

UC Davis Emeriti/ae Faculty Handbook

prepared by



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Preface

This handbook was prepared by the UC Davis Emeriti Association (UCDEA) as a compilation of information for professors emeriti/ae. As outlined beginning on page 11, the UCDEA is involved in numerous activities on behalf of emeriti/ae. While it is true that many benefits are available to all emeriti/ae whether or not they are members of UCDEA, all emeriti are encouraged to join the association in order to be supportive of current and future activities the UCDEA undertakes.

The UCDEA maintains a close working relationship with the UC Davis Retiree Center. The Center serves the needs of all UC Davis retirees by planning retiree programs, providing support to the UCDEA and the UC Davis Retirees' Association (UCDRA), connecting retirees with volunteer opportunities, providing information and referrals and assisting with pre-retirement planning for active employees. The Center communicates regularly with retirees by regular email updates and other communications.

The Center serves current and retired faculty, staff and surviving spouse beneficiaries from UC Davis and the UC Davis Health System as well as retirees from other UC campuses who live in the vicinity.

About this handbook

This latest edition of the UC Davis *Emeriti/ae Faculty Handbook* was updated in August 2014.

In preparing this booklet the UCDEA and the Retiree Center used the resources available to them. Although every effort has been made to be accurate, the information cannot be absolutely guaranteed. Read, but please crosscheck any sources. Questions may be directed to UCDEA, c/o the UC Davis Retiree Center.

Telephone: (530) 752-5182

Email: retireecenter@ucdavis.edu

Website: <http://emeritiassociation.ucdavis.edu>

Emeritus/a status

Emeritus/a status

The title of professor emeritus/a is conferred upon retirement on every professor and associate professor. Academic appointees who are not members of the Academic Senate may apply for emeriti/ae status, which is conferred by the chancellor, if they have at least 10 years of service, have attained the highest rank in their title series and have evidence of noteworthy and meritorious contributions to the university. For more information, please refer to the Academic Personnel Manual 120 Emeritus Titles: <http://manuals.ucdavis.edu/apm/120.htm>. Professors emeriti/ae who are recalled to active employment may receive the title “Professor–Recalled” or “Research Professor–Recalled” depending on the nature of their activity.

University philosophy

UC Davis administrators regard emeriti/ae as valuable members of the academic community. Chancellor Linda Katehi and Provost and Executive Vice Chancellor Ralph Hexter have committed to the administration’s active engagement with the emeriti/ae in pursuing and implementing the goals outlined in *UC Davis: A Vision of Excellence*. They affirm that the following general principles provide an important foundation for this engagement:

- Emeriti/ae faculty make valuable contributions to the intellectual life of the campus and, as departmental resources allow, we should enable such faculty to maintain their professional connections and activities.
- If feasible, departments/sections should establish an office or offices that can be used on a shared basis by emeriti/ae faculty.
- When space assignments are made to emeriti/ae faculty, they should be for specific terms of at least one year, with the understanding that the assignments are renewable upon mutual agreement. Specific term assignments will facilitate general planning for both departments and emeriti/ae faculty.
- Emeriti/ae faculty should be encouraged to create home offices with Internet links to the university.
- Departments/sections, resources allowing, are encouraged to provide one-time assistance to move personal effects to an off-campus

location. With departmental/section approval, emeriti/ae faculty can move their UC Davis computer to a home location or other off-campus location on an extended loan. The approved authorization form (<http://accounting.ucdavis.edu/Forms/index.cfm?opt=2>) should be filed by the department.

