



# Northwest Retiree Association

## 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;

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.

The Treasurer shall

- A. manage the funds of the Association in cooperation with the Northwest Foundation;
- 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;
- D. deliver a financial report to the membership of the Association at general meetings.

Additional Appointees

As needed, the President, with advice and consent of the Board of Directors, shall appoint members to fulfill the following roles. Additional roles may be added by the Board of Directors as needs arise.

The Newsletter Editor shall

- A. assist the officers in preparing and mailing of all Association newsletters, notices and announcements;
- B. assist the Web Manager by maintaining the accuracy, currency and relevance of the news pages and copies of the newsletters on the Association Website.
- C. deposit copies of all official Association documents with the Association Archives once a year;
- D. assist the Web Manager by maintaining the accuracy of the Association Website Archives.

The Corresponding Secretary shall assist the officers by preparing and mailing all Association correspondence.

The Web Manager shall oversee the content and format of the Association web site.

**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.

*Committees of the Association shall be established at the first general meeting of the membership after the adoption of these bylaws. Once established, these bylaws are to be amended to reflect these committees and their structure.*

**Section 3. Standing Committees.**

Each Standing Committee shall

- i. have at least three members, including the Chairperson, who shall provide the agenda for and preside over at least one meeting each quarter;
- ii. maintain a Procedures Guide which details the ways in which the committee discharges its responsibilities;
- iii. send newsworthy articles about committee activities to the Board of Directors for inclusion in Association Newsletters and for posting on the website.



# Northwest Retiree Association

## Potential Committees - Suggestions

Possible committees subject to approval of the membership at first meeting after the approval of these bylaws.

### Benefits Committee

Possible Tasks: provide Association retirees with current information about benefits and contact information; continually monitor the status of Pension Plans, Health Plans, System-wide and Association specific benefits and alert retirees to important changes; identify and advocate desirable changes in benefits available to Association retirees; maintain the accuracy, currency and relevance of the information under the Benefits tab on the Association website; represent retirees at University wide meetings concerning retirement benefits whenever possible.

### Communications Committee

Possible Tasks: oversee the development and maintenance of the Association Website and coordinate the distribution of the Association Newsletter in printed form on a regular schedule at least four times a year; determine the general content of the Association Website and the Newsletter, while the Web Manager and the Newsletter Editor shall determine the specific content of those media and take appropriate actions to implement those determinations; continuously publish newsworthy articles on the website, and periodically assemble appropriate articles into the printed newsletter for distribution as noted above; work with the Board to establish and maintain an on-line archive for the Association.

### Finance Committee

Possible Tasks: assist the Treasurer in managing Association funds; stay up to date on Northwest Foundation financial practices; provide financial advice in response to proposed initiatives from the President or the Board of Directors.

### Membership Committee

Possible Tasks: organize recruiting efforts; maintain accurate membership records; prepare and distribute appropriate literature about Association membership; maintain the accuracy, currency and relevance of the information under the Membership tab on the Association website.

### Nominations Committee

Possible Tasks: solicit candidates for each open position; distribute the slate of candidates to the Association members at least 21 days before the election date; ensure an equitable distribution between faculty and staff retirees.

### Program Committee

Possible Tasks: provide arrangements and logistics for all program events; schedule social and educational events each year; coordinate Association events with other university and community entities, as necessary; create, maintain and distribute a current calendar of Association events; maintain the accuracy, currency and relevance of the information under the News and Activities, Volunteering and Calendar tabs on the Association website.

### Recognition Committee

Possible Tasks: working with the Alumni Association solicit nominations from Association members; submit an approved list of nominees to the Board;

### Volunteering Committee

Possible Tasks: maintain the accuracy, currency and relevance of the information under the Volunteering section on the Association website; provide arrangements and logistics for all volunteering activities; send newsworthy articles about Committee to the Communication Committee for possible inclusion in the Association newsletter and for posting on the Association website; coordinate Association volunteering activities with other university and constituent groups community entities, including the Alumni Association, the Development Office and the Northwest Foundation, to support the University.