

# BYLAWS OF THE CREIGHTON UNIVERSITY GRAYBACKERS

Adopted December 3, 1987

Last Amended 2/25/20 [Board of Directors approved 5/8/24]

## ARTICLE I

### Name

The name of this organization shall be “Creighton University Graybackers.”

## ARTICLE II

### Purpose

**Section 1. Purpose.** The purpose of the organization shall be to provide a means of fellowship for former employees of Creighton University, to maintain liaison with the University for discussion of matters of common interest, to continue the Creighton family spirit of helpfulness and good will, to perpetuate those principles that have come to be regarded as the ideals of the University, and to participate in activities that are of service to the individual and the University.

## ARTICLE III

### Graybackers Membership

**Section 1. Eligibility.** Any former member of the faculty, administration, or support staff of Creighton University who is age 55 or older, who has terminated University employment, and has completed 10 or more years of service to the University is eligible for Graybackers membership. Part, or all, of their service may have been classified as contributed services.

**Section 2. Classification.** There shall be the following classifications of members:

- A. Primary.** Primary members meet all the membership eligibility. They will be entitled to all membership privileges, including voting rights and the opportunity to serve as an officer, director, or committee chair.
- B. Associate.** Associate members are spouses/partners of Graybackers who have requested membership or have been nominated by a primary member. Upon approval by the Board of Directors, they will be entitled to all membership privileges, except voting rights and the right to serve as an officer, director, or committee chair.
- C. Honorary.** Honorary members are former Creighton University employees not meeting the primary member criteria. Upon approval by the Board of Directors, they will be entitled to all membership privileges, except voting rights and the right to serve as an officer, director, or committee chair.
- D. Life.** Life members are Primary members for 20 or more years. This status change, which includes all membership privileges, must be generated by personal request or nomination by another Primary member for Board of Director approval.

## ARTICLE IV

### Dues and Finances

#### Section 1. Dues.

- A.** The Board of Directors sets Graybackers dues. Payment of dues constitutes official membership status. Annual dues for the membership year (October 1 – September 30):

Primary members	\$20
Associate members	\$20
Honorary members	\$20
Life members	\$0

- B. Dues Payment.** Primary, Associate, and Honorary members shall submit dues to the Graybackers Secretary.
- C. Dues Payment Dates.** Dues shall be scheduled and payable to Creighton University Graybackers by October 1. Membership shall be delinquent if dues are not paid by January 1. Membership privileges shall be forfeited if dues are not paid by March 1.
- D. Proration of Dues.** New members joining between April 1 and September 30 may pay half the annual dues.

**Section 2. Budget.** A proposed operating budget shall be submitted by the Treasurer for Board of Directors' review and approval at their December meeting.

**Section 3. Fiscal Year.** The fiscal year will be October 1 through September 30.

**Section 4. Finances and Reimbursement.** Any requests for funds or reimbursement will be submitted to the Treasurer. Payment of bills of \$100 or more requires the approval of the President.

## **ARTICLE V**

### **Officers and Board of Directors**

**Section 1. Officers.** The officers of the Graybackers shall be President, Vice-President, Secretary, and Treasurer.

**Section 2. Board of Directors.** The Board of Directors of the organization shall consist of seven members including the President, Vice-President, Secretary, Treasurer, and three additional elected Directors.

- A.** The Board of Directors shall have power and authority to regulate and govern the affairs of the organization and to control its assets, including setting membership dues.
- B.** The Board shall:
  - 1. Determine policies within the limits of the Graybackers Bylaws.
  - 2. Shall take such action considered necessary to carry out organization purposes.
  - 3. Shall perform other functions as directed by the membership.
- C.** The Board shall meet quarterly, prior to the regular membership meetings, normally on the second Wednesday of March, May, September, and December, and as called by the President.

**Section 3. Terms of Office.** Officers and Directors shall assume their duties at the close of the Annual Meeting at which they are elected.

- A.** Officers shall serve for a term of one year or until their successors are elected.
- B.** The President and Vice-President may serve no more than three consecutive years in the same office.
- C.** The offices of Secretary and Treasurer may be re-elected for an unlimited number of consecutive one-year terms.
- D.** The three additional Directors shall serve staggered three-year terms, one being elected each year. A Director may be elected for one additional three-year term.

