

Bylaws of the University of California Retirees Association, San Francisco

(Revised – April 15, 2014, UCSF Retirees Association Board meeting)

(Revised - May 15, 2016, UCSF Retirees Association Board meeting)

ARTICLE I – NAME

The name of this non-profit organization shall be University of California Retirees Association, San Francisco.

ARTICLE II – OBJECTIVES

A. To foster a continuing affiliation with the University.

B. To provide planned social activities for members.

C. To keep members informed about important developments and issues that may affect retirement benefits.

D. To keep members informed about resources available to retirees.

ARTICLE III – MEMBERSHIP

A - Regular Membership

1. A Regular Member is an individual who has retired from service at the University of California and has paid Regular Membership dues for the current fiscal year.

2. Any person who has retired from service in the University of California shall be eligible for regular membership with voting privileges.

B - Associate Membership

1. An Associate Member is an individual who meets the requirements for Associate Membership and has paid Associate Membership dues for the current fiscal year.

a. A spouse or a partner of a regular member shall be eligible for Associate Membership

b. A spouse or a partner of a deceased regular member shall be eligible for Associate Membership.

2. Persons who do not qualify for membership under Section a. or b., may be admitted to Associate Membership upon application to the Membership Chair, approval of the Board and payment of Associate Membership dues.

3. Associate members enjoy all privileges of regular members, but may not vote or hold office.

4. Associate members may be appointed to committees

ARTICLE IV – DUES AND CHARGES

A. - Fiscal Year - The fiscal year of the Association shall be from July 1 through June 30.

B - Income, Annual Dues

1. The dues for regular and associate members shall be set by the Board

2. The Board shall announce any change in regular or associate membership dues for the subsequent fiscal year on or before June 1.

C - Expenses, Limitations

1. No debt may be incurred in excess of the funds in the treasury of the Association.

2. Any disbursements over five hundred dollars (\$500.00) shall require majority approval of the Board, and any request for disbursement over one hundred dollars (\$100.00) must be approved by the Treasurer.

D - New Members - New members who join between April 1st and June 30th shall pay only the dues for the next fiscal year.

E - Guests

1. Regular and associate members may bring guests to events or meetings by paying applicable guest charges.

2. The Program Director or the Director's designee may limit the number of guests a member may bring to any event.

ARTICLE V - BOARD AND EXECUTIVE COMMITTEE

A - Members of the Board - The Board shall consist of the Officers, Members-at-Large, and the Representatives to the Council of the University of California Retirees Association (CUCRA) elected by the Membership; the Chairs appointed by the President, Chair of the Nominating Committee, and the immediate Past President.

B - Members of the Executive Committee

1. The Executive Committee shall be composed of the Officers, a Member-at-Large appointed by the President, and a CUCRA Representative.

2. The Executive Committee of the Board shall act on Association business between Board meetings.

3. The Executive Committee shall report, at the next scheduled Board meeting, on all actions taken between Board meetings.

C - Members-at-Large

1. The Board shall include eight members-at-large elected by the membership.
2. Four Members-at-Large shall be elected in odd-numbered years, and four Members-at-Large shall be elected in even-numbered years
3. The Members-at-Large shall serve two-year terms and shall not serve more than two consecutive terms.

D - Chairs

1. The President shall appoint the following Chairs with the approval of the Board:
 - a. The Membership Chair
 - (1). Shall maintain an accurate roster of members and shall determine eligibility of persons seeking membership.
 - (2). Shall refer questions of eligibility to the Board.
 - (3.) Shall act on all membership matters.
 - b. The Legislation and Benefits Chair shall report on local, state or national issues that could affect the membership of the Association.
 - c. The Historian shall maintain an account of the Association's Activities, which shall become a permanent part of the Association's official history.
 - d. Nominating Committee Chair shall be appointed by the Board and shall serve for two years starting March 1 and four members who shall serve two years.
2. Any Chair may appoint additional committee members with the advice and consent of the President.

E - Representatives to the Council of University of California Retirees Associations

1. The membership shall elect a representative and an alternate to the Council.
2. Representatives shall be elected for a two-year term.
3. Both the representative and the alternate may attend the meetings of the Council with approval of the President.
4. Expenses incurred in attending Council meetings shall be paid by the University of California Retirees' Association.

F - Vacancies - A vacancy occurring mid-term in an elective office or within the Board shall be filled by a majority vote of the Board and shall have full privileges of an officer or

member of the Board.

ARTICLE VI - OFFICERS

A - Officers shall be President, Vice-President, Treasurer, Secretary, and Program Director.

B - Terms of Office

1. The President and Secretary shall be elected in odd-numbered years.
2. The Vice-President, Treasurer and Program Director shall be elected in even-numbered years. Treasurer and Program Director do not have term limits.
3. The President, Vice-President and Secretary shall be eligible to serve up to three consecutive terms in the same office.

