

Association of Retired Rice University Faculty

Interim Bylaws

Article 1: Organization & Mission

The name of the organization will be the Association of Retired Rice University Faculty (ARRUF). The Association exists at the pleasure of the Provost of Rice University, who provides resources to support its activities. The Association serves the interests of Rice University and the Association's members, affirming key Rice values: Responsibility, Integrity, Community, and Engagement. Its mission is to transform traditional forms of retirement through innovation and collaboration. It promotes intellectual and scholarly activities, service, and collegiality among members. The Association organizes its affairs independently; it also may work collaboratively with the University's Schools, Departments, Institutes, and organizations.

The Provost has approved the Association's Charter that creates an interim Steering Committee, and specifies other matters. The purpose of these Interim Bylaws is to specify the governing of the Association until final Bylaws are in effect and until the first elected officers take office. They are meant to be consistent with the terms of the Charter.

Article 2: Membership

1. Membership automatically includes all classes of retired faculty from Rice University, both tenure-track and non-tenure-track, as defined by Policy 422-98: ". . . individuals who leave the University's employ at the conclusion of a minimum of ten consecutive years of benefits-eligible service and for whom the sum of age and length of service is at least 65." Members' spouses or partners may participate in the organization's activities as non-voting associate members, even if the primary member is deceased. The Directors may, with the Provost's consent, extend membership to particular persons in special cases.
2. There are no fees for membership. Participation in particular special events may require a fee to cover costs.

Article 3: Governance

ARRUF will be governed by the Steering Committee appointed by the Provost, three of which shall be designated Co-Directors, and the rest serving as an Executive Committee.

1. Directors

- A. Three Co-Directors will be chosen by the Steering Committee and serve until elected Directors take office. Directors will be responsible for financial and administrative matters, and the activities of ARRUF. They will be aided by, and act in consultation with, the Executive Committee. Actions of the Directors will be by majority decision. Actions or motions of the Directors will be recorded and provided to any member on request.
- B. **Leaves & Vacancies.** Any member of the Steering Committee may request a temporary leave of absence for personal reasons. During the absence, other members of the Steering Committee will assume the duties of the member. Any permanent vacancies or resignations will be handled the same way, except the permanent vacancy of a Director must be filled with another member willing to serve as Director. The Steering Committee may ask the Provost to appoint another member to fill a vacancy.
- C. **Removal.** If a member of the Steering Committee is unable to perform his or her duties, and is unwilling or unable to resign, the Committee, by majority vote, may declare an involuntary resignation, subject to approval by the Provost. Resulting vacancies will be handled as described in paragraph B above.

1. Committees

The Directors, in consultation with the Executive Committee, may create Committees and Sub-Committees as needed to handle the operation of the Association. Each Committee shall consist of at least a Chairperson from the Steering Committee, and as many other members as the Steering Committee deems appropriate. Association members may volunteer for and may serve on Committees, as picked by the Chair. The following essential Committees are created by these Bylaws:

- A. **Budget & Finance.** Funds for the Association will be supplied by the Provost and held in a University account managed by the Provost's office. The Chair of the Budget & Finance Committee shall serve as Association Treasurer and monitor and account for all funds, income, and expenditures in collaboration with a staff member from the Provost's

Adopted by the Steering Committee June 30, 2017

- office. The Treasurer will supply a financial report to the Leadership Team at least once a semester, and the reports shall be available to members on request. The Committee will prepare a budget annually for the coming year's activities for submission to the Provost by the Directors. The Provost's Office shall have oversight of the Association's budget. In the event that a member wishes to apply for a grant, the Provost's Office will be the sponsoring department on the grant, and funds received will be assigned to the Association's account in the Provost's Office.
- B. **Nominations.** The Committee shall encourage and solicit members to serve as Committee members, and will prepare lists for the first Association elections and appointments. It is desirable that nominations represent the diversity of the University.
- C. **Membership.** The Committee shall keep a list of the Association members including at least an email address. The Chair shall serve as Corresponding Secretary for the Association, and shall be in charge of the ARRUF listserv for communication with the members. The Chair shall coordinate with the Leadership Team and University administration in maintaining an Association presence on the web.
- D. **Activities.** The Committee shall solicit suggestions from members for ARRUF activities and services. The Chair shall suggest activities to the Steering Committee with a brief summary and budget. Activities will ultimately be approved by the Directors, along with a budget. The Chair shall keep a record of ARRUF activities and the approximate number of members participating for a year-end report to the Directors.
- E. **University Liaison.** The Committee shall reach out to and engage Rice University officials to support the mission of ARRUF. This includes finding answers to member's questions and problems, arranging benefits, arranging access to events and facilities, and implementing activities.

Article 4: Meetings

1. The Directors may call a meeting of the Steering Committee anytime appropriate, but at least once per semester. Meetings shall be announced at least one week in advance, except in urgent circumstances. Committee members may take part in meetings by electronic means.
2. There shall be one General Meeting of all members within 30 days preceding the spring commencement each academic year. Notice of the meeting date, time and place shall be sent to all members no later than

Adopted by the Steering Committee June 30, 2017

two weeks before the meeting. The notice shall contain a proposed agenda listing any significant matters to be discussed; as appropriate, the notice shall also announce vacancies for the next election, as provided by the Nominations Committee, and ask for nominations and volunteers for those positions to be submitted.

3. A Special General Meeting of all members may be called by the Directors as necessary.
4. A General Meeting shall be chaired by one of the Directors, or their designate. The meeting shall generally follow the announced agenda. The purpose of the meeting is to describe the state of the Association to members, to inform them of matters being considered by the Steering Committee, and to initiate a discussion of those matters to get a sense of the members' opinions on matters. The Chair may add matters to the agenda as suggested by members from the floor, or previously submitted to the Directors. The Chair may ask for a straw vote from the members present on specific issues or questions, but the results of such a vote shall not be binding on the Chair, the Directors, or the Association. Instead, the Directors will decide what issues and questions will be put to a vote of all members in an electronic poll. Except, members from the floor may move to have a specific matter submitted to a full membership vote, and a majority of those present and voting shall carry the motion, overriding the Directors if necessary. A Special General Meeting shall follow the same procedures.

Article 5: Elections & Voting

1. All votes on specific issues shall be by electronic ballot sent to all members as listed by the Membership Committee. Members without electronic access may request a paper ballot.
2. A simple majority of those voting shall be sufficient for the approval of any issue presented.

Article 6: Ratification & Revisions & Termination

1. These Interim Bylaws become valid upon the date when the ARRUF Steering Committee adopts them.
2. These Bylaws may be revised, modified or replaced by a majority vote of the Steering Committee.

Adopted by the Steering Committee June 30, 2017

3. The Charter states that Association governance by the Steering Committee shall be for at most two years, meaning that elections should be held by 2018. By that time these Interim Bylaws will be replaced by permanent Bylaws adopted by the Steering Committee and calling for Association elections. When those Bylaws take effect, and officers are elected, the Steering Committee will be dissolved.