

EX-LETTERMENS ASSOCIATION
of
TEXAS CHRISTIAN UNIVERSITY



Office of the Secretary
623 South Henderson
FORT WORTH, TEXAS

February 9, 1953

Mrs. Beatrice Mothershead
Texas Christian University
Fort Worth, Texas

Dear Mrs..Mothershead:

On October 31, 1953, the TCU Ex-Lettermen's Association adopted a new constitution.

You will find a copy enclosed which according to Article Eleven, Section 2, is to be retained in the archives of the Mary Coutts Burnett Library. Thank you for your aid in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Lee Bassinger". The signature is fluid and elegant, with a prominent loop at the end of the last name.

Lee Bassinger, Executive Secretary

T. C. U. EX-LETTERMEN'S ASSOCIATION

CONSTITUTION

ARTICLE ONE

NAME

The name of this Association shall be "T. C. U. Ex-Lettermen's Association".

ARTICLE TWO

PURPOSES

This is a voluntary association of former students of Texas Christian University of Fort Worth, Texas, who, during their student days, earned a varsity letter in one or more of the major sports sponsored by the University. The Association, fraternal in nature, is formed to promote a closer relationship and to provide opportunity for continued friendship among T. C. U. Ex-Lettermen wherever they may be; to co-operate with the administrative officials, the members of the faculty, and the members of the coaching staff of Texas Christian University, and with other organizations or associations now existing or which may hereafter be formed to assist and aid the University in its athletic program; to encourage good students of athletic ability to enroll in Texas Christian University, and to render such aid and assistance to such prospective athletes and to those enrolled in the University as may be consistent with the rules and regulations of the Southwest Conference and of the University; to encourage good sportsmanship and wholesome conduct on the part of all athletes on and off the field of play; to continually strive to assure Texas Christian University a well rounded sports program comparable to any in the Southwest Conference or the other major conferences.

ARTICLE THREE

MEMBERSHIP

Section 1. TYPES OF MEMBERSHIP. Membership in this Association shall be either active, inactive, or honorary.

Section 2. ACTIVE MEMBERS. Former Texas Christian University students who during their student days at the University earned one or more varsity letters in one or more of the major sports sponsored by Texas Christian University shall be active members, provided their current association dues have been paid.

Section 3. INACTIVE MEMBERS. Those individuals eligible to active membership who have failed to pay current association dues shall be inactive members; such members shall not receive any of the benefits of the association and shall not participate or attend any of its functions and shall have no vote in association affairs so long as such inactive status continues.

Section 4. HONORARY MEMBERS. Any person who has rendered valuable and distinguished service to the general growth, welfare, development and success of the Texas Christian University athletic program, upon recommendation for such action by the Executive Board, may be admitted into the Association as an honorary member by a two-thirds vote of those present at any business meeting, whether regular or called, provided that at least ten days prior to such meeting each member of the Association in good standing, whose address is known to the Association, shall be notified in writing of the time and place of the meeting and of the name of

the person or persons being considered for honorary membership. An honorary member shall be entitled to all of the rights and privileges accorded active members of the Association except the right to vote or to hold office therein. He may, but is not required to, pay annual dues.

Section 5. SUSPENSION AND EXPULSION. Suspension of any member for sufficient cause for any stated period, or expulsion of any member from this Association, for sufficient cause, may be effected by a two-thirds vote of the Executive Board for such suspension or expulsion.

ARTICLE FOUR

MEETINGS

Section 1. ANNUAL MEETINGS. There shall be at least one annual business meeting of the Association for the purpose of electing officers, receiving reports, and transacting business of the Association; the date of such meeting shall be during the week of the annual Home Coming football game scheduled by the University. The date, time, and place of such meeting shall be fixed by the Executive Board at least thirty days before the date of such meeting.

Section 2. NOTICE OF ANNUAL MEETING. Notice of the time and place of each annual business meeting shall be sent by mail to the latest address on association records to each active member at least twenty days before such meeting.

Section 3. SPECIAL MEETINGS. A special meeting of the Association shall be held if a call for such a meeting stating its purpose is voted at a meeting of the Association or is voted by a two-thirds vote of the Executive Board or is requested by a written petition to the Executive Board signed by at least twenty-five active members of the Association. The President, at the direction of the Executive Board, shall within ten days after such special meeting has been authorized direct the Executive Secretary to mail notice of such special meeting, giving the time and place and stating the purpose thereof, to every active member of the Association. Such notice shall be mailed at least ten days before the date fixed for said meeting.