- Laboratory space for emeriti/ae faculty should be handled on a case-by-case basis by the home department/section. However, since contracts and grants usually include space commitments, departments/sections need to be attentive to such requirements at the time grants are submitted. As long as resources allow, current campus-based benefits to emeriti/ae faculty should be maintained, including complimentary parking, library privileges and email accounts.
- As a professional courtesy, emeriti/ae faculty should be routinely notified of faculty meetings (departmental, college and campus-wide) and of other meetings of general interest to the faculty.
- Emeriti/ae faculty should be permitted to attend faculty meetings but voting privileges will depend on the specific actions of individual departments/sections in conformance with system-wide Senate bylaws.
- Emeriti/ae faculty are eligible to participate in graduate education through graduate groups or departmentally-based programs.
- Reasonable arrangements for the receipt and delivery of mail to emeriti/ae faculty should be established by each department/section, regardless of whether or not the emeritus/a faculty member has been allocated office and/or laboratory space.
- The department/section chair will be responsible for overseeing and/or implementing any decisions, policies and benefits involving emeriti/ae faculty at the departmental/section level consistently with such principles and policies for emeriti/ae relations as have been promulgated by the Chancellor, Provost and Executive Vice Chancellor, or dean. The maintenance of appropriate relations with emeriti/ae faculty can be considered in the evaluation of a department/section chair.

Emeritus/a privileges

Most of the privileges associated with membership in the Academic Senate continue after retirement.

Eligibility to attend departmental meetings

The participatory rights of Academic Senate emeriti/ae faculty derive from the Standing Orders of The Regents and Bylaws 55(D) of the Academic Senate. Emeriti/ae faculty remain members of the faculties of their respective schools and/or colleges and they retain departmental membership.

By virtue of Senate Bylaw 55, Senate emeriti/ae can attend and speak at departmental meetings, meetings of school/college faculties and faculty representative assemblies, as appropriate and meetings of the divisional representative assembly. They can vote in all mail ballots taken by the division or by their school/college faculties. They can vote for departmental representatives to the divisional and school/college representative assemblies or their equivalent, and they can stand for election to any such bodies. They are eligible to serve on departmental and all other Senate committees at any level.

Departmental voting restrictions

Although Senate Bylaw 45 insures that Senate emeriti/ae retain departmental membership and the accompanying collegial participatory rights, Bylaw 55(A) grants the right to vote on “substantial departmental questions” only to “its non-emeriti/ae faculty who are voting members of the Academic Senate...” The latter may extend the right to vote to their emeriti/ae colleagues (as a class) either by a majority vote for non-personnel issues or a two-thirds vote for personnel matters. Any such granted extensions may be revoked after a period of not less than one year.

Teaching and research

Professors emeriti/ae may be appointed as instructor of record to teach regular courses based on departmental need. Any return to employment after retirement requires at least a 30-day break in service and a recall appointment initiated by the department chair through the dean and approved by the vice provost, Academic Affairs. Recalls may be for teaching, extramurally-funded research or service. Compensation for recalls is based on departmental funding, but all recalls are limited

to 43% per month, based on the annual salary rate at the time of retirement, with the range adjusted to current salary scales.

Please see the Academic Affairs web page on retirements and recalls for further information:

<http://academicpersonnel.ucdavis.edu/retirements-and-recalls/index.html>.

Access to university facilities and services

University policy (Academic Personnel Manual, Section 120, Appendix A [<http://www.ucop.edu/academic-personnel/academic-personnel-policy/>]) and in the Policy and Procedures Manual, 360, Section 21 IV.C.c [<http://manuals.ucdavis.edu/PPM/360/360-21.pdf>]) encourages the assignment of office and laboratory space to professors emeriti/ae who wish to continue their scholarly or creative activities and their service to the university. The department chair is responsible for the assignment of space and permission to use support facilities for emeriti/ae professors and non-Senate retirees. This is done in accordance with the policies of the department and is subject to the amount of available space and funding.

Emeritus/a benefits

Health benefits

The university currently contributes toward the monthly premium of medical and dental coverage for faculty and staff who retired with at least ten years of service credit and who are receiving monthly benefits from the UC Retirement System (UCRS). The university's contribution toward the medical and dental premiums is determined by the UC Office of the President annually and is subject to change. Emeriti/ae health care costs vary based on the plan chosen, years of service credit and the date on which one became a UCRS member.

