

Towson University Retiree Association (TURA) By-Laws

Towson University, Towson, Maryland

Preamble:

The Towson University Retiree Association (TURA) is a voluntary, non-profit association of retired former faculty and staff members of the institution and other persons as indicated in Article I below, who have joined together to maintain ties to the University and to promote their common interests.

Mission:

The Towson University Retiree Association (TURA) offers an ongoing relationship between the University and its retired faculty and staff members through opportunities to share information, experiences, scholarship, social interaction and to promote interaction between its members, the University, and its community.

I. Membership.

The Association shall have two categories of membership: Full and Associate.

Full members shall be former full-time, part-time, and adjunct members of the Towson University general faculty who have retired, librarians who have retired, or Towson University staff who have retired. Full members are voting members and are eligible to hold office in the Association.

Associate members shall be individuals who do not meet the requirements for full membership, but who are long-time members of the Towson University academic community or are related to or are partners of TURA members and share an interest in the mission of the association. Associate members are non-voting members and are not eligible to hold office.

Both Full and Associate members have the option to make one lump-sum lifetime membership payment of dues or to pay their membership dues on an annual basis.

Each year, all newly retiring full-time and part-time faculty and staff and adjunct faculty retirees as well as retiring librarians shall be notified by the University that they are eligible for membership.

Questions concerning membership eligibility shall be determined by a majority vote of the Executive Committee whose decision shall be final.

II. Officers.

The officers shall be a President and President-Elect, who shall be elected for one-year terms; an Administrative Secretary, a Communications Secretary, a Treasurer, and two Representatives-at-large, who shall be elected for two-year terms. The Administrative Secretary shall be elected in odd number years; the Communications Secretary shall be elected in even numbered years. All officers are re-electable.

All officers shall discharge the duties usually associated with the offices to which they are elected. The President shall represent the Association as its Chief Executive Officer and shall preside at all meetings of the Association and of the Executive Committee.

The President-Elect shall perform the duties of the President in the event the President is unable to do so. The President-Elect shall automatically become president after one year. The Administrative Secretary shall be responsible for maintaining a list of members, keeping a file of the Association's records, sending out notices and agendas of all meetings, recording the minutes of meetings of the Association and of the Executive Committee, supervising membership recruitment and renewal, and serving as liaison to AROHE. The Communications Secretary shall be responsible for responding to TURA e-mails, disseminating information about TURA activities and other information, publicizing TURA activities and events, and assisting the editors and authors of TURA publications as needed. The Treasurer shall be in charge of the financial transactions of the Association. The Association's financial records shall be maintained by the University in conjunction with the Towson University Foundation office. The Representatives-at-Large shall be assigned by the TURA President to (a) serve on one or more TURA standing committees and/or task forces, and (b) serve as liaison coordinators to all of the Colleges.

III. Executive Committee.

The Executive Committee's voting members shall consist of the elected officers, the standing committee chairpersons, and the Past President. The Executive Committee is authorized to transact the affairs of the Association between general meetings.

TURA's elected representatives to university bodies shall attend Executive Committee meetings. Individuals in other leadership roles in TURA may attend Executive Committee meetings, especially when they have reports to present to the Executive Committee.

IV. Election of Officers.

Officers shall be elected annually in the spring and shall take office on the following July 1.

Nominations shall be presented by a Nominating Committee made up of the immediate Past President plus two other members appointed by the current President. Additional nominations may be made. The list of nominees shall be circulated at least two weeks in advance of a spring general meeting. Election to each position shall be by majority vote of the members casting ballots.

V. Towson University Academic Senate and the Faculty Academic Center of Excellence at Towson (FACET).

In accordance with the Constitution and By-Laws of the Towson University Academic Senate (approved March 2019), members of the TU Retiree Association shall annually elect a TURA member as its Senator to serve on the Academic Senate for a term of one year. An Alternate Representative to the Academic Senate shall also be elected for a term of one year. The Representative (or the Alternate) shall serve as a voting member of the Academic Senate and

shall communicate regularly with the TURA Executive Committee on Senate business pertinent to TURA's mission.

Members of TURA shall annually elect a TURA member to serve on FACET for a term of one year. The representative to FACET shall communicate regularly with the TURA Executive Committee on business pertinent to TURA's mission.

Nominations for TURA representation on the TU Academic Senate and FACET shall be annually presented by the Nominating Committee (see Article IV). Elections shall be held annually each spring. TURA Representatives to the Academic Senate and FACET are re-electable.

VI. Vacancies in Office.

A vacancy in the office of President shall be filled by the President-Elect; a vacancy in any other office shall be filled by Presidential appointment.

VII. Dues.

To be considered in good standing, full and associate members (excluding members who have made a lump-sum lifetime membership payment) must pay dues as set by the Executive Committee for each fiscal year beginning July 1.

VIII. Funds.

Funds for these activities shall be kept in a TU Foundation account, and checks may be drawn thereon over the signature of the person designated by the University.

IX. Meetings.

The members of the Association shall meet at least twice a year, once in the spring and once in the fall. The purpose of these meetings is to welcome members and recent retirees, hear from University officials who may give brief talks or reports, and conduct elections and other business to come before the Association. Special meetings may be called by the President or Executive Committee on reasonable notice.

X. Quorums.

A quorum consists of all voting members attending an association meeting. A quorum of the TURA Executive Committee consists of the majority of voting members of the Executive Committee.

XI. Committees.

The Executive Committee shall create and appoint members to standing committees or ad hoc committees as needed. The President shall appoint chairpersons to standing and ad hoc committees with the consent of the Executive Committee. Standing committees are responsible for tasks that need to be carried out regularly. Special ad hoc committees perform specific tasks and automatically cease to exist when their work is complete. All committees report to the Executive Committee.

XII. Amendments.

These bylaws may be amended by a two-thirds majority of full members in good standing voting at any regular or special general meeting of the Association, provided written notice of the substance of the proposed changes has been given at least two weeks in advance. Voting members can cast one of three votes: yes, no, or present. A vote of *yes* indicates approval for the proposed bylaw change. A vote of *no* indicates rejection of the proposed bylaw change. A vote of *present* indicates attendance at the meeting but neither support for nor rejection of the proposed bylaw change; *present votes* are not counted when determining a two-thirds majority.

Revised June 9, 2025