

**BY-LAWS**  
**UNIVERSITY OF CALIFORNIA, DAVIS**  
**RETIREES' ASSOCIATION**  
(May 19, 2016)

**Article I - Name**

The name of this organization shall be the University of California, Davis Retirees' Association.  
(Changed at May 11, 1998 General Meeting)

**Article II - Purposes**

The purposes of the Association are:

- 1) To provide opportunities for continuing interest in and support for the excellence of the University of California, Davis.
- 2) To inform and assist members of the Association in utilizing the benefits available to them and to enhance University benefit programs for retirees.
- 3) To foster continuing involvement in UC Davis through volunteer or part-time employment.
- 4) To provide the means for interaction among retirees through a diversity of cultural, intellectual and social programs.
- 5) To act in concert with similar associations on this and other campuses of the University to advocate for the welfare of University retirees.  
(Amended at May 2, 2005 General Meeting.)  
(Amended at May 19, 2016 General Meeting.)

**Article III - Membership**

Section I.     **General Members:** Any individual who has retired from the University of California, Davis shall be eligible for general membership in the Association. Those persons who have retired from any other campus of the University of California and who reside in the greater Davis and Sacramento area shall also be eligible for general membership in the Association. General members have voting privileges and are eligible to hold office.  
(Amended at May 2, 2005 General Meeting.)  
(Amended at May 5, 2008 General Meeting.)  
(Amended at May 19, 2016 General Meeting.)

Section II.    **Associate Members:** Surviving spouses or domestic partners of a Deceased Member and spouses or domestic partners of a General Member shall be eligible for Associate Membership in the Association. Associate Members have full privileges of membership except participation in voting and eligibility to hold elected office in the Association.  
  
(Amended at May 5, 2008 General Meeting.)

(Amended at May 19, 2016 General Meeting.)

#### **Article IV - Administration**

- Section I. The elected officers of the Association shall be the President, the First Vice-President, the Second Vice-President, the Secretary, and the Treasurer.  
(Changed at February 8, 1999 General Meeting.)  
(Changed at May 2, 2005 General Meeting.)
- Section II. The President and the Vice-Presidents shall serve one-year terms. The First Vice-President shall be the President-Elect, and the Second Vice-President shall succeed to the First Vice-Presidency. The Secretary and the Treasurer shall each serve a two-year term, taking office in alternate years.  
(Changed at February 8, 1999 General Meeting.)
- Section III. **The Executive Board:** The Executive Board serves as the governing body of the Association. The Executive Board shall consist of the Officers of the Association and six (6) members elected by the General Members, to include a member retired from the UCDHS, and the immediate Past President. The Officers shall serve during their terms of office; the elected Board Members shall serve two-year terms. Any General Members who are also officers of the Council of University of California Retirees' Association (CUCRA) and/or CUCRA Representatives are voting members of the Executive Board during their terms of office in CUCRA. The Executive Board will include an ex-officio, non-voting member from the UC Davis Emeriti Association, to be selected by the UCDEA President.  
(Changed at May 11, 1998 General Meeting.)  
(Changed at February 7, 2000 General Meeting.)  
(Changed at October 17, 2000 General Meeting.)  
(Amended at May 5, 2008 General Meeting.)  
(Changed at May 14, 2012 General Meeting.)  
(Changed at May 19, 2016 General Meeting.)

#### **Article V - Officers**

- Section I. **The President:** The President shall preside at all meetings of the Association and at all Executive Board meetings; shall appoint, with the advice of the Executive Board, committees as needed; and shall serve as an ex-officio member of all committees except the Nominating Committee; shall serve on the University of California, Davis Retiree Center Advisory Committee and shall serve as an ex-officio non-voting member of the Executive Committee of the University of California, Davis Emeriti Association (UCDEA).  
(Changed at May 2, 2005 General Meeting.)  
(Amended at May 5, 2008 General Meeting.)

