

**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 offer opportunities for social, cultural and other continuing relationships among the members of UCRRA and the University community.
2. To foster continuing involvement in campus activities, volunteer work, or part-time employment.
3. To inform and assist members in utilizing benefits available to them. To enhance campus benefit programs; to develop special or one-time opportunities for retirees; and to participate in the systemwide retirees' association Council of University of California Retirees' Association (CUCRA).

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 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 due and payable 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. Guest Charges: All members may bring guests to any event or meeting at the same charge as members. Spouses of members shall be considered guests.

ARTICLE V – Administration

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. Additional members-at-large shall be appointed by the Executive Board, and will be non-voting advisory Board members.
4. The term of office for all officers and the members-at-large of UCRRA shall be two (2) years. The President and Treasurer shall be elected in odd-numbered years; the Vice President and Secretary shall be elected in even 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: The President has the responsibility for the operation and success of the UCRRA. The President shall preside 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. The President will perform duties as required to ensure that the UCRRA is financially sound and achieves its purposes and goals.
2. The Vice President: In the absence of the President, the Vice President shall preside over meetings and otherwise act for the President. The Vice President shall approve all checks and disbursements in the amount of \$1,000.00 or more. The Vice President shall

also be responsible for appointing committees, subject to the approval of the Executive Board. The Vice President serves as Chairperson of the Nominating Committee and Assistant Hospitality Chairperson; takes minutes at the meetings in the absence of the Secretary. 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: The Secretary shall record the minutes of the meetings of UCRRA, of the Executive Board and keep the Book of Minutes. The Secretary shall be responsible for preparing and sending out notices of meetings and maintaining records of decisions and action of the Executive Board. The Secretary is additionally responsible for maintaining an up-to-date copy of the Bylaws and maintaining the record of actions and decisions to amend the By-Laws. The Secretary shall further be responsible for providing each member of the Executive Board a current copy of the By-laws annually. The Secretary is also responsible to ensure that Robert's Rules of Order are followed at all UCRRA meetings. See Article XII.
4. The Treasurer: The Treasurer shall keep the Books of Account; collect dues and charges which may be assessed; maintain custody of Association funds; pay all bills; and sign all checks. All disbursements and checks in the amount of \$1,000.00 or more shall be submitted in writing to the Vice President for approval. The Treasurer shall present an annual financial statement to the Executive Board. Quarterly financial statements shall be presented to the Executive Board and at general meetings. The Treasurer will work closely with UCRRA staff in the processing of membership applications, and with UCRRA staff, is responsible for ensuring an accurate current record of UCRRA membership.

ARTICLE VII – Standing Committees

1. Nominating Committee. At the March meeting, two (2) full members will be enlisted to serve on this committee. The Vice President from the Executive Board shall serve as Chairperson.
2. Membership Committee. This committee shall consist of one (1) Executive Board Member 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.
5. Other Committees. Additional committees may be appointed, as needed, by the Vice President subject to the approval of the Executive Board

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. At the Spring Board meeting, volunteers will be enlisted to serve on the Nominating Committee.
3. 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) Board members. Board Meetings are open to all members of UCRRA; voting is limited to the Executive Board.
2. Membership Meetings: The President and/or the Executive Board shall call meetings of the membership; meetings will be held in September, December, March and June. The June meeting shall be designated as the Annual Meeting. Special meetings of the membership may be called by the Executive Board as deemed necessary.

ARTICLE X - Limitations

1. UCRRA shall be a non-profit organization.
2. Dues shall pay for operation of UCRRA.
3. No debt may be incurred in excess of the funds in the treasury of UCRRA.

4. 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 of \$5,000.00 will be added to the scholarship fund if approved by the Executive Board.
5. No assessment may be levied against UCRRA members for any purpose. Charges sufficient to defray the cost of services may be made to members and guests participating in certain events.
6. UCRRA, in conformance with University policy, does not discriminate on the basis of race, color, national origin, religion, sexual preference, age, medical condition or handicap, in any of its policies, procedures or practices. This nondiscrimination policy covers membership and participation in UCRRA.

ARTICLE XI – Amendments of Bylaws

The Bylaws may be amended by a two-thirds vote of those members present at a meeting of UCRRA, provided the proposed amendment has been included in the call to or announcement of the meeting, distributed to UCRRA members via USPS mail or electronic mail, or distributed at the previous meeting.

ARTICLE XII – Parliamentary Procedure

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