

Bylaws of the University of California, San Francisco, Retirees Association, (UCSFRA)

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

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

(Revised – July 13, 2022, UCSF Retirees Association Bylaw Committee)

ARTICLE I – NAME

The name of this non-profit organization will be the University of California, San Francisco Retirees Association, (UCSFRA). “Retirees” will include all UCSF retired staff, retired faculty and emeriti.

In accordance with March 26, 2012, the association will be formally recognized as an “Affiliated Organization” as defined in Regents Policy 5203: Policy on Support Groups, Campus Foundations and Alumni Associations.

ARTICLE II – OBJECTIVES

A. To foster a continuing affiliation with the University, UCSF and each other.

B. To provide ongoing information about resources available to retirees.

C. To provide educational programming that keep our retirees engaged with the University, UCSF and each other.

D. To keep retirees informed about important developments and issues that may affect retirement benefits

E. To provide planned social activities for our retirees.

F. In concert with UCSF Emeriti Association, to work towards establishing a resource, the “UCSF Emeriti and Retirees Center” (The Center) as part of the UCSF organizational structure to serve the many and varied needs of both the current and future retiree population.

G. In concert with CUCRA (Council of University of California Retirees Associations), as provided in March 26, 2012 from President Yudof, to help further benefits provided by these organization and the mission of the University.

ARTICLE III – MEMBERSHIP

A - Regular Membership

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

2. 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, including first year complimentary membership

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 will be eligible for Associate Membership.

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

c. A member of other UC campus retirees programs.

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

3. Associate members may be appointed to committees.

ARTICLE IV – DUES AND CHARGES

A. – Membership and Fiscal Year – The membership year will run from January 1 – December 31. The fiscal year of the Association will be from July 1 through June 30.

B. - Income, Annual Dues

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

2. The Board will announce any change in regular or associate membership dues for the subsequent membership year on or before October 31.

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) will require majority approval of the Executive Board. Any request for disbursement over one hundred dollars (\$100.00) must be approved by the Treasurer. Expenses under \$100 may be incurred by executive board and/or director of retirees center.

D. - New Members - New members are provided complimentary membership during first year of membership.

E. - Guests

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

2. The number of guests may be limited.

ARTICLE V - BOARD AND EXECUTIVE COMMITTEE

A - Members of the Board - The Board will consist of the Officers (see Article VI), Members-at-Large, and the Representatives to the Council of the University of California Retirees Association (CUCRA), ; 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 will be composed of the Officers, a Member-at-Large appointed by the President, and a CUCRA Representative.

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

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

C - Members-at-Large

1. The Board will include at least eight Members-at-Large selected by the board.

2. Four Members-at-Large will be selected in odd-numbered years, and four Members-at-Large will be selected in even-numbered years.

3. The Members-at-Large should serve two-year terms and should not serve more than two consecutive terms unless approved by the board.

4. Past members may rejoin board as Members-at-Large.

D – Committee Chairs

1. The President will appoint the following Chairs with the approval of the Board:

a. The Membership Chair

(1). Maintain an accurate roster of members in conjunction with Director of Retirees and will provide ideas on building/increase retirees membership

(2.) Act on all membership matters.

b. Educational/Speaker Series Chair - To provide speakers for educational workshops and programs.

c. The Historian will maintain an account of the Association's Activities, which will become a permanent part of the Association's official history.

d. Nominating Committee Chair will be appointed by the Board and will serve for two years and four members who will serve two years.

e. Activity Program Committee Chair –

1. Schedule and provide social activities including hikes, museum tours and visits to other places of interest.
2. Appoint members of the Program Committee.
3. Call and preside over Program Committee meetings
4. Be responsible for planning and executing the Association’s social/activity programs.
5. Report to the Board at least quarterly on the Association’s social/activity programs.

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 (CUCRA)

1. The board will elect a representative and an alternate to the Council.
2. President and/or a representative will attend the bi-annual meetings.
3. Representatives will be elected for a two-year term.
4. Both the representative and the alternate may attend the meetings of the Council with approval of the President.
5. Expenses incurred in attending Council meetings will be paid by the University of California Retirees’ Association.

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

ARTICLE VI - OFFICERS

A - Officers will be President, Vice-President, Treasurer, Secretary

B - Terms of Office – all terms are on a two years basis.

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

C - Duties of Officers

1. President

- a. 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. Appoint ad hoc and other committees as needed with the approval of the Board.
- d. In the absence of the Treasurer, sign checks and disbursements.
- e. Prior to the end of the fiscal year, appoint a Board member who will review the accounting ledger of the Association and/or request a Financial Statement and report findings to the Board.
- f. Every three years, appoint an ad hoc Committee to review the Bylaws and report to the Board. The committee may propose amendments for consideration and adoption by the membership.
- g. Responsible for calling meetings of the Executive Committee.

2. Vice-President

- a. In the absence of the President, preside over meetings.
- b. Otherwise act for the President.

3. Treasurer

- a. Keep an accounting ledger or Treasurer's Reports which record all income and expenses.
- b. Oversee collections and deposit of membership dues and monies contributed to or collected by the Association.
- c. Pay all approved bills, and sign checks for disbursements.
- d. Submit financial report(s) to the Board.
- e. Provide an annual Financial Statement.

4. Secretary

- a. Record the minutes of the meetings of the Association, of the Board, and of the Executive Committee
- b. Responsible for mailing notices of meetings.
- c. Maintain a current copy of the Bylaws and serve on the Bylaws Committee.

ARTICLE VII – MEETINGS

A - The Board

1. The Board will meet bi-monthly 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 - Will 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 may 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 will 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 will make a call for nominations. All nominations will have prior consent of the nominees.

2. The Nominating Committee will 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 will be approved by a majority vote of the current Board, and the nominees will 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 the Retirees Association board will vote.

a. The ballot will 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 will 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 will be tallied by an ad hoc committee appointed by the President with the approval of the Board.

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

3. The current President will 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, will 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. The Association board will vote on approval of amendment.

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. The President will schedule a vote of the Board Membership on all Bylaw amendment petitions received.

2. The President will communicate results to Regular Members of the Retirees Association.

C - Adopting Amendments to the Bylaws

1. A proposed Bylaw amendment will be adopted by a 2/3 margin of votes cast.

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

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

Revised July 13, 2022 and approved at July 13, 2022 board meeting