

# Association of Emeritus Faculty Bylaws

## Manual of Organization and Procedure

Association of Emeritus Faculty of The University of Iowa and the Emeritus Faculty Council of the Association

Approved, Office of the Provost, December 6, 1999

Ratified, First Annual Meeting of the Association, June 19, 2000

Revised, Third Annual Meeting of the Association, June 17, 2002

Revised, eighteenth Annual Meeting of the Association, May 15, 2017

Revised, electronic ballot of the Association, March 13, 2025

## Article I. Name

The Association of Emeritus Faculty (AEF) at The University of Iowa is referred to below as "Association."

The Emeritus Faculty Council (EFC) is the executive committee of the Association of Emeritus Faculty at the University of Iowa and referred to below as "Council."

## Article II. Goals

### Section 1.

The goals of the Association and Council are to provide advice and assistance to its current and prospective members on matters of mutual concern as well as to the University in carrying out its various missions. In seeking to achieve these goals, the Association and its Council shall:

1. Establish and maintain contact with current and prospective emeritus faculty;
2. Consult on a regular basis with current Faculty Senate officers and appropriate University officials and offices;
3. Consult with any individuals or groups and make recommendations to its members and/or to the University on any matters deemed appropriate; and
4. Periodically survey retired faculty about their current activities, including those that can be considered as furthering the goals and reputation of the University, and report the results to the Provost's office.

## Article III. Membership

Membership in the Association includes all persons who have been granted emeritus faculty status by The University of Iowa.

## Article IV. Meetings of Members

### Section 1. Annual Meetings

1. The Association shall meet annually, generally during May.
2. The presiding officer of the Association meetings is the President of the Council. In the absence of the President the Vice President will preside. If both are absent, the Secretary will preside. If none of the officers are present, the Association will designate the presiding officer from among the remaining members of the Council by majority vote.
3. Meetings of the Association shall be open unless a majority of those present votes to meet in executive session. Some portion of each meeting must be open. A report of each executive session shall be made in the next open meeting.
4. The Council will provide the tentative agenda for all meetings of the Association, and it is subject to approval of those members of the Association attending the meeting. The agenda may be amended from the floor of the Association meeting.

### Section 2. Special Meetings

1. Other meetings shall be called by the President of the Council, who also serves as President of the Association, to consider one or more specific issues if requested to do so by either:
  1. At least 2% of the members of the Association.
  2. A majority of the Council.
2. The purpose and date of a special meeting shall be transmitted to members at least 14 days prior to the date of the meeting.

### Section 3. Quorum

1. A quorum of the Association shall be 4% of the members.

### Section 4. Voting

1. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

## Article V. Emeritus Faculty Council

### Section 1. General Powers

The affairs of the Association shall be managed by the Council.

### Section 2. Composition and Functioning of the Council

1. To assure representation across the University, membership on the Council will include at least one representative from each college except the Graduate College, which for this purpose will be combined with the College of Liberal Arts and Sciences. The seats on the

Council will be allocated to colleges as follows: First obtain counts of the numbers of emeritus faculty in each college, and initially allocate one seat to each college. Then use an iterative process whereby at each step, one additional seat is allocated to the college having the largest ratio of (college emeritus count) / (current number of seats allocated to the college). Repeat this process until 18 seats are allocated.

2. The Provost or their designee shall serve ex-officio as liaison to the Council from the [Office of the Provost](#).
3. Elections of Council members shall take place prior to the Association's annual meeting. Each year roughly one-third of the Council members will be elected to serve three-year terms starting on July 1 of the year of their election. Members of the Council are eligible for election for no more than two successive three-year terms. Following one or more years of absence from the Council, a former Council member becomes eligible once more to serve two consecutive terms.
4. If a Council member resigns prematurely, the Council President may identify a new Council member from the same College to complete the resigning Council member's term. If two years or more remain on the term, it shall count as the first term for the new Council member.
5. Officers
  1. The Council will elect officers who will also serve as officers of the Association. The officers are President, Vice President, who shall become President the following year, and Secretary. Election of the next year's officers will occur at the last Council meeting preceding the annual meeting of the Association, with each officer serving for one year or until a replacement is selected.
  2. If the Vice President's term on the Council would otherwise end at the time they are to take office, the term shall be extended automatically for one year.
  3. No one may hold two offices simultaneously or serve consecutive terms in the same office, except the secretary.
  4. If the office of President becomes vacant, the Vice President shall become President for the remainder of that term and remain President for the following term. If the office of Vice President becomes vacant, it may remain vacant until the end of the term, in which case the Council will elect a President as well as a Vice President and Secretary at the time scheduled for the next election of officers. At the Council's option, a Vice President may be designated before the regular election.
  5. The President may establish such general or special committees as the Association's business may require, and such committees may include both Council members and members of the Association who are not on the Council.
6. Meetings of the Council shall be open unless a majority of Council members present vote to meet in executive session. Some portion of each meeting must be open. A report of each

