

**BYLAWS
OF
THE UNIVERSITY RETIREES VOLUNTEER CENTER**

Article I.

Name/Identity

The name of this organization is the University Retirees Volunteer Center (URVC). While maintaining financial and administrative ties to the University of Minnesota's office of the Vice President for University Relations, URVC became a Center within the University of Minnesota Retirees Association (UMRA) through a reaffiliation agreement in May 2022.

Article II.

Mission

The mission of the URVC is to connect volunteers with service opportunities within the University of Minnesota and surrounding community in fulfillment of the URVC's core value, which is that volunteering is both a source of personal reward and a way of addressing the needs of others.

Article III.

URVC Leadership Council

The URVC will be managed by a Leadership Council (hereinafter referred to as the "Council") comprised of up to nine persons, including four officers identified in Article IV. Council members should be broadly representative of retired persons who are affiliated with the University of Minnesota by previous employment or by being alumni. A person who is not in either of these two categories may become a member of the Council by having experience, interest, special knowledge, or training in volunteer activities or organizations. The Council will meet in the months of January, March, May, July, September, and November. Special meetings may be called by the Executive Committee when necessary. Council meetings and voting may be conducted electronically.

All votes by the Council will require a majority vote of a quorum of Council members. The minimum number to achieve a quorum is five. In case of a tie vote, the Chair, or Vice-Chair if the Chair is not present, will be the deciding vote. Members of the Council will serve for a three-year term and may be nominated to serve one additional three-year term. Following a one-year absence from the Council, a previous Council member may be nominated for a Council position and will be considered along with other candidates. An effort will be made to stagger terms of service to facilitate Council continuity. Persons under consideration for Council membership will

be apprised of the concept that the URVC is a “working Council,” which includes the expectation of service to the URVC and/or its projects. Members of the Council may be replaced if they resign, or if they are asked by the Council Chair and mandated by a quorum vote of the Council to leave their position. Another person may be selected by the Council Chair to serve for the remaining term of a vacated position. The new member must be approved by a vote of the Council.

The Council Chair and the Council Vice-Chair-Project Director must be members of UMRA. Other Council members will be considered eligible to join UMRA, but membership is not required.

Article IV.

URVC Leadership Council Officers

The four officers of the Council will include the Chair, the Vice-Chair/Project Director, the Secretary, and the President-Elect of UMRA. The officers will serve as the Council’s Executive Committee (EC), which will act on behalf of the Council in any matter requiring action between regularly scheduled Council meetings.

Article V.

URVC Leadership Council Responsibilities

The Council will be responsible for establishing URVC objectives and for formulating policies and procedures consistent with achieving those objectives. The URVC’s fiscal year begins on July 1 and ends on the following June 30. The fiscal year is “named” based on the portion of the fiscal year between January 1 and June 30. During April of the fiscal year, the EC will propose an annual budget. The budget must be distributed to all Council members at the latest 10 days before the May meeting. The Council will review, amend and/or approve the annual budget by a vote of the Council at the annual meeting in May. If the EC or other members of the Council wish to propose significant changes (as defined by a majority of the Council) to URVC objectives, policies, and procedures, the proposed changes must be submitted to Council members at least 10 days before the annual May meeting. Any changes will be approved by a vote of the Council at its May meeting. All changes and the annual budget will be summarized and included in the Council Chair’s annual report, which will be sent to the President of the University, the Vice President for University and Government Relations, and the Board of Directors of UMRA.

Article VI.

Elections

In years in which an election is necessary, the Council Chair will recommend no fewer than three Council members who are not candidates for re-election to become the URVC Nominating Committee. The candidates for the Nominating Committee will be submitted to the Council at least 10 days before the January meeting and approved by a vote at the January meeting. The Nominating Committee will recommend candidates for positions as new and renewing Council members, including positions as new and renewing officers (but see below for special issues associated with the URVC Chair nomination). The Nominating Committee will submit their recommendations to the Council by April 1; the slate of nominees will be reviewed for approval by the Council at a special meeting (in person or electronically) to occur on or before April 10. Newly elected or re-elected members may be invited to join the May council meeting along with members completing their terms of service. Formal terms begin July 1 and end June 30 each year.

When the Council Chair is a candidate for election or re-election and has been approved by the Council (as described above), his/her name will be forwarded to the UMRA Nominating Committee for their approval and inclusion in the UMRA annual slate of candidates for the UMRA board and its officers. During a year when the Council Chair is not being elected or re-elected, the current Council Chair's name will still be forwarded to the UMRA Nominating Committee for inclusion in the UMRA annual slate of candidates for the UMRA Executive Committee.

Article VII.

Officer Roles

The Council Chair will preside over the meetings of the Council and the meetings of the Executive Committee; will have final responsibility and authority over the URVC spending and financial operations; will receive the monthly report of URVC financial activity from University Relations and distribute it to all Council members and the UMRA Treasurer; will be a member of the UMRA Board of Directors and UMRA Executive Committee; will serve as the URVC member on the UMRA Nominating Committee except during any year in which the URVC chair is being re-elected, in which case the Vice-Chair-Project Director will serve as the URVC member on the UMRA Nominating Committee; and will represent the URVC in interactions with the University administration and outside organizations. The Council Chair will report the results of all meetings to the Council. The Council Chair must be a member of UMRA.

The Vice-Chair-Project Director will serve as Council Chair in the absence of the Chair and will be the Chair of the Project Committee. The Project Director will oversee the initiation, management, communication, and promotion of projects offered for URVC volunteer opportunities. Since the

Project Committee Chair is also the Vice-Chair of the Council, the Project Committee Chair position will be filled as per the election process for URVC Officers. The Vice-Chair-Project Director must be a member of UMRA.

The Secretary will keep minutes of the Council meetings and actions, maintain records of Council policy decisions, and ensure URVC bylaws are followed and up to date. UMRA membership is not required.

The UMRA President-Elect will be a voting participant in all Council and URVC Executive Committee meetings.

Article VIII.

Committees

In consultation with the Executive Committee, the Chair will annually appoint committee chairs and members and add or eliminate committees as appropriate. The Project Committee, however, is chaired by the Vice Chair who is chosen through the election process.

Article IX.

Amendment of the Bylaws

These Bylaws may be amended at any regular or special Council meeting by a vote of the Council. Council members will receive written copies of the proposed amendments at least ten days prior to the meeting at which the vote will be taken.

Approved by the URVC Leadership Council January 23, 2023