**Campbellsville University**

**Retired Personnel Association (CU-RPA)**

**By-Laws**

***Revised 9/1/2023***

## Campbellsville University Mission

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by linking discovery research to knowledge at the doctoral level, and active participation in a diverse, global society.

##  Values

* To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
* To achieve academic excellence through rigor and relevancy in undergraduate, master’s and doctoral level programs
* To provide an environment conducive for student success
* To value diverse perspectives within a Christ-centered community
* To model servant leadership and effective stewardship

**The vision of CU-RPA** is to encourage retired faculty and staff to remain actively engaged in academic, educational, scholarly and cultural activities on campus and in the community.

**The mission of CU-RPA** supports the Campbellsville University missionto model servant leadership and effective stewardship of time, talents and scholarship. Its mission is to celebrate the role of retired faculty and staff for their many years of service to higher education, to the many students and the University, to advocate for their special concerns and interests of its members and to provide opportunities for the members to continue participating in the university’s activities.

**By-Law I: Name**

The name of the association shall be Campbellsville University Retired Personnel Association or CU-RPA.

**By-Law II: Purpose**

The primary purpose of CU-RPA is to serve as a recognized and formal group of CU retired faculty and staff and to maintain connections, continuity and communications between the university and her retirees. The aim is to encourage retired faculty and staff to remain actively engaged in academic, educational, scholarly and cultural activities on campus and in the community.

The Association will provide regular opportunities for the members to meet socially and for service at the university. It will inform members how they may continue to participate in CU life during retirement.

\*Specific benefits are pending, but may include a CU-RPA ID, a CU email, admission to the library, parking, opportunities to reconnect with the CU community, opportunities to continue serving the CU community and others.

**By-Law III: Membership**

All retired CU employees, as classified by the CU Office of Human Resources, shall be considered eligible for membership. Membership shall be granted on payment of dues. Retiree membership includes non-CU spouses/partners and widowers/widows of deceased faculty/staff. Upon approval by the board, membership may be granted for faculty/staff and others who have served CU many years but do not meet the official retirement criteria. Members during the first year of the CURPA, July 1, 2023 through June 30, 2024, will be considered founding members.

**By-Law IV: Dues**

The Board of Directors shall propose annual membership dues, ratified by the general membership. The Board also has the option of establishing life-time membership dues.

Annual dues are payable July 1 and due no later than September 1. Delinquent members shall be denied voting privileges.

Tentatively, the founding committee has set the dues at $15.00 annually and includes spouses/partners. Life-time membership is to be determined.

**By-Law V: Voting Rights**

Only Retiree faculty and staff members shall have voting rights in connection with matters to be voted upon by the membership of the Association. Spouses/partners/others do not have voting rights unless they are also retired faculty or staff.

**By-Law VI: Administration**

Administration of the Association shall be by a Board of Directors, consisting of the officers, serving two year terms. The Board may represent various retiree backgrounds, regarding employee classification, campus employment and gender.

Ex-officio members of the board include the founding members of the committee appointed by the President and the immediate Past President of the Board, if applicable.

The Board of Directors may appoint members as deemed appropriate.

Members of the Board of Directors shall be elected by a plurality of the votes cast by those members present at the Annual Meeting of the association, to be determined. Directors shall serve a two year term and may succeed themselves. During the founding year, volunteers for the positions will be included on the membership form.

Tentatively, the Board of Directors will meet quarterly in March, June, September and December or another agreed upon regular schedule. This is subject to a decision by the Board at its first meeting.

Meetings of the Board may be conducted virtually as necessary.

A Director who absents herself or himself from three consecutive regularly scheduled meetings of the Board of Directors shall be deemed to have resigned as a Director, unless due to a warranted cause. An appropriate notification shall be sent to the resigning Director by the President of the Association.

**By-Law VII: Meetings of the Association**

An Annual Meeting of CU-RPA shall be held at a time and place as fixed by the Board of Directors.

Notice of the time and place of Association meetings shall be given to members at least 15 days in advance of meetings.

