**Adopted by Vote of the Members Present May 9, 2024, Membership Meeting**

**CONSTITUTION**

**THE RETIREES ASSOCIATION OF**

**THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**

**ARTICLE I. Name**

The name of the organization is The Retirees Association of The University of Tennessee Health Science Center (UTHSC). Hereinafter called the Association.

**ARTICLE II. Purpose**

The purpose of the Association is to provide means for UTHSC retirees to: maintain fellowship, advance mutual interests, and support and remain an integral part of UTHSC.

**ARTICLE III. Membership**

**Section 1.** All faculty (including volunteer faculty) and all staff members who have

retired from UTHSC are eligible for membership.

**Section 2.** Affiliate membership is available to spouses/companions of retirees.

**Section 3.** Honorary membership may be bestowed upon selected individuals by

a majority vote of the membership.

**ARTICLE IV. Officers**

**Section 1. President**

The President shall have general supervision of the affairs of the Association.

The President shall preside at membership meetings; shall be a non-voting ex officio member of all committees; shall serve as a liaison between the Association and the UTHSC administration and the university office providing staff support for the Association; shall assure that the Constitution is reviewed at least every two years and revised as appropriate: shall assure that new retirees are invited to join the Association and assure that a database of retirees is maintained.

**Section 2. Vice President**

The Vice President shall perform the duties of the President in the absence or

disability of the President. Such disability shall be decided by the Executive Committee.

He/She shall serve as the program chairperson.

**p. 1 of 3**

**ARTICLE IV. Officers (continued)**

**Section 3. Secretary**

The Secretary shall be responsible for the minutes of the meetings of the

Association and the Executive Board; for keeping records of the Association’s

history, including minutes, treasurer’s reports, meeting attendance, for sending out notices for Executive Board meetings; and for making physical arrangements for the regular Board meetings. His/her term of office shall be two years with additional terms permitted.

**Section 4. Treasurer**

The Treasurer shall supervise all receipts and expenditures, be in charge of financial arrangements at all meetings and events, maintain bank account(s) and certificates of deposit for the Association, provide financial record updates to the Executive Board, and provide the Secretary with Treasurer’s reports. His/her term of office shall be two years with additional terms permitted.

**Section 5. Chairman of the Board**

The Chairman of the Board shall be the immediate past President.

**Section 6. University Liaison**

A University Liaison can be appointed by the Executive Committee when the need arises. With increased support of the Retiree’s Association by UTHSC, this role will be necessary from time to time.

**Section 7. Vacancy of Office**

In the event that a vacancy occursprior to completion of their full term, the Executive Board, may appoint another member to serve the unexpired term. If a vacancy occurs in the office of Chairman of the Board prior to completion of his/her full term, then the President shall assume those duties as well as his/her own for the balance of the term.

**ARTICLE V. Committees**

**Section 1. Executive Board (A Standing Committee)**

The Executive Board shall consist of the four elected officers, the immediate past president, chairs of all appointed committees, and at-large members. The Executive Board conducts the business of the Association between its luncheon meetings and determines the locations and dates for meetings and for Executive Board meetings. All members have voting privileges, including the Chairman of the Board.

**Section 2. Ad-hoc Committees and Positions**

The President, with approval of the Executive Board, may appoint such Ad-hoc committees or positions as, in his/her judgment, the interests of the Association may require. He/She shall prescribe the duties of such committees. **Director of Communications, Database Director, Newsletter Editor are all examples of positions that the Board can appoint to fulfill the needs of the Retirees Association. p. 2 of 3**

**ARTICLE VI. Luncheon Meetings/Events**

Association meetings shall be held on the UTHSC Campus. Persons eligible for membership may attend one meeting without paying annual dues.

**ARTICLE VII. Dues**

Annual dues for all categories of membership may be changed in any calendar year by vote of a simple majority of the members present at an Association meeting. The dues paid by a member will automatically include affiliate membership for the member’s spouse/companion. If no change is proposed, the dues will remain at the previous year levels.

A lifetime membership fee for a retiree and spouse/companion may be established by vote of a simple majority of the members present at an Association meeting.

Dues will be due and payable on a calendar year basis (January - December).

**ARTICLE VIII. Elections**

The Vice-President and two at-large executive board members shall be elected or re-elected each year. The Secretary and Treasurer shall be elected or re-elected every second year.

The at-large Executive Board members shall serve for a three-year term and can also be re-elected.

**ARTICLE IX. Amendments**

**Section 1.**

Proposed amendments to this Constitution, after approval by the Executive Committee, must be posted on the Retirees Association website at least two weeks prior to an Association luncheon meeting at which they are to be submitted for a vote of the membership.

**Section 2.**

Adoption of an amendment shall require an affirmative vote of at least two-thirds of the members present at the meeting.

**Section 3.**

The Secretary is authorized to modify this Constitution in accordance with title changes made by UTHSC, without requiring a vote by the membership.

**University of Tennessee Health Science Center**

**p. 3 of 3**