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THE UNIVERSITY OF TEXAS AT DALLAS
RETIREE ASSOCIATION
OPERATING GUIDELINES

ARTICLE I: NAME

The University of Texas at Dallas Retiree Association (UTD RA) currently operates under the Office of The Vice President for Development and Alumni Relations (VPDAR).

ARTICLE II: MISSION

MISSION STATEMENT

The University of Texas at Dallas Retiree Association's mission is to promote continued collegiality and communication among retired faculty and staff and provide a vehicle for them to remain in contact with each other and support the goals and endeavors of their university.

ARTICLE III: MEMBERSHIP

RETIREE RECEPTION

This reception, which takes place at the Spring/Summer meeting, is planned by the Retiree Association President, Vice-President and Secretary, working with the Office of the VPDAR and the office of the President of the University. The President of the University, or his/her designee, will be invited to speak at the reception.

The Secretary, working with the VPDAR liaison, will prepare and mail invitations to the new retirees, who shall include anyone retiring since the previous reception. The existing membership shall be invited by email or by the Retiree Association Newsletter.

The UTD Retiree Association's President or his/her designee, shall be responsible for the gift(s) for the new retirees attending the reception, plus the Retirees' Association information, including applications for membership and parking decals.

ARTICLE IV: EXECUTIVE COMMITTEE

PRESIDENT

The position of President will be filled alternately by a retired staff member and a retired faculty member, if at all possible.

PAST PRESIDENT

The Past President shall serve as a nonvoting advisor to the Executive Committee.

VICE PRESIDENT/PRESIDENT ELECT

The Vice President/President Elect shall perform the duties of the President in the event the President is absent, disabled or has resigned.

SECRETARY

The Secretary shall be responsible for the minutes of the meetings of the Association, and the Executive Committee and shall handle the personal correspondence for the Retiree Association and shall serve as Historian. One of the Secretary's responsibilities will be to prepare and send a card to a retiree who is ill, or a sympathy card or letter of condolence to the family of a deceased member, if at all possible.

TREASURER

Yearly audits will be performed by the UTD RA Financial Audit Committee. An external audit of Association funds shall be made at the discretion of the Executive Committee but no less than every five years by the Office of Internal Audit. The first external audit was completed in FY 2009.

The Treasurer maintains communication with the Membership Chair regarding member's dues, and reconciliation of dues and memberships. The Treasurer is the primary signatory of the UTD RA bank funds. The secondary signatory for the UTD RA bank funds is the President of the Association.

MEMBERSHIP CHAIR

The Membership Chair maintains membership lists, informs the membership that annual dues are payable in August of each year if a member wishes a parking decal. This Chair revises membership applications and the membership forms as needed, in consultation with the Executive. Provides Human Resources with the membership information for new retirees, and maintains communication with the Treasurer regarding memberships.

ARTICLE V: EXECUTIVE COMMITTEE

FINANCIAL AUDIT COMMITTEE

This standing committee consists of the three Members-at-Large. It will examine the Association books after the first fall meeting at which the new officers are installed, except during those years when an external audit is performed by the UTD Office of Internal Audit. In conjunction with the annual internal audit, an additional duty will be to reconcile the receipt of membership dues with the list of members.

COMMUNICATIONS COMMITTEE

This standing committee shall work with the Executive Committee, the Webmaster, the Membership Chair and the Editor of the Newsletter to put out monthly post card mailings to keep the members of the Association, who do not have email, up to date with what is going on. For those members who use email, the Communications Committee Chair shall send out appropriate emails informing the members of events/announcements of interest.

NEWSLETTER EDITOR

The Newsletter Editor shall allow sufficient time after the completion of the Newsletter for the Executive Committee to proofread the Newsletter for content and accuracy or any editorial comments. Printed copies of the Newsletter shall be sent out via the U.S. Postal Service to the members who do not have access to email or the web page.

NOMINATING COMMITTEE

This standing committee will consist of the three Members-at-Large of the Executive Committee who will choose their own chair. This committee will announce the slate of candidates at the February business meeting for elections to be held in Spring.

SOCIAL COMMITTEE

This standing committee will plan social events for the Retiree Association.

WEBMASTER

The Webmaster will maintain the Association's official website (hosted on the UTD web site), to include information on all planned Association events and a copy of the most recent Association Newsletter.

PROGRAM COMMITTEE

The Program Chair will, in conjunction with the President and Secretary, plan the special programs for the three business meetings in September, November and February.

ARTICLE VI LIAISONS

To promote communication between the Retiree Association and Staff Council and Academic Senate, a staff member, appointed by the Executive Committee, may attend meetings of the Staff Council and a faculty retiree, appointed by the Executive Committee, may attend meetings of the Academic Senate. Items of interest may be reported to the Association membership

ARTICLE VII MEETINGS

Announcements of general membership meetings will be determined by the President in consultation with the Executive Committee and shall include the major topics for the meetings. (See Bylaws, Article VI Section 1.)

ARTICLE VIII INTEREST GROUPS

This section was intentionally left blank.

ARTICLE IX DUES

The annual dues will be set by the Executive Committee of the Retiree Association with the approval of the voting membership. Dues are \$10 /person per fiscal year and are due by August. Lifetime memberships are available for \$150.