

**BY LAWS AND STANDING COMMITTEES
of the
TEXAS STATE UNIVERSITY
RETIRED FACULTY AND STAFF ASSOCIATION**

Final Revision Date: August 12, 2026

By-Laws and Standing Committees of the Texas State University Retired Faculty and Staff Association

I. Retired Faculty and Staff Association Advisory Board

A. The Retired Faculty and Staff Association (RFSA) Advisory Board will be initially composed of members of the original Organizing Committee and the Executive Committee. (See Evolution of the Retired Faculty and Staff Association's Board document on the RFSA website.)

B. The Advisory Board will normally meet monthly and will provide general guidance to the Executive Committee.

(Amended January 10, 2024)

C. New members will be added to the Advisory Board upon election by a majority of the Board members voting at a regular meeting.

(Amended November 10, 2021)

D. Advisory Board members missing three consecutive meetings without acceptable cause may be asked to vacate their position on the Board. The Association's remaining Advisory Board members may fill the vacated positions either by general election or by appointment by the President.

E. Each year the Ombudsman will contact the Texas State University Human Resources office to determine if the materials given to retirees on behalf of the RFSA are up to date.

(Adopted April 8, 2009; amended August 8, 2012; amended December 10, 2014; amended November 10, 2021; amended April 8, 2026)

II. Standing Committees and Ad Hoc Committees

A. Annual Meeting Committee. The purpose of the Annual Meeting Committee is to organize the annual general membership meeting in April or before the end of the fiscal year during which the officers for the coming year are elected. The Committee Chair works closely with the President in developing the format for the program. The committee is responsible for determining venue, date and time, room set-up, refreshments (if needed), desserts and caterer, and also arranging for a speaker or entertainment, if any, for the annual meeting. This committee is also responsible for creating the invitation, the

“save the date”, and arranging for the “In Memoriam PowerPoint” presentation. This committee works closely with the Nominating Committee.

The Annual Meeting Committee is composed of a chair or co-chairs and RFSA volunteers.

(Amended October 9, 2019; amended November 10, 2021; amended January 10, 2024)

- B. Nominating Committee. The President, in consultation with the Advisory Board, will appoint an ad hoc committee as early as the September Board Meeting, but no later than the December Board Meeting. There will be a minimum of three members, including one member of the Executive Committee who shall serve as chair. The Nominating Committee is responsible for securing the slate of officers and presenting it to the Advisory Board for approval at the March Board meeting. This committee works closely with the Annual Meeting Committee.

(Adopted March 11, 2009; amended August 8, 2012; amended December 10, 2014; amended October 9, 2019; amended April 8, 2026)

- C. Fall Social Committee. The purpose of the Fall Social Committee is to plan and execute an event for retirees to get together for food, social time, to announce the new scholarship recipients and to raise additional funds for the Association and next year’s scholarship awards.

The Fall Social Committee is composed of a chair or co-chairs and RFSA volunteers.

(Amended October 9, 2019)

- D. Deleted Bobcat Prowl Committee October 12, 2025

- D. Deleted Scholarship Committee. August 12, 2026

- E. Care Committee. The purpose of the Care Committee is to provide assistance to university retirees and their families in times of need. Assistance offered consists of sending get-well or sympathy cards, home or facility visits, meal assistance, or other needs as requested by the families.

The Care Committee is composed of a chair or co-chairs and RFSA volunteers.

(Amended October 9, 2019)

- G. Deleted Social Committee April 8, 2026

- F. Historical Committee. The purpose of the Historical Committee is to maintain the Association’s historical records and exhibits and to assist in selecting

materials for the University Archives. The Vice President was appointed to collect all documents (minutes, budget, etc.) and deliver them to University Archives in September of each year.

(Adopted March 6, 2013; amended October 9, 2019)

- G. Constitution and By Laws Committee. The purpose of the Constitution and By Laws Committee is to review the By Laws and Constitution in September of odd numbered years.

The Constitution and By Laws Committee is composed of a chair and RFSA volunteers.

(Adopted August 13, 2014; amended October 9, 2019; amended January 10, 2024)

- J. Deleted Special Topics Committee April 8, 2026

- H. Membership Committee. The purpose of the Membership Committee is to coordinate a plan to involve members in activities of RFSA, to represent RFSA at membership opportunity events, to contact new members, and to maintain a master list of members.

