

**BYLAWS OF THE SENIOR ACADEMY  
OF  
INDIANA UNIVERSITY-PURDUE UNIVERSITY  
INDIANAPOLIS**

**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 calendar of the University, i.e., July 1 through June 30.

## B. Terms of Office of Board

1. Members of the Board are elected by the Academy and may be elected for two 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. No later than March 15, the Nominating Committee, in conjunction with the Academy office, shall solicit Board and Officer nominations from all members of the Academy.
2. The Nominating Committee may also make nominations.
3. The list of nominations prepared by the Nominating Committee shall be sent to all members of the Academy no later than three weeks before the Academy Annual meeting and returned at least one week before the meeting.
4. Approximately one-half of the Board membership shall be elected annually.
5. 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.
6. The Executive Vice-Chancellor at IUPUI shall be an ex-officio of the Board, without vote.

## D. Officers.

1. The Officers of the Academy shall be elected by the Board. They shall be Board members and shall be President, Vice-President, Secretary, and Treasurer.
2. The Nominating Committee shall prepare a slate for the election of the Officers of the Board and the Academy. Board members may offer further nominations.
3. Election of all Officers shall be held at the first Board meeting after 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. 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.
7. 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  
Selected and funded by the Office of the Executive Vice-Chancellor, 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 shall develop and publish a regular newsletter with information of interest to members of the Academy.
  2. The communications committee shall develop and produce other print 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 board and the committee may also develop and initiate other activities and written materials to communicate with Senior Academy members and to promote

awareness about the Academy and its contributions to the University and the greater community to further the Mission and Objectives of the Academy.

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 up to two active members of the Academy who have served on the Board.
2. It shall select nominees whose experience and qualities meet the needs of the Academy.
3. It shall contact prospective nominees and obtain their consent to serve if elected.
4. It shall prepare a list of nominees which may include the reason for the selection of the nominees.

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 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 September meeting of each year.
2. At least biannually, 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.

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.

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. This committee shall design a program for presentation during the annual Indianapolis Spirit and Place Festival and prepare and submit the necessary application. If the application is approved, the committee will 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.
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. Copies of the amended Bylaws shall then be distributed to the members of the Academy at the annual meeting.

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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.