

The TCU Retirees' Association
Constitution and Bylaws
(Adopted June 1, 2015)

I. Name

This organization shall be known as the TCU Retirees' Association (TCURA)

II. Mission Statement

The TCU Retirees' Association exists to provide opportunities for fellowship, to promote lifelong learning, to advocate for fair benefits, to recognize the accomplishments of its members, and to strengthen the relationship between retirees and the University.

III. Membership

- A. Membership in the Association shall be open to faculty and staff who have officially retired from active association with Texas Christian University and Brite Divinity School.
- B. Associate membership shall be open to spouses and partners, surviving spouses and partners, and others nominated by members and approved by the TCURA Executive Council.

IV. Officers, Representatives and Committees

Section 1: Officers and Representatives-at-Large

- A. Officers of the TCURA shall be President, Vice President, Secretary, Treasurer, and Immediate Past President.
- B. There shall be eight members elected at large from the membership of TCURA to serve on the Advisory Council. Each at large member shall serve on at least one committee of the Association.
- C. **The President** shall schedule and chair all meetings of the TCURA Executive Council and the Advisory Council. He/she shall appoint the members of *ad hoc* and standing committees with the approval of the Executive Council.

He/she shall also serve as the spokesperson of the TCURA with the advice and consent of the Executive Committee or of the membership as expressed at a regular meeting.

- D. **The Vice President** shall carry out the duties of the President in the event of her/his absence or incapacity and shall serve as chair of the Programs and Activities Committee.
- E. **The Secretary** shall keep minutes of the regular meetings of the TCURA Executive Council and the Advisory Council.
- F. **The Treasurer** shall keep records of income and expenditures and provide a financial report to the Executive Council at each meeting. The Treasurer chairs the Budget Committee, makes authorized disbursements, arranges for collecting charges for programs and activities, and receives member contributions.
- G. **The Immediate Past President** chairs the Nominating Committee.

Section 2: Committees

- A. **The Executive Council** shall consist of the officers of the TCURA as set forth in Section 1 above and the chairs of the Membership and Communication Committees, and the university appointed University Compensation Advisory Committee representative. The Retiree Program Manager shall serve as an ex-officio member of the Council. The president through the Executive Council shall conduct the business of TCURA.
- B. **The Advisory Council** shall include all members of the Executive Council and all Representatives-at-Large. The Advisory Council meets at least once each semester and at meetings called by the President to advise and consult with the Executive Council.
- C. **The Program and Activities Committee** will be led by the Vice President, and will be responsible for developing and organizing programs and activities of the Association.
- D. **The Membership Committee** shall be responsible for inviting current retirees to participate actively in TCURA programming, and contacting newly retired members of the faculty and staff to encourage their involvement.
- E. **The Communications Committee** supports the mission of TCURA by composing, editing and distributing a monthly

electronic newsletter, creating email and/or print promotions for special activities and events. The Committee is also responsible for maintaining the TCURA website designed to provide information on its programs and activities. One member of the committee will be designated the TCURA archivist and be responsible for collecting copies of the minutes of the meetings of the two councils and standing committees. The archivist will also be responsible for collecting copies of the monthly electronic newsletter and retiree obituaries. All these materials are to be forwarded to the TCU archives.

- F. **The Budget Committee** will assist the Treasurer in developing the annual budget and monitoring the financial performance of TCURA across the fiscal year. It will also assist with decisions regarding the distribution of available funds among the programs, activities and services of TCURA.
- G. **The Nominating Committee** is chaired by the Immediate Past President and consists of not less than three or more than five members.
- H. **Ad Hoc Committees** may be created by the President with the approval of the Executive Committee for the purpose of dealing with special situations that fall outside the bailiwick of standing committees.

V. **Operating Year**

The operating year of the Association is June 1 through May 31 of the following year.

VI. **Election of Officers and Representatives-at-Large**

- A. The president shall empower the Nominating Committee in February of each year by naming no less than two members or more than four members to serve with the Immediate Past President who chairs the committee. The Nominating Committee is charged with developing a slate of officers and Representatives-at-Large to be presented first at the April meeting and again at the May meeting of the Association for the purpose of electing the slate. Nominations may be made from the floor at either the April or May general meeting of the Association.

- B. Unless altered by action of the Executive Council, the Vice President succeeds the President at the end of the one-year term, and the President moves to the office of Immediate Past President.
- C. All vacancies in office shall be filled by appointment of the President with the approval of the Executive Council.
- D. The term of office for officers and representatives-at-large is one year. The term of office begins June 1, and ends May 31.

VII. Meetings

- A. There shall be one general meeting of the membership each month from September through May.
- B. The President may call special meetings of the Executive Council, the Advisory Council or the general membership as circumstances require.
- C. Ten members of the Association shall constitute a quorum at general meetings. Five members of the Executive Council are necessary for quorum votes.

VIII. Parliamentary Authority

TCURA officers and representatives-at-large shall follow the parliamentary rules and procedures of the Revised Edition of Robert's Rules of Order on all points not covered by these bylaws.

IX. Amendments

Amendments to these by laws may be adopted by a two-thirds vote of members present at a meeting of the Executive Council.

X. Dissolution

If the Association should vote dissolution by a two-thirds vote at a regular meeting or special meeting, any funds belonging to the Association shall be given to Texas Christian University. Notice of the motion to propose dissolution shall be published to the membership at least one month prior to the date of the scheduled vote.

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Amendment I Committees (October 5, 2015)

The Health Care and Wellness Committee

Mission Statement

This committee will provide pertinent information about, and possible solutions to, health and wellness problems that are of special concern to TCU retirees including monitoring problems created for present and future retirees by TCU abandoning its historic commitment to include retirees under their health insurance.