

UCSB Retirees Association Bylaws

Article I – NAME

The name of this organization shall be the UCSB Retirees Association.

Article II – PURPOSE

The purpose of this organization shall be:

1. To provide the means for interaction among retirees through a diversity of programs.
2. To foster the enjoyment of new, continued and renewed friendships among its members.
3. To assist members in understanding U.C. benefits available to them.

Article III – MEMBERSHIP

SECTION 1. Regular Membership

Any person who has retired from service in the University of California shall be eligible for Regular Membership in this Association.

SECTION 2. Associate Membership

Spouses of Regular Members shall be eligible for Associate Membership with full privileges of membership except participation in voting and eligibility to hold elected office in the Association. Upon the death of a Regular Member of the Association, the surviving spouse may continue the membership by keeping the dues current.

SECTION 3. Persons who do not qualify for membership under Sections 1 and 2 may be admitted to membership, Regular or Associate, upon application to the Membership Chair and approval by the Executive Board.

Article IV – DUES AND CHARGES

SECTION 1. Fiscal Year. The fiscal year of this Association shall be the period from July 1 through June 30.

SECTION 2. Annual Dues. The annual dues shall be set by the Executive Board at a specific meeting of the Board which shall be announced in advance. Dues shall be due and payable the first day of the fiscal year.

SECTION 3. Guest Charges. Except in the case of special events or meetings previously announced as restricted to members, all Regular Members and Associate Members may bring guests to any event or meeting by paying the applicable charges.

Article V – ADMINISTRATION

SECTION 1. The officers of the Association shall be the President, the President Elect, the Vice-President, the Recording Secretary, the Treasurer, the Membership Chair, the Program Chair, and such other officers as deemed necessary by the Executive Board.

SECTION 2. The officers shall be elected by the general membership by secret ballot if there is more than one nominee for a specific office; otherwise, a voice vote of Regular Members present at a General Meeting shall be in order.

SECTION 3. The term of office for all officers of the Association shall be one year. Officers may serve two or more elected consecutive terms in the same office.

SECTION 4. Executive Board. The Executive Board shall consist of the officers elected by the membership of the Association. The Board shall administer the program and business activities of the Association, and shall direct an audit of the books of the Treasurer at the end of each fiscal year. A vacancy occurring within the Board shall be filled by majority vote of the Board, and such an appointee shall serve until the next election for that office. Such appointees shall have full privileges as an officer of the Association and member of the Executive Board, including voting. The Board shall, upon the recommendation of the Membership Chair, approve or disapprove membership for persons applying under Article III, Section 3 of these By-Laws.

SECTION 5. Records. Paper records of the Association shall be retained for a period of 7 years with the exception of official documents.

Article VI – OFFICERS

SECTION 1. The President(s). The president shall preside at all meetings of the Association and at all meetings of the Executive Board, shall appoint committees as needed with the exception of the Membership Committee, the Program Committee, and shall serve as EX OFFICIO member of all committees. With the Treasurer, the President shall sign all checks and disbursements, and shall perform such other duties as may be required.

SECTION 2. The President Elect. The president elect shall be in training until the President's position is vacated.

SECTION 3. The Vice President. The Vice-President shall, in the absence of the President, preside over meetings and otherwise act for the president or at the President's request, including the signing of checks and disbursements with the Treasurer.

SECTION 4. The Recording Secretary. The Recording Secretary shall record the minutes of the Association and the Executive Board, and shall keep the Book of Minutes. This office shall maintain an up-to-date copy of the By-Laws, and shall be responsible for records of decisions and actions of the Executive Board. This office shall be responsible for letters of gratitude and condolence and any other correspondence.

SECTION 5. The Treasurer. The Treasurer shall keep the Books of Account, collect dues and charges, maintain custody of Association funds, pay all approved bills, and, with the President, sign checks. This officer shall present an annual financial statement, and such other financial statements as may be requested, to the executive Board and the members of the Association at regular business meetings.

SECTION 6. The Membership Chair. The Membership Chair shall serve as Chair of the Membership Committee and shall appoint such members to the committee as may be needed, with the advice and consent of the President.

SECTION 7. The Program Chair. The Program Chair shall serve as Chair of the Program Committee and shall appoint such members to the committee as may be needed, with the advice and consent of the President

Article VII – COMMITTEES

SECTION 1. Membership Committee – This committee shall act on matters pertaining to membership in the Association. Matters of questionable eligibility for membership in the Association shall be referred to the Executive Board for final decision. The Committee shall maintain an accurate roster of members.

SECTION 2. Program Committee - This committee shall formulate and submit to the Executive Board for approval an annual schedule of activities for the Association, and at the request of the Executive Board shall be responsible for arrangements for Association meetings, social and hospitality activities including refreshments, serving, decorations and other activities.

SECTION 4. Other committees may be appointed by the President as needed.

Article VIII – ELECTIONS

SECTION 1. Eligibility for Nomination. Any Regular Member in good standing shall be eligible for nomination and election to any office of the Association.

SECTION 2. Nominations. Nominating Committee of a minimum of three (3) members shall be appointed by the President no later than sixty (60) days before the end of the fiscal year. The Committee shall prepare a list of candidates and shall submit the list to the membership no later than thirty (30) days before the election. Additional nominations may be made by mail directed to the Nominating Committee, to be received by that committee no later than ten (10) days prior to the election. Candidates must agree to serve if elected. This committee shall be responsible for preparing ballots.

Article IX – MEETINGS

SECTION 1. The Executive Board shall meet at least quarterly upon call of the President. A quorum shall consist of the members of the Board present at any meeting, except that more than two members of the Board must be present to constitute quorum.

SECTION 1. The President and/or the Executive Board shall call meeting of the general membership. At least one meeting each year shall be designated as a business meeting.

Article X – LIMITATIONS

SECTION 1. This Association is a non-profit.

SECTION 2. No debt may be incurred in excess of the funds in the Treasury of the Association.

SECTION 3. No assessment may be levied against Association members for any purpose.

Article XI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the parliamentary authority governing this Association.

Article XII – AMENDMENT

Amendment to these By-Laws may be adopted by a two-thirds vote of the Executive Board, provided that a copy of the proposed amendment and prior notice has been given each member of the Board. Any member of the Association may propose amendments to the By-Laws for consideration and/or adoption by the Board. The general membership shall be notified of any amendment made by the Board at the first general meeting of the Association following such Board action.

Revised July 2014