- Section II. **The Vice-Presidents:**
- A) The First Vice-President shall, in the absence of the President or at the President's request, preside over meetings and otherwise act for the President. In case of resignation or death of the President, the First Vice-President automatically becomes President for the unexpired term. The First Vice-President serves as President-Elect of the Association. The First Vice-President shall serve as Chairperson of the Nominating Committee.  
(Changed at February 8, 1999 General Meeting.)  
(Changed at May 2, 2005 General Meeting.)  
(Changed at May 5, 2008 General Meeting.)
- B) A Second Vice-President may be nominated to the roster of candidates for vote by the General Membership. In case of resignation, death or succession of the First Vice-President to the Presidency, this Officer shall automatically become First Vice-President.  
(Changed at February 8, 1999 General Meeting.)  
(Changed at May 5, 2008 General Meeting.)  
(Changed at May 14, 2012 General Meeting)  
(Changed at May 19, 2016 General Meeting)
- Section III. **The Secretary:** The Secretary shall record the minutes of all meetings of the Executive Board. If Officers are elected by secret ballots, the Secretary shall be responsible for distributing election ballots to all eligible voters at the General Meeting.  
(Changed at May 11, 1998 General Meeting.)  
(Changed at February 8, 1999 General Meeting.)  
(Changed at May 2, 2005 General Meeting.)  
(Changed at May 19, 2016 General Meeting.)
- Section IV. **The Treasurer:** The Treasurer shall keep the Book of Accounts, collect dues and charges that may be assessed to support special activities maintain custody of the Association funds and pay all bills. The Treasurer shall present an annual financial statement and such other financial statements as may be requested to the Executive Board and to members of the Association at regular meetings.  
(Amended at May 2, 2005 General Meeting.)
- Section V. **Communications Editor:** This is a Board appointed non-voting position. This Officer serves as a member of the Communications Committee.  
(Added at May 5, 2008 General Meeting.)  
(Changed at May 19, 2016 General Meeting.)
- Section VI. **Archivist:** This is a Board appointed non-voting position. Duties and responsibilities are to maintain archival materials and historical information.  
(Added at May 3, 2004 General Meeting.)  
(Amended at May 2, 2005 General Meeting.)  
(Amended at May 5, 2008 General Meeting.)

(Changed at May 3, 2010 General Meeting.)

Section VII. **Vacancies:** If the office of the President becomes vacant, the First Vice-President shall complete the unexpired term. If the office of the First Vice-President becomes vacant, the Second Vice-President shall complete the unexpired term of the First Vice-President. Vacancies in the other offices or on the Executive Board shall be filled by appointment by the Executive Board, with appointees serving to the end of the normal term. An appointed Second Vice-President shall not succeed to the position of First Vice-President. An election for Second Vice-President shall be held at the next general election.  
(Changed at February 8, 1999 General Meeting.)

#### **Article VI - Committees**

Section I. **Nominating Committee:** A nominating committee consisting of three (3) General Members shall be appointed by the Executive Board in time to include names of nominees in the notice for the third general meeting of the Association. The First Vice-President from the Executive Board shall serve as Chairperson of the Nominating Committee. Two (2) members shall be appointed from the General Membership.  
(Amended January 22, 1996)  
(Changed at February 8, 1999 General Meeting.)  
(Amended at May 2, 2005 General Meeting.)  
(Section on the Committee for Interaction Between Chapter of the Association deleted at May 2, 2005 General Meeting.)  
(Changed at May 19, 2016 General Meeting.)

Section II. **By-Laws Committee:** This committee shall be responsible for maintaining a current copy of the By-Laws of the Association and shall be responsible for maintaining the record of actions and decisions to amend the By-Laws. The Committee shall provide each member of the Executive Board a current copy of the By-Laws annually. The committee shall consist of at least two (2) General Members.  
(Added at May 11, 1998 General Meeting.)  
(Changed at May 5, 2008 General Meeting.)  
(Changed at May 19, 2016 General Meeting.)

Section III. **Membership Committee:** The Membership Committee shall process membership requests and shall maintain a current record of the Association membership. This committee shall consist of at least two (2) General Members with one (1) member of the committee having responsibility for the membership files. This Committee shall also seek ways to increase membership and attendance at University of California Davis Retirees' Association (UCDRA) and Retiree Center events and programs by promoting UCDRA to potential members, extending knowledge of the association and its activities to the greater campus community and University of California Davis Health System (UCDHS). The Membership Committee Chair shall serve on the Communications Committee as an ad-hoc member.  
(Added at May 11, 1998 General Meeting.)

(Changed at May 5, 2008 General Meeting.)  
(Added at May 3, 2010 General Meeting.)  
(Changed at May 19, 2016 General Meeting.)

Section IV. **Communications Committee:** This Committee shall seek to ensure timely and effective outreach to association members and potential members. Its duties are to identify and implement appropriate communications methods to best promote UCDRA programs and priorities; with Retiree Center staff, to oversee the UCDRA website, electronic and print publications, social media posts and blogs, and other communication efforts; to coordinate with the UC Davis Retiree Center and the UCDEA to promote clarity, effectiveness and efficiency in communicating issues of mutual interest; and to ensure close coordination with the CUCRA representatives to communicate advocacy efforts associated with retiree benefits and access to resources. The Committee shall be comprised of a Chair to be appointed by the UCDRA President, the Communications Editor, a minimum of two additional General Members, the Membership Committee Chair as an ad-hoc member and with an invitation extended to the UCD Retiree Center and to the UCDEA to each identify a representative to promote coordination with their respective groups.  
(Added at May 19, 2016 General Meeting.)  
(Deleted Public Relations Committee and replaced with Communications Committee at May 19, 2016 General Meeting.)

