



BYLAWS

APPROVED AUGUST 3, 2022

Revised July 2023

ARTICLE I - NAME

The name of the organization is the Big Ten Retirees Association, known as and hereinafter referred to as BTRA.

ARTICLE II - PURPOSE

The purpose of the BTRA is to enhance individual member retirees' associations.

- A. An annual conference. The annual conference is rotated among the member institutions. See **APPENDIX A - BTRA CONFERENCE ROTATION SCHEDULE**.
- B. Share newsletters. Each retirement association is encouraged to identify a responsible party to send and receive newsletters or other communications with other retirement associations.
- C. Exchange information. Member associations are encouraged to share information of mutual benefit at the annual conference and throughout the year. This exchange may be conducted physically face-to-face, in a password protected (or otherwise private) chat room, teleconference, videoconference, or other digital technology.

ARTICLE III MEMBERSHIP

- A. Membership in the BTRA shall consist of one retirement association from each university that is a full member of the Big Ten Conference as listed at <https://bigten.org>. (rev 07.23)
- B. If two or more retirement associations from the same university wish to be BTRA members, the chief academic officer of that University shall be asked to designate its BTRA member. (rev 07.23)
- C. Each institution should designate two voting delegates who are members in good standing in their association. See **APPENDIX B – RESPONSIBILITIES OF ALL MEMBER INSTITUTIONS**.
- D. Each institution should also designate alternate(s) in the event the voting delegate is unable to serve their term. The alternate will be elevated to serve as the voting delegate if the voting delegate is unable to serve.
- E. Other individuals from member institutions may attend conferences and business meetings as observers without a vote.

ARTICLE IV GOVERNANCE

Section 1 Administrative Board

- A. The Administrative Board is composed of the following:
 1. The Chair is the designated representative of the host institution for the current year's conference

2. The Chair-Elect the designated representative of the host institution for the next year's conference
 3. The Immediate-Past-Chair is the designated representative of last year's conference
 4. A designee of the host institution for the annual conference two years out
- B. The Chair presides over all meetings and the conference. The host institution is the member retirement association that is in charge of the annual conference.
 - C. The term of office begins at the close of the previous conference and ends at the close of the hosted conference. See **APPENDIX B** for information if a host institution withdraws their invitation.
 - D. The Administrative Board must have consensus on all issues.

Section 2 Duties of Administrative Board

The Administrative Board shall:

- A. Serve as an advisory body to the Chair in planning the annual conference.
- B. Keep minutes, activity reports, and report of action (ROA) from the annual conference and other BTRA meetings and submit an annual report for posting on the BTRA website and mailed/emailed to the next two hosting institutions. A designated institution will host the website on a volunteer basis.
- C. Request or ensure the host institution association keeps financial records with a copy held in a permanent financial records file and submit reports for posting on the BTRA website and mailed/emailed to the next two hosting institutions.
- D. Appoint a bylaws committee of three individuals who represent at least two member institutions. The bylaws committee is charged with an annual review of the BTRA bylaws and any recommendations received from BTRA institutions or the Administrative Board. See **APPENDIX E -- BYLAWS COMMITTEE PROCEDURES**
- E. Receive proposed bylaw amendments from BTRA institutions. Forward recommendations to the bylaws committee.
- F. Develop the business meeting agenda(s) and advise the Conference Chair on the conference agenda.
- G. Rescind or submit any Board action challenged in writing by a member institution to the members for vote at the next conference/business meeting.

ARTICLE V MEETINGS AND CONFERENCES

- A. An annual BTRA conference and business meeting shall be held at a place, date, and time determined by the hosting institution. See **APPENDIX B -- RESPONSIBILITIES OF ALL MEMBER INSTITUTIONS.**
- B. The conference/business meeting(s) may be in-person or virtual.
- C. A hosting institution may withdraw their invitation and thereby their place in the rotation schedule upon notice to the Administrative Board and member institutions. Justification for withdrawal should be included in the notice. See **APPENDIX D - DEFINITIONS**
- D. The Administrative Board shall determine if additional informational or business meeting(s) are needed throughout the year. Written notice will be provided to the member institutions at least two (2) weeks prior to the meeting.
- E. BTRA meetings may be conducted physically face-to-face, in a password protected (or otherwise private) chat room, teleconference, videoconference, or other digital

technology. At the request of the presiding chair, a vote may be taken by voice/hand, mail, facsimile (fax), email, or other digital technology. Such vote shall have the force and effect of a vote taken at a face-to-face meeting. The official meeting records shall contain an accurate record of all such votes.

