

Revised and Approved by the Membership February 2015

BYLAWS OF DIABLO VALLEY COLLEGE RETIREES ASSOCIATION

Purpose: The goals of the Association are: to maintain contacts with friends and the college; distribute information of value to members; try to prevent the DVC retired community from getting financially or politically harmed; help the college and support the students by providing scholarships; and be an active stakeholder in DVC.

Membership: Membership is open to all retired DVC employees and their spouses/significant others, to the spouses/significant others of any deceased employee, and to current and former DVC employees who are within five years of anticipated retirement. Membership is established by payment of dues annually on or before July 1. Membership includes a hard copy of the directory.

The Board: Current members of the Board will solicit nominees for all vacant positions and conduct voting as needed. When required, and in time for reporting to the last Association meeting of the academic year, members will receive a ballot by US mail to vote to approve for two-year terms an Association Coordinator and area leaders in the following areas:

- Treasurer
- Secretary
- Luncheon coordinator
- Scholarship coordinator
- Newsletter editor
- Member Directory maintainer
- Unions, District, benefits liaison
- Any other area the Board needs
- Immediate past Association Coordinator

Contested positions will be filled by the candidate receiving a majority of all votes received. Results of elections for open offices and area leaders will be announced during the last Association meeting each year. Uncontested positions will be filled by acclamation at that meeting. Each area group is responsible for recruiting her/his own members and assistants, and can ask via newsletter for further help. When a position is vacated before the end of a term, the Association Coordinator with the concurrence of the Board may appoint a member to serve out the unexpired portion of the term. If

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sufficient area leaders listed above, including an Association Coordinator, can't be found, the Association will have thereby indicated that DVCRA has lost its viability and will be dissolved within 60 days unless the area spot can be filled by appointment of the Board. Balance of treasury funds after outstanding bills will go to the scholarship fund at DVC.

The Board should meet at least four times a year to plan, evaluate, and facilitate Association activities. The Board is authorized to create Task Forces, fill empty positions, set membership dues, spend funds as needed, and set agendas for the three regular membership meetings.

Description of typical work that needs to be done by each area leader and team members:

Association Coordinator: The primary job is to announce needs, not to fill them him/herself, and to support and facilitate work of area leaders. The Coordinator designates who runs the Board meetings and the three regular members' meetings, or does so him/herself. The Coordinator, or his/her designee, serves as the face of the organization to the college president, chancellor, and outside community.

Immediate Past Association Coordinator: The immediate past coordinator provides continuity with the past direction of the Association and chairs meetings of the Association and Board in the absence of the Association Coordinator.

Treasurer: The treasurer collects dues payments from the members, authorizes expenditures against the Association treasury, maintains the Association's financial records, and publishes a yearly Treasurer's Report to the members through the newsletter.

Secretary: The secretary sends out annual membership renewal reminders and scholarship solicitations, notifies Board members of meetings throughout the year, records actions of Board meetings, and notifies directory maintainer by email when a member dies.

Luncheon coordinator: The luncheon coordinator leads a team to make arrangements for three lunches annually.

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Scholarship coordinator: The scholarship coordinator leads a team that works with the DVC Foundation and Scholarship offices annually to solicit and review scholarship applications and to award \$1,000 scholarships to as many DVC students as funds allow.

Newsletter editor: The newsletter editor produces the newsletter as needed throughout the year: writes articles, solicits and edits submissions, and distributes to members. The editor consults with the Board or its designee regarding controversial submissions.

Membership Directory Maintainer: The maintainer of the membership directory works with a team to invite new retirees to join DVCRA, adds new members to the list, updates contact information of members and notes deceased members. The maintainer also notifies members by email when a member dies and activates the phone tree.

Union, District, Benefits Liaison: The liaison works with a team to maintain relationships with DVC Local One representatives, United Faculty representatives, and District Human Resource personnel to learn of proposed changes to health benefits as early as possible, to protect the benefits of retirees, and to provide information to these groups of potential impact on retirees. This group also helps members identify District personnel to contact for assistance when necessary.