**Section 4. Vacancy in Office.**

- A.** A vacancy in the office of the President shall be filled by the Vice-President.
- B.** A vacancy in the Board of Directors membership, by reason of resignation, death, or other cause, shall be filled by a majority vote of the remaining Board members.
  - 1. Such appointees shall serve until the vacancy is filled at the next Annual Meeting.
  - 2. A person elected to fill an unexpired term shall serve for the balance of that term and may be a candidate for election to a full term.

**Section 5. Duties.** The duties of officers shall be as follows. Each shall provide a report at meetings of the organization and the Board of Directors.

**A.** The President shall:

1. Call, set agenda, and preside at all meetings of the organization and the Board of Directors.
2. Have general supervision over the activities of the organization and its committees.
3. Appoint standing and special committees upon advice of the Board of Directors.
4. Serve as an ex officio member of all committees, except the Nominating and Audit committees.
5. Appoint tellers to count election ballots at the Annual Meeting.
6. Perform such other duties as may be assigned by the organization or the Board of Directors.

**B.** The Vice-President shall:

1. Assist the President and assume responsibility in the President's absence or inability to serve.
2. Fill the unexpired term if a vacancy occurs in the office of President.
3. Serve as Bylaws committee chair.
4. Perform other duties as may be assigned by the organization, President, or the Board of Directors.

**C.** The Secretary shall:

1. Maintain the minutes of the meetings of the organization and the Board of Directors.
2. Determine the presence of a quorum for inclusion in all business meeting minutes.
3. Receive and answer correspondence of the organization. Official correspondence with members shall be via email.
4. Collect and deposit dues and event registrations.
5. Assist the Membership committee chair in maintaining an official list of all classifications of current members and their contact information, in conjunction with data from the Treasurer.
  - a. This list may be electronically viewed by the Treasurer and the Membership and Nominating committee chairs.
  - b. This list will be used to validate voting members at the October Annual Meeting.
6. Update and monitor the Graybackers website, which contains the history, bylaws, and membership information.
7. Distribute correspondence from the University (i.e., *Creighton Today*, President's Newsletter, Prayer Requests and Notices) to the members via email.
8. Provide members notice of meetings at least two weeks in advance of each meeting. Notice of the Annual Meeting shall include the slate of nominees for elected offices and Nominating committee.
9. Perform such other duties as may be assigned by the organization, President, or the Board of Directors.

**D.** The Treasurer shall:

1. Pay all approved expenses and keep accurate bank statements.
  - a. Payment of bills of \$100 or more requires the approval of the President.
  - b. Checks shall have a corresponding invoice, receipt, voucher (paper or electronic).
2. Determine, with the Secretary and Membership Chair, all members who are current in the payment of their dues.

3. Present a financial statement at each organization meeting and as requested by the Board of Directors.
4. Prepare an annual operating budget which reflects current and future expenditures for review and approval at the Board of Director's March meeting.
5. Prepare the financial records for audit after the fiscal year end (September 30).
6. Perform such other duties as may be assigned by the organization, President, or the Board of Directors.

**E. Directors**

1. Perform such other duties as may be assigned by the organization, President, or the Board of Directors.
2. May serve as liaisons to any of the standing committees to facilitate committee work.

**Section 6. Elections.**

- A.** Officers and Directors shall be elected at the October Annual Meeting via paper ballot.
- B.** Validation and identification of those attendees entitled to vote (Primary and Life members) will be made by the Graybackers Secretary, or designee, at the Annual Meeting.
- C.** Nominations for each office may be made from the floor, provided consent has been obtained from the nominee.
  1. The President, or presiding officer, will appoint three tellers, none of whom are nominees, to count the paper ballots.
  2. If additional nominations are made from the floor, those names will be added to the written ballots.
  3. A motion to close the nominations is in order if:
    - a. No nominations are made from the floor, or
    - b. No further nominations have been made after a reasonable period of time.
- D.** Nominees receiving the most votes, as verified by the tellers, will be declared elected to those positions.
- E.** If there is only one nominee for an office, the chair may make a motion to declare the nominee elected by acclamation.

**ARTICLE VI**

**Membership Meetings**

**Section 1. Annual.** The Annual Membership Meeting shall be held in October at a time and place determined by the Board of Directors. Notices shall be placed on the Graybackers website and to the last known email address of each member at least two weeks before the meeting. The Annual Meeting shall be for the purpose of members electing officers, receiving reports of officers and committees, and for any other business that may arise.