The Membership Committee is composed of a chair or co-chairs and RFSA volunteers.

(Adopted January 10, 2024)

- I. Website and Social Media Committee. The purpose of the Website and Social Media Committee is to update and maintain the Association's website and other social media. The Website and Social Media Committee is composed of a chair or co-chairs and RFSA volunteers.

(Adopted January 10, 2024; amended April 8, 2026)

- J. Budget Committee. Each year the Budget Committee will prepare an annual budget, including a designated amount for petty cash, for the Board's approval for the coming fiscal year that includes estimated revenue and expenses, including the amount of the scholarships(s) to be awarded.

(Adopted April 8, 2026)

- K. Program Committee. The Program Committee is responsible for planning, coordinating and conducting sponsored events. This committee is also responsible for coordinating RFSA social or enrichment events, activities and trips offered from time to time to members for their consideration and participation.

(Adopted April 8, 2026)

III. Honorary Advisory Board Members

A member of the Advisory Board, upon leaving the Board and in recognition of valued contributions made, may be nominated by the Executive Committee and approved by the Advisory Board as an Honorary Advisory Board Member.

Honorary Board Members shall have the same privileges as the Advisory Board Members, except for the right to vote.

(Adopted March 10, 2010)

IV. Prior Service on Advisory Board

Though not mandatory, prior to serving as an RFSA officer, a member shall have served on the Advisory Board for a minimum of one year.

(Adopted March 10, 2010)

V. Consideration of Charitable Gift Requests

One of the Association's six stated purposes is providing an annual student scholarship, a significant and dedicated cost to the Association. The primary source of revenue for RFSA is the Fall Social. Requests from other entities for monetary gifts and funding will be discussed thoroughly and granted only by a majority vote of the Advisory Board.

(Adopted January 12, 2011; amended August 8, 2012; amended November 10, 2021)

VI. Handling of Mass Emails

Mass emails will be limited and sent only with the approval of the Executive Committee or Advisory Board, in an effort to keep retirees (current RFSA members and non-members) aware of meetings, upcoming events and issues of importance. Emails concerning RFSA clubs, luncheons, and other unique RFSA activities will be sent to members of each respective group by the chair of said group.

(Adopted May 11, 2011; amended August 8, 2012)

VII. Requests for Assistance from the liaison designated by the Human Vice President of Finance and Support Services

Requests for assistance from the University Liaison may only be sought by members of the Executive Committee or be pre-approved by the Advisory Board and agreed to by the University Liaison.

(Adopted June 8, 2011; amended August 8, 2012; amended December 10, 2014; amended August 14, 2024)

VIII. Scholarship Award(s)

The Advisory Board will make an annual decision as to the dollar amount for the following academic year scholarship and the number of scholarships to be awarded. This information will be included in the next year's annual budget.

A RFSA Endowed Scholarship was established in Spring 2019.

(Adopted December 14, 2011; amended December 10, 2014 and August 12, 2026)

IX. Memorials

Upon the death of a member of the original Organizing Committee or a current Advisory Board member, the Board will discuss and make a decision regarding an appropriate memorial.

(Adopted August 8, 2012)

X. Budget, Petty Cash and University Account Procedures

Monthly budget reports will be provided by the University to the RFSA Treasurer for inclusion in the monthly budget report distributed at the monthly Advisory Board meetings.

The Treasurer will maintain a running balance of the petty cash (may include gift cards) and related receipts. The President will name an ad hoc committee in August to audit the petty cash funds.

Receipts for reimbursement from the university account should be turned in to the University Liaison within 30 days of purchase but absolutely must be submitted within the same fiscal year as the purchase of goods was made (the University's fiscal year is September 1 - August 31).

(Adopted August 8, 2012; amended December 10, 2014; amended October 9, 2019; amended April 8, 2026)

Reviewed by the Constitution and By Laws Committee in August 2019
Amendments approved by the RFSA Advisory Board on October 9, 2019
Amendments approved by the RFSA Advisory Board on November 10, 2021
Amendments approved by the RFSA Advisory Board on January 10, 2024
and August 14, 2024 and April 8, 2026 and August 12, 2026.