DRAFT

BYLAWS OF THE PRESIDENT’S AND REGENTS’ RETIREE ASSOCIATION
(PARRA)

1. The name of this organization shall be the President’s and Regents’ Retiree Association (PARRA)\footnote{All subsequent sections renumbered due to the addition of new Section 1.}

2. Purposes:
   A. To ensure a continuing relationship with the University.
   B. To inform and assist members regarding University and other benefits available to retirees.
   C. To assist in orientation programs for employees approaching retirement as requested.
   D. To provide for interaction among retirees through social and cultural programs.
   E. To promote the welfare of retirees with internal and external agencies and organizations, e.g., the Council of University of California Retiree Associations.

3. Membership:
   A. All Office of the President and Office of the Secretary and Chief of Staff of to the Regents retirees and their spouses or domestic partners are considered members of the Association. Surviving spouses or domestic partners have the option to continue membership.
   B. Retirees of any University of California campus or laboratory and their spouses who live in the area and request membership shall be members.

4. Donations:

   A voluntary, non-tax-deductible donation in the amount suggested by the Executive Committee may be made each fiscal year (July 1-June 30).
5. Officers:

A. **PRESIDENT:** Preside at all meetings of the Association and the Executive Committee, appoint committees as needed, and serve as ex-officio member of each committee, except the Nominating Committee. and approve all payments of Association funds in excess of $50.00. The President shall ensure that an annual audit of the financial records is performed.

B. **VICE PRESIDENT AND PRESIDENT-ELECT:** Act for the President in the President’s absence and as President-elect assume the Presidency at the end of the President’s term.

C. **SECRETARY:** Record minutes of all meetings of the Association and Executive Committee. Maintain a file of the minutes including all actions and decisions of the Executive Committee. Present the list of candidates for office at the annual business meeting and maintain the roster of the Executive Committee.

D. **TREASURER:** Collect donations and other income. Maintain records of all income and payments. Make all payments from Association funds with the President’s approval as required.

E. **MEMBERSHIP COORDINATOR:** Assure the maintenance of a current roster of all members. Coordinate with the Office of the President to keep membership records up to date.

F. **INFORMATION COORDINATOR:** Coordinate with the Office to edit and publish a periodic newsletter for members. Oversee communications and ensure the ongoing availability of the organization’s information and data.

G. **PROGRAM COORDINATOR:** Identify and contact potential speakers for Spring and Fall Luncheons and social and/or cultural programs and develop and coordinate participatory programs of interest to the membership.

6. Executive Committee:

A. The Executive Committee shall consist of the Officers and the members of the Association to be elected as Members-at-Large; and the chair of each appointed committee. There shall be up to 15 members of the Executive Committee.

B. The Executive Committee shall administer the affairs of the Association and shall provide for an annual audit of the financial records.
C. The Executive Committee may fill any vacancy that occurs during a member’s term of office. Such appointment shall be ratified at the annual business meeting.

D. The Executive Committee shall hold at least two meetings per year.

E. The President, working with the Executive Committee, shall ensure secession planning for Officers and Members-at-Large.

7. Elections:

A. The Officers and Members-at-Large shall be elected at the annual Spring business meeting of the membership Association.

B. The President shall appoint a Nominating Committee of three members by January 1 of each year to nominate a slate of Officers and Members-at-Large. No appointee shall be an individual whose term will expire on July 1 of that year, and who is eligible for re-election. Additional nominations may be made to the President or Chair of the Nominating Committee by March 1 of each year by any PARRA member. Terms for Officers and Members-at-Large shall be for three years beginning July 1. Members-at-Large may be re-elected for additional consecutive terms without a break in service.

8. Limitations:

A. No expenditure of funds may be approved unless the funds are currently in the Association account.

B. No assessment may be levied against Association members for any purpose. Charges sufficient to defray the costs of service may be made to members and guests participating in certain events.

9. Amendments:

These Bylaws may be amended by two-thirds of the members present and voting at the annual Spring a designated business meeting. Notice of proposed amendments shall be provided in writing to members at least a month in advance of the vote.