**Section 2. Regular.** Regular membership meetings shall be held normally in the months of February, April, and June. The Program Committee will arrange the date, time, and venue, allowing for a short business meeting and program/activity.

**Section 3. Special.** Special meetings of the membership may be called by the President, by a majority of the Board of Directors or upon written petition of twenty-five percent of the membership. Special meetings may act on such business only as was indicated in the notice of the meeting.

**Section 4. Quorum.** A majority of voting members in attendance shall constitute a quorum for the transaction of business at organization membership meetings. For committees and boards, a quorum is a majority of the total members of the board or committee.

## **ARTICLE VII Committees**

### **Section 1. Composition.**

- A.** Chairs and members of all standing committees, consisting of up to three members each, shall be appointed by the President, with the advice of the Board of Directors and input from the Nominating committee.
- B.** Chairs of the standing committees are invited to attend the regular Board of Directors' meetings for the purpose of reporting on and coordinating activities. They shall have a voice in discussions, but no vote.

### **Section 2. Standing Committees and Duties.** There shall be the following standing committees:

- A. Auditing.** The Auditing Committee shall examine the financial records of the organization at the close of the fiscal year and prior to the Annual Meeting.
  - 1. The committee shall report on the cash balances, receipts and disbursements and any other financial information deemed relevant at each Board of Directors meeting.
  - 2. A copy of this report shall be made available to members at the Annual Meeting.
- B. Benefits.** The Benefits Committee shall be responsible for keeping up to date on matters pertaining to retiree benefits and provide a report at each Board of Director's meeting.
  - 1. The chair shall also serve as the Graybackers representative on the University Committee on Benefits.
  - 2. The committee will provide a report at each Board of Director's meeting.
- C. Bylaws.** The Bylaws Committee will be chaired by the Vice-President. Bylaws shall be reviewed yearly, but changes do not need to be made yearly.
  - 1. Reports to the Board of Directors will be given prior to any proposed changes and as requested.
  - 2. Changes will normally be presented to membership for vote at the Annual Membership Meeting with at least two weeks' notice.
- D. Courtesy.** The Courtesy Committee shall extend courtesies to members in case of illness or death and shall carry out communication with the membership as needed.
  - 1. The committee will provide a report at each Board of Director's meeting.
- E. Membership.** The Membership Committee shall initiate and maintain liaison with prospective retirees, promote membership and participation in the Graybackers.
  - 1. The committee, in conjunction with the Secretary, will be responsible for updating the official membership spreadsheet and the *Membership Directory*.
  - 2. Working with data from the Treasurer and Secretary, the committee will contact members who are delinquent in dues payment.
  - 3. The committee will provide a report at each Board of Director's meeting.
- F. Nominating.** The Nominating Committee shall present a slate of candidates eligible for office, at least one individual for each elective office, in writing/electronically at least two weeks in advance of the October Annual Meeting.
  - 1. The Graybackers Secretary will transmit the candidates' slate to the membership with the Annual Meeting notice.
  - 2. Present possible nominees for standing and special committee vacancies to the Board of Directors to facilitate committee appointments by the President.

3. The committee will provide a report at each Board of Directors meeting and at the Annual Meeting.
- G. Program.** The Program Committee shall be responsible for arranging the meetings' date, time, and venue, allowing for a short business meeting and program/activity, as requested by the Board.
1. The committee will be responsible for communication with guest speakers.
  2. The committee will provide a report at each Board of Director's meeting.

**Section 3. Other Committees.** Other committees, standing or special, shall be created as the organization deems necessary to carry on the work of the Graybackers. The chairs and members of such committees shall be appointed by the President, with advice of the Board of Directors.

## **ARTICLE VIII**

### **Dissolution**

Upon dissolution of the organization, the Board of Directors, after paying all outstanding debts, shall direct the remainder of the treasury to the Creighton University Foundation.

## **ARTICLE IX**

### **Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the proceedings of this organization in cases to which they are applicable. [Robert's Rules of Order | The Official Website of Robert's Rules of Order \(robertsrules.com\)](http://robertsrules.com)

## **ARTICLE X**

### **Bylaws Amendment/Revision**

These bylaws may be amended/revised at any Annual Meeting of this organization by a two-thirds vote of validated members with voting rights, provided that the amendment/revision has been submitted to the members in writing/electronically at the regular membership meeting prior to the Annual Meeting and in the electronic call to the Annual Meeting.