ARTICLE FIVE

EXECUTIVE BOARD

Section 1. COMPOSITION AND TERMS OF OFFICE. The Executive Board shall consist of all of the elective officers of the Association listed and described in Article Six hereof, the last three past Presidents of the Association and six Directors whose terms of office shall be three years, and two of which shall be elected each year. The Directors shall be active members of the Association. The Executive Secretary of the Association will be required to attend all meetings of the Executive Board but shall have not vote or voice in its proceedings.

Section 2. DUTIES OF THE EXECUTIVE BOARD. The Executive Board shall manage, direct, control, and administer the property, affairs, and business of the Association as provided by such by-laws as may be enacted; shall put into effect all general policies, directions and instructions adopted at meetings of the Association, and shall act for and in behalf of the Association in all matters within the jurisdiction of the Executive Board. It shall establish, adopt, and publish to the membership rules and regulations to govern the functions, duties, procedure and meetings of its committees. It shall render a full report in writing at each annual business meeting as it deems fit and proper.

Section 3. MEETINGS OF THE EXECUTIVE BOARD. Meetings of the Executive Board shall be held at least four times each year, the date, time, and place of such meetings to be designated by the President.

Section 4. CALLED MEETINGS AND SPECIAL MEETINGS of the Executive Board may be called by the President at any time provided notice is given each member of the Executive Board at least five days before all such meetings.

Section 5. QUORUM. A majority of the elective members thereof shall constitute a quorum at any meeting of the Executive Board.

Section 6. BOARD COMMITTEES. The Executive Board shall appoint standing and board committees from among the active membership of the Association and the Executive Board to perform whatever service the Executive Board may elect or believe necessary for the advancement of the purposes of the Association.

Section 7. VACANCIES. Vacancies which occur on the Executive Board may be filled by appointment by the Executive Board to serve the unexpired term of such vacancy.

ARTICLE SIX

OFFICERS

Section 1. THE ELECTIVE OFFICERS of the Association shall be a President, First vice-President, Second vice-President, and Treasurer. The term of each office shall be for one year from January 1 to December 31, and no member shall be eligible for nomination as President, First vice-President, or Second vice-President of the Association unless he shall previously have served the Association as an officer or director. The office of Executive Secretary shall be filled by appointment by the Executive Board and not by election.

Section 2. THE PRESIDENT. The President of the Association shall be an active member. He shall be chief Executive officer of the Association and shall perform all the duties that are required of him under this Constitution and its regularly enacted by-laws as well as those duties delegated to him by the Executive Board and those that are usual and incidental to his office. He shall preside at all meetings of the Association and of the Executive Board and shall sign matter of the Association whereon his signature is required. The President's signature shall be required upon all checks drawn upon the funds of the Association.

Section 3. FIRST VICE-PRESIDENT. The First vice-President of the Association shall be an active member. Upon certification by the Executive Board he shall assume the duties of the President in the event of the latter's absence, disability, resignation or demise, and shall perform such other duties as may be properly assigned to him by the Executive Board.

Section 4. THE SECOND VICE-PRESIDENT. The Second vice-President of the Association shall be an active member. Upon certification by the Executive Board he shall assume the duties of the First vice-President in the event of the latter's absence, disability, resignation or demise, and shall perform such other duties as may be properly assigned to him by the Executive Board.

Section 5. THE TREASURER. The Treasurer of the Association shall be an active member. He shall be the Chief Budget Officer of the Association, and shall, after his approval thereof, cause to be paid from available funds such bills owed by the Association as shall be submitted for payment by the Executive Secretary. The Treasurer's signature shall be required upon all checks drawn upon the funds of the Association. The Treasurer shall make a report on finances at each annual business meeting of the Association.

Section 6. THE EXECUTIVE SECRETARY. The Executive Secretary shall be appointed or removed by the Executive Board at its discretion and may be paid an amount to be determined by it. He shall attend all meetings

of the Association and of the Executive Board and shall be responsible for the keeping of all proper Association records including complete minutes of all meetings and proceedings of the Association and of the Executive Board. He shall maintain a complete roster of the membership of the Association to be published from time to time at the direction of the Executive Board. He shall assist the Treasurer in keeping a complete record of all financial transactions of the Association and shall keep a complete record of all activities of the Association. He shall have charge of and be responsible for the deposit of all Association income, including dues, contributions, and all funds raised and otherwise received by the Association. The Executive Secretary shall certify to the Treasurer the correctness of all bills to be paid by the Association and shall draw all checks on Association funds over the signatures of the Treasurer and President of the Association. The Executive Secretary shall have charge of publishing all such materials as the Executive Board shall direct to be published, and shall have such additional duties as may be assigned to him by the Executive Board. The Executive Secretary, at the discretion of the Executive Board, shall be bonded against embezzlement, defalcation or conversion of Association funds for an amount to be set by the Executive Board, and the premiums for such fidelity bond shall be paid from operating funds of the Association.

