DUQUESNE UNIVERSITY RETIREES ASSOCIATION
BY-LAWS
revised, September 2018

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 full-time employment of at least 5 years at the University is eligible for Regular Membership.

Full-time or part-time and adjunct employees who left the University in good standing with at least 5 years 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 considered to be ACTIVE during the calendar year for which his/her dues are paid. Duration of Active membership may be extended beyond the current dues 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 for two consecutive years prior to the beginning of the current dues year.

A Regular member's name will automatically be deleted from the membership rolls if his/her dues have not been paid for three consecutive years prior to the beginning of the current dues year. 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 as the Board may arrange. **If an Inactive member does not respond after three mailings, her/his name will be removed from the mailing list.**

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 12 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 Bylaws governing 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 to serve for a term of one (1) year from members of the Board, by the Board. The term of officer shall begin in January and shall end in December of each calendar year.

All Officers may be reelected for successive terms, but shall serve no more than 2 terms in any officer position. Election of Officers for the following calendar year shall be held at the November meeting of the Board. Any Active member may be considered for an Officer position.

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, DURA History, Events, Publicity, 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 also prepare an agenda for upcoming meetings and distribute a copy of the minutes and the agenda to Board members prior to scheduled meetings.

**Section 4. Committees**

The President as 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 arrangements 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 dues 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 shall first be approved by a majority of the Board and then submitted to the general membership for approval by a majority vote. Voting may be done by the general membership by mail, in lieu or attendance at a general meeting, if such a procedure is approved by the Board.