

Revised Standing Rules presented to the CUCRA Council – Fall 2020 Meeting
Highlights in blue are recommendations of the Bylaws Committee

**STANDING RULES OF
THE COUNCIL OF UNIVERSITY OF CALIFORNIA
RETIREE ASSOCIATIONS**

1. There will be two meetings annually of the Council of University of California Retiree Associations (CUCRA), one in the fall and one in the spring, **with the hosts alternating between northern and southern locations** between northern and southern associations. Meetings will normally be held in-person, but a meeting may be held in lieu of an in-person meeting by voice and/or video telecommunications when deemed appropriate by the Executive Committee. The meeting dates and locations should be established at the earliest opportunity by CUCRA's Executive Committee in consultation with member associations and the leadership of the Council of University of California Emeriti Associations (CUCEA).
 - a. The leadership of CUCRA and CUCEA should consult with each other to plan a joint meeting of the two Councils. **that is held in conjunction with the semi-annual Council meetings.** Appropriate representatives of the President's Office should be invited to attend the joint meeting.
 - b. The retiree association(s) that hosts each in-person meeting should arrange for appropriate facilities, including voice and/or video telecommunications, lodging, and meals for participants. The host association(s) may, at its discretion, assess a registration fee to assist in covering the necessary expenses.
 - c. Members shall receive notice of the date and time of fall and spring meetings at least 60 days in advance.
2. The Council Chair may call special meetings, to be held via **telephone, video conferencing** voice and/or video telecommunications, e-mail, in person, or other appropriate means, to transact business between regular meetings. **Members shall receive notice of the date and time of such meetings at least 30 days in advance.**

3. Annual dues for member associations are based on the total number of retirees at each location.
 - a. The annual membership dues for each member association should be determined by the "tier" into which the association falls. The "tiers" reflect the total number of retirees at each location as of October 31 of the current year, according to information provided to the Council Chair by the UC Office of the President. There are three tiers:
 - Group 1: 6,000 and above
 - Group 2: 3,000 - 5,999
 - Group 3: 1 - 2,999
 - b. The CUCRA Treasurer will prepare a dues schedule, based on the three tiers in section 3.a., that shows the amount of dues to be paid by each association during the coming calendar year, as part of the annual budget development process. The Treasurer will also prepare a multiple-year dues schedule to facilitate financial planning by member associations. A review of the next year's dues and the multi-year dues schedule will be part of the budget discussion and approval process at CUCRA's fall meeting.
 - c. In accordance with Article VI, Paragraph A of the Bylaws, the Treasurer will send the President of each member association by January 31 of each year an invoice that indicates the membership dues assessment.
 - d. A member association that is not able to make its annual dues payment may seek financial relief from CUCRA. In this case, the association should submit to the CUCRA Treasurer by March 1 a request for relief that explains the extenuating circumstances and provides a financial statement for the current year. The Treasurer will review the request, ask the association for clarification if needed, and forward the request with his/her recommendation to the Council Chair. After consulting with the Executive Committee, the Chair will inform the association's President of the Executive Committee's decision.
 - e. In the event that a member association's dues payment has not been received by CUCRA by March 31, the Treasurer will contact the President and/or the Treasurer of the association to discuss the status of the payment. (Sometimes the processing of a payment takes longer than expected, which in turn delays the receipt of the check by the CUCRA

Treasurer.) If it appears that the member association will not make the payment and has not requested relief, the following procedures will be followed:

- (1) The Treasurer will inform the Council Chair about the delinquency.
 - (2) The Council Chair will consult with the Executive Committee, and may also choose to contact the association's President to seek clarification of the situation.
 - (3) The Council Chair will inform the association's President of any action recommended by the Executive Committee, which might include declaring the association's representative(s) ineligible to vote in Council meetings until payment has been received.
4. A copy of CUCRA's current Bylaws and Standing Rules will be posted on CUCRA's website (<http://cucra.org>).
 5. CUCRA's Standing Rules may be amended ~~using the procedures set forth in Article IX of CUCRA's Bylaws~~ by two-thirds vote of the Council's voting members.¹
 6. The Chair of the Joint Benefits Committee may be reimbursed for one-half of the expenses he/she incurred for meals, lodging, and transportation in attending meetings of the Council, provided that the Chair is not a Representative or Alternate of a member association. Reimbursement will be in accordance with the current University of California travel regulations. It is understood that CUCEA, in accordance with its Bylaws, will reimburse the J.B.C. Chair for the other half of his/her expenses.
 7. To ensure an orderly and inclusive nominating process, the Council Vice-Chair, in his/her role as Chair of the Nominations ~~and Elections~~ Committee, should forward the nominees for Council officers to the Information Officer for distribution by September 15.
 8. Consistent with Article IV of the CUCRA Bylaws, Council Officers will be elected ~~at the Council's fall meeting and will begin their term of office on January 1 of the following year~~ as follows:

¹ If CUCRA had 21 members, 14 would have to vote in favor of a proposed Standing Rule amendment in order to meet the two-thirds requirement.

- a. Elections for officers whose terms are expiring will be held at the Council's in-person fall meeting or, for meetings held solely by voice and/or video telecommunications, prior to the fall meeting. When a fall meeting is not held in person, ballots with voting instructions shall be mailed to each Association by the Information Officer. Such ballots are to be returned to the Nominations and Elections Committee for tabulation by at least two members of the Committee. The Vice Chair or other member of the Committee shall announce the results of the election at the fall meeting. Newly elected officers will begin their terms of office on January 1 of the following year.
 - b. ~~Elections~~—Elections for offices becoming vacant before the end of the term will be held either at the next scheduled meeting of the Council or at a special meeting called by the Chair. The Nomination and Elections Committee will recommend a nominee(s) in consultation with the Chair and then bring the recommendation to the Council for approval of a majority of the Council's voting members. The elected officer(s) will complete the term of the vacated office(s).
9. The travel program will be coordinated by a volunteer. The person will not receive any compensation for services performed. Reimbursable expenses will include printing (e.g. travel brochures), postage and mailing, subscribing to contact management applications, and attending fall and spring CUCRA meetings.

The Council of University of California Retiree Associations hereby amends these Standing Rules, which were originally adopted on April 17, 2008, and subsequently amended on October 21, 2012, April 30, 2015, ~~and~~ October 25, 2017, and October 25, 2019.

Date: October 29, 2020

Gail Harden, Secretary

Copyright 2020 The Regents of the University of California. All rights reserved.