Section 7. ADDITIONAL EMPLOYEES. The Executive Board shall appoint and remove such additional employees as its work may require.

ARTICLE SEVEN

NOMINATIONS AND ELECTIONS

Section 1. THE NOMINATING COMMITTEE. Beginning in 1953 the President of the Association shall appoint each year a committee on nominations. The appointment of such committee shall be made at least thirty days prior to the scheduled annual meeting and shall be composed of five active members, not more than two of whom shall be of the same class. This committee on nominations shall meet and select the names of those persons whom it shall designate as nominees for the Association offices to be filled by election at the next annual business meeting; and the names of such nominees, together with the office for which each has been nominated, shall be certified to the Executive Secretary over the signature of the chairman of the committee on nominations at least twenty-five days before the date of such annual business meeting. The names of such nominees together with the office each has been nominated for shall be furnished to the members of the Association by the Executive Secretary with the notice which is required by Article 4, Sec. 2 hereof for the annual meeting.

Section 2.. ADDITIONAL NOMINEES. The names of any additional nominees for association offices to be filled by election may be placed upon the official ballot by petition. Such petition on behalf of each such candidate shall request such addition and shall bear the signatures of at least twenty-five active members, and shall be delivered to the Executive Secretary at least ten days before the date for the election at the annual business meeting of the Association.

Section 3. THE BALLOT. The official ballot bearing the names of those certified as nominees by the nominating committee, together with those requested by petition, as provided for in the two preceding sections shall be prepared by the Executive Secretary. Voting shall be by secret ballot at the annual business meeting by the active members of the Association who are present at such meeting. Preparation of a ballot may be waived at the discretion of the Executive Board in all cases where the nominees have no opposition and such nominees voted on by voice vote. The candidates receiving the highest number of votes shall be declared elected to their respective offices. All cases of a tie shall be decided by the Executive Board.

ARTICLE EIGHT

BY-LAWS

By-laws governing the conduct of the Association meetings and other matters not regulated by the Constitution of the Association may be adopted, repealed, altered, or amended by a concurring vote of two-thirds of the elective members of the Executive Board of the Association at any regular or called meeting, but the Association at any meeting shall have the power to revise such action of the Executive Board. It is further provided that such by-laws after amendment, repeal, or alteration, shall be in harmony with the object and purposes of the Association and shall not be in conflict with the provisions of this, its Constitution.

ARTICLE NINE

AMENDMENTS

Section 1, AMENDMENT TO THE CONSTITUTION. This Constitution may be amended at any meeting of this Association by a two-thirds majority of the members present provided that written notice stating the purpose of each proposed amendment and the reason therefor and a copy of the proposed amendment shall be sent to every member entitled to vote thereon at least thirty days prior to the date of the meeting at which such proposed amendment or amendments are to be voted on.

ARTICLE TEN

RESOLUTIONS

Section 1. PRIOR RESOLUTIONS. Resolutions and all other official actions of the Executive Board and of the Association adopted prior to the adoption of this Constitution shall remain in effect until altered or repealed by said bodies respectively.

Section 2. FUTURE RESOLUTIONS. No resolution or motion to commit this Association or to lend its name as sponsor or otherwise for any purpose or on any matter political, charitable or otherwise shall be considered by the Association until it has been submitted to and considered by the Executive Board. Such resolutions or motions, if offered at a meeting of the Association, shall be referred without discussion to the Executive Board, which, after having given consideration to the matter, shall proceed to take such action as it may deem proper, consistent with the Constitution and by-laws of the Association.

ARTICLE ELEVEN

CONSTITUTION TO TAKE EFFECT

Section 1. The provisions of this Constitution and of the accompanying by-laws shall take effect immediately upon their adoption by the Association.

Section 2. Preservation of Constitution and By-laws -- The original copies of the Constitution and of the accompanying By-laws together with the originals of all amendments which may hereafter be adopted shall be retained in the permanent records of this Association by its Executive Secretary. Copies of the Constitution and By-laws, together with copies of amendments thereto, shall be delivered by the Executive Secretary of this Association to the following depositories for safe keeping: (a)The office of the President of Texas Christian University; (b)The archives of the Mary Coats Burnett Library of Texas Christian University; (c)The President of this Association, who shall in turn pass it on to the President who succeeds him and each successive President shall thereafter hand to his successor such copies as may be in his possession.

This Constitution adopted by unanimous vote of the Association at its annual Home Coming meeting held in the Hilton Hotel, Fort Worth, Texas, October 31, 1952.