Changes to health care plans must generally be made during the annual Open Enrollment period, which is usually during the month of November each year. Emeriti/ae can change plans at any time if they move out of their plan's service area, however not all health plans are available in every location.

Emeriti/ae have the option to continue vision, legal, AD & D (accidental death and dismemberment) and life insurance coverage, but will pay the entire premium for these plans. For more information, contact the Health Care Facilitator Program (see below).

Health Care Facilitator Program

The Health Care Facilitator Program assists UC Davis employees and retirees with questions about their medical and dental coverage, including billing and claim problems, comparison of plan options, access issues and Medicare coordination. For more information, contact the Health Care Facilitator Program directly at:

Telephone: (530) 752-7840 (Davis) or
(916) 734-8880 (Sacramento)

Website: <http://www.hr.ucdavis.edu/benefits/1hw/hcf>

Foreign travel accident and assistance program

The Foreign Travel Accident and Assistance Program is available from UC Davis Risk Management Services on a weekly basis while traveling at the express direction and with the approval of the university. The program's application must be initiated by the department. Details about the program can be found at:

Website: <https://www.uctrips-insurance.org>

Retiree photo identification card (*AggieCard*)

UC Davis professors emeriti/ae are eligible for a retiree *AggieCard*, which serves as a library card and provides discounts at campus venues. For more information, visit the Retiree Center website, <http://retireecenter.ucdavis.edu>, or contact the ID card program directly:

Telephone: (530) 754-7766
Email: employeeid@ucdavis.edu

Retiree (RT) parking permit

Faculty and staff who have retired from UC Davis employment, as well as retirees from other UC campuses who join either the UCDRA or UCDEA, can obtain a complimentary RT parking permit from the Transportation and Parking Services (TAPS) office on the Davis campus. RT permits provide “A” parking privileges on the UC Davis campus and “B” parking privileges at the UC Davis Health System. If a retiree returns to work as an employee of UC Davis, he/she is not eligible for this type of permit while actively employed.

Instructions for obtaining an RT parking permit can be found on the Retiree Center website. For more information, contact TAPS at:

Telephone: (530) 752-8277
Email: parking@ucdavis.edu

Library privileges

Professors emeriti/ae are eligible for the same level of university library borrowing privileges as if employed. Annual renewal is not required. The *AggieCard* referenced above will serve as the library card. Access to licensed electronic resources requires a Kerberos account. For more information regarding emeriti/ae privileges, call Circulation Services, (530) 752-8792, or for general information contact the library directly at:

Telephone: (530) 752-7815
Website: <http://www.lib.ucdavis.edu/dept/access/circ/borcirc/libcardsprivileges.php#ret>

Email

Professors emeriti/ae may arrange with their department to retain their UC Davis email addresses.

Listing in UC Davis directory

The department is responsible for placing emeriti/ae names in the UC Davis directory.

UC Davis Retirees’ Association

Emeriti/ae are encouraged to join the UC Davis Emeriti Association, a membership organization that is officially recognized by UC Davis (see page 11). Additionally, all emeriti/ae may join the UC Davis Retirees’ Association (UCDRA). Both associations advocate on behalf of all retired staff and faculty and plan programs for their members. Association members receive discounts on Retiree Center events and trips. For more information, contact the UCDRA at :

Telephone: (530) 752-5182
Email: retireecenter@ucdavis.edu
Website: <http://ucdra.ucdavis.edu>

University and State Employees’ (USE) Credit Union

Emeriti/ae may join USE at any time. For more information, contact USE directly at:

Telephone: (530) 758-3306
Website: <https://www.usecu.org/home>

Retirement Administration Service Center (RASC) – UC Office of the President (Oakland, CA)

