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 (VPDAA).

ARTICLE II: PURPOSE

SERVICE TO THE UNIVERSITY

Retiree Association membership may be called upon to render service to the University. For example, members might be asked by the President or other University officials for assistance with issues where their insights and experience would be helpful. Or, members might initiate fund-raising activities to benefit the University, its programs, or its students.

In order to promote communication between the Retiree Association and Staff Council and Academic Senate, a staff retiree may attend meetings of the Staff Council and a faculty retiree may attend meetings of the Academic Senate and report to the Association any items of interest to the Association membership.

ARTICLE III: MEMBERSHIP

RETIREE RECEPTION

This reception is planned by the Retiree Association President and Vice-President, working with the Office of the President of the University and the VPDAA. The UTD VPDAA pays for the reception. The President of the University, or his/her designee, will be invited to speak at the reception.

The Social Committee, working with the VPDAA Liaison, will prepare and mail invitations to the new retirees, which shall include anyone retiring since the previous reception. The existing membership shall be invited by email or by the Newsletter.
The Membership Chair shall be responsible for putting together a “goody bag” consisting of items solicited from various on-campus offices and off-campus business establishments plus the Retirees’ Association information, including applications for membership and parking hang-tags.

**ARTICLE IV: OFFICERS**

**PRESIDENT**

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

**SECRETARY**

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 internal audits will be performed by the Audit Committee. An external audit of Association funds shall be made every five years by UTD’s Office of Audit and Compliance. The first external audit was completed in 2009.

The Treasurer maintains communication with the Membership Chair regarding member’s dues, etc.

**MEMBERSHIP CHAIR**

a. Maintains the membership list;
b. Informs the members that annual dues are payable no later than July of each year, if a member wishes a parking hang-tag;
c. Revises membership application and the membership forms as needed;
d. Provides Human Resources with the membership packets for new retirees;
e. Maintains communication with the Treasurer regarding membership;
f. Is responsible for “goody bags” for new retirees at reception.

**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.
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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.

**PROGRAM CHAIR**

The Program Chair will, in conjunction with the President, plan the special programs for the business meetings.

**ARTICLE V: MEETINGS**

Announcements of general membership meetings are at the pleasure of the President and shall include the major topics for the meetings.

**ARTICLE VI: COMMITTEES**

1. **Audit Committee** - This standing committee consists of members appointed by the Executive Committee. 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 Audit and Compliance.

2. **Communications Committee** – This standing committee shall work with the Executive Committee, the Webmaster, 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.

3. **Nominating Committee** – This standing committee will consist of the three Members-At-Large members of the Executive Committee who will choose their own chair. This committee will announce the slate of officers prior to the meeting at which elections are held.

4. **Social Committee** – This standing committee will plan social events for the Retiree Association. It will also be responsible for sending out invitations for the Retiree Reception.

5. **Calling Committee** – This standing committee will maintain a “phone tree”, using volunteers to call members to remind them of meetings or other special events.
ARTICLE VII - INTEREST GROUPS

This section was intentionally left blank.

ARTICLE VIII: DUES

1. The annual dues will be set by the Executive Committee of the Retiree Association with the approval of the voting membership. Dues are $5.00/person per fiscal year and are due by September 1. Lifetime memberships are available for $150.