

Article I

This organization shall be known as the Central Texas College Retirees Association CTCRA.

Article II

The Central Texas College Retirees Association exists as a group for the purpose of promoting:

1. Educational and charitable purposes, including for such purposes, the asking of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code and Texas Tax Code Section 11.18(c)(1).
2. The continued welfare of the retired employees of Central Texas College; social, cultural, scholarly, and economic.
3. Communication and understanding between the Board of Trustees, Administration, Central Texas Community, and the retired personnel of Central Texas College.
4. The welfare of the Central Texas College community: students, faculty, administration, and support personnel.

Article III

Membership shall be open to all retired employees of the Central Texas College under the stipulations of the Texas State Teachers Retirement Act, without regard to age, race, or sex.

Associate Membership

Associate membership shall be open to retired personnel from sister institutions of higher education, business organizations, and individuals interested in the mission of the CTCRA.

Lifetime Members

Retired Personnel of Central Texas College with long-term physical disabilities may be accorded the status of Distinguished Members or Lifetime Members. Any active member may apply to the Executive Council for Lifetime Membership provided they have been a member for at least ten years. Life members shall be entitled to all rights and privileges of membership. Membership for Lifetime Members is free.

Honorary Membership

Honorary Membership may be accorded to the spouse of a disabled or deceased member or retiree or such other person to whom the designation is granted by the Executive Council. Such membership shall include all rights and benefits except voting. Other persons who have never been a member of CTCRA may be appointed as Honorary Members provided the individual has distinguished himself or herself and assisted CTCRA in its purposes. Honorary Members shall not have the right to vote or hold office and shall not be required to pay membership dues. The Executive council shall set the qualifications for Honorary Members.

Spouses of Association members are privileged to establish their own auxiliary organization of the CTCRA.

Annual Dues

Amounts, payment process, methods, and responsibilities for setting and/or modifying fees for membership and annual dues.

1. The membership committee will review membership dues biannually, or as requested by the membership. The Membership Committee will report to the Executive Council, which will present the findings to the membership for adoption and inclusion in an Executive Council Document.
2. Annual dues are for the fiscal year (Sept. 1 – Aug. 31) and will be prorated to the end of the current fiscal year. Thereafter annual dues are payable on Sept. 1.
3. Annual dues are as follows:
 - a. Retirees whose annual salaries were \$25,000 or more: Annual Dues \$35.00
 - b. Retirees whose annual salaries were \$25,000 or less: Annual Dues \$20.00

c. Associate members: \$20.00

d. Honorary members and medically disabled members may enter an Associate Membership as an organizational member.

ARTICLE IV

Officers

Any member of the Association may hold office. Officers shall be President, Vice-President, Secretary, and Treasurer. These officers plus the chairperson of each standing committee shall constitute the Executive Council. Except for the President, no officer shall serve as a chairperson of a Standing Committee. (The Standing Committees are listed in the By-Laws).

President: The President shall preside at all meetings of the Association and shall conduct all meetings according to Robert's Rules of Order. The President is the official Association spokesperson in formal dealings with other parties. The President may delegate the duty to be the official spokesperson to another member of the Executive Council on a temporary basis.

Vice-President: This officer will fulfill the responsibilities of the president when the President is absent.

Secretary: This officer will maintain a current list of all members, record the minutes of meetings, and circulate copies of the minutes to all members after each meeting. This officer shall be responsible for sending an appropriate response expressing the concern of Association members upon the occasion of an Association member having a serious illness or in the event of the death of an Association member.

Treasurer: This officer shall be responsible for all funds and financial records of the Association, pay all bills for which the Association is responsible, and submit financial reports to the membership at the onset of the fiscal years-September 1.

ARTICLE V

Amendments

Any member of the Association may propose amendments to the Constitution. The text of any proposed amendment must be submitted in writing to all members at least thirty days before any regular or called meeting at which the proposal is to be acted upon.

ARTICLE VI

BY-LAWS

COMMITTEES

A. Standing Committee:

The members of each standing committee and its chairperson shall be elected by the members of the Association. The duties of each standing committee are described below, except the President of the Association may assign additional duties in a committee's general area of responsibility. In conducting the business of a committee, a simple majority is required for approval. It is the duty of the committee's chairperson to record minutes of all committee meetings, but the responsibility may be delegated to another committee members. These committees shall make reports and present recommendations in the meetings of the Association. With the exception of the Public Relations Committee, no committee shall speak for the Association, and no committee shall obligate the Association.

Public Relations Committee

The purpose of the Public Relations Committee is that of articulating and interpreting the aims and needs and progress of the Association to the public through the media, general public, and all other channels of communications.

Social Committee

The purpose of the Social Committee shall be to arrange programs of general cultural interest and plan trips and activities to enhance mutual support for members of the Association.