ARTICLE THREE

The Executive Board shall assist and advise in the organization of alumni clubs, quarter back clubs, Frog clubs, or other organizations formed to promote the Texas Christian University athletic program in localities where interest in such organizations is manifested by resident alumni and other supporters of Texas Christian University and there is sufficient concentration of alumni and Ex-Lettermen to justify it. It is contemplated that through such organizations this Association can be of immense practical value to Texas Christian University in promoting good will and in causing the members and officers of such organizations to render assistance to the members of the Texas Christian University coaching staff in contacting prospective athletes and their families in such localities.

ARTICLE FOUR

PARLIMENTARY MATTER

Section 1. Parliamentary Authority -- The rules contained in Roberts' Rules of Order, Revised, shall supplement the rules and regulations adopted by the Association and shall govern the Association, the Executive Board, and the Committees in all cases to which they are applicable; provided, however, that such rules are not inconsistent nor in conflict with the provisions of law or these By-laws, or the rules and regulations adopted by the Association and the Executive Board.

ARTICLE FIVE

Section 1. Amendment Procedure -- The Executive Board by the concurring votes of not less than two-thirds of its elective members, may modify any provisions of these By-laws whenever and to the extent and in the manner such authority is expressly given by the Constitution, and the Executive Board from time to time, and without further action of the Association shall re-arrange, re-title, and re-number the various divisions and subdivisions of these By-laws as becomes necessary because of amendments thereto or for clarity and ease of reference, and shall make such changes in provisions of these By-laws otherwise not amended, that are necessary to make such unamended provisions harmonious and consistent with the amended provisions. Whenever the By-laws are modified or changed by the Executive Board, in the manner provided in these By-laws, then every provision of said By-laws so modified or changed shall be deemed to be amended and shall have the same force and effect as if amended by the Association, and each such modification or change shall be incorporated in these By-laws as a part thereof.

ARTICLE SIX

Section 1. Provision to continue Status Quo -- All elective officers and directors of the Association except the sergeant at arms, which office has been abolished, holding office immediately prior to the adoption of the revised Constitution and of these By-laws, shall continue in office until December 31, 1953. The Executive Board shall have the authority to appoint such additional directors as may be necessary to fill the vacancies on the Executive Board created by the adoption of the revised Constitution, and shall designate the term of office of each such director so as to permit the election of two directors each succeeding year, pursuant to the terms of the revised Constitution.

T. C. U. EX-LETTERMEN'S ASSOCIATION

BY-LAWS

ARTICLE ONE

FINANCES

Section 1. The Fiscal Year -- The fiscal year of the Association shall begin on January 1 of each calendar year and extend through December 31 of the same year. A term of office for each of the elective officers and of two Directors shall end on December 31 of the year in which successors to such offices have been elected, and new officers and Directors shall be installed at the first meeting of the Executive Board in the calendar year following their election.

Section 2. Association Dues -- The amount of annual Association dues as well as any assessments shall be set by the Association for each year at the annual business meeting of the Association, and if no amount shall be set for dues at such meeting, dues for the ensuing year shall be that amount set as dues for the preceding year. Each credit for dues shall be acknowledged by a membership card forwarded by the Executive Secretary of the Association to the member paying his dues.

Section 3. Income and Expenditures -- All Association income shall be deposited in depositories designated by the Executive Board. No funds shall be withdrawn therefrom except by check. All checks effecting such withdrawal shall be approved and signed by the Treasurer and be approved and countersigned by the President of the Association. The countersignature of the First or Second vice-President may be substituted for that of the President pursuant to Article VI of the Constitution upon approval of the Executive Board. Indorsement of any check, draft, note or bill of exchange made payable to the Association or its order to any individual, firm or corporation, excepting indorsements for deposit to the Association's account at the depositories designated by the Executive Board shall be valid only over the signatures of both the Treasurer and the President, or the Treasurer and the First or Second vice-President where one of the latter has been so authorized by the Executive Board pursuant to provisions of Article VI of the Constitution. A stamped indorsement shall be a sufficient indorsement for deposit of Association funds to the Association's account in the depositories designated by the Executive Board.

ARTICLE TWO

MEMBERSHIP

Section 1. Officers and Candidates must be Active Members -- No person shall be a candidate for any Association office nor shall any person exercise the rights, authorities, and privileges incident to any office in the Association who has not paid current Association dues.

Section 2. Failure to pay dues -- The failure to pay dues for any year shall automatically alter the status of the individual who has failed to pay dues from active to inactive membership; a reinstatement to active membership may be effected by payment of Association dues for the year in which reinstatement is sought.

Section 3. Active Membership for New Members -- For new members whose period of eligibility has terminated at Texas Christian University dues shall become current and payable on January 1st following such termination, and the privileges and rights of active membership in the Association shall be accorded each such new member until the following January 1st, regardless of the payment of Association dues.