should work with the Student Office Assistant to send a welcome package consisting of a letter from the President, a Directory, and the latest edition of *The Extension*.
4. Maintain an accurate and timely list of members.
 - a. Update membership lists through contacts with the University Foundation at the end of each semester.

- b. Direct the Student Office Assistant in maintaining the membership list.
 - c. Attempt to add unknown telephone numbers and e-mail addresses by comparing membership list with the University Foundation.
 - d. Seek unknown telephone numbers through use of internet search engines.
 - e. When email information is incorrect, send a post card to the member requesting an update.
5. Review, revise, and update the membership benefits as articulated in the brochure and the website at least annually. Reprint the brochure bi-annually (unless significant changes require more often) and notify the Webmaster of any changes.
 6. Coordinate volunteers for recruitment tables at the annual Health Fair, summer picnic, or other events.
 - a. In the fall, the Membership Development Committee chair coordinates with Human Resources (they recruit via email) for a table at the WSU Health Fair. The Membership Development Committee members assist in gathering snacks and a raffle basket as well as staffing the table and distributing brochures to interested university staff.
 - b. In the spring, the Membership Development Committee chair coordinates with the Sunshine Committee chair to procure a recruitment table at the WSU picnic. The Membership Development Committee members staff the table and distribute brochures to interested university staff.

Scholarship Committee

The Scholarship Committee shall:

1. Coordinate the scholarship application process with the Office of Financial Aid.
2. Select the annual scholarship recipient(s).
3. Introduce the scholarship recipient(s) to the board.
4. Along with WSURA President, coordinate with the Development Office to solicit donations from retirees in the Annual CSIS Campaign.

Timeline of Scholarship Committee Duties:

March

1. Contact the Associate Director of CSIC to obtain a schedule for the campaign.
2. When CSIS materials are available, review a letter to be included in the mailing to retirees. Mention that donations can be specified to the endowment fund or to the “spendable account.” If possible, obtain pictures and articles about current scholarship recipients from *The Extension* editor to include in the mailing.

June

1. Contact the Associate Director of Scholarships and Financial Aid about the total amount available and about the scholarship applicants that meet our conditions.
2. Have a committee appointed at the Board meeting.

July

1. Arrange for a committee meeting to select awardee(s).
2. Report to Associate Director of Scholarships and Financial Aid.
3. Send email congratulations to awardee(s).
4. Work with the Associate Director of CSIC to obtain a list of donors to provide to the Secretary so that they may receive thank you letters.
5. Give *The Extension* Editor awardee(s) bios for publication in *The Extension*.

November

1. Invite awardee(s) to lunch following the December Board meeting.

December

1. Attend lunch with the awardee(s) if they are able to attend.

LIAISONS

Athletic Council Liaison

The Athletic Council Liaison shall:

1. Represent WSURA on the WSU Athletic Council.
2. Report pertinent information from the Athletic Council to the WSURA Board.

Friends of the Libraries Liaison

The Friends of the Libraries Liaison shall:

1. Serves on Friends of the Libraries Board at their pleasure (elected and/or ex officio).
2. Serve as a communication link between the Friends and WSURA Board reporting to each organization the pertinent activities of the other.

International Studies Liaison

The International Studies Liaison shall:

1. Serve as a communications link between the WSURA Board and the University Center for International Education (UCIE).
2. Serves as Chair of the Welcome Club that plans activities for visiting professors/research associates and exchange students from WSU's official partner universities in coordination with UCIE.

Alumni Association Liaison

The Alumni Association Liaison shall:

1. Serves on Alumni Association Board at their pleasure (elected and/or ex officio).

2. Serve as a communication link between the Alumni Association and WSURA Board reporting to each organization the pertinent activities of the other.

OFFICERS

President

1. Fulfill the duties of the office of President as outlined in the bylaws.
2. Orient the Vice President to the duties of the office of the President.
3. Preside over meetings of the Board. (Typically, at 10 a.m. the first Wednesday of each month except July and January.)
4. Represent WSURA at University functions when requested.
5. Be responsible for supervising the Student Office Assistant. (Includes setting work priorities and resolving any issues that may arise among the Student Office Assistant and other WSURA Board members.)
6. Approves Student Office Assistant's electronic timecard process.
7. Calls a meeting of an Executive Committee consisting of the elected officers to discuss vital issues. The President may invite other members as he/she deems necessary.
8. Serves on Bylaws and Elections Committee.