The RASC provides information about the UC Retirement Plan (UCRP), retirement income and health and welfare benefits. On the website, emeriti/ae can view and/or print monthly benefit statements, make open enrollment changes, beneficiary updates, changes of address, changes in bank information and changes in tax withholding. For more information contact the RASC directly at:

Telephone: (800) 888-8267; Customer Service: ext. 4
Website: <http://ucnet.universityofcalifornia.edu/retirees/>

Fidelity Retirement Services

While the UC Office of the President is the administrator of the University of California Retirement Savings Program, Fidelity Retirement Services provides the record keeping and account services for the UC Defined Contribution Plan (DCP), 403(b) tax-deferred plan and 457(b) deferred compensation plan. For more information, contact Fidelity directly at:

Telephone: (866) 682-7787
Website: <http://netbenefits.com>

Emeriti/ae discounts

With an *AggieCard*, emeriti/ae are eligible for discounts at a variety of campus venues.

Department of Campus Recreation and Unions

Emeriti/ae can purchase Davis campus Department of Campus Recreation and Unions memberships at the same price as active employees. Membership includes access to the ARC (Activities and Recreation Center) and discounts for Recreation Pool, Craft Center, Equestrian Center and Outdoor Adventures.

Telephone: (530) 752-1730

Website: <http://cru.ucdavis.edu>

Mondavi Center for the Performing Arts

The Robert and Margrit Mondavi Center for the Performing Arts in Davis explores the full range of the performing arts in its world-class performance facilities. Discounts are offered to both current and retired faculty and staff.

Telephone: (530) 754-ARTS (2787)

Website: <http://mondavi.ucdavis.edu>

Osher Lifelong Learning Institute (OLLI)

OLLI offers quality, affordable courses and events for seniors living in Davis and nearby communities. OLLI offers free membership for UCDEA and UCDRA members. OLLI also offers opportunities for retirees to serve as volunteer instructors.

Telephone: (530) 757-8777

Website: <http://extension.ucdavis.edu/olli>

Staff pins

Emeriti/ae can purchase staff pins from Staff Assembly, which provide a variety of discounts on- and off-campus and support the Staff Dependent Scholarship Program. For more information, contact Staff Assembly directly at:

Telephone: (530) 752-0988

Website: <http://staff.ucdavis.edu/discounts/pin-program>

University Dining Services (Sodexo)

Emeriti/ae are eligible for several discount programs at Sodexo's on-campus dining venues:

- With an *AggieCard*, emeriti/ae receive the discounted employee price at resident dining rooms. The dining rooms feature a varied menu including drinks and desserts for one all-inclusive price.
- Emeriti/ae can purchase an *AggieCash* card, which provides a 10% discount at dining establishments on campus, including the Gunrock Pub, the Silo eateries and Starbucks Coffee at the ARC. Visit <http://myaggiecash.com> to learn more about *AggieCash*.
- Emeriti/ae can purchase a Staff Assembly pin which provides discounts at any participating dining establishment on campus. The discount is in addition to any other discount. For example, the *Aggie Cash* and the Staff Pin discounts can be combined.

Telephone: (530) 752-6870

Website: <http://dining.ucdavis.edu>

Unitrans

The Unitrans bus system serves the UC Davis campus as well as the City of Davis. Please check the Unitrans website for hours of operation, routes and schedules. Anyone 60 years of age or older can ride the busses for free, with a pass that can be obtained from the UC Davis Retiree Center or the City of Davis' Senior Center.

Telephone: (530) 752-BUSS (2877)

Website: <http://unitrans.ucdavis.edu>

Attraction discount cards

Discount cards are available to retirees for Knott's Berry Farm, Marine World, SeaWorld (San Diego), Marriott's Great America, Universal Studios and other commercial concerns. Cards may be obtained at Staff Assembly. Retiree identification is required.

Telephone: (530) 752-0988

Website: <http://staff.ucdavis.edu/discounts/entertainment>

The UC Davis Emeriti Association

The UC Davis Emeriti Association (UCDEA) was established in 1988, joining the parallel emeriti/ae associations on each of the then-nine UC campuses.

