

# Association of Retired Rice University Faculty

## By-laws

### Article 1: Organization & Mission

The name of the organization shall be the Association of Retired Rice University Faculty (ARRUF). The mission of ARRUF is to transform traditional forms of faculty retirement through innovation, collaboration, and the promotion of intellectual and scholarly activities, service, and collegiality among members. ARRUF exists at the pleasure of the Provost of Rice University, who provides resources to support its activities.

### 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.” All faculty so defined who are participating in Rice University's staged retirement program also are automatically associate members and will become full members upon retirement. 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 an Executive Committee consisting of the Chairs of the Standing Committees and by three elected co-directors.

#### 1. Directors

A. Three elected individuals will work together as co-Directors, each serving staggered three-year terms, defined by academic 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, as described below. 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.

- i. One Director shall work with the University Liaison Committee. He or she shall be responsible for documenting all arrangements with other Rice University departments and organizations, for overseeing the space or facilities for the organization, and for signing agreements to co-sponsor events, and so on.
- ii. One Director shall work with the Activities Committee. He or she shall coordinate its work with other committees. This director shall be responsible for communication oversight: drafting and approval of e-mail, Website content, newsletters, announcements, publicity, and so on.
- iii. One Director shall work with the Budget and Finance Committee. He or she shall also be responsible for actions that involve all outside organizations and individuals and with national and international organizations, such as the Association for Retirement Organizations in Higher Education.

- iv. An individual or individuals shall be appointed as Communication Coordinators to implement communication plans without regard to their other responsibilities or roles. Such persons may be an ARRUF member, a Rice University staff member, or a person hired through a professional services contract.
  - v. Individuals from the Provost's staff may provide additional communication support to the Directors by receiving e-mails, making facilities reservations, accepting reservations for events, and other communication in support of ARRUF's activities.
- B. **Inaugural Directors.** ARRUF's founding inaugural committee (also referred to as the Steering Committee) will appoint three inaugural co-Directors to serve until 2018, when the first regular Directors will be elected by the membership.
- C. **Election.** In the first 2018 election, 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.
- D. **Term Limits.** Directors may serve no more than four consecutive years.
- E. **Leaves & Vacancies.** Any Director or Executive Committee member may request a temporary leave of absence for personal reasons. During the absence, the Directors 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 Director must be filled with another Executive Committee member willing to serve as a Director until the next election. In that case, an election may be held for multiple Directors.
- F. **Removal.** If a Director is unable to perform his or her duties, and is unwilling or unable to resign, the Executive Committee, by majority vote, may declare an involuntary resignation, subject to approval by the Provost. Association members may

request the removal of an officer by presenting a petition to the Executive Committee signed by 15 members. The proposal will be put to all Association members in a vote, with a two-third 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 Article 5 below.

## **2. Standing Committees**

Each Standing Committee shall consist of at least a Chairperson and a co-Chairperson, and as many other members as appropriate. The co-Chairs of the Committees constitute the Executive Committee of the Association. Chairs shall be appointed by the Directors for three years and may be reappointed. Committee members shall be appointed by the Chairs from a list of those willing to serve.

**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 Chairs of the Budget & Finance Committee shall serve as Association Treasurers and monitor and account for all funds, income, and expenditures in collaboration with a staff member from the Provost's office. The Treasurers shall prepare a financial report to the Executive Committee 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 candidates for Director and prepare lists for elections and appointments as needed. It is important 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 Chairs shall serve as Corresponding Secretaries for the

- Association and shall work with the co-Director responsible for approving communication and the Communication Coordinator(s) (see Article 3. 1. A. iv) to ensure communication with the members. The Chairs shall coordinate with the Directors, the Communication Coordinator(s), and University administration to ensure maintenance of an Association website.
- D. Activities.** The Committee shall solicit suggestions from members for ARRUF activities and services. The Chairs shall suggest activities to the Directors with a brief summary and budget. Activities will ultimately be approved by the Directors, along with a budget. The Chairs 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. It shall seek arrangements for space and technologies, and equipment for ARRUF events and operations. It shall be responsible for originating and formulating agreements to maximize access and participation in events and activities of University Departments and organizations for ARRUF members who desire to participate.
- **Benefits and Privileges.** The goal of this committee is to ensure that all retired faculty can easily access information about opportunities, benefits, and privileges available to them. The Committee shall research and document current benefits, services, opportunities, and privileges granted to retired faculty. This includes finding answers to member's questions and investigating reports of problems, which may include access to benefits, events, and facilities. The Committee shall analyze this information and form recommendations. It will report its conclusions and recommendations to the Executive Committee for a discussion of ways to coordinate its recommendations with the plans or activities of other committees. The Executive Committee will determine the best ways to seek support from the Administration for approval, support, and implementation of all the Committees' recommendations.

## **Article 4: Meetings**

1. The Directors may call a meeting of the Executive Committee anytime appropriate, but at least once per semester. Meetings shall be announced at least one week in advance, except in urgent circumstances. Officers 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 and time 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 Executive 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 elections for Directors and any other elected positions, and all votes on specific issues, shall be by electronic ballot sent to all members as listed by the Membership Committee.
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' feelings on Association matters or proposals.

## Article 6: Ratification & Revisions

1. These Bylaws become valid upon adoption by the ARRUF Inaugural Committee (also referred to as the Steering Committee).
2. For three years following the initial adoption, the Bylaws may be revised, modified or replaced by a majority vote of the Directors and the Executive Committee.
3. Thereafter, the Bylaws may be revised 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.

**Adopted April 17, 2018 by the Steering Committee:** Those present: C. H. Ward, C. S. Burrus, S. Baker, R. F. Curl, C. Davidson, A. Schnoebelen, P. J. Huston, V. Arbizu-Sabater, L. P. Driskill.