Timeline of Presidential Duties:

June/July

1. Takes office at the June meeting.
2. Contacts the Board members to determine their committee preferences.
3. Introduces him/herself to the University liaison.
4. Updates letters of invitation to be sent to new retirees.
5. Call new retirees inviting them to join WSURA.

August

1. Completes a roster of Officers/Board Members/Committee Chairs including e-mail addresses.
2. Requests parking passes for the Board and office keys for members who need them.
3. Distributes a copy of the bylaws and procedural manual to officers/board members.
4. Writes a President's message for *The Extension*.

September

1. Works out schedule with Student Office Assistant and deals with any questions/problems that he/she may have.
2. Orients new Student Office Assistant as needed using the office manual.
3. Updates welcoming letter for new members.

October

1. Attends the WSURA booth at the University Health Fair.

November

1. Writes a President's message for *The Extension*.

February

1. Determines with the Treasurer and the Board any need for budgetary changes and forwards any requests to the University liaison.
2. Contacts Foundation Office to reserve the conference room, if needed.
3. Writes a President's message for *The Extension*.
4. Calls new retirees inviting them to join WSURA.

April

1. Determines availability of the Student Office Assistant for the summer session and following year and provides Student Employment Authorization Form. Advertises for and interviews new candidates, when necessary.
2. Hires or rehires Student Office Assistant according to procedures available online from the Student Employment Office.
3. Appoints tellers committee to assist the By-Laws and Elections Chair in counting the election ballots.

May

1. Requests a summary of activities from committee chairs and liaisons for submission to Historical Preservation chair.
2. Invites new Board members to the June meeting.
3. Writes a President's message for *The Extension*.

June

1. Transitions with the incoming President including a review of the By-Laws and the Procedures Manual.

Vice President/President Elect:

1. Fulfills the duties of the office of Vice-President/President Elect as outlined in the bylaws.
2. Serves in the absence of the President.

Secretary:

1. Fulfills the duties of the office of Secretary as outlined by the bylaws.
2. Issues a draft of the minutes by email within approximately five days of the Board meeting and solicits corrections.
3. Prepares and emails edited minutes at least one week prior to Board meeting.
4. Submits an approved electronic copy of the minutes to the Webmaster for placement on the website.
5. Directs Student Office Assistant to file a paper copy of all minutes/correspondence in the Office for eventual placement in the University Archives.

6. Prepares and mails thank you notes for donations (Nick Davis WSURA Scholarship Fund and Patron Fund) as directed by the Treasurer or Scholarship Committee Chairperson.

Treasurer:

1. Fulfills the duties of the office of Treasurer as outlined in the bylaws.
2. Maintains and monitors the WSURA accounts.
3. Requests payment of specific expenditures.
4. Assists in preparing the budget for activities.
5. Works with the Membership Chair in the maintenance of accurate membership data including the inactive files.
6. Bills annual members in November and sends reminder notices in January.
7. Tracks and oversees WSURA Patron Fund on a quarterly basis to report to WSURA Board. Informs Secretary of donors for response of gratitude.
8. Provides a list of patrons and the status of the fund to *The Extension* for annual publication in the summer newsletter.
9. Makes recommendation in October of any change to the dues structure to the Board.

The Communications Coordinator:

1. Chairs the Communications Committee.
2. Fulfills the duties of the office of Communications Coordinator as outlined in the bylaws.
3. Edits and oversees the publication of *The Extension* four times annually (approximately September 1, December 1, March 1 and June 1).
4. Gathers news of WSURA activities, news about members and the university, and other items of interest for inclusion in the newsletter.
5. Contributes to the maintenance of an accurate, current mailing list.
6. Publishes the WSURA Directory on alternate odd years.

The Past President

1. Fulfills the duties of the office of Past President as outlined in the bylaws.
2. Orients the incoming President to the duties of the office.
3. Attends Board meetings and carries out duties as requested by the President.
4. Serves on the Bylaws and Elections Committee.