

UNIVERSITY OF CALIFORNIA  
RETIREES' ASSOCIATION  
BYLAWS

REVISED, AMENDED 2023

## 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 provide for interactions among UCRRA members and 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 system-wide 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.
7. To facilitate the retirement transition for UCR staff in supporting orientation programs for employees approaching retirement.

## Code of Conduct

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 protected veteran or service in the uniformed services of any of its policies, procedures or practices. This nondiscrimination policy covers membership and participation in UCRRA. <https://policy.ucop.edu/doc/40000376/DiscHarassAffirmAction>

## ARTICLE III – Membership

All staff and non-Senate academic retirees 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 (UC) who had previously been employed at the Riverside campus, shall be eligible for membership in UCRRA. Additionally, any retired UC staff member or non-Senate academic who lives in the area is eligible for membership. 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 organization shall operate on a calendar of July 1 through June 30 of the following year both for fiscal affairs and for terms of UCRRA Officers and Executive Board members.
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 and shall cover membership through the end of the fiscal year.
3. The Executive Board shall announce any changes in annual or lifetime membership dues in advance of the next membership year.
4. A lifetime membership is available with the lifetime fee set by the Executive Board and approved by the general membership.
5. 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.
6. A complimentary membership is available to retirees during the first year of their retirement and is not entitled to all benefits and privileges offered through UCRRA.
7. 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 Executive Board and approval from the full Executive Boards.
8. 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 – Officers

The elected officers of UCRRA shall be the President, Vice President, Secretary, Treasurer, Communications & Outreach Director, and Events & Programs Director. The President who immediately concludes their position becomes Past President. Collectively, they shall be known as the Executive Board.

1. 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.

2. Chairs of committees and other UCRRA members may be appointed to the Executive Board with a unanimous vote of the current Executive Board members.
3. The term of office for all officers of UCRRA shall be one year. Officers are eligible to be re-elected each year that their term expires, except for the President who may only serve a maximum of three consecutive terms. The prerequisite to run for UCRRA President is current or past service on the Executive Board.
4. Vacancies. If the office of the President becomes vacant, the Vice President shall complete the unexpired term. Other vacancies occurring within the Executive Board shall be filled by a majority vote of the Executive Board and appointees shall complete the term of office.
5. Resignations, Terminations, and Absences. Resignation from the Executive Board must be in writing and received by the Secretary. Officers may be removed from the Executive Board for absences if they have three unexcused absences from Executive Board meetings in a year, or for other reasons as determined by the majority of the remaining Officers.
6. The Executive Board shall direct an audit of the books of the Treasurer, to be performed by UCR Audit & Advisory Services, at the end of each even-numbered fiscal year.

## ARTICLE VI – Officer Responsibilities

### 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; appoints committees as needed; and serves as ex-officio member on all committees except the Nominating Committee.
- D. Serves as the liaison between UCRRA and UCR's Administration, Retirement Center, UCR Emeriti Association, 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 Board can serve as alternates and/or may attend CUCRA meetings.
- F. Performs duties as required to ensure that the UCRRA is financially sound and achieves its purposes and goals.
- G. Appoints an ad hoc committee every three years to review UCRRA Bylaws, and report to the Executive Board.
- H. May only serve a maximum of three consecutive terms in the position of President.

### 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 Scholarship Committee. Takes minutes at meetings in the absence of the Secretary.
- D. Prepares and arranges 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.

### **3. The Secretary**

- A. Records the minutes, including decisions and actions, of UCRRA and Executive Board meetings and maintains the Book of Minutes.
- B. Prepares and distributes meeting notices and maintains records of decisions and actions of the Executive Board.
- C. Maintains an up-to-date copy of the Bylaws as well as the record of actions and decisions to amend the Bylaws.
- D. Provides each member of the Executive Board with a current copy of the Bylaws annually. A current copy of the Bylaws is also available on the UCRRA website.
- E. Ensures that Robert's Rules of Order are followed at all UCRRA meetings. See Article XIII.
- F. Transfers digital copies of UCRRA's documents to UCR Library's Special Collections & University Archives Department, annually.

### **4. The Treasurer**

- A. Keeps the Books of Account; ensures the collection of dues and charges which may be assessed; maintains custody of Association funds; pays all bills; and signs 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 requests in writing to the President for approval of the disbursements and checks in the amount of \$1,000.00 or more.
- D. Prepares and distributes monthly and annual financial statements 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.
- F. At the end of each fiscal year, retains an amount appropriate for the continual operation of UCRRA in the treasury, and any amount in excess of \$10,000 will be transferred to the scholarship and/or endowment fund(s) if approved by the Executive Board.

### **5. Past President**

- A. The immediate Past President shall continue to be a voting member of the Executive Board 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.

#### 6. **Communications & Outreach Director**

- A. Responsible for distributing UCRRA information to members via e-mail and other means as Director, Committee and/or Executive Board deem appropriate.
- B. Develops and maintains information on the UCRRA website.
- C. Informs retiring UCR staff and non-Senate academics about the UCRRA and its benefits.
- D. Identifies strategies to enhance outreach and distribution of UCRRA information.

#### 7. **Events & Programs Director**

- A. Coordinates with the Events & Programs Director's UCREA counterpart to identify venues for joint UCRRA/UCREA events.
- B. Chairs the Events and Programs Committee.
- C. Coordinates with the Treasurer and other Executive Board members to develop a menu and, within financial constraints, to identify speakers/presenters for UCRRA events.
- D. Works with the Communications & Outreach Director to publicize events to UCRRA members.