Section V. **Other Committees:** Additional committees may be appointed, as needed, by the President with the advice of the Executive Board.

### **Article VII - Elections**

Section I. **Eligibility for Nomination:** Any General Member shall be eligible for nomination to any office in the Association.  
(Changed at May 19, 2016 General Meeting.)

Section II. **Nominations:** The Nominating Committee shall prepare a list of candidates and shall send same to the General Members no later than fifteen (15) days prior to the third meeting, which is the time of election. Additional nominations may be made by mail directed to the Nominating Committee, to be received by that committee no later than seven (7) days prior to the election. The Nominating Committee shall be responsible for preparing all ballots, which are, in turn, distributed by the Secretary.  
(Changed at May 19, 2016 General Meeting.)

Section III. **Elections:** Election of officers shall take place at the third meeting. There shall be no absentee ballots. The Nominating Committee shall serve as the elections committee, shall determine the results of the election, and shall report same to the membership.

Section IV. **Voting:** The officers shall be elected by secret ballot if there is more than one nominee for a specific office; otherwise, a voice vote shall be in order.

Section V. **Installation:** Newly elected officers shall assume their duties on the first day of the fiscal year following their elections.

### **Article VIII - Meetings**

Section I. The President and/or the Executive Board shall call meetings of the general membership. There shall be three meetings per year. The third meeting shall be the time of election of officers.

Section II. The Executive Board shall meet at least three times per year upon call of the President. A quorum of the Board shall consist of five (5) members.

### **Article IX – Dues**

Section I. **Fiscal Year:** The fiscal year of the Association shall be the period of July 1<sup>st</sup> through June 30<sup>th</sup>.

Section II. **Annual Dues:** The annual dues for all members shall be set by the Executive Board. Dues shall be due and payable July 1 of the fiscal year. Associate members of the Association shall not be required to pay dues.  
(Amended at May 5, 2008 General Meeting.)

Section III. **Life Membership:** An optional Life Membership is available at ten times the annual dues in effect at the time the member elects to take this option.  
(Added at April 25, 1994 General Meeting.)  
(Moved from Article III at May 5, 2008 General Meeting.)

### **Article X - Non-Discrimination Policy**

The University of California, Davis Retirees' Association, in conformity with University policy, does not discriminate on the basis of age, race, color, national origin, religious preference, sexual orientation, medical condition or disability in any of its policies, practices or procedures. This policy statement covers membership and participation in the Association.

(Amended at May 2, 2005 General Meeting.)

(Changed at May 5, 2008 General Meeting.)

### **Article XI – Quorum**

At regularly called general meetings of the Association, a quorum shall consist of the members present.

## **Article XII - Parliamentary Authority**

The rules contained in Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and in which they are not consistent with the By-Laws or any special rules of the Association.

## **Article XIII - Amendment of By-Laws**

- Section I. All proposed amendments to the By-Laws shall be presented to the Executive Board of the Association.  
(Amended at May 2, 2005 General Meeting.)
- Section II. Approval of the proposed amendment(s) requires a two-thirds (2/3) majority vote of the Executive Board.  
(Amended at May 2, 2005 General Meeting.)
- Section III. The Association President shall present the approved amendment(s) to the general membership at a General Meeting.  
(Amended at May 2, 2005 General Meeting.)
- Section IV. The proposed amendment(s) shall be distributed to the membership two (2) weeks prior to one of the General Meetings. Final approval is received if fifty-one (51) percent of those present at the General Meeting vote in favor of the amendment(s).  
(Amended at May 2, 2005 General Meeting.)
- Section V. The total process of amending the By-Laws shall not exceed ninety (90) days from the time any proposed amendment(s) are first presented to the Association for approval. A proposal, which is defeated, may not be brought up again for discussion until the following year.  
(Amended at May 2, 2005 General Meeting.)

(Article on Formation and Approval of Addition Chapters deleted at May 2, 2005 General Meeting.)

## **Article XIV - Representatives to Council of University of California Retirees' Associations**

- Section I. **Appointment:** At the first meeting following election of Officers and Board Members, the Executive Board may appoint a representative to the Council of University of California Retirees' Association (CUCRA). This appointment shall be for (2) two years; (1) one year as a non-voting alternate and (1) year as a voting representative and shall be renewable. The representative and the alternate shall attend the semi-annual meetings of the Council. If the representative is unable to attend, the alternate shall vote on behalf of the Association.  
(Article XV added to By-Laws at January 24, 1994 General Meeting.)

(Changed May 3, 2004 General Meeting.)

(Changed October 18, 2010 General Meeting)