**BYLAWS OF THE IUPUI SENIOR ACADEMY**

# Article I – Name

The name of the organization shall be the Senior Academy of Indiana University-Purdue University Indianapolis (IUPUI).

# Article II – Mission and Objectives

1. The Senior Academy is an independent association of retired faculty and staff who contribute their expertise and experience to IUPUI and the greater community.

1. The Senior Academy, with the assistance of IUPUI, encourages and assists scholarly, professional, educational, and service interests of the members, enabling them to continue to contribute to the institution and the community.

1. The Senior Academy also provides educational presentations, discussions, and trips of interest for the members to encourage active participation and to broaden their knowledge and understanding.

# Article III – Membership

1. Membership shall be open to all retired and former full-time faculty and staff of IUPUI who agree to make a commitment to the activities of the Senior Academy and to pay dues as recommended by the Board of Directors and approved by the Senior Academy.

1. IUPUI faculty and staff retirees are given free membership for one-year post retirement.

# Article IV – Governance

1. Board of Directors

* 1. The Senior Academy shall be governed by a fifteen (15) member Board consisting of Senior Academy members elected by the membership of the Senior Academy.

* 1. The Board should be representative of the Senior Academy membership.

* 1. The Senior Academy shall operate on the fiscal calendar of the University, i.e., July 1 through June 30.

* 1. The Executive Vice-Chancellor at IUPUI shall be an ex-officio member of the Board, without vote, in addition to the 15 elected members of the Board.

* 1. The immediate past President of the Senior Academy and current Chairpersons of the Standing Committees of the Senior Academy (if not already members of the Board) shall be ex-officio members of the Board, without vote, in addition to the 15 elected members of the Board.

1. Terms of Office of Board

1. Members of the Board are elected by the Senior Academy membership and may be elected for three consecutive two-year terms.

1. An individual who has completed three consecutive two-year terms shall be eligible for reelection after being off the Board for a minimum of one year. A year served as an ex officio Board member shall also be considered as being off the Board.

1. New members will assume responsibility at the next Board meeting after the Annual meeting.

1. Election of the Board

* 1. The Nominating Committee will determine the number of open Board positions for the coming year, prepare an initial list of Board candidates to fill these positions, and determine their willingness to serve if elected. The Committee will solicit nominations from the full Senior Academy membership in preparing this list.

* 1. The Nominating Committee will discuss this initial list with the full Board, which will then approve a final list of Board nominations.

* 1. This list will then be distributed to all members of the Senior Academy no later than three weeks before the Senior Academy annual meeting. Senior Academy members will be asked to vote on these candidates by no later than one week before the annual meeting. Election results will be announced at the annual meeting.

* 1. In the event of a vacancy on the Board:

* + 1. The Nominating Committee shall nominate a replacement and the Board shall vote to fill the unexpired term.

* + 1. Less than one year of service as a replacement for an unexpired term shall not count toward the three-term limit stated in IV.B.1.

1. Officers

* + 1. The Board shall elect Board members to serve in these officer positions: President, Vice President, Secretary, and Treasurer.

* + 1. The Nominating Committee shall prepare the slate of officers to be considered by the Board. Other Board members may offer further nominations.

* + 1. Election of all officers shall be held at the final Board meeting of the year preceding the Annual Meeting of the Senior Academy in the spring.

* + 1. In case of a delay in election of an Officer or Board member, the current member may continue in office beyond the current term until the election is completed.

* + 1. No Officer should serve more than six consecutive one-year terms.

* + 1. The Treasurer is expected to serve a minimum of two consecutive years in this Office and to continue serving on the Finance Committee for the year following holding this Office.

* + 1. In the event that an officer resigns or becomes unable to serve, a successor will be nominated by the Board with the assistance of the Nominating Committee and elected by the Board at their next meeting to complete the remaining term.

* + 1. If the office of the President is vacated, the Vice-President shall assume the office of President.

1. Duties of Officers

1. The President of the Board shall:

* + - 1. Call and preside at meetings of the Board and the Senior Academy.

* + - 1. Be the primary representative of, and spokesperson for, the members of the Senior Academy. Oversee official correspondence of the Senior Academy.

* + - 1. Set the agendas for meetings of the Board and the Senior Academy.