### ARTICLE VII – UCRRA Committees

UCRRA will create committees – standing and ad hoc – as necessary.

1. **Standing Committees** are ongoing committees that serve a specific purpose. UCRRA's Standing Committees are:

- A. **Nominating Committee.** The Nominating Committee prepares a slate of recommendations for Executive Board Officers. The committee also recommends to the President a slate of committee chairs for the coming year. The Nominating Committee shall attempt to strike a balance between the number of continuing members and the number of new members on the Executive Board each year.
  - i. At the March meeting, at least two (2) UCRRA full members will be appointed to serve on this committee.
  - ii. The President shall nominate the Chairperson of this committee for Executive Board approval.
  - iii. The slate of nominees is presented to the Executive Board for consideration at its April meeting and may be modified or amended as necessary and for membership elections. All officer candidates must agree to serve in their position.
- B. **Membership and Outreach Committee.** The Membership and Outreach 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 database is up-to-date.

- i. This Committee shall consist of one (1) Executive Board Member and at least one (1) UCRRA full member, appointed by the Vice President.
- ii. The Member and Outreach Committee Chair coordinates all membership activities with the UCRRA President and Vice President.

C. **Events and Programs Committee.** The purpose of the Events and Programs Committee is to assist with room set-up, decorations, and meal planning for regularly scheduled quarterly membership luncheons, and for general meetings as needed. It also recommends table centerpieces and/or other decorative items to be raffled off in support of the UCRRA Scholarship Fund and other initiatives.

- i. This committee shall consist of the Events & Programs Director as chair and at least three (3) UCRRA full members, appointed by the President.
- ii. This committee collaborates with the UCRRA Scholarship Committee to develop marketing strategies to increase fund-raising efforts in support of UCRRA initiatives.
- iii. The Events and Programs Committee Chair, or other designated committee member, maintains photos of UCRRA quarterly luncheons and other events.

D. **Scholarship Committee.** *The Scholarship Committee is responsible for selecting one or more recipient(s) for UCR Undergraduate Student Scholarships offered by UCRRA.*

- i. This Committee shall consist of the Vice President as chair and at least two (2) UCRRA full members appointed by the Vice President.
- ii. This Committee shall develop scholarship criteria for Executive Board approval. The committee will also develop the scholarship application and process timeline.
- iii. This committee will present scholarship recommendation(s) to the Executive Board for approval and will then work with UCR Financial Aid to ensure applicant eligibility and for scholarship fund disbursements.

2. **Ad Hoc Committees** are formed to accomplish a specific task or objective and will be dissolved after the completions of the task. These committees will be created to study and make recommendations on issues discussed at UCRRA Board meetings. They may include membership from both UCRRA and UCREA. The size and scope of these committees will vary depending on the need. 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, except for the position of President where eligibility requires the prerequisite of current or past service as an Executive Board member as stated in Article V.4.

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. Membership dues shall pay for operation of UCRRA.
4. Charges sufficient to defray the cost of services may be made to members and guests participating in certain events.

## ARTICLE X – Program and Administrative Support

The UCR Retirement Center (UCRRC) Director (or designee) provides program and administrative support for the UCRRA and attends all board meetings as an ex officio member without voting privileges.

The Director has the following responsibilities:

1. Partnering with the UCRRA and the University Advancement organization to establish a process to design and coordinate fundraising efforts.
2. Playing a key role in managing the membership process and activities for the UCRRA, including coordinating meetings, developing and publishing marketing materials, and scheduling association meetings.
3. Scheduling and planning all association events and meetings including UCRRA/UCREA joint meetings, UCRRA board meetings, regular UCRRA/UCREA luncheons, Open Enrollment Workshops for retirees, Information Technology Services (ITS) workshops (such as Tech Talks), and other social activities.
4. Coordinating with the UCRRA Executive Board the activities required to host system-wide CUCRA/CUCEA meeting on campus every 3-4 years.
5. Scheduling educational programs with Fidelity, UCOP, the campus benefits office, and other campus departments.
6. Participating in and attending events to promote UCRRA, including the annual UCR Benefits Fair and the semi-annual CUCRA/CUCEA meetings.
7. Managing the membership process for UCRRA to include working with the benefits retirement counselors for membership processing; managing and monitoring collection of dues from

members in coordination with the UCRRA's Treasurer and Membership and Outreach Committee Chair; creating and maintaining membership lists and the membership database; creating and managing distribution lists (online, email, U.S. mail); and working with Transportation and Parking Services (TAPS) for the UCR retiree parking benefit.

8. Liaising with all UCRRA committees as requested by the UCRRA President. The Director has no voting privileges in this role.

## ARTICLE XI – Limitations

1. UCRRA is a non-profit organization.
2. No debt may be incurred in excess of the funds in the treasury of UCRRA
3. No assessment may be levied against Association members for any purpose.

## ARTICLE XII – 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. Association members in good standing may propose amendments to the Bylaws for consideration and adoption by the Executive Board. The general membership shall be notified by the Executive Board of adopted bylaw amendments via the newsletter.

## ARTICLE XIII – Parliamentary Procedure

Robert's Rules of Order shall govern the UCRRA in all cases to which they are applicable and in which they are not inconsistent with the Bylaws or any special rules of the Association.

(Revised: March 2023)

(Approved: )