In addition to Annual Meetings, there are anticipated fall and spring full membership meetings plus committee meetings. Other meetings may be called by the Board of Directors provided notice is given at least 15 days in advance. These meetings may be virtual as well to accommodate members who live a distance from the university.

All business, committee and special meetings will be conducted according to Robert’s Rules of Order, latest edition.

\* The first social is tentatively set for homecoming of 2023 during the Picnic.

**By-Law VIII:**

**Section 1: Officers**

The Officers of the Association shall consist of:

President

Vice President/President Elect

Secretary

Treasurer

The Board/officers shall be elected by the membership during the last meeting of the year. Officers may succeed themselves.

During the founding year, officers may be volunteers.

**Section 2: Specified Duties of Officers**

**President**:

Preside at meetings of the Executive Committee and the general Membership Meetings.

Generate suggested names for committee members and chairs.

In conjunction with Board of Directors, develop agendas for Board and general meetings. The order of business is as follows:

1. Opening Prayer
2. Roll Call, determination of quorum
3. Approval of Agenda
4. Approval of Minutes
5. Reports: President, Treasurer, Secretary, Committee Chairs
6. Other Business
7. Adjournment

**Vice President**:

Chair the Program Committee.
Preside at Executive and Membership Meetings in the absence of the President.

**Treasurer**:

Work with the Human Resources office to determine roster of new retirees. Maintain a current database of all retired faculty and staff.

Send letter of invitation to new retirees to join CU-RPA. Deposit dues and donations in the general fund and keep records thereof.

Update annual membership list for the CU-RPA website (pending approval).

Maintain an appropriate membership database.

Pay expenditures approved by the Executive Committee.

**Secretary**:

Record minutes of all Executive Committee meetings. Distribute minutes of the Executive Committee meetings one week prior to upcoming meetings.

Record minutes of the Membership meetings and make paper copies of minutes available to members at general Membership Meetings.

Perform other duties as necessary including working with the Treasurer to maintain the membership list.

**Past President**:

Remain a voting member of the Executive Committee for the duration of the newly elected President term. Act as an information source for the new president.

Preside at the Membership Meetings in the absence of both the President and the Vice President.

**By-Law IX: Committees**

As the membership grows, standing committees will be formed. The following standing committees are charged with carrying out the mission and aims of CU-RPA. With the exception of the executive and finance/budget committees, membership on standing committees is open to all CU-RPA members. Additional Committees may be identified as needs arise. The president will nominate committee members and the committee chair for each committee. He/she will give each committee a charge that states, the purpose, task, oral and written reports required and due dates. Terms are one year and members may serve up to two consecutive one year terms. After a year’s lapse, they may serve again.

1. **Executive Committee:** chaired by President and composed of three-four elected officers and immediate past president. Considers long-range proposals for CU-RPA and may nominate new members to serve on the Board or elicit volunteers.
2. **Finance/Budget Committee:** chaired by Treasurer; proposes annual budget and oversees expenditures. Tentatively, all membership fees received, T-Shirt orders and other income from various projects will be deposited into an account created in the Business Office through the Human Resources Office. Scholarship funds will be maintained in a restricted account through the Development Office.
3. **Membership/Communications Committee**: promotes CU-RPA membership and oversees membership records, website, newsletters and other print and digital materials.
4. **Program/Events Committee:** develops plans for annual CU-RPA meetings, special programs and events.
5. **Benefits/Opportunities Committee:** compiles and maintains descriptions of benefits of the association and develops plans for volunteer opportunities within the university and local community.

**By-Law X: Quorum**

The number of members present at any regular or special meeting of the membership shall represent a quorum, provided at least 5 members are present. At least three Board of Directors members present at a meeting of Directors shall constitute a quorum of Directors.

Official action at membership meetings or Directors’ meetings may be considered official on a majority vote of those constituting a quorum.

**By-Law XI: By Laws**

The Board of Directors shall have the right to make, supplement, ament, or repeal By-Laws of the Association at any regular or special meeting**.**

\*Draft By-Laws are to be approved by founding committee, the President and Provost of CU and then shared with the CU Board.

\*Amendments can be made by either entity prior to approval and by the CURPA Board of Directors and membership after approval with final approval of amendments by the President and Provost of CU.