

Bylaws

Section 1. Responsibilities.

The Board of Directors shall

- A. direct activities of the Association between meetings;
- B. formulate and recommend policies of the Association;
- C. negotiate with any group or organization in the interest of the Association;
- D. establish policies for expenditure of Association funds;
- E. perform such other duties as may properly pertain to the activities of the Association or as may be provided in the Constitution or Bylaws.

The President, with advice and consent of the Board of Directors, shall

- A. establish the agenda for, and preside at, the meetings of the Association and of the Board of Directors;
- B. oversee the appointment of the membership of all committees;
- C. foster programs and activities to accomplish the purpose of the Association and provide leadership for the officers and committees;
- D. arrange for the writing, printing, and mailing of all Association newsletters, notices and other communications;
- E. provide leadership in efforts to recruit and retain members of the Association;
- F. create necessary ad hoc or special committees and assign specific duties to Board members;
- G. serve one year as a voting member of the Board, after completing the term of Office;
- H. assure that the financial records of the Association be audited in conformance with the Northwest Foundation practices every year.

The Vice-President/President Elect shall

- A. fulfill such responsibilities as may be agreed upon by the President and the Vice-President;
- B. assume the responsibilities of the President in his/her absence;
- C. Review both NWRA websites and social media pages at least monthly to verify that they are current and notify custodians of any changes that need to be made.

The Secretary shall

- A. be responsible for the records of the Association and shall maintain permanent records of the Association and the Board of Directors;
- B. keep a current membership list with contact information;
- C. record and publish minutes of Board and Association meetings;
- D. register members at Association meetings;
- E. keep on file a copy of the current Association Constitution and Bylaws;
- F. keep on file a copy and maintain a record of who has served, and when, on the Board;

- G. count and record votes in all forms approved by the Board.
- H. Manage all emails going through NWRetirees@nwmissouri.edu

The Treasurer shall

- A. manage the funds of the Association in cooperation with the Northwest Foundation, including scholarships;
- B. conduct the financial affairs of the Association by providing information and advice to the Board of Directors and implementing the policies and procedures set by the Board of Directors;
- C. deliver a written report at each Board of Directors Meeting that includes the new members who have joined since the last meeting;

Section 2. Committees.

As provided above, committee members shall be appointed by the President with advice and consent of the Board of Directors. Committee functions shall be as established in the Bylaws, or as appropriate, by the President, with notification to the Board of Directors and to the committee members as they assume their duties. The Chair of each committee shall summarize quarterly committee activities in a written report to the President before each regular Board meeting.

Section 3. Standing Committees.

- A. Each Standing Committee shall
 - i. maintain a Procedures Guide which details the ways in which the committee discharges its responsibilities;
 - ii. send newsworthy articles about committee activities to the Board of Directors for inclusion in Association Newsletters and for posting on the websites.

B. Standing committees are as follows:

- i. Communication Committee;
Communications Manager will do the following:
 - a. coordinate the Social Media Manager, Newsletter Manager, Web Manager, and others, if needed, to help find and share information;
 - b. Write What's Up This Week and email it to NWRA members;
 - c. Write What's Up This Month and send it to the appropriate person at the Foundation as an attachment to an email, so that person can mail it to members who do not have an email.

Social Media Manager will monitor, post, update, and otherwise maintain the Association Facebook page;

Newsletter Manager will write and format the semi-annual newsletter of the Association.

The Web Manager will update the calendar under Up-coming Events on <https://nwretirees.org/>, the Association's supplemental companion site and help the Newsletter Manager with formatting, if needed.

- ii. Program/Events Committee;
Solicit activities for the Association and organize the fall Welcome Back event.

- iii. Membership Committee;
To promote new and continued membership in the Association, write/revise annually an invitation letter to retiring faculty, retiring staff, employees who attend retirement preparation meetings, and a welcome letter to new members.
- iv. Benefits Committee;
Monitor and update on the Resources page of <https://nwretirees.org/> benefits to retirees, including but not limited to Medicare and Social Security.

Section 4. Dues.

- A. Approved at the May 9, 2019 Board meeting: Annual Dues for Association Membership: \$10 per year; \$15 per year for couple
- B. Approved at the June 13, 2024 Board meeting: Annual Dues for Regular and Associate Association Membership: \$10 per year; \$15 per year for couple; Dues for Lifetime Membership: One-time \$100; \$150 per couple; or other circumstances approved by the Board. Dues for Pre-retirement members, and for new members retiring after March 31, will be assessed the July 1 following their joining the Association.