



## **EAST TENNESSEE STATE UNIVERSITY RETIREEES ASSOCIATION**

Box 70564, ETSU, Johnson City, TN 37614-1707

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### **Bylaws of The East Tennessee State University Retirees Association**

#### **Article I**

##### **Name, Purpose, and Headquarters**

- Section 1      The organization shall be known as The East Tennessee State University Retirees' Association, or ETSURA.
- Section 2      The purpose of ETSURA shall be to establish a formal group of ETSU retirees who, having common interests and experiences, desire a continuing social contact; to establish a formal vehicle of communication between the University and the retirees; and to assist the University in carrying out its objectives and policies.
- Section 3      The headquarters of ETSURA shall be at East Tennessee State University in Johnson City, Tennessee.

#### **Article II**

##### **Membership**

- Section 1      All retired ETSU employees and their spouses and spouses of deceased ETSU employees are eligible for membership in ETSURA. Other persons who have been employed by ETSU for a period of five years or more and are retired from other institutions or corporations and their spouses are also eligible for membership in ETSURA.

- Section 2      The Board of Directors, upon a majority affirmative vote, may grant membership to retired persons who are or have been active in ETSU affairs and whose continued efforts demonstrate a desire to further the purpose of the Association.
- Section 3      All persons eligible for membership may attend Association meetings; but only directors and members who have paid dues to date may vote, hold office, or be extended Association privileges and benefits.
- Section 4      The Board of Directors, upon a majority affirmative vote, may vacate a directorship where the member acts to impede the pursuit of Association objectives.

### **Article III**

#### **Management and Administration**

The ETSURA, being a part of East Tennessee State University, must adhere to all rules and regulations that apply to the University.

- Section 1      The officers of ETSURA shall consist of a President, a President-Elect, a Secretary, and a Treasurer.
- Section 2      Administration of ETSURA shall be by a Board of Directors. The Board shall consist of twelve members elected by the membership and one representative appointed by the Chief Administrative Officer of ETSU.
- Regular board meetings of the ETSURA are scheduled monthly or bimonthly during the regular academic year to plan activities and implement programs.
- Section 3      The Board will represent the Association and carry out its activities and services. The Board shall meet as necessary to perform its duties or on call by the President. Seven members shall constitute a quorum.
- Section 4      The President shall preside at Board and Association meetings and represent the Association in matters authorized by the Board. The President will work with the Secretary and Board on a yearly ETSURA newsletter and with the Board on choosing guest speakers for ETSURA events.
- Section 5      The President-Elect shall assume the President's responsibilities in their absence. The President-Elect may assume other duties as assigned by the board.

- Section 6      The Secretary shall record the minutes of Board and Association general and business meetings and may request the ETSURA Human Resources representative to post pertinent documents on the ETSURA website.
- Section 7      The Treasurer shall report on Operating Budget funds and Davis Scholarship funds at regular Board meetings and at regularly scheduled membership meetings, based on financial records kept by the University.
- Section 8      The Board of Directors will determine the use of all Operating funds.

#### **Article IV**

##### **Committees**

The President and Board will appoint committees as needed to carry out the activities of Association.

#### **Article V**

##### **Membership Dues**

- Section 1      Annual and life membership dues for retiree and spouse shall be established by the Board of Directors.

#### **Article VI**

##### **Association Meetings**

- Section 1      The annual meetings and other association membership meetings are to be held at a time and place decided upon by the Board. A minimum of 25 members must be present to constitute a quorum and conduct Association business. Meetings are to be conducted in accordance with Robert's Rules of Order.
- Section 2      Special Association meetings shall be called by the President, or by a majority of the Board, or on the written petition of 10 percent of the membership. A written notice of a special meeting stating the purpose shall be sent to the membership not less than two weeks before the meeting.

#### **Article VII**

##### **Elections**

- Section 1      New Board members shall be elected by the membership at the annual meeting.

- Section 2 Board members who have served two successive three-year terms must drop off the Board for a minimum of one year before they can be eligible for re-election.
- Section 3 Board members shall be elected to serve a three-year term, with four members being elected each year. The member appointed by the Chief Administrative Officer of ETSU shall serve until a new member is appointed (Article III, Section 2). In the event of a Board vacancy during an elected term, the remaining members of the Board shall appoint a person to the unexpired term. At the initial election for Board members, four shall be elected for one-year terms, four for two-year terms, and four for three-year terms.
- Section 4 Officers, as defined in Section 1, Article III, above shall be elected by the Board of Directors from its membership each year immediately following the annual meeting.

### **Article VIII**

#### **Amendments**

- Section 1 Amendments to the bylaws may be made by a two-thirds vote of the membership present at any regular or called meeting, provided at least two weeks advance notice of the proposed amendment has been sent to the membership.

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| Chairman<br>Ad-Hoc Committee ETSU Retiree Association | 8/19/1987 |
| Director of Human Resources<br>ETSU Representative    | 8/19/1987 |
| Vice President<br>Administration and Development      | 8/24/1987 |
| President   | 8/24/1987 |

#### **Amendment 1**

- Article III, Section 1 The officers shall consist of a Past President (non-voting), a President, a President-elect, a Secretary, and a Treasurer.

Amendment voted on and approved by membership during a special business meeting, April 11, 1991.

## **Amendment 2**

### **Article II – Membership**

Section 5      Any member of the Board of Directors may be removed if absent for three (3) consecutive meetings without presenting to the Board a bona fide reason for such absence. A Board member must attend 50% of the meetings.

Amendment voted on and approved by membership during a special business meeting, September 24, 1992.

## **Amendment 3**

### **Article III – Management and Administration**

Section 2      Administration of ETSURA shall be by a Board of Directors. The Board shall consist of twelve members elected by the membership and one representative appointed by the Chief administrative officer of ETSU.

If desired, these board members may appoint an additional board member from the active ETSURA membership to serve as special legislative liaison with local governing organizations in matters especially related to retired faculty and staff.

Amendment voted on approved by membership during a special business meeting, April 17, 2003.

## **Amendment 4**

1. At their discretion, the Board of Directors may appoint as “liaisons” additional individuals who will assist the board with specific tasks. Liaisons will be non-voting members.
2. The president, with the consent of the Board of Directors, may modify the time and manner of meetings of the board and membership based on prevailing circumstances.

Amendment voted on and approved by membership during the annual business meeting in November 2022. Minor changes made to Bylaws and approved by Board in April 2025.