

University of North Texas Retiree Association (UNTRA)

Bylaws

Article I: Nature and Purpose of the Organization

The University of North Texas Retiree Association (hereinafter referred to as UNTRA) is a nonprofit entity of the University of North Texas at Denton whose goals are to

- (1) promote social events that provide fellowship opportunities for retirees and activities that further the University's well-being;
- (2) encourage active participation of retirees in the life of the University;
- (3) seek educational opportunities for retirees;
- (4) promote retiree benefits and privileges;
- (5) disseminate relevant information to retirees, and
- (6) represent the interests of retirees in appropriate University forums.

The UNTRA year for administration, activities, and tenure for Board membership, officers and committee membership is from September 1 through August 31.

Article II: Membership

Section 1. UNTRA General Membership

Upon retirement from full-time service, all UNT faculty, staff, and their spouses or partners are eligible for UNTRA membership with all rights and privileges thereof.

Section 2. Special membership

The UNTRA Board may designate special categories of membership to accommodate the interests of the Association.

Section 2. Annual Dues

Annual dues for UNTRA membership will be determined by the Board of UNTRA and will be published prior to the beginning of the UNTRA administrative year.

Article III: Administration

Section 1. Board of UNTRA

The Board of UNTRA (hereinafter referred to as the Board) is the managing entity of the Association and is responsible for the administration of all its affairs.

The Board will consist of a minimum of fifteen persons drawn from the general membership of UNTRA.

The Board shall meet at least three times a year. Additional meetings may be called by the Chair on his/her own initiative or upon petition of four members of the Board. A quorum for the Board shall be eight members.

At its spring meeting, the Board shall elect its new members from nominees presented by the Nominations Committee and from any nominations made by Board members at the time of election. A majority of all votes cast shall be necessary for election. Elected members of the committee shall serve three-year terms. Elected members may serve two consecutive three-year terms and may serve a third consecutive three-year term if no qualified candidates are identified who are willing to serve. At the completion of terms, the member will be ineligible for one year.

Vacancies occurring between regular elections shall be filled at the first meeting of the Board following the declared vacancy from nominations presented by the Nominations Committee and any nominations from members of the Board. Persons elected to fill such vacant positions will serve the remainder of the term of the person(s) being replaced and will be eligible for reelection for one additional three-year term.

Members of the Board who have three consecutive absences from Board meetings may have their position declared vacant by the Board.

## Section 2. Officers

The officers of UNTRA shall be Chair, Vice-Chair, Past-Chair, Secretary and Treasurer.

### A. Chair

The Chair serves for a one-year term immediately following his/her tenure as Vice-Chair. The Chair will be eligible to serve an additional one-year term. The Chair is the principal executive officer of the Board.

The Chair shall call meetings, develop agendas, preside at meetings of the Board, appoint standing and special committee members and their chairs, and make assignments as necessary. The Chair is the principal fiscal officer of the Association and is responsible for liaison with the UNT unit assigned to manage administrative matters for UNTRA. The Chair shall also perform other duties as appropriate for the office.

### B. Vice-Chair

The Vice-Chair serves a one- or two-year term after which the Vice-Chair will advance to the office of Chair. The Vice-Chair is elected by the Board from a list of Board members nominated by the Nominations Committee and any nominations made by Board members at the time of election.

The Vice-Chair shall perform the functions of the Chair in case of the latter's disability or absence and finish a Chair's unexpired term should one occur. The Vice-Chair shall also serve as an *ex-officio* member of all committees and, in conjunction with the UNTRA Chair, shall be responsible for advising and for setting deadlines for the various committee reports. The Vice-Chair shall also perform other appropriate duties at the Chair's request.

### C. Past-Chair

The Past-Chair serves a one-year term immediately following his/her tenure as Chair.

The Past-Chair shall assist the Officers of the Board with duties as assigned by the Chair and will serve as a member of the Nominations Committee.

### D. Secretary

The Secretary is elected for a one-year term and may be reelected for subsequent terms by the Board from a list nominated by the Nominations Committee and any nominations made by Board members at the time of the election. The nominees must be members of the Board who have served a minimum of one year on the Board.

The Secretary shall prepare and distribute minutes of all Board meetings, maintain a historical record of minutes and other UNTRA documents, a current list of Board members with terms of office and standing committee members. The Secretary shall perform such other duties as the Chair and Board deem appropriate.

### E. Treasurer

The treasurer is elected for a one-year term and may be reelected for subsequent terms by the Board from a list nominated by the Nominations Committee and any nominations made by Board members at the time of the election. The nominees must be members of the Board who have served a minimum of one year on the Board.

The Treasurer is responsible for maintaining financial records for the Association in conjunction with fiscal managers of the UNT unit assigned to manage administrative matters for UNTRA. The Treasurer will provide fiscal reports to the Board at each Board meeting and/or as requested by the Chair.

## Section 3. Standing Committees

The standing committees are (A) Program, (B) Membership, (C) University Relations and Benefits, and (D) Nominations. Each standing committee shall be chaired by a member of the UNTRA Board confirmed by the UNTRA Chair and shall consist of three or more UNTRA members appointed by the Chair with the concurrence of the Board. The Chair may appoint *ad hoc* committees and/or special committees as needed and as approved by the Board.

### A. Program Committee

The Program Committee is responsible for proposing, planning and conducting programs and events for the Association and shall have a minimum of four members.

### B. Membership Committee

The Membership Committee is responsible for recruitment of new members, maintaining membership records, and coordinating membership matters with the UNT unit assigned to manage

administrative matters for UNTRA. The Membership Committee will recommend to the Board annual dues and any changes to the dues structure of UNTRA.

#### C. University Relations and Benefits Committee

The University Relations and Benefits Committee is the liaison with all appropriate UNT offices related to University policies and practices affecting retirees, including but not limited to the UNT Department of Human Resources. Additionally, the Committee is responsible for developing and disseminating information and publicity materials related to UNTRA's organization, membership, and programs, as well as retiree benefits and privileges. The Committee is the liaison with UNT units managing electronic, telephone, paper and other institutional communication systems. The University Relations and Benefits Committee will seek UNTRA representation on UNT forums where appropriate.

#### D. Nominations Committee

The Nominations Committee will identify UNTRA members willing to fill Board positions vacated each year by virtue of expiration-of-term or resignation. Nominations for new members of the Board or nominations for re-appointment to a second term will be provided to the Board prior to its spring meeting. The Nominating Committee will also provide nominees for Vice-Chair, Secretary and Treasurer of the Board.

#### Section 4: Operations and Staff

Administrative and operational activities of UNTRA are managed by a University office appointed by the President of the University of North Texas at Denton. UNTRA business, including budgeting and staffing, is conducted in conjunction with and under the auspices of that office (currently Lifelong Learning and Professional Development: LLPD). The UNTRA Officers are responsible for coordination with that office.

#### Article IV: Amendments

The bylaws may be amended at any Board meeting by a two-thirds vote of the members present and voting. The Secretary shall circulate proposed amendments to Board members at least two weeks in advance of the meeting at which they are to be considered.

#### Article V: Dissolution

In case of dissolution of UNTRA, assets remaining after settlement of its obligations shall be assigned to the University of North Texas at Denton.