

DRAFT

University of Richmond Dunlora Retiree Society

An organization for Retired University of Richmond Staff and Faculty

CONSTITUTION

ARTICLE I - NAME

This organization shall be known as the University of Richmond Dunlora Retiree Society.

ARTICLE II – PURPOSE

The purpose of this organization shall be to provide social activities, a sense of community, a continuing relationship with and connection to the University.

ARTICLE III – MEMBERSHIP

Membership shall be open to all individuals who have officially retired from the University of Richmond.

ARTICLE IV – OFFICERS

Section 1. The officers of the Society shall be a President, a Vice President, the Immediate Past President, and three Members-at-Large. These six officers shall constitute “the Board”.

Section 2. A representative of the University’s department of Human Resources will provide staff support to the Board, participate in Board meetings and oversee the Society’s budget.

BY-LAWS

ARTICLE I – BOARD MEMBER SELECTION

Section 1. Selection of Board members will occur annually as needed to keep the six seats filled. Open Board seats will become available as Board members' terms end. The term runs from April 1 to March 31.

Section 2. At the Society event each fall, the membership will be invited by the President (or designee) to become a Board member by volunteering to do so via an "if interested" sign-up sheet at the event or by contacting a current Board member to express interest. The President will then send information to those interested indicating what is involved in being a Board member. Once all volunteers have indicated their continued interest (by December 1 each year), the Board will discuss and decide in the January Board meeting who will fill the open seat(s) effective April 1. At the Spring Society event in March, new Board members will be confirmed by a voice vote of the membership.

Section 3. Current terms end on March 31. Current one-year terms end for the Immediate Past President, the President, and the Vice President. Members-at-Large serve a 3-year term. A Member-at-Large may volunteer to serve as Vice President then President after one year as a Member-at-Large. On March 31, the Immediate Past President leaves the Board; the current President becomes the Immediate Past President for one year; and the current Vice President becomes President for one year. One of the three Members-at-Large shall volunteer to become Vice President, with the intent of also becoming the President the following year (hence, 4 years minimum on the Board).

Section 4. The "Guideline for Annual Selection of Board Members" is to be updated annually.

ARTICLE II – DUTIES OF BOARD MEMBERS

Section 1. The President shall preside at Society Board meetings and at the Fall and Spring events held for the entire Society membership. The President shall be responsible for:

- communications among the Board, the membership, and with our liaisons in Human Resources;
- ensuring the Board's Activity Schedule is followed; and
- updating the "Guideline for Annual Selection of Board Members" document annually.

Section 2. The Vice President presides at Board meetings and Society events in the absence of the President and assists the President as needed with Board activities.

Section 3. The Immediate Past President attends Board meetings and Society events, ensures continuity in all Board activities and is involved in all decision-making of the Board.

Section 4. Members-at-Large attend Board meetings and Society events and are involved in all decision-making of the Board. One Member-at-Large shall serve as Secretary to the Board taking and distributing minutes of each meeting in a timely manner. The responsibility of serving as Secretary may be rotated among the Members-at-Large.

Section 5. Human Resources manages all the logistics of the two social events held on campus (invitations, catering, set-up, etc.) and attends Board meetings.

Section 6. The Board meets on campus or virtually four times per year. Additionally, there are two social events for the Society membership each year (usually in October and March).

ARTICLE III - AMENDMENTS

Amendments to this document must be presented to the Society membership in advance of the next scheduled group event in which the membership will be asked to approve such changes or updates with a voice vote.

April 2007 version revised 9/19/2024