

Revised 8/2008

POLICIES AND PROCEDURES

Policies:

1. Annual or Life memberships are available for individuals or couples. Dues must be received no later than March 1st for the member's name to be included in the Membership Directory. Membership dues are tax deductible. Checks for dues should be made payable to the OSU Emeriti Association. Membership applications and checks should be mailed Membership Committee, OSU Emeriti Association, 201 Conoco-Phillips Alumni Center, Oklahoma State University, Stillwater, OK 74078. A member who joins the Association after the directory has been printed should show a membership or secure a letter from the President of Membership Chair to verify membership.

2. Names of deceased members will be listed "In Memoriam" the year following their death.

3. The Job Description of the Treasurer should contain information regarding the tax-exempt number and instructions about the procedure for purchasing items and receiving reimbursement when making purchases for the Association. This information should be provided to those members who need the information to conduct the business of the Association.

4. Basic instructions (including the password and mailbox number) for accessing and using the voice mail system should appear in the Job Description of the President-Elect who is charged with monitoring voice mail for the Association.

5. If a request for the Organization to support an endeavor is received, an Association Council member should present it to the Council for consideration. That member would be responsible for conveying the decision of the Council to the requesting party.

6. Information about individual Emeriti Association members must not be released without the approval of that member. Association Directories or other Association group listings should be distributed only upon the approval of the Council. Those requesting names, addresses, e-mail and similar information may be helped by taking their contact information and offering it to the Emeriti member sought in case a contact is desired. Those requesting names, addresses, and other information about retirees should contact the college or department of the retiree

7. Requests by non-member groups to use the Emeriti Association facilities should be referred to the Alumni Association.

8. Each officer and committee chair is responsible for checking the Association mail on a regular basis.

9. Since meetings and dinners of the Association are for the benefit of members and occasional guests, the Membership Chair should send a letter encouraging membership and a membership application form to any non-member who repeatedly attends functions.

10. Requests for Emeriti member volunteers to serve at various campus or other events should be referred to the chair of the Ambassadors/Alumni Relations Committee.

11. The Investment Club shall elect its own officers and be governed by a Partnership Agreement and a separate set of Bylaws. The Investment Club shall make reports to the Council and general body of the Emeriti Association. The official communication link between the Emeriti Association and the Investment Club shall be the President-Elect.

12. The International Relations Committee (IRC) has as its purpose to promote and support the continuous flow and interchange of international students to the OSU campus and faculty exchanges to/with the many countries represented by international students enrolled at OSU. The plan is to develop endowed scholarships and solicit donations from international alumni for deposit in an OSU Foundation account for students from that country. These accounts will be used for sponsoring students from that country to study at OSU. Eventually, it is intended that these accounts will generate sufficient funds to help sponsor faculty and/or staff exchanges both ways.

13. Standing committee chairpersons and liaisons with affiliated organizations should make reports to the Council as needed to keep the Council informed in a timely manner regarding relevant issues. As a minimum, each chairperson/liaison is expected to submit a written report to the Council at the end of each calendar year, no later than January 15 of the following year.

14. Policies and procedures for the use of the Emeriti Association computers are developed by the Emeriti Council in consultation with the Investment Club to maintain security of programs and files. .

15. When the Association receives non-cash gifts, the Treasurer will issue a receipt acknowledging the kind of gift. The Council will determine the use of the gift, consistent with any wish of the donor.

16. Expenditures anticipated beyond the budgeted amount or expenditures outside of a budgeted item shall be submitted for the approval of the Council. If approval is requested after the fact, the Officer or member runs the risk of non-approval by the Council.

17. At the time the election results are announced, the newly elected Officers and Councilors should be invited by the President to attend the installation ceremony and any Council meeting that might be scheduled to occur before they officially take office. They should be informed of the general nature of their official duties before they are elected.

18. The outgoing President should appoint a committee to arrange for the installation ceremony. A Past President should be the installer.

19. When items are loaned to the Association the person lending the item should be advised in writing that the Association assumes no liability for its maintenance, security, or safety. The person should be given a receipt acknowledging the kind of item, the date it was received, and the length of time of use (if known). The item itself shall be identified as to the owner and recorded in an appropriate record with the Facilities and Maintenance Chair.

20. The Facilities and Maintenance Chair will create an inventory of all of the items (not supplies) currently in use in our facility and in storage. If possible, the list will show how and from whom the item was obtained, i.e. by loan, gift or purchase. If it was purchased, the source of the funds will be identified.

21. Past reports, minutes, clippings, and records of the Emeriti Association shall be filed in the Archives at the OSU Library – Special Collections in the files for the OSU Emeriti Association. Following each meeting or event the Secretary shall forward appropriate documents to the Chair of the Archives Committee.

Procedures:

1. Members of the Association who need access to the Emeriti Center for Emeriti business should contact the receptionist in the Conoco-Phillips Alumni Center. That individual will verify membership by referring to the current Emeriti Directory. A member who joins the Association after the Directory has been printed should secure a letter from either the Association President or Membership Chair to verify membership.
2. The President, when aware of an elected councilor or officer who does not (regularly) attend meetings or who refuses to accept responsibility for the duties of the office for which elected, will bring this to the attention of the Emeriti Council for discussion and whatever action they deem appropriate.