



IUPUI SENIOR ACADEMY

BYLAWS OF THE IUPUI SENIOR ACADEMY

Article I – Name

The Senior Academy of Indiana University-Purdue University Indianapolis (IUPUI) is hereafter referred to as the Academy.

Article II – Mission and Objectives

- A. The Academy is an independent association of retired faculty and staff who contribute their expertise and experience to IUPUI and the greater community.
- B. The 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.
- C. The Academy also provides educational presentations, discussions, and trips of interest for the members to encourage active membership and to broaden their knowledge and understanding.

Article III – Membership

- A. 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 Academy and to pay dues as recommended by the Board of Directors and approved by the Academy.
- B. First-year IUPUI retirees are given one year free membership.

Article IV – Governance

- A. Board of Directors
 - 1. The Academy shall be governed by a fifteen (15) member Board consisting of retired faculty and staff members, elected by the membership of the Academy.
 - 2. The Board should be representative of the Academy membership.
 - 3. The Academy shall operate on the fiscal calendar of the University, i.e., July 1 through June 30.
 - 4. The Executive Vice-Chancellor at IUPUI shall be an ex-officio member of the Board, without vote.



5. 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.

B. Terms of Office of Board

1. Members of the Board are elected by the Academy and may be elected for three consecutive two-year terms.
2. An individual shall be eligible for re-election after being off the Board for a minimum of one year.
3. New members will assume responsibility at the next Board meeting after the Annual meeting.

C. 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 Academy membership in preparing this list.
2. The Nominating Committee will discuss this initial list with the full Board, which will then approve a final list of Board nominations.
3. This list will then be distributed to all members of the Academy no later than three weeks before the Academy annual meeting. 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.
4. In the event of a vacancy:
 - a. The Nominating Committee shall nominate a replacement and the Board shall vote to fill the unexpired term.
 - b. Less than one year of service as a replacement for an unexpired term shall not count toward the two-term limit stated in IV.B.1.

D. Officers

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



2. The Nominating Committee shall prepare the slate of officers to be considered by the Board. Other Board members may offer further nominations.
3. Election of all officers shall be held at the final Board meeting of the year preceding the Annual Meeting of the Academy in the spring.
4. In case of a delay in election of an Officer or Board member, the current member may continue in office beyond her/his four-year term until the election is completed
5. No Officer should serve more than four consecutive one-year terms.
6. Upon recommendation of the Account Review process, the Treasurer is expected to serve two consecutive years in this Office and to continue serving on the Finance Committee for the year following holding this Office.
7. In the event that an officer resigns or becomes unable to function, the Nominating Committee shall prepare a slate for the Board to elect a successor to complete the term.
8. If the office of the President is vacated,
 - a. The Vice-President shall assume the office of President.
 - b. A new Vice-President shall be nominated from the Board and elected by the Board at their next meeting.

E. Duties of Officers

1. The President of the Board shall:
 - a. Preside at meetings of the Board and the Academy.
 - b. Be the primary representative of, and spokesperson for, the members of the Academy. Oversee official correspondence of the Academy.
 - c. Set the agendas for meetings of the Board and the Academy.
 - d. Consult, as appropriate, with the University administration.
 - e. Oversee the activities of the Administrative Assistant.
2. Vice President of the Academy shall:
 - a. Perform the duties of the President in his/her absence.



- b. Carry out special duties as assigned by the President.
- c. Become the President if the President resigns or is unable to function.
3. The Secretary of the Academy shall:
 - a. Prepare or review the minutes of the Board and Academy meetings.
 - b. Regularly present minutes to the Board for approval.
4. The Treasurer of the Academy shall:
 - a. Oversee the accounts of the Academy.
 - b. Provide a treasurer's report to the Board at each regular meeting and to the Academy at the annual meeting.
5. The Executive Vice-Chancellor of IUPUI:
 - a. Shall serve as the administrative liaison to the Academy, unless notified differently by the University Administration.
 - b. Will authorize limited support for the Academy as needed and as deemed feasible by the University administration.
6. The Administrative Assistant:
 - a. Selected and funded by the Office of the Executive Vice Chancellor and Chief Academic Officer, the administrative assistant provides administrative support to the Academy as directed by the President.

Article V – Standing Committees

- A. Members of Standing Committees of the Academy and their Chairs shall be nominated by the Executive Committee and approved by the Board.
- B. Executive Committee
 1. This Committee shall be the Officers and the immediate Past President (without vote).
 2. It shall be delegated the power to act for the Board when the Board is not meeting.
 3. The President shall brief the Board on activities of the Executive Committee at each meeting.



