

# UNIVERSITY OF CALIFORNIA RETIREES' ASSOCIATION BYLAWS

## ARTICLE I – Name

The name of this organization shall be: University of California, Riverside Retirees' Association (UCRRA).

## ARTICLE II – Purpose

The purpose of this organization shall be:

1. To promote the general welfare of retired staff, retirees' spouses or domestic partners, and retirees' surviving spouses or domestic partners.
2. To offer opportunities for social, cultural and other continuing relationships among the members of UCRRA and the University community.
3. To foster continuing involvement in campus activities, volunteer work, or part-time employment.
4. To inform and assist members in utilizing benefits available to them, enhance campus benefit programs and to develop special or one-time opportunities for retirees.
5. To participate in the systemwide retirees' association Council of University of California Retirees' Association (CUCRA).
6. To coordinate activities with the activities of the UCR Emeriti Association when mutually beneficial.

## ARTICLE III – Membership

All retirees (staff, faculty, and non-Senate academics) from the University of California, Riverside, as well as those who have retired from any other campus, lab, or other organization of the University of California, shall be eligible for membership in UCRRA. Spouses and domestic partners of deceased members shall also be eligible for membership with full privileges, except participation in voting and eligibility in holding office in UCRRA.

## ARTICLE IV – Dues, Membership Types, and Charges

1. **Fiscal Year:** The fiscal year of UCRRA shall be the period from July 1 through June 30 of the following year.
2. **Annual Dues:** The annual dues shall be set by the Executive Board and be approved by the general membership. Dues shall be paid no later than forty-five (45) days after the first day of the fiscal year.
3. A Lifetime membership is available with the lifetime fee set by the Executive Board and approved by the general membership.
4. A full member is defined as an annual dues-paying member or as a lifetime member of UCRRA. A full member is entitled to all the benefits and privileges offered through UCRRA.
5. A complementary membership is available to a retiree during the first year of his/her retirement, and is not entitled to all benefits and privileges offered through UCRRA.

6. An honorary lifetime membership with full benefits may be granted to retirees' who have provided valuable service to the Association, by recommendation of a member from the Board of Directors, and approval from the Board of Directors.
7. **Guest Charges:** All members may bring guests to any event or meeting at the same charge as members. Spouses or domestic partners of members are considered guests.

## ARTICLE V – Board of Directors

1. The elected officers of UCRRA shall be the President, Vice President, Secretary, and Treasurer. Collectively, they shall be known as the Executive Board.
2. The officers shall be elected by the general membership by secret ballot if more than one candidate has been nominated for a specific office, otherwise by voice vote of those members present at a general meeting.
3. Chairs of committees and other UCRRA members may be appointed to the Executive Board with a unanimous vote of the current Executive Board members.
4. The term of office for all officers and the members-at-large of UCRRA shall be one year with the exception of the Treasurer and Secretary who can be re-elected. The Treasurer and Secretary shall be elected in odd-numbered years.
5. **Vacancies.** If the office of the President becomes vacant, the Vice President shall complete the unexpired term. Other vacancies occurring within the Board shall be filled by a majority vote of the Board and appointees shall complete the term of office.
6. The Board shall direct an audit of the books of the Treasurer at the end of each fiscal year.

## ARTICLE VI – Officers

### 1. The President

- A. Oversees the operation and success of the UCRRA.
- B. Approves all checks and disbursements in the amount of \$1,000.00 or more.
- C. Presides at all meetings of UCRRA and at meetings of the Executive Board; appoint committees as needed; and serve as ex-officio members on all committees.
- D. Serves as the liaison between the Association and UCR's Administration, Retirement Center, Administration, and Office of Human Resources.
- E. Serves as UCR Representative to the Council of University of California Retiree Associations (CUCRA); other members of the Executive Committee can serve as alternates and/or may attend CUCRA meetings.
- F. Serves as an ad-hoc member of all committees.
- G. Performs duties as required to ensure that the UCRRA is financially sound and achieves its purposes and goals.

### 2. The Vice President

- A. In the absence of the President, the Vice President shall preside over meetings and otherwise acts for the President.
- B. In consultation with the President is responsible for appointing committees, subject to the approval of the Executive Board.
- C. Serves as Chairperson of the Nominating Committee and Assistant Hospitality Chairperson; takes minutes at the meetings in the absence of the Secretary.

- D. Prepares and arrange for distribution of ballots to the membership. In case of resignation or death of the President, the Vice President automatically becomes President for the unexpired term the Vice President serving as Interim President of UCRRA.
- E. Succeed to the office of the President at the end of the term of President.

### 3. **The Secretary**

- A. Records the minutes of UCRRA meetings and keep the Book of Minutes.
- B. Prepares and send out notices of meetings and maintaining records of decisions and action of the Executive Board.
- C. Maintains an up-to-date copy of the Bylaws and maintains the record of actions and decisions to amend the Bylaws.
- D. Provides each member of the Executive Board a current copy of the Bylaws annually.
- E. Ensures that Robert's Rules of Order are followed at all UCRRA meetings. See Article XII.

