Association of Retired Rice University Faculty

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.

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 a Leadership Team of three co-directors, and an Executive Committee consisting of the Chairs of the Committees.

1. Directors
   A. The Directors will regularly consist of three individuals, each serving staggered three-year terms, defined by the Rice fiscal years (July through June). At least two Directors shall reside in the Houston area. 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. **Election.** In the first regular election of Association officers, members will elect three Directors, one person to fill a three-year term; one person to fill a two-year term; and one person to fill a one-year term. Thereafter, Association members will elect a new Director annually to a three-year term.

C. **Term Limits.** Directors may serve no more than one consecutive term, except Directors elected for one- or two-year terms may serve a consecutive three-year term.

D. **Leaves & Vacancies.** Any member of the Leadership Team may request a temporary leave of absence for personal reasons. During the absence, the Leadership Team may seek a volunteer to assume the duties of the member, or perform those duties among themselves. Any permanent vacancies or resignations will be handled the same way, except the permanent vacancy of a Board member must be filled with another member willing to serve as a Director until the next election. In that case, that election may be held for multiple Directors.

E. **Removal.** If a member of the Leadership Team is unable to perform his or her duties, and is unwilling or unable to resign, the Team, by majority vote, may declare an involuntary resignation, subject to approval by the Provost. Association members may request the removal of a Team member by presenting a petition to the Board signed by 15 members. The proposal will be put to all Association members in a vote, with a two-thirds majority of votes cast necessary for a removal. The Provost can remove an officer at any time for any reason. Resulting vacancies will be handled as described in paragraph D above.

2. **Committees**

   The Directors, in consultation with the Executive Committee, may create Committees as needed to handle the operation of the Association. Each Committee shall consist of at least a Chairperson, and as many other members as the Leadership Team deems appropriate. The Directors in coordination with a Committee Chair may create Sub-Committees and appoint Sub-Committee Chairs, which will also be co-chairs of the Committee. Chairs shall be elected for three years, and may be reelected. Committee members shall be appointed by the
Chair from a list of those willing to serve. 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 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 Directors, Committee Chairs, or Committee members, and prepare lists for elections and appointments as needed. 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 Leadership Team 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. It is likely that this Committee will be divided into sub-committees as the activities of the Association grow, and ultimately may be eliminated in favor of multiple specific Committees.

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 Leadership Team anytime appropriate, but at least once per semester. Meetings shall be announced at least one week in advance, except in urgent circumstances. Team 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 two weeks before the meeting. The notice shall contain a proposed agenda listing any significant matters to be discussed; 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, and must be called on their receiving a petition from any ten members.

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 Leadership Team, 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 elections for Directors and other elected positions, and all votes on specific issues, shall be by electronic ballot sent to all members as listed by
the Membership Committee. Members who will not have electronic access may request a paper ballot.

2. A simple majority of those voting shall be sufficient for the election of officers, and for the approval of any issue presented.

3. A ballot for the election of new officers shall be prepared by the Nomination Committee each year, and sent to members during the month of June. The deadline for voting shall be June 25 to allow time to tabulate votes and inform members and new officers of the results.

4. In order to minimize the number of ballots sent to members, the yearly election ballot may also include other matters to be voted on by the members. The ballot may also include a non-binding survey section of questions to assess the members’ feeling on Association matters or proposals.

Article 6: Ratification & Revisions

1. After the Steering Committee adopts these Bylaws, they will become valid upon the date selected by the Steering Committee. After that date, these Bylaws supersede any interim bylaws or governing rules adopted earlier by the Steering Committee.

2. Revisions to the Bylaws may be proposed by the Directors subject to needs of the Association and member input. A petition from 15 Association members to the Directors will require them to submit a specific revision to a general vote of the members.

3. In the first two years, the Bylaws may be revised, modified or replaced by a majority vote of the Leadership Team without a vote of the members, after notifying the members and asking for comments. Thereafter, the Bylaws may be revised only by a vote of the general membership of the Association. A majority of those voting shall be sufficient to adopt the revision.

4. Except, if any revision proposes changing the percentage of votes required to elect officers, to adopt measures, or to revise the Bylaws (say to two-thirds majority vote), that revision shall require the proposed percentage of votes to be adopted.