Among the involvements and achievements of the UCDEA are the following:

- Monitoring all statewide or campus-level actions that relate to emeriti/ae welfare, e.g., retirement benefits, health insurance, recall procedures and salaries and emeriti rights and privileges
- Successfully urging the administration to provide a Health Care Facilitator Program on the UC Davis campus
- Successfully urging the administration to continue complimentary parking privileges for retirees
- Interceding on behalf of individual emeriti/ae with specific problems relating to retirement status or transition
- Eliciting a change in the rules governing library privileges for emeriti/ae from annual renewal to lifetime library privileges
- Acquisition of more equitable or inclusive benefits for emeriti/ae
- Updating emeriti/ae on all actions or events relating to the above items through its newsletter, *Campus Connections*, produced jointly with the UC DRA
- Videotaping informative interviews with distinguished emeriti/ae who played pivotal roles in the history of this campus; more than 400 videotaped interviews have been conducted as of 2014, with more on the way
- Maintaining the UCDEA website (<http://emeritiassociation.ucdavis.edu>) that includes information on the association and updates on upcoming activities:
- Conducting a successful drive to fund and oversee the writing of the history of the UC Davis campus; the result was a book, *Abundant Harvest: the History of University of California, Davis* (2001), over 400 pages long, including many illustrations depicting the growth of the campus
- Joining with the UC DRA to recommend the establishment of a UC Davis Retiree Center, which was created in 2006

The UCDEA works in close cooperation with the Academic Senate Emeriti and Faculty Welfare committees and has direct liaison to the administration through the UC Davis Retiree Center.

In conjunction with the Retiree Center and the UCDRA, the association offers a variety of programs during the academic year:

- **Membership meetings** are scheduled jointly with the UCDRA in fall quarter; the annual business meeting and election of officers occurs at the spring meeting in May.
- **BrainFood Talks** are held on the second Thursday of the month, September to May, except during the months of quarterly membership meetings. The talks include time for socializing as well as a talk by an informative speaker.
- The **Retiree Fall Fest** offers retirees the opportunity to reconnect in the fall and catch up on summer activities.
- The **Holiday Luncheon** features a buffet luncheon as well as a performance by the Davis High School Madrigal Choir.
- Tours of campus venues, offered to members only, provide opportunities to stay up-to-date on campus developments.
- **Day trips** to surrounding attractions provide a stress-free way to explore Northern California with UC Davis colleagues.

Volunteer opportunities

The vitality of the UCDEA is dependent upon the active participation of its members. Emeriti/ae are encouraged to explore serving on the wide range of committees that are a part of the organization.

Appendix A:

UC Davis Emeriti Association Bylaws (5/2014)

Article I: Name

This nonprofit organization shall be known as the UC Davis Emeriti Association.

Article II: Objectives

Section 1. The objectives of the organization shall be:

- A. to promote the general welfare of Emeriti/ae, their spouses or domestic partners and their surviving spouses or domestic partners;
- B. to help the members transition from an active career to a self-directed schedule;
- C. to provide opportunities for the members to maintain professional contact with colleagues in their own and other disciplines both locally and elsewhere;
- D. to perform such other acts, necessary or expedient, for the administration of the affairs and attainment of the Association's goals.

Article III: Membership

Section 1. There shall be two categories of membership: Regular and Associate.

- A. Regular membership shall consist of those individuals who have paid their annual or lifetime dues, and who at retirement were:
 - i) members of the Davis Division of the UC Academic Senate;
 - ii) non-Senate UC Davis recipients of the emeritus/a title;
 - iii) non-Senate UC Davis employees with educational and professional qualifications comparable to those of tenured faculty; or
 - iv) individuals nominated and approved in accordance with Par. C of this Section.
- B. Associate membership shall be open to all:
 - i) spouses of regular members;
 - ii) widows/widowers of former regular members and of Senate members who died in service while eligible to retire;

iii) individuals nominated and approved in accordance with Par. C of this Section.