C - Duties of Officers

1. President
 - a. Shall preside at Board, Executive Committee and General Membership meetings and be responsible for meeting agendas.
 - b. May serve without voting privileges as an ex-officio member of all committees with the exception of the Nominating Committee.
 - c. Shall appoint ad hoc and other committees as needed with the approval of the Board.
 - d. In the absence of the Treasurer, shall sign checks and disbursements.
 - e. Prior to the end of the fiscal years, appoint a Board member who shall review the Book of Account and report findings to the Board.
 - f. Every three years, appoint an ad hoc Committee which shall review the Bylaws and report to the Board. The committee may propose amendments for consideration and adoption by the membership.
 - g. Shall be responsible for calling meetings of the Executive Committee.
2. Vice-President
 - a. In the absence of the President, shall preside over meetings and otherwise act for the President.
 - b. Shall otherwise act for the President
3. Treasurer

- a. Shall keep books of account which record all income and expenses.
- b. Oversees collections and deposit of membership dues and monies contributed to or collected by the Association.
- c. Pays all approved bills, and sign checks for disbursements.
- d. Submits financial report(s) to the Board.

4. Secretary

- a. Shall record the minutes of the meetings of the Association, of the Board, and of the Executive Committee
- b. Shall be responsible for mailing notices of meetings.
- c. Shall maintain a current copy of the Bylaws and serve on the Bylaws Committee.

5. Program Director

- a. Shall appoint members of the Program Committee.
- b. Shall call and preside over Program Committee meetings
- c. Shall be responsible for planning and executing the Association's programs.
- d. Shall report to the Board at least quarterly on the Association's programs.

ARTICLE VII – MEETINGS

A - The Board

- 1. The Board shall meet quarterly or upon the call of the President
- 2. A quorum of 50% of Board members must be present for the Board to act.

B - The Executive Committee - shall meet on call by the President.

C - General Meetings

- 1. The President may call a meeting of the Regular Membership.
- 2. A majority of the Board may call a meeting of the Regular Membership.
- 3. The President or the Board shall call a meeting of the Regular Membership at least once each fiscal year.

4. To conduct Association business at a Regular Membership meeting, **a quorum of at least 10% of Regular Members must be present.**

ARTICLE VIII – ELECTIONS

A - Eligibility for Nomination

1. Any Regular Member in good standing shall be eligible for nomination and election as an Officer, a Member-at-Large or a Council Member.

2. Regular Members in good standing are those whose dues are paid at the time of nomination and election, and who, if elected, maintain paid Regular Membership status throughout their term of office.

B - Nominations

1. The Nominating Committee shall make a call for nominations. All nominations shall have prior consent of the nominees.

2. The Nominating Committee shall prepare a slate of candidates for Officers, Members-at-Large and Representatives to the Council.

C - Conduct of Elections

1. If there is only one nominee for each open position, the nomination slate shall be approved by a majority vote of the current Board, and the nominees shall assume their positions on the new board pending confirmation by voice vote of members present at the next general meeting.

2. If there is more than one nominee for any open position, then an official Retirees Association ballot for that position shall be sent to each Regular member no later than four weeks before the Annual Meeting. The ballot shall specify a date by which each Regular Member who wishes to vote must return the ballot to a specified address, for the member's vote to be tallied in the election results.

a. The ballot shall specify a date by which each Regular Member who wishes to vote must return the ballot to a specified address for the member's vote to be tallied in the election.

b. The ballot shall specify the date, time and location at which ballots will be counted.

c. After notifying the Board President any Regular member may be present when all votes are counted.

d. Ballots shall be tallied by an ad hoc committee appointed by the President with the approval of the Board.

e. Board members shall be elected by a simple majority of the votes cast.

3. The current President shall communicate election results to the membership of the Retirees Association.

ARTICLE IX – PARLIAMENTARY AUTHORITY

A. The rules contained in Robert’s Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and are not inconsistent with the Bylaws or any special rules of the Association.

ARTICLE X – AMENDMENTS

A - Proposing Amendments to the Bylaws

1. Any Regular Member of the Association may petition to amend the Bylaws by submitting a petition to the Board detailing the proposed change(s), and signed by 10% of Regular Members as of the date of submission.

2. The Board may petition to amend the Bylaws by the affirmative vote of a majority of all Board members.

B - Voting on Amendments to the Bylaws

1. Once each fiscal year, the President shall schedule a vote of the Regular Membership on all Bylaw amendment petitions received.

2. The President Shall communicate results to each Regular Member of the Retirees Association

C - Adopting Amendments to the Bylaws

1. A proposed Bylaw amendment shall be adopted by a 2/3 margin of votes cast, when previous notice regarding the bylaws amendment has been given at the annual meeting.

2. An adopted Bylaw amendment shall become effective 21 days after amendment ballots have been counted.

By-Law History

Amended June 9, 2009 at the Spring Luncheon Annual Meeting

Amended June 16, 2010 at the Spring Luncheon Annual Meeting

Revised April 15, 2014 at the UCSF Retirees Association Board Meeting

Amended June 2014 at the Spring Luncheon Annual Meeting