- F. Fifty percent plus one (50%+1) of the recognized retiree/emeriti associations shall constitute a quorum.
- G. No member institution delegate shall have more than one vote and no voting by proxy is allowed.
- H. In the event of a local, state, national emergency declared by the President, Governor, or local official, the Administrative Board shall set up processes to conduct the business of the Association.

ARTICLE VI - AMENDMENTS

- A. Amendments to these bylaws may be proposed by the Administrative Board members, or any delegate of a member institution.
- B. Proposed amendments must be received by the Administrative Board Chair at least 60 days prior to the conference/meeting. The Chair will forward the proposed amendment(s) to the bylaws committee for review, preparation, and distribution to member institutions at least 30 days prior to the vote.
- C. Proposed amendments shall require an affirmative vote by two-thirds of the delegates present for adoption.
- D. Unanimous consent shall be required for approval of any amendment proposed without prior consideration.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules of parliamentary practice comprised in the current edition of *Robert's Rules of Order Newly Revised*, shall govern all proceedings of the BTRA, and administrative board subject to special rules as have been or may be adopted.

ARTICLE VIII - DISSOLUTION

Upon dissolution of this BTRA any assets remaining after payment of all costs and expenses of such dissolution shall be equally transferred to the member institutions. None of the assets will be distributed to any member, officer, or trustee of this Association.

APPENDIX A - BTRA CONFERENCE ROTATION SCHEDULE (rev. 07.2023)

2024	The Ohio State University	2028	University of Nebraska	2032	University of Iowa
2025	University of Michigan	2029	Purdue University	2033	Indiana University
2026	University of Minnesota	2030	Pennsylvania State University	2034	University of Maryland
2027	Michigan State University	2031	University of Illinois	2035	Rutgers University

APPENDIX B – RESPONSIBILITIES OF ALL MEMBER INSTITUTIONS

- Appoint delegates/alternates for conference/meeting voting representation (Each institution is allowed two votes)
- A delegates' term begins at the close of the conference and ends at the close of the following conference.
- Actively participate in BTRA events and activities
- Respond to requests for information from other member institutions. All member institutions may request information from other members.
- Annually provide BTRA webmaster with names and contact information of the current primary association contact, association president, conference delegates, and newsletter exchange person
- Host an annual conference/meeting in accordance with the agreed upon institutions rotation. Annual conferences are normally held sometime between June and August (see ***APPENDIX A***)
- Suggest each member retiree/emeriti association set aside funds annually in a restricted fund for hosting the BTRA annual conference when their turn to host is scheduled.

APPENDIX C – RESPONSIBILITIES OF BTRA HOST INSTITUTIONS (rev. 07.2023)

- Remind the upcoming host institution to prepare for presentation an invitation to their hosted conference. This invitation should be presented at least one year prior to the event.
- Review conference hosting handbook (in development)
- An institution will lose their place in the rotation schedule if their conference is cancelled for a valid reason, i.e., national/local disaster, pandemic, etc.

APPENDIX D - DEFINITIONS

Disaster: Natural or local catastrophe, e.g., flooding, hurricane, tornado, fire, earthquakes, public health emergency, pandemic

Invitation withdrawal reasons: Any disaster as defined above.

Institution: Refers to retiree/emeriti associations

APPENDIX E – BYLAWS COMMITTEE REVIEW PROCESS

Upon receipt of proposed amendments from the Administrative Board, the Bylaws Committee will review, prepare, and distribute the proposed amendments in compliance with Article VI. The committee may offer review sessions for the BTRA institutions prior to the annual meeting.