

ASSOCIATION OF RETIRED FACULTY "OPERATION MANUAL"

Updated through 02/15/2011

This manual includes a record of processes and procedures established by the various officers and for the conduct of their responsibilities and by the Board for the various activities and programs of the Association.

Official Name: Association of Retired Faculty of North Carolina State University

IRS EIN: 56-1442707

Mailing Address: Campus Box 7923, North Carolina State University, Raleigh, NC 27695-7903

OFFICERS

President

- responsible for the overall affairs of the Association
- sets and presides at meetings of the Board and membership
- appoints chairs and members of standing committees, the newsletter editor, and the archivist
- makes decisions regarding Association business between meetings of the Association and the Board of Directors
- represents the Association in matters dealing with the University, other organizations, and the general public
- Communicates relevant information to the membership and all retirees via the listserve
- Provides the Archivist with copies of letters written or received that are relevant to Association affairs
- responsible for filing before May 15 of each year Internal Revenue Service Form 990, 990-EZ, or 990-N for tax-exempt organizations. As long as gross annual receipts are less than \$50,000 form 990-N (Postcard form) should be used. Although IRS regulations state that any changes in Bylaws must be reported, only Bylaw changes involving the purpose or mission of the Association need to be reported. Structural and procedural changes need not be reported

President-Elect

- serves and performs the duties of the President in the absence of, or at the direction of, the President
- facilitate established programs of the Association
- responsible for arranging the programs for the Association's luncheon meetings

Secretary

- produce and maintain the minutes of all meetings of the Association
- prepare and circulate annually a roster of the officers, committee appointments, and ex-officio University committee assignments of the Association

ASSOCIATION OF RETIRED FACULTY "OPERATION MANUAL"

Treasurer

- keep a record of each person joining the Association in the membership journal, the checkbook, and in a card file and report those names to the Membership Committee Chair and the managers of the Association's mailing lists
- manage the Association's checking account and its investments at the State Credit Union
- prepare and circulate a Treasurer's report before each meeting of the Board
- print and mail post cards (now about 50) announcing the Association's luncheons to those members who do not have access to electronic mail
- make all arrangements for the Association's luncheon, including reservation of space, menu, and visual aid equipment
- maintain a reservation list for each luncheon
- confirm final luncheon details with manager of luncheon location
- prepare a name tag for each member attending a luncheon, collect the money for the luncheon at the door, and make final payment for the luncheon with the provider
- deposit receipts from each luncheon in the State Employees Credit Union account #xxx xxxx 9851
- recover unpaid luncheon costs from no-shows

Past President

- Serves as chair of the Nominating Committee.

COMMITTEES AND APPOINTED POSITIONS

Advocacy and Benefits

- participate in monthly meetings of the University Standing Committee on Group Insurance and Benefits and represent the interests of the Association as well as retired faculty and professional staff in general.

Archivist

- maintain the Association's records in the Faculty Study Room on the 9th floor of the Hill Library tower
- maintain records, including but not limited to, minutes of meetings of the Board; all bank statements; treasurer's reports; copies of announcements of the death of retired NCSU faculty as announced by the Association; final copies of emails dealing with initiatives the Association undertakes; correspondence and records relating to the Association of Retirement Organizations in Higher Education; records relating to Honorary Life Membership and the Friday Retirement Award; newsletters; and other items of significance to the history and activities of the Association
- respond to inquiries concerning the membership of the Association
- cooperate with the University Archivist, as appropriate, in documentation of University history

ASSOCIATION OF RETIRED FACULTY "OPERATION MANUAL"

Information Technology

- chaired by the Web Master.
- maintains the Association's email list serve.
- maintains the Association's physical address list.
- maintains the Association's web page Note: current size of the web page is 100 meg.

Membership

- receives list of newly retired faculty from the Provost's Office. Together with the keeper of the mailing lists, checks campus directories, phonebooks, county real estate records, and "Zeba Search" for addresses. Sends a First-class letter to each new retiree, using the address available inviting him or her to become a member and to attend the next luncheon. Letter includes the names and titles of the speakers and their subjects. Enclosed in the letter is the most recent Newsletter including the membership application form. Any USPS returns should identify incorrect addresses and, sometimes, the correct new address. Any address corrections are shared with the keeper of the mailing list.
- encourages the Treasurer to provide the President with names of retired NCSU faculty who are attending an ARF luncheon for the very first time so that they can be recognized at the meeting.