executive session shall be made in the next open meeting. A majority of the Council present will constitute a quorum.

7. The President shall post agendas for the Association, Council, and special meetings on the Council webpage.

## Article VI. Powers and Duties of the Council

The Powers and Duties of the Council are to:

1. Represent the Association and act as its executive committee between meetings of the Association's members. The Council will organize itself in any manner appropriate for the accomplishment of its duties.
2. Report on its activities to Association members at the annual meeting of the Association, and, to the extent feasible, by correspondence between annual meetings.
3. Discuss and act on applications for permissive conferral of emeritus status, as provided in Section III, Chapter 11.7(d) of the University of Iowa Policy Manual.
4. Consult with and counsel members and prospective members of the Association, the officers of the Faculty Senate, the Provost, and other appropriate University officials on matters of mutual concern.
5. Maintain the records of its own proceedings, Association proceedings, and all reports and communications received from Council and Association committees.
6. Maintain a liaison with relevant University of Iowa committees and councils and the University of Iowa Retirees Association (UIRA).
7. Maintain a relationship with the Senior College committee (SCC). The SCC requires that all attendees at their meetings be full working members; so it is not possible to have a Council member serve as SCC liaison unless they are already an SCC member. When no Council member is already in SCC, an SCC member is invited to attend Council meetings as a guest; they can report on SCC activities and participate in discussions, but will have no voting privileges.

## Article VII. Elections to the Council - The Process

### Section 1.

Election to the Council will be supervised by a Committee on Elections appointed by the President with the approval of the Council.

### Section 2.

Nomination and election to Council membership.

1. The Committee on Elections will solicit nominations for election to the Council from members of the Association. On the nominating ballot, Association members may make

one nomination for each vacant position on the Council, whether from their own college or another.

2. The names of the two eligible members who receive the highest number of nominations for each vacancy will appear on the ballot if they consent to run. If one or both decline to run, the name(s) of the eligible member(s) with the next highest number of nominations who consent to run will appear on the ballot. Voting for the members representing each college will be restricted to eligible Association members from that college.
3. The election ballot normally shall contain twice as many eligible nominees as there are vacancies. If only one of those nominated for a vacant position consents to serve, the Committee on Elections will try to identify another eligible member willing to serve, and if it succeeds, both names will appear on the ballot. If not, one name will appear.
4. If no member from a college is willing to serve, that college will not have a representative on the Council until the next election unless the sitting Council member from that college is willing to continue serving for an additional year. The two consecutive three-year term limitation will not bar such service.
5. The Committee on Elections will prepare and distribute ballots to members. After counting the ballots, the Committee will certify the results to the membership.

### Section 3. Vacancies

1. If a vacancy for one year or more on the Council is in prospect at the time of the annual election, the vacancy will be filled by regular election procedures. If a vacancy for less than one year is in prospect, it will be filled by the Council from eligible members of the constituency affected.
2. Service in a vacancy that extends for more than eighteen months is considered equivalent to a full term in determining eligibility for re-election.

### Article VIII. Amendments

Amendments to the bylaws may be initiated by the Council or at the annual meeting of the Association on motion of any member. The Association will be asked to approve a proposed change by ballot distributed to all members by the best method available. A change requires a simple majority vote of those voting.

### Article IX. Parliamentary Authority

The rules contained in the current edition of "[Robert's Rules of Order Newly Revised](#)" shall govern the Council and the Association in all cases to which they are applicable and in which they are not inconsistent with the procedures in this Manual and any special rules of order the Council and Association may adopt.