* + - 1. Consult, as appropriate, with the Campus administration.

* + - 1. Oversee the activities of the Administrative Assistant(s). Administrative support is funded by the Office of the Executive Vice Chancellor and Chief Academic Officer.

2. Vice President of the Senior Academy shall:

* + - 1. Perform the duties of the President in the President’s absence.

* + - 1. Conduct an annual review of the Bylaws and the Procedures Manual to maintain currency.

* + - 1. Carry out special duties as assigned by the President.

* + - 1. Become the President if the President resigns or is unable to serve.

3. The Secretary of the Senior Academy shall:

* + - 1. Prepare or review the minutes of the Board and Senior Academy meetings.

* + - 1. Regularly present minutes to the Board for approval.

* + - 1. Oversee the archiving of documents.

4. The Treasurer of the Senior Academy shall:

* + - 1. Oversee the accounts of the Senior Academy.

* + - 1. Provide a treasurer’s report to the Board at each regular meeting and to the Senior Academy at the annual meeting.

* + - 1. Chair the Finance Committee.

5. The Executive Vice-Chancellor and Chief Academic Officer of IUPUI:

* + - 1. As an ex officio member of the Board without vote, the Executive Vice Chancellor shall serve as the administrative liaison to the Senior Academy.

* + - 1. Authorize support for the Senior Academy as needed and as deemed feasible by the Campus Administration.

6. Administrative support:

a. Determined and funded by the Office of the Executive Vice Chancellor and Chief Academic Officer, administrative support to the Senior Academy as directed by the Senior Academy President.

# Article V – Standing Committees

1. Members of Standing Committees of the Senior Academy and their Chairs shall be nominated by the Executive Committee and approved by the Board.

1. Chairs of committees are responsible for annually reviewing and updating the relevant information in the Procedures Manual.

1. Executive Committee

* 1. The Executive Committee shall be the Officers and the immediate Past President (without vote).

* 1. The Executive Committee shall be delegated the power to act for the Board when the Board is not meeting.

* 1. The President shall brief the Board on activities of the Executive Committee at each meeting.

1. Bepko Community Medallion

* 1. The Bepko Community Medallion Committee shall, at least once every three years, recommend to the Board a person or persons in the community or in the University to receive the Gerald L. Bepko Community Medallion. The award honors persons who have made a significant and ongoing commitment to strengthening the bonds between IUPUI and the larger community (local, regional/state, national, global).

* 1. The Bepko Community Medallion Committee shall coordinate the presentation of a lecture by the recipient of this award, if appropriate.

1. Communications Committee

* 1. The Communications Committee shall oversee the development and publicationof a regular newsletter with information of interest to members of the Senior Academy.

* 1. The Communications Committee shall develop and produce other publications of the Senior Academy (e.g., brochures) and work with the administrative support personnel to maintain and administer its electronic publications (e.g., website, listserv).

* 1. The Communications Committee should be copied on all planned Board communications to groups of Senior Academy members and external constituents for consistency and timeliness of content.

1. Finance

* + 1. The Finance Committee, chaired by the Treasurer, shall present an annual budget for approval by the Board no later than the August meeting of each year.

* + 1. At least every biennial, the Finance Committee shall arrange for a review of the financial records of the Senior Academy by a person who is not currently a member of the Board. A review should occur each time there is a change in Treasurer.

1. Last Lecture

* + 1. The Last Lecture Committee shall be responsible for organizing and implementing the annual Last Lecture.

* + 1. Duties include arranging for nomination and screening of candidates and for selection of the lecturer, working with the offices of the Executive Vice Chancellor and the Chancellor on publicity and arrangements for the event, working with the Senior Academy Communications Committee on additional publicity for the event, and performing other necessary tasks.

1. Membership

* + 1. The Membership Committee will invite retired faculty and staff to participate in the Senior Academy.

* + 1. The Membership Committee will monitor and update the Academy membership list.

1. Nominating

* 1. The Nominating Committee shall be composed of the Executive Committee and two active members of the Senior Academy who have served on the Board.

* 1. The Nominating Committee shall identify Board and officer candidates who are representative of the Senior Academy membership and whose experience and qualities meet the needs of the Senior Academy.

