

Wright State University Retirees Association Procedural Manual

(A supplement to the bylaws)

Approved June 1999; Amended May/June/August 2009;
Amended December, 2013; Amended 2015, Amended 2026

COMMITTEES

Bylaws Committee

The Bylaws Committee shall be responsible for the bylaws and annual nominations to the Board.

1. Bylaws
 - a. Review bylaws as needed and insure that changes are made in printed documents and on the web site.
 - b. Proposes additions, changes, and deletions in the bylaws.
2. Nominations
 - a. Solicit nominations for the positions that need filled on an annual basis.
 - b. Nominate a slate of candidates by the April meeting for approval by the Board. The candidates are then contacted by a member of the committee to secure their willingness to serve starting July 1.
3. Bylaws Committee shall consist of the Past President as-chair, as well as current President and the President Elect..

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.

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 and mail to members the newsletter three times per year. (Fall, Winter, and Spring)
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 personnel and/or offices or associations.
7. Publish a membership directory every other year or as needed.
8. Oversee the website in coordination with the WSURA Webmaster to keep it updated and accurate.

Historical Preservation Committee

The Historical Preservation Committee shall:

1. Compile an historical record of WSURA using members as resources and by archiving photographs of pertinent activities.
2. Work in conjunction with the WSU Library Archivist when applicable, including facilitating and conducting oral histories.

Activities Committee

The Activities Committee shall:

1. Have general supervision of the social, educational, and cultural activities of WSURA and assist with the annual picnic and annual luncheon.
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. Submit for each issue of *The Extension* information on upcoming activities.
5. Use the interests and expertise of WSURA members in the coordination of specific activities.

Remembrance Committee

The Remembrance Committee shall:

1. Obtain cards for mailing when appropriate.
2. Report to the Board illnesses or deaths of retirees.
3. Report deaths of retirees to *The Extension* editor and Webmaster for publication.

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. By letter of invitation from the President, including a brochure, stressing the advantages of Life Membership.
3. Upon receipt of a new membership, Membership Development Chair should send a welcome package consisting of a letter from the President or Membership Chair a Directory, and the latest edition of *The Extension*.
4. Assist in maintaining an accurate and timely list of members.
5. Seek unknown telephone numbers and mailing addresses through use of internet search engines.
6. Reprint the brochure as needed and notify the Webmaster of any changes.

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) and present the names to the Board for approval.
3. 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.”

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.

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. Give *The Extension* Editor awardee(s) bios for publication in *The Extension*.

LIAISONS

Raider Food Pantry Liaison

The Raider Food Pantry liaison shall:

1. Propose an annual contribution from the Board to support the Pantry.
2. Keep informed of the needs of the Pantry.

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.
3. Assist with the annual donation to the Library Book Club.

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. 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.
6. Oversees the work of the Bylaws Committee.

Timeline of Presidential Duties:

June/July

1. Takes office officially on July 1 (Terms of office begin with the university fiscal year.) but may use June to begin planning for the year with the Board.
2. Contacts the Board members to determine their committee preferences.
3. Updates letters of invitation to be sent to new retirees.

August

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

September

Updates welcoming letter for new members.

October

Oversees the setup for the WSURA booth at the University Health Fair.

November

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

February

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

April

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

May

Invites new Board members to the June meeting.

June

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. Maintain an official copy of the minutes of the organization.
3. Prepares and emails minutes prior to Board meeting.
4. Submits an approved electronic copy of the minutes to the Webmaster for placement on the website.

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.

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* three times annually
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.

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. Chairs the Bylaws Committee.