Newsletter Editor

- At least once in the Fall and once in the Spring, prepares and mails a newsletter to the entire membership.
- Costs for mailing the Fall newsletter have been borne by the Provost's Office (contact: Retta Clemons) and for the Spring newsletter by the Alumni Association (contact: ???). Editor ascertains the willingness of these entities to continue to bear mailing costs.

Nominations

- chaired by the Past President who, if he desires, selects up to two others to serve with him
- prepares a slate of nominees for open officer positions to be presented to the membership for information one meeting prior to the last meeting of each year.

Organizational Representative

- serves as the Association's designated representative to the Association of Retirement Organizations in Higher Education and, when possible, attends that organization's biennial meeting.

Program and Publicity

- responsible for the luncheon programs of the Association,
- including obtaining speakers and assuring that appropriate visual and audio aids are available
- notifies the membership's electronic mailing list of the luncheon programs and coordinates with the Treasurer on the number of persons who will attend each luncheon

ASSOCIATION OF RETIRED FACULTY "OPERATION MANUAL"

- note: the Association's has a policy that those who register but do not attend must pay for their luncheons
- publicize, as appropriate, the Association's activities and events.

Wellness and Memorials

- recognize the death of all NCSU faculty (including EPA non-teaching personnel) retirees & their spouses. Also include other NCSU employees with whom faculty have considerable interaction.
- check *News & Observer* each day. Clip obits for ARF Archivist.
- make copy of on-line N&O obits for ARF Archivist.
- make a list of retired faculty members & spouses who have died since the last ARF meeting for ARF President to recognize at the ARF monthly meeting.
- meet with ARF Board on Thursday immediately before each monthly ARF luncheon.
- give deceased list to ARF Archivist with copies of all obits at monthly Board meetings. Give list to ARF Secretary so that names may be included in Board Minutes.
- sSend a condolence note to the spouse or family of the deceased.
- add deceased faculty names to ARF Obits spreadsheet.
- provide list of deceased to ARF Newsletter Editor when requested.

Webmaster

- See Information Technology.

AWARDS

Friday Award

- The** William C. Friday Award for Distinguished Service in Retirement is given, at most, once per academic year unless specific action of the Board permits otherwise.
- The Award recognizes exemplary accomplishments and contributions made during retirement. Status as a retired NC State faculty member is a highly desirable eligibility requirement. However, the Award may be given to a retired person who is an alumna or alumnus of NC State, to a person who is not a retired faculty member, or to one who is not or has not been an employee of NC State or in academia in general.
- No later than its January meeting, the Board solicits nominations, in the form of single page summaries of a nominee's accomplishments in retirement. Such summaries should be written in the form of a citation. After initial consideration of these nominations the Board may solicit further information about individuals it believes are worthy of further consideration. The final choice of recipient shall be by majority vote of the Board and shall be made no later than the March Board meeting. Once the nominee has agreed to accept the Award appropriate publicity will be given to the nomination and to the presentation function. Nominations received in a given year, and deemed worthy of further consideration, may be retained for consideration in future years.

ASSOCIATION OF RETIRED FACULTY "OPERATION MANUAL"

- The recipient of the Award will normally receive the Award at the May luncheon of the Association, and will be asked to give the post-luncheon talk.
- The Award will consist of an appropriate certificate and addition of the awardee's name(s) to the plaque that commemorates the award.

Honorary Life Membership

- Honorary Life Membership may be bestowed on individuals who have made exceptional contributions that underscore or inspire involvement of retired faculty in academic life and service to society.
- Nominees shall have been members of the NC State administration without faculty rank or individuals who have served as faculty members or administrators at other colleges or universities. A retired NC State faculty member is not eligible for honorary membership. No more than two individuals may be accorded Honorary Life Membership in any given academic year.
- Nominations may be made to the Board at any time and shall include CV information and a summary statement in support of honorary membership. Election as an Honorary Life Member shall be by majority vote of the Board which will also set a time and place for recognition. Once the choice is made it shall be given appropriate publicity.
- An Honorary Life Membership will receive an appropriate certificate. Honorary membership shall be considered as life membership without dues.

ALTERNATE MEETING AND ELECTION PROCEDURES

- There are no alternative meeting or election procedures as of January 2011.