* 1. The Nominating Committee will follow procedures as outlined in Article IV— Governance C. Election of the Board and D. Officers.

* 1. The Nominating Committee should confirm that all nominees are current active members of the Senior Academy.

* 1. The chair of the Nominating Committee shall be one of the two current Senior Academy members who are not currently members of the Board.

1. Philanthropic Outreach

1. The Philanthropic Outreach Committee shall enable the effective involvement of the IUPUI Senior Academy with sanctioned philanthropic activities such as the IUPUI United Way Campaign, the IUPUI Campus Campaign, and others that may be identified and approved by the Board.

1. The chair(s) of the Philanthropic Outreach Committees shall represent the Senior Academy on the IUPUI United Way Campaign and the Campus Campaign for the IU Foundation.

1. Program

* 1. The Program Committee shall recommend and develop programs consistent with the Mission and Objectives of the Senior Academy. This committee shall recommend and implement events for the Senior Academy membership.

* 1. The ProgramCommittee shall work with the Communications and Membership Committee to promote programs and other activities of the Senior Academy.

1. Scholarship

* 1. The Scholarship Committee shall work with the IUPUI Office of Student Scholarships to recruit and evaluate applicants, and to select recipients for all Senior Academy scholarships. The majority of those serving on this committee shall be IUPUI faculty and staff that are not currently Senior Academy members.

* 1. The Scholarship Committee shall regularly review the requirements for scholarship recipients and recommend changes to the Board as appropriate.

* 1. Scholarships include:

* + - 1. Freshman Scholarship for a student from the Indianapolis Public Schools who shows potential for academic excellence.

* + - 1. Returning Student Scholarship for a student who stopped out of collegiate studies for at least three years.

* + - 1. General Scholarship for a graduating senior.

1. Spirit and Place

* + 1. The Spirit and Place Committee may choose to co-sponsor and/or design a program for presentation during the annual Spirit and Place Festival. The committee will submit the necessary applications, and if approved, conduct the program in cooperation with any cosponsors.

* + 1. If the presentation requires financial support from the Senior Academy, the Spirit and Place Committee will obtain approval in advance from the Senior Academy Board.

1. University Relations

* + 1. The University Relations Committee shall be composed of the President, Vice-President,

Immediate Past President and two other members appointed by the Senior Academy Board. The two other members appointed by the Senior Academy Board should be the Board liaisons to Faculty Council and Staff Council, whenever possible.

* + 1. The University Relations Committee shall maintain relations with the IUPUI Faculty Council, the IUPUI Staff Council, and other offices at IUPUI to encourage contributions by members of the Senior Academy to the work of the university.

1. Ad Hoc Committees

 1. The President may appoint ad hoc committees as required.

# Article VI - Meetings

1. There shall be a general meeting of the membership at least annually in the spring. At this meeting, the Senior Academy Board will present reports on the activities of the Academy and

its committees during the year. The Board may adopt procedures for holding general meetings by electronic means and then conduct meetings following those procedures.

1. There shall be monthly meetings of the Board unless otherwise recommended by the President and approved by the Board. Special meetings of the Board may be called by the Executive Committee. The Board may adopt procedures for holding meetings by electronic means and then conduct meetings following those procedures.
2. A majority of all Board members shall constitute a quorum at meetings of the Board.
3. The latest edition of Sturgis’ The Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for by law or these Bylaws.

# Article VII – Bylaws & Amendments

1. Proposed amendments to these Bylaws may be brought to the Board by any member of the Academy or by a committee appointed for this purpose.
2. Proposed amendments shall be presented at a regularly scheduled meeting of the Board and acted on at the following regularly-scheduled meeting. They are approved when at least two thirds of the Board members so affirm and are implemented immediately.

1. Annual review of the bylaws is a responsibility of the Vice President.

1. A copy of the amended Bylaws shall be posted online at the IUPUI Senior Academy site.

Revised May 2, 1994; May 12, 1994; June 1, 1994; June 9, 1994; July 15, 1994; June 1, 1995;

August 8, 1996; November 14, 1996; February 11, 1998; October 14, 1999; March 4, 2000;

February 2004; April 12, 2007; May 14, 2009; January 2012, January 2013, April 2016,

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