Towson University Retired Faculty Association (TURFA) Bylaws
Towson University, Towson, Maryland

Preamble:
The Towson University Retired Faculty Association (TURFA) is a voluntary, non-profit association of retired former faculty 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 TU Retired Faculty Association offers an ongoing relationship between the University and its retired faculty 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 three categories of membership: Life, Full, and Associate.
Life members and Full members shall be former full-time, part-time, and adjunct members of the Towson University general faculty who have retired or librarians who have retired. Life members and Full members are voting members and are eligible to hold office in the Association. Life members have made a lump-sum lifetime payment of dues; full members pay on an annual basis.

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 TURFA members and share an interest in the mission of the association. Associate members are non-voting members and are not eligible to hold office.

Each year, all newly retiring full-time, part-time, and adjunct faculty retirees as well as Librarians Emeritus shall be notified by the Provost's Office 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; a Secretary, a Treasurer, and two Representatives-at-large, who shall be elected for two-year terms. In order to maintain continuity, in the first election only, one representative at large shall be elected for one year and the other for two 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 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, and recording the minutes of meetings of the Association and of the Executive Committee. The Treasurer shall be in charge of the financial transactions of the Association. The Association's financial records shall be maintained by the Office of the Provost in conjunction with the Towson University Foundation office.

III. Executive Committee. The Executive Committee's voting members shall consist of the elected officers, standing committee chairpersons and the Past President. If any college is not represented in any given year on the Executive Committee, the President may invite a TURFA member from that college to serve as a non-voting member on the Executive Committee. The Executive Committee is authorized to transact the affairs of the Association between general meetings.

IV. Election of Officers. Officers shall be elected annually in the spring, and shall take office on the following July 1.
The initial slate of nominees for office shall be prepared by the TURFA Advisory Group. After the first election, nominations shall be presented by a Nominating Committee. The Nominating Committee shall be made up of the immediate Past President plus two other members appointed by the current President. The list of nominees shall be circulated at least two weeks in advance of a spring general meeting. Additional nominations may be made from the floor. Election to each position shall be by majority vote of the members attending and voting.

V. Towson University Academic Senate.
In accordance with the Constitution and By-Laws of the Towson University Academic Senate (approved March 2019), members of the TU Retired Faculty Association shall annually elect a TURFA member as it 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 should communicate regularly with the TURFA Executive Committee on Senate business pertinent to TURFA's mission.
Nominations for TURFA representation on the TU Academic Senate shall be annually presented by the Nominating Committee (see Article IV). Elections shall be held at the annual spring TURFA general meeting.

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 life members) 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 Provost or Provost’s designee.

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 Executive Committee is five members.

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 life and 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.

Last amended May 2020