### 4. **The Treasurer**

- A. Keeps the Books of Account; collect dues and charges which may be assessed; maintain custody of Association funds; pay all bills; and sign all checks.
- B. Interfaces with UCR Retirement Center staff and Campus Financial staff to receive funds, review fiscal reports, and coordinate reimbursements to UCR.
- C. Submits in writing to the President for approval of the disbursements and checks in the amount of \$1,000.00 or more.
- D. Presents an annual financial statement to the Executive Board. Quarterly financial statements shall be presented to the Executive Board and at general meetings.
- E. Works closely with UCR Retirement Center staff in the processing of membership applications and is responsible for ensuring an accurate current record of UCRRA membership.

### 5. **Past President**

- A. The immediate Past President shall continue to be a voting member of the Board of Directors for the term(s) of office of the succeeding President.
- B. Performs duties as needed to help ensure the UCRRA achieves its purposes and goals.

## ARTICLE VII – UCRRA will create committees – standing and ad hoc – as necessary

- A. Standing committees are ongoing committees that serve a specific purpose. UCRRA's Standing Committees are:
  - 1. **Nominating Committee.** At the March meeting, two (2) full members will be appointed to serve on this committee. The Vice President shall serve as Chairperson.
  - 2. **Membership Committee.** This Committee shall consist of one (1) Executive Board Member and at least one (1) full member, appointed by the Vice President. The Chair of this committee is responsible for (1) increasing membership by promoting the UCRRA to potential members; (2) extending knowledge of UCRRA and its activities to the greater campus community by

increasing visibility via its website and other media as appropriate; (3) sending a welcome email message to new UCRRA members on behalf of the UCRRA President, and (4) working with appropriate staff to ensure the UCRRA membership data base is up-to-date. The Membership Committee Chair coordinates all membership activities with the UCRRA President and Vice President.

3. **Hospitality Committee.** This Committee is responsible for assisting with room set-up and meal planning for general meetings as needed; providing table centerpieces for the opportunity drawing.
4. **Scholarship Committee.** This Committee shall consist of the Vice President and two (2) full Members appointed by the Vice President. This Committee shall select one (1) recipient from the list of eligible students provided by the UCR Financial Aid Department to receive a scholarship from the UCRRA in an amount agreed upon annually by the Board. Eligible students shall be based on the criteria set by the UCRRA Board.

B. Ad hoc committees are formed to accomplish a specific task or objective and will be dissolved after the completions of the task.

1. Ad hoc committees will be created to study and make recommendations on issues discussed at a UCRRA Board meeting.
2. Ad hoc committees can be joint UCRRA and UCREA committees.
3. The size and scope of ad hoc committees will vary, depending on the need.
4. UCRRA members of ad hoc committees will be appointed by the UCRRA President.

## ARTICLE VIII – Elections

1. **Eligibility of Nomination:** Any member in good standing shall be eligible for nomination and election to any office in UCRRA.
2. **Elections:** Election of Officers shall take place at the June meeting. The new officers shall assume duties on the first day of the next fiscal year, July 1. Arrangements may be made for absentee voting.

## ARTICLE IX – Meetings

1. **Executive Board Meetings:** The President shall call at least three meetings annually of the Executive Board. A quorum at these meetings shall consist of three (3) Executive Board members. Board Meetings are open to all members of UCRRA; voting is limited to the Executive Board.
2. **Membership Meetings:** The June meeting shall be designated as the Annual Membership Meeting. Special membership meetings may be called by the Executive Board as deemed necessary.
3. UCRRA is a non-profit organization.
4. Dues shall pay for operation of UCRRA.
5. No debt may be incurred in excess of the funds in the treasury of UCRRA.
6. At the end of each fiscal year, the Treasurer shall retain an amount appropriate for the continual operation of UCRRA in the treasury, and any amount above \$5,000.00 will be added to the scholarship fund if approved by the Executive Board.

7. Charges sufficient to defray the cost of services may be made to members and guests participating in certain events.
8. UCRRA, in compliance with University policy, prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services in any of its policies, procedures or practices. This nondiscrimination policy covers membership and participation in UCRRA (<https://policy.ucop.edu/doc/4000376/DiscHarassAffirmAction>)

## ARTICLE XI – Amendments of Bylaws

Copies of proposed amendment(s) will be distributed by the Secretary to the UCRRA members at least fifteen (15) days prior to the voting on the amendment(s).

The Bylaws may be amended by a two-thirds vote of those members present at a membership meeting of UCRRA. Special circumstances may dictate approval of the amendment of the bylaws via USPS mail and/or via a form of digital communications.

## ARTICLE XII – Parliamentary Procedure

Robert's Rules of Order shall be followed as the standard guide to Parliamentary Procedure.