

**COLLINS RETIREES ASSOCIATION**

**DALLAS**

**BY-LAWS**

**Adopted October 26, 1961**

Amendments:

August 29, 1969

May 13, 1976

May 5, 1984

November 4, 1987

November 7, 1992

December 16, 1995

October 18, 2018

# **COLLINS RETIREES ASSOCIATION**

## **DALLAS**

## **BY-LAWS**

**As Amended** October 18, 2018

### ARTICLE I

#### NAME

This organization shall be known as the Collins Retirees Association, Dallas. Hereafter, the name shall be changed, if required, to conform to any change made in the name of the Dallas facility of the parent company. Our motto is: "Learn from Yesterday, Live for Today, and Look for Tomorrow."

### ARTICLE II

#### PURPOSE

The Collins Retirees Association is a non-profit organization. The purpose of the Association shall be to provide a meeting place for the members and their families, where they can find companionship and opportunities to pursue their interests in recreational activities, crafts, education, and activities to promote the welfare of the community.

### ARTICLE III

#### MEMBERSHIP

##### Section 1. ONE CLASS

There shall be one class of members.

##### Section 2. ELIGIBILITY

The Collins Retirees Association (CRA) is primarily a group of Collins Radio Co. or Rockwell Collins retirees local to the Dallas, TX area.

However, we welcome retirees (or family members) from related organizations who have worked directly for or retired from Rockwell Collins or one of the affiliated organizations that were part of the Rockwell International group or spin-offs from that group. ARTICLE IV

## MEETINGS

### Section 1. REGULAR MEETINGS

Regular meetings of the Association shall be twice a year on the third Thursday in April and October from 9:00 a.m. to 11:00 a.m. the President shall have the right to alter the days for scheduled meetings in the event circumstances warrant such change, attempting to schedule meeting date as closely as possible to the third Thursday of April and October.

### Section 2. SPECIAL MEETINGS

Special meetings may be called by the President, with at least five days notification to the elected officers.

### Section 3. QUORUM

A quorum shall consist of the members present at any meeting where officer elections or bylaws changes are to be approved. All actions requiring membership approval shall be decided by a majority vote of the quorum.

## ARTICLE V

### BOARD OF DIRECTORS

#### Section 1 ELECTION OF DIRECTORS

The directors of the Association shall be:

- a) President
- b) Vice President-Secretary
- c) Treasurer
- d) President-Elect

Election shall be by vote of the members at the regularly scheduled Spring meeting. Officers shall be elected for a term of two years. In the event successor officers are not identified, the current officers may extend for one-year. The President-Elect

shall be appointed by the board for a one-year term at the Spring mid-term meeting and should be nominated for President the following year. The Vice President-Secretary or the Treasurer may simultaneously serve as President-Elect.

This group above constitutes the RCRA Leadership Team.

## ARTICLE VI

### COMMITTEES

#### Section 1. SPECIAL COMMITTEES

Special committees may be appointed by the President, as necessary.

## ARTICLE VII

### RESPONSIBILITIES

The Leadership Team shall prepare and maintain a document, "CRA Roles and Responsibilities", detailing the roles and responsibilities for each officer. During the formal transition process, the outgoing and incoming leadership team shall meet and review the "CRA Roles and Responsibilities" document to assure the incoming officers understand the baseline roles. It is understood that the roles and responsibilities will change over time. When these changes occur, it is the responsibility of each officer to notify the president of the need to update the "CRA Roles and Responsibility" document.

The "CRA Roles and Responsibilities" document shall be updated at each officer transition. Interim updates shall also be made as required.

#### a) PRESIDENT

Preside over regular and special meetings, appoint committee members, and coordinate committee activities. Appoint replacements for elected officers in case of their inability to continue during their term. Assure "CRA Roles and Responsibilities" document is maintained in a current status throughout their tenure.

#### b) VICE PRESIDENT-SECRETARY

Assist, the President and act in the President's behalf during his absence. Shall become President in the event the President is not able to complete the elected term. Maintain minutes of all regular and special meetings. Shall be a member of the Leadership Team.

#### c) PRESIDENT-ELECT

Assist all other officers with their duties to become familiar

with the operation of the association. Shall be a member of the President's Executive Committee. Normally, the President-Elect should be nominated for the role of President at the next officer election.

d) TREASURER

Pay all bona- fide bills against the Association, collect all incoming funds maintain the Association's funds at an accredited bank or credit union, and report status of accounts and balances. Prepare and submit all statutory reports and returns to state and federal government.

e) LEADERSHIP TEAM

The CRA Leadership Team consists of the President, President-Elect (when in office), Vice-President-Secretary, and Treasurer at a minimum. At the discretion of the board, additional members may be asked to join the Leadership Team if warranted.

f) PHOTO TEAM

Attend all CRA meetings, or arrange substitute photographer, to take photos of attendees and activities.

ARTICLE VIII

GENERAL FUND

Section 1. All Association funds shall be deposited in an accredited bank or credit union in the name of the Association, with the Treasurer and one other elected officer having signature authority.

Section 2. A freewill offering shall be taken at each regular meeting. Additionally, from time-to-time, donations may be made to the association. These funds are to be deposited to the Association's account and used for expenses made necessary for the benefit of the Association.

ARTICLE IX

ORDER OF BUSINESS

Section 1. Procedures not covered by these By-Laws shall follow "Robert's Rules of Order". The typical order of business shall be:

Pledge of Allegiance to the Flag  
Roll Call of Officers  
Introduction of New Members and Guests  
Moment of Silence for Those Who Have Passed  
Reading of Minutes and Communications  
Treasurer's Report  
Committee Reports  
Old Business  
New Business  
Guest Speaker (if available)

Good of the Association (Donations to Support CRA)  
Announcement of Next Meeting

ARTICLE X

AMENDMENTS

Section 1. Amendments to these By-Laws shall become effective when approved by a majority vote of the members present at a regular meeting.

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This amendment was presented in-accordance with ARTICLE X and approved by a majority of the members present at the October 18, 2018 General Membership Meeting.

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G. Tommy Dodson  
President 2016-18

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Ted Fredericks  
Treasurer 2016-18