

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

October, 2024

1. The name of this organization shall be the President's and Regents' Retiree Association (PARRA). The organization shall operate on a calendar year basis both for fiscal affairs and for terms of at large Executive Committee members and of Officers.
2. Purposes:
 - A. To promote the welfare of retirees via interactions with the University and with external organizations, e.g. the Council of University of California Retiree Associations.
 - B. To provide for interaction among retirees through social and cultural programs.
 - C. To inform and assist members regarding University and other benefits available to retirees.
 - D. To assist in orientation programs for employees approaching retirement as requested.
 - E. To assist retirees in maintaining a continuing relationship with the University.
3. Membership:
 - A. All Office of the President and Office of the Secretary and Chief of Staff to the Regents retirees and their spouses or domestic partners are 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 shall be requested of the membership by the Executive Committee each year.
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. 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 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.
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. There shall be up to 15 members of the Executive Committee.
 - B. The Executive Committee shall administer the affairs of the Association.
 - C. The Executive Committee may fill any at large or Officer vacancy that occurs during a member's or Officer's term of office. Such appointment shall be ratified at the annual business meeting with 2/3 of those present voting in the affirmative. If circumstances do not permit holding an annual in-person business meeting on a schedule appropriate for ratification, such appointment may be ratified by email vote, with 2/3 or more voting members voting in the affirmative.
 - D. The Executive Committee shall hold at least two meetings per year. The meetings may be held in person or by voice or video telecommunications.
 - E. The President, working with the Executive Committee, shall ensure succession planning for Officers and Members-at-Large.
7. **Positions Appointed by the President:**
- The President shall appoint from the Executive Committee Members-at-Large the following positions:
- A. **INFORMATION COORDINATOR:**

Manage and ensure ongoing availability of the organization's information and data, including maintenance of the membership roster. Coordinate with the Office of the President to keep membership records up to date.

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B. COMMUNICATIONS COORDINATOR:

Manage electronic communications to and from PARRA membership, including newsletters, announcements, event registration, and periodic surveys.

C. EVENT COORDINATOR

Manage events, including interactions with venues where events are held and with attendees, and oversee all day-of details. Coordinate with Treasurer and Communications Coordinator, as needed.

8. Elections:

- A. The Officers and Members-at-Large shall be elected at the annual in person business meeting of the Association. If circumstances do not permit holding an annual in person business meeting or, in the case of filling at large or Officer vacancies in the middle of a term, such election shall be conducted by email vote of the membership.
- B. The President shall appoint a Nominating Committee of three members by July 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 January 1 of the next calendar year. Additional nominations may be made to the President or Chair of the Nominating Committee by September 1 of each year by any PARRA member. Terms for Officers, Coordinators, and Members-at-Large shall be for three years beginning January 1. Members-at-Large may be re-elected for additional consecutive terms without a break in service.

9. Limitations:

- A. No expenditure of funds may be made 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.

10. Amendments:

These Bylaws may be amended by two-thirds of the members present and voting at a designated business meeting or by email vote with 2/3 or more voting members voting in the affirmative. Notice of proposed amendments shall be provided to members in advance of the vote.