BYLAWS OF THE UNIVERSITY OF NEW MEXICO RETIREE ASSOCIATION

Article 1 NAME

The name of the organization is the University of New Mexico Retiree Association; hereafter called "Association."

Article 2 AFFILIATION WITH UNIVERSITY

The Association is authorized by the Regents of the University of New Mexico to organize as a separate entity for the purpose of representing and promoting the welfare and interests of all retired employees of the University.

Article 3 OBJECTIVE OF THE ASSOCIATION

3.1 The objective of the Association is to enhance the quality of life for its members. The Association organizes activities of special interest to retirees; establishes and maintains a liaison with appropriate University organizations to assure retiree interests are being recognized; and provides a channel of communication through which retirees' interests and concerns can be represented to the University administration and to the state.

3.2 The Association protects the benefits of UNM retirees through the work of Retiree Association Committees and by interacting with the University administration, Regents, the Educational Retirement Board and the state legislature, to advocate for UNM retirees.

Article 4 MEMBERSHIP

4.1 All retired faculty and staff employees of the University of New Mexico including, branch campuses, foundations, and other affiliated organizations of the University, are eligible members of the Association. Any spouse, partner, widow or widower of any retired UNM employee may become a member of the Association by applying. Any retiree from a four-year institution of higher education may become a member of the Association by applying for membership. Any currently employed UNM faculty or staff member eligible for retirement or within one year of eligibility for retirement may become a member of the Association by applying. Any person who qualifies as a member of the University of New Mexico Retiree Association, and who does not wish to participate, may relinquish all rights, responsibilities and privileges by contacting the Association and requesting to be removed from its membership database.

4.1.1- Only UNM retirees shall vote, be members of the Board, or hold office.

4.1.2 - Members shall be of three categories: Participating, Associate, and Adjunct.

4.1.2.a - Participating members are those who have paid their annual dues to support the Association and are retirees of UNM.

4.1.2.b -Associate members are those who have paid annual dues to support the Association but are not UNM retirees.

4.1.2.c - Adjunct members are all others who fulfill the criteria in Article 4.1, but have not paid annual dues.

4.2 The Board of Directors of the Association may determine additional membership categories, such as life and honorary memberships, and Ex-Officio memberships for Association members. Such designated members shall serve as non-voting members and not be required to pay annual dues but may be required to pay member fees for any specific programs sponsored by the Association for which a participation fee is required.

Article 5 BOARD OF DIRECTORS

5.1 The Board of Directors shall consist of 15 members elected by the membership. The officers will be President, President-Elect, Secretary, Treasurer, Treasurer Elect, and Immediate Past President.

5.2 Board members shall be elected as specified in Article 10. Terms of office for Board members shall be three years, staggered such that approximately five Board members are elected each year. Length of service on the board may be extended for a Board member elected as President-elect. That member may continue to serve through the succession of offices, i.e. President-Elect, President, and Immediate Past President. If any Board member (except President) is unable to complete her or his term of office or if a Board member is absent from three consecutive Board meetings without cause, the Board may designate a successor to serve the remainder of the departing Board member's term by Presidential appointment with board approval or by election at an Annual Membership Business Meeting.

5.3 The Board will establish an annual schedule of regular Board meetings and the date for the annual meeting for all members. Special Board meetings may be called by the President or upon the request of three Board members. The requests for a special Board meeting should state the purpose of the meeting along with an agenda. A majority of Board members constitutes a quorum for the purpose of conducting official business.

5.4 The primary role of the Board shall be to elect the officers of the Association, to appoint membership on all standing and ad-hoc committees, appoint Association members to all University Committees where retiree representation is designated or accepted, receive reports of the officers and Committees, develop an annual strategic plan, develop policies, and generally oversee the affairs of the Association. The Board shall act as the official representative of all members and may act on all business of the Association that has not been reserved specifically to the membership of the Association.

5.5 The Board has the authority to employ administrative staff or to arrange staff support from the University through a Memorandum of Understanding between the Retiree Association President and the Regents.

5.6 In cases of malfeasance, a vote requiring support by two-thirds of board members can remove a board member from the Board of Directors. Board policies and procedures should be followed.

Article 6 OFFICERS

6.1 The officers of the Association shall consist of the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, and Immediate Past President.

6.2 The President-Elect, Secretary, and Treasurer-Elect shall be elected annually by the members of the Board of Directors at the first meeting of the Board held during the month following the Annual Membership Business Meeting of the Association. Candidates for office must be members of the Board of Directors elected by the members at an annual meeting. It is anticipated that candidates for these offices will have at least one year of experience as a Board member.

6.3 The President, or her or his designee, shall represent the Association in carrying out the actions and directives of the Board and the membership. In the absence of the President or at the request of the President, the President-Elect shall perform the duties of the President. The President will serve as chairperson for all meetings of the Association and shall approve the agenda for each meeting. The President, as Advisor to the Board of Regents, shall represent the Association at meetings of the Board of Regents. The President shall prepare an annual State of the Association report, to be approved by the Board, and presented at the Annual Membership Business Meeting and forwarded to the President of the University. The President shall designate an event coordinator for events sponsored by the Retiree Association. The Immediate Past-President shall serve as Chairperson of the Bylaws Committee.

6.4 The secretary shall be responsible for minutes of all board meetings and of the Annual Membership Business Meeting and maintaining and preserving all records of the Association.

6.5 The treasurer, with the assistance of the Treasurer-Elect, shall keep and maintain the financial records of the Association consistent with general fiscal policy of the University. The Treasurer shall receive and deposit dues and other funds as authorized by the Board, the Board's designee, or the membership of the Association. The Treasurer shall prepare financial reports for each Board meeting and for the Annual Membership Business Meeting. An ad-hoc Audit Committee, appointed by the Board, shall perform an annual audit of the financial records of the Association. When possible, a past Treasurer of the Association shall serve on the Audit Committee.