Executive Council

The Executive Council works in close association with the Trustees and Administration of Central Texas College in communication and

understanding of the needs of the retired personnel and any other matters which relate to the membership. The members of this body are specified in ARTICLE IV of the Constitution. A simple majority vote is required for the approval of business. Two gratuitous absences by any member of this body will result in the suspension of that member from the Council.

B. Special Committees

Audit Committee

This committee shall appoint specialized personnel from outside the Central Texas College District to conduct an annual audit of the finances of the Association.

Nominating Committee

This committee shall solicit nominations, compile ballots, and tabulate the result of the elections of officers and committee members of the Association.

Benevolence Committee

This committee shall consist of three members. Its purpose shall be to keep the membership of the CTCRA informed of the status and well-being of members and spouses.

ELECTIONS

- A. The election of officers and committee members shall be held one month prior to the end of the college fiscal year. The initial officers of the Association shall serve until August 31, 1992 or until replaced by the newly elected officers.
- B. The Nominating Committee shall collect and accept written nominations from the membership at large, and compile a ballot of candidates. Nominations shall include the offices of President, Vice-President, Secretary, Treasurer, and the members and chairs of the Standing Committees.
- C. There must be at least one candidate for each position to be filled. If there are no eligible nominees for any office, the Nominating Committee shall issue another call for nominations in that category. The committee shall continue until such time as a full slate of nominated officers is complete. If an individual is nominated for more than one executive office, then the Nominating Committee shall contact the nominee for a preference. No individual may be a candidate for more than one office. However, an Association member may be selected as a member of more than one committee.
- D. The Nominating Committee shall not exclude from the ballot the name of any qualified candidate presented by a member of the Association.
- E. Elections shall be by secret ballot. The Nominating Committee shall supervise the election. All ballots shall be counted at one meeting of the Nominating Committee.
- F. Any Association member may announce for any elected position by sending a memorandum to the Nominating Committee.
- G. The requirement for winning an election shall be a simple majority.
- H. The Nominating committee shall forward copies of the election results to the membership. After the ballot count is verified, and the membership is notified of the election results, and 30 days have past, the ballots will be destroyed.

TERMS OF OFFICE AND MEMBERSHIP

- A. Persons elected to serve in the following positions shall begin their terms of office on the first day of the college fiscal year. Officers whose terms will begin as specified are:

President

Vice-President

Secretary

Treasurer

Members of the Standing Committees

- B. A member of the Association may serve in any office for any number of terms.
- C. Any member of the Association may present articles of impeachment against any officer at any regular meeting, but no action will ensue until the next regular meeting or a called meeting no sooner than thirty days after the articles are presented. The removal of an officer will require a two-thirds majority vote of the entire membership of the Association. Voting for an impeachment article(s) shall be by secret ballot. Impeachment offenses shall be those which represent sufficiently egregious actions as to justify this procedure.
- D. If an office is vacated during the current fiscal year, the President shall point a replacement who shall serve until the next regularly scheduled election.
- E. All officers will serve until their successors have been elected and installed in office.
- F. Membership begins the month the member joins and pays dues. Payment is prorated to the end of the current fiscal year. Thereafter annual dues are payable on September 1.

MEETINGS AND QUORUMS

- A. The Executive Council shall announce at the first meeting of the college fiscal year the tentative meeting dates for the year. A regular meeting of the association must be held at least once a month.
- B. A quorum of any regular or called meeting shall be a simple majority of the membership.
- C. The Executive Council may call a special meeting of the Association on one week's written notice to membership.
- D. All association meetings and those of committees will be in accordance with Robert's Rules of Order.
- E. Decisions of the association (except as noted elsewhere in the By-Laws) shall be by simple majority, either by a show of hands or voice vote. The presiding officer shall determine the outcome of the vote, but a simple majority of the members present may request and receive a vote by simple ballot.
- F. All amendments to the constitution shall require the approval of two-thirds of the Association Membership.
- G. An absent Association member may send a proxy vote by sending written notification to the Association President identifying the issue or issues on which the vote is cast by proxy. The proxy statement must bear the name and signature of the absent member and can be submitted electronically. A general proxy vote statement (I hereby give my proxy vote to _____, to vote as he or she believes right) will not be acceptable.

ARTICLE VII DISSOLUTION

- A. If the Association cannot sustain members and fiscal stability to fulfil the purpose of the Association, and the majority of the current membership agree, the CTCRA will be dissolved. Members will receive a statement with the date of dissolution at least 30 days prior, via letter or email to sign, date, and return within 30 days of the dissolution date.
- B. All outstanding obligations must be settled prior to the dissolution date.
- C. All state and federal law requirements are met for dissolution.
- D. After all outstanding financial obligations are paid, the remaining funds will be donated to the CTC Foundation.
- E. All documents relating to the Association will be retained in the CTC Library.

Constitution and Bylaws were updated and accepted by the CTCRA members on September 10, 2024 per Article VI, Meetings and Quorums, F.