**DUQUESNE UNIVERSITY RETIREES’ ASSOCIATION
BY-LAWS**
revised, February 2023

**Article I. Name**

The name of the organization shall be the **Duquesne University Retirees Association, (**hereinafter referred to as the Association).

**Article II. Purpose**

The purpose of this organization shall be:

(1) To give Duquesne University (hereinafter referred to as the University), retirees the opportunity to meet in social situations at certain designated times throughout the year, and

(2) To give Duquesne University retirees the opportunity to volunteer for certain functions of the University to be determined by the Association and the University.

**Article III. Membership**

 **Section 1. Membership**

There shall be one class of membership referred to as: Regular Member

 **Section 2. Eligibility for Membership**

Anyone who has **retired** from employment at the University is eligible for Regular Membership.

Full-time or part-time and adjunct employees who left the University in good standing of service but did not qualify as a retiree by University guidelines, may become a Regular member.

 **Section 3. Membership Status**

A Regular member's status will be ACTIVE during the calendar year for which his/her dues are paid. Duration of Active membership may be extended beyond the current due’s year by a majority vote of the Board of Directors (hereinafter referred to as the Board), according to the specifications established in the By-laws of the Association.

A Regular member's status will automatically revert to INACTIVE if his/ her dues have not been paid.

An Inactive member's name will automatically be deleted from the mailing list if his/her dues have not been paid or haven’t attended any events for three consecutive years. A Regular member's name will also be deleted from the membership rolls:

 (i) if the member resigns his/her membership

 (ii) upon receipt of confirmation of the death of the member; or

(iii) upon receipt of a notarized, written request by a member's legal guardian or attorney-in- fact.

 **Section 4. Responsibilities of Membership**

All Active and Inactive members will receive mailings and emails from the Association regarding Association activities and events and are eligible to participate in all Association activities and events such as tours, luncheons and other such activities asthe Board may arrange.

 Furthermore, only Active members may vote on matters before the membership, may participate in "free for members" events without cost, may pay reduced fees, if offered, for meals and other activities as determined by the Board.

**Article IV. Governance**

 **Section 1. Board of Directors**

The Association will be governed by a Board of Directors (hereinafter referred to as the Board), consisting of no more than 15 Active members. The offices of President, Vice-President, Treasurer, and Secretary are included in this number. Any Active Member of the Association may volunteer at any time to become a Board member. New Active Members may be invited by the sitting Board to serve on the Board.

 The Board shall have, hold, and control all funds, properties and activities of the Association in accordance with the Bylawsgoverning these matters.

The Board shall adopt and document rules which govern the conduct of all activities and the administration of Association affairs. The rules, when enacted and documented as such, shall serve to expedite administrative matters and shall be effective until amended by Board action.

All meetings of the Board shall be scheduled by the President of the Association. There shall be at least three (3) meetings of the Board during a calendar year. Meetings of the general membership shall be scheduled by the President, with the advice and consent of the Board.

 **Section 2. Officers**

 The Officers of the Association will be **President, Vice-President, Treasurer and Secretary**

Officers will be elected from members of the Board, by the Board, to serve for a term of two (2) years. The term of office shall begin in January and shall end in December of the following calendar year of election. There is no limit to the number of terms an individual may be elected to serve as an Officer. Individuals elected to fill an Officer vacancy shall complete the unexpired term of the officer.

 **Section 3. Duties of the Officers**

The **President** - will preside over and set the agenda for meetings and will appoint board members for the following committees: Communications/Database/Publicity, DURA History, Events, Membership and Website.

The **Vice-President –** will assist the President in her/his duties and will preside over meetings in the absence of the President.

The **Treasurer -** will be responsible for the finances of the Association and, in conjunction with other officers and member of the Board, for maintaining a current list of Association members.

The **Secretary -** will take and maintain the minutes of the Board meetings and any other general meetings. The secretary will distribute a copy of the minutes to Board members prior to scheduled meetings.

 **Section 4. Committees**

The Presidentas needed, with the advice and consent of the Board, shall appoint all Committees and the Chairpersons of those committees. All Chairpersons shall direct their committees toward the attainment of the goals assigned to them.

The committee responsibilities will be as follows:

**Communications and Publicity:** Is responsible for all communications to DURA members or to prospective members, including the annual dues letter, congratulatory letters to newly retired Duquesne employees, letters on special occasions, e.g., thank you letters to Board members who resign from the Board, and any other necessary correspondence as decided by the Board. Is responsible for creating informational flyers for all DURA events, specifically, the Spring Luncheon, the Christmas Party, and scheduled trips. The committee will work with the Events Committee for any table decorations or favors that the Events Committee wishes to include.

**Events:** Make for luncheons, bus trips, theater outings, etc. Take reservations for these events.

**History:** Maintain a recorded history of the origin of the Association and its By-Laws, make and record any changes to the organization and its By-Laws.

**Website:** Maintain information regarding the history of DURA. Post information on the web regarding upcoming events, past events, history, and board member information.

**Article V. Dues**

The annual dues and structure shall be determined by the Board at its November meeting and all dues shall be payable on January 1 of each year. New Regular members shall receive their first-year dues free.

**Article VI. Amendments to the** **Bylaws**

All amendments or revisions to the Bylaws will be approved by the majority of the Board.