6.6 The officers of the Association shall serve as an Executive Committee for the Association. The Executive Committee shall have the authority to conduct business on behalf of the Board and the Association under policies and procedures adopted by the Board.

6.7 In cases of malfeasance, a vote requiring support by two-thirds of board members can remove an officer from office. Board policies and procedures should be followed.

Article 7 COMMITTEES OF THE ASSOCIATION

7.1 The standing committees of the Association shall be: (1) Communications and Development Committee, (2) Retiree Benefits Committee, (3) Program and Events Committee, (4) Legislative Committee, (5) Bylaws Committee, (6) Nominating Committee, and other ad hoc committees as designated by the Board.
All Board members shall serve on at least one of the committees.

7.1.1 The Communications and Development Committee works to assure that all retirees, including those employees retiring, are aware of the Association membership opportunity. This includes sending out a semiannual newsletter through the appropriate University office to all retirees of the University. The Committee is also responsible for developing opportunities and outreach to promote the Retiree Association and its members, supporting student efforts as deemed by the Board, as well as maintaining current website content and Social Media sites.

7.1.2 The Retirees Benefits Committee's mission is to maintain a liaison with appropriate University administrative offices to ensure that retiree interests and concerns are considered in the University's decisions regarding retiree benefits. A representative from the Benefits Committee will be appointed by the Benefits Committee Chair to serve on the Faculty Staff Benefits Committee.

7.1.3 The Program and Events Committee will organize and promote programs and events of particular interest to members. These may include specific programs sponsored by the Association and/or programs and tours cosponsored with other entities within the University or in the local community. The Committee may establish fees to cover expenses of the programs and services as appropriate. The Board must approve established fees.

7.1.4 The Legislative Committee shall coordinate the legislative business of the Association as directed by the Board of Directors including monitoring and reporting of Education Retirement Board activities. The Legislative Committee will coordinate legislative and state agency advocacy efforts on behalf of the Retiree Association.

7.1.5 The Bylaws Committee shall be responsible for periodic review of the bylaws of the Association and for recommending proposed changes to the Board prior to submitting such changes to the membership for a vote. The Bylaws Committee will

consist of the Immediate Past-President, who shall serve as Chairperson of the Committee, the President and the President-Elect.

7.1.6 The Nominating Committee shall be responsible for finding candidates to fill vacant positions on the Board in a timely manner. The Committee shall be a Committee of the Whole as it will be comprised of all current members of the Board.

7.2 The Board shall annually appoint members of all standing committees nominated by committee chairs. Committee members must be Participating members of the Association and may be members of the Board.

7.3 The Board may also create Ad-Hoc Committees as the need arises under terms and conditions specified by the Board.

7.4 The chairs of all committees will usually be members of the Board. The chairs will be appointed by the President. The chairs shall serve as advisors to the Board and will attend Board meetings as requested by the Board.

Article 8 ANNUAL MEMBERSHIP BUSINESS MEETING

8.1 The Annual Membership Business Meeting of the Association shall be held each year in May or June at a place, date, and time designated by the Board. The agenda for the Annual Membership Business Meeting shall be determined by the Board but will include the President's State of the Association Annual Report, a financial report from the Treasurer, and election of new Board members.

8.2 The Board may schedule additional member meetings as appropriate or needed. Special meetings of the membership may be called upon written request of at least twenty Participating members of the Association.

8.3 Notice will be provided to the Membership, in writing and/or by e-mail, at least two weeks prior to any Association meeting. The notice shall include the meeting agenda and nominees for Board membership.

8.4 A quorum of the Board is required for Association business to be conducted.

Article 9 DUES

The dues of the Association will be established by the Board no later than April each year and announced annually at the Annual Membership Business Meeting.

Article 10 ELECTIONS

10.1 Candidates for each open Board position will be proposed each year by the Nominating Committee and chaired by the Immediate Past- President.

10.2 The Nominating Committee shall present its slate to the general membership by e-mail or surface mail at least two weeks prior to the Annual Membership Business Meeting of the Association for election by the membership present at the meeting. Additional nominations from the floor will be accepted at the meeting.

10.3 Should there be more nominees than the number of vacant positions on the Board, the nominees receiving the most numbers of votes will be deemed to have been elected to the Board.

10.4 Elected members will begin their terms of office at the beginning of each fiscal year.

10.5 Board members may serve not more than six consecutive years.

Article 11 FISCAL OPERATIONS

11.1 The fiscal year for purposes of reporting and auditing shall be the same fiscal year's designated for the University of New Mexico.

11.2 The Association will establish separate accounts within the University's financial accounting organization and will conduct its financial operations in accordance with the University's policies and procedures as applicable for such affiliated organizations.

Article 12 AMENDING THE BYLAWS

12.1 These bylaws may be amended at any meeting of the membership by a majority vote of the members present and voting, provided that the proposed amendments have been submitted at a preceding meeting or in a written notice provided to the membership not less than two weeks prior to the vote.

12.2 A revised copy of the amended bylaws shall be posted on the Association's website and shall be provided to the University Counsel's office and to the Board of Regents office no later than 3 months following the vote on the amendments.

Article 13 RULES OF ORDER

Roberts Rules of Order shall govern the conduct of all meetings, except in instances in which they conflict with the By-Laws of the Association.

Article 14 DISSOLUTION

If the Association dissolves, any remaining net assets shall be transferred to the UNM Foundation to be used for the University of New Mexico.

Revised, May, 2025 subject to approval by the membership .