C. Communications/Editorial Board

1. The editorial *board* shall *oversee the development and publication* of a regular newsletter with information of interest to members of the Academy.
2. The communications committee shall develop and produce other publications of the Academy (e.g., brochures) and work with the Administrative Assistant to maintain and administer its electronic publications (e.g., website, listserv).
3. The Communications Committee should be copied on all planned Board communications to groups of SA members and external constituents for consistency and timeliness of content.

D. Membership

1. This committee shall monitor the updating of the mailing lists of retired faculty and staff for the purpose of inviting them to participate in the Academy.
2. It shall also monitor and update the Academy membership list, acknowledging honors and deaths of members.
3. It shall participate in on-campus events as applicable.

E. Nominating

1. This committee shall be composed of the Executive Committee and two active members of the Academy who have served on the Board.
2. The Committee shall identify board and officer candidates who are representative of the Academy membership and whose experience and qualities meet the needs of the Academy.
3. The Committee will follow procedures as outlined in Article IV—Governance C. Election of the Board and D. Officers.
4. The Nominating Committee should confirm that all nominees are current active members of the SA.
5. To avoid even the appearance of a self-perpetuating Board, the chair of the Nominating Committee should not be the currently serving President or Vice President.

F. Program/Social



1. The committee shall recommend and develop programs consistent with the Mission and Objectives of the Academy. This committee shall recommend and implement social events for the Academy membership.
2. The committee shall work with the Communications Committee to promote programs and other activities of the Academy.

G. Scholarship

1. This committee shall work with the IUPUI Scholarship Office to recruit applicants, evaluate applicants for all Academy scholarships and recommend-recipients to the IUPUI Scholarship Committee.
2. The Chair of the Committee shall brief the Board on activities of the Scholarship Committee.
3. The committee shall regularly review the requirements for scholarship recipients and recommend changes to the Board as appropriate.
4. Academy Scholarships include:
 - a. Freshman Scholarship for a student from the Indianapolis Public Schools who shows potential for academic excellence.
 - b. Returning Student Scholarship for a student who dropped out of collegiate studies for at least three years.
 - c. General Scholarship for a graduating senior.

H. Bepko Community Medallion

1. This committee shall, at least once every three years, recommend to the Board a person in the community or in the University to receive the Gerald L. Bepko Community Medallion. The award, created by the Academy in 2003, honors a person who has made a significant and ongoing commitment to strengthening the bonds between IUPUI and the Indianapolis Community.
2. The Committee shall coordinate the presentation of a lecture by the recipient of this award, if appropriate.

I. Last Lecture

1. This committee shall be responsible for organizing and implementing the annual Last Lecture. Duties include arranging for nomination and screening of candidates and for



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selection of the lecturer, working with the offices of the Executive Vice Chancellor and the Chancellor on arrangements for the event, working with IUPUI communications staff and the Senior Academy Communications Committee to publicize the event, and performing other necessary tasks.

2. This committee shall maintain records in the Senior Academy office of the selection process and event arrangements for use by subsequent Boards.

J. Finance

1. This committee, chaired by the Treasurer, shall present an annual budget for approval by the Board no later than the August meeting of each year.
2. At least every biennial, this committee shall arrange for a review of the financial records of the Academy by a person who is not currently a member of the Board. Such review should occur each time there is a change in Treasurer.

K. University Relations

1. This committee shall be composed of the president, the vice-president, the immediate past-president and two other members appointed by the Board. The two other members appointed by the Board should be the Board liaisons to Faculty Council and Staff Council, whenever possible.
2. The 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 Academy to the work of the university.

L. Spirit and Place

1. The 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 co-sponsors.
2. If the presentation requires financial support from the Academy, the committee will obtain approval in advance from the Board.

M. Philanthropic Outreach

1. This committee shall enable the effective involvement of the IUPUI Senior Academy with sanctioned philanthropic activities such as United Way of Central Indiana, the IUPUI Campus Campaign, and others that may be identified and approved by the Board.



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2. The chair of this committee, or his/her designee, shall sit on the Board of the United Way of Central Indiana IUPUI Campaign and serve as co-chair of the Campus Campaign for the IU Foundation.

N. Ad Hoc Committees

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

Article VI - Meetings

- A. There shall be a general meeting of the membership at least annually in the spring. At this meeting, the Board will present reports on the activities of the Academy and its committees during the year.
- B. 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.
- C. A majority of all Board members shall constitute a quorum at meetings of the Board.
- D. 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

- A. 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.
- B. 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.
- C. Annual review of the bylaws is a responsibility of the Vice President.
- D. Copies 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, February, 2017, April, 2019, April, 2021.