C. Prospective regular and associate members other than those eligible under the provisions of Par. A (1-3) and B (1-2) of this Section must be proposed by two or more regular members, and be approved by both the Membership Committee and the Executive Committee of the Association.

D. A member or former member shall not lose eligibility because of a change in marital status.

Section 2. Members shall be entitled to participate in the activities of the Association, including voting on all ballots and resolutions.

Article IV: Meetings

Section 1. There shall be two scheduled general meetings of the Association membership each academic year, one in the fall quarter and one in the spring quarter. Additional general meetings may be scheduled as deemed necessary by the Executive Committee. The spring meeting shall be the annual business meeting at which membership shall receive reports of officers and standing committees, elect the officers of the Association for the following year and conduct other items of business as necessary.

Section 2. The Association shall meet at other times designated by the Executive Committee, or upon the written request of at least 10 members.

Section 3. Twenty members shall constitute a quorum for the annual business meeting. For all other meetings a quorum shall consist of those members present.

Article V: Dues and Assessments

Section 1. The fiscal year of the Association shall be July 1 through the following June 30.

Section 2. The annual dues of regular members, the cost of lifetime memberships and all assessments shall be proposed by the Executive Committee and approved by a majority vote of the membership at the annual business meeting of the Association.

Section 3. Associate members of the Association shall not be required to pay dues.

Article VI: Officers

Section 1. The officers shall be President, Vice President, Secretary, Treasurer and Archivist. The officers must be regular members of the Association.

Section 2. The officers and members-at-large of the Executive Committee shall be elected by voice vote, or by secret ballot if there is more than one nominee for a specific office.

Section 3. Officers shall be elected for one-year terms and shall be eligible for reelection.

Article VII: Duties of Officers

Section 1. The President shall preside at meetings of the Association, shall exercise general supervision over the affairs of the organization, shall be the Chair of the Executive Committee, and shall serve as an ex-officio member of all standing committees of the Association.

Section 2. The Vice President shall assume all the stated duties of the President in the absence of the latter.

Section 3. The Secretary, aided by the staff of the Retiree Center, shall send notices to members, present reports and communications as the need arises and keep the minutes of all meetings of the Association and its Executive Committee. The Retiree Center shall be the custodian of the records of the Association for the current and at least the preceding academic year. With the advice and concurrence of the Secretary, older records may be transferred to the Department of Special Collections of the University Library for archival storage.

Section 4. The Treasurer shall be responsible for the collection of dues and assessments and shall be the custodian of all Association funds. The Treasurer shall report the financial standing of the organization to the members at each annual business meeting.

Section 5. The Archivist shall be responsible for collecting, organizing and maintaining materials relevant to the history of the UC Davis Emeriti Association, which materials will be stored at the UC Davis Retiree Center.

Article VIII: Executive Committee

Section 1. The Executive Committee shall consist of the officers, up to three elected members-at-large, the chairs of the standing committees and the editor of the newsletter. To the extent that it is feasible,

Committee membership should include at least two emeriti from the UC Davis Health System.

Section 2. Members-at-large shall be elected for two-year, staggered terms. If a member-at-large cannot complete his/her term of office, the Executive Committee, after consultation with the Committee on Committees and by a majority vote, shall appoint a replacement to serve for the duration of said term.

Section 3. Other vacancies on the Executive Committee shall be filled by a majority vote of the Executive Committee, and the appointees shall serve until the next annual business meeting of the Association.

Section 4. To the greatest possible extent, the Executive Committee should have representation from the fine arts, humanities, sciences, social sciences and the professional schools.

Article IX: Committees

Section 1. At the beginning of each year, the President, with the advice of the new Executive Committee, shall appoint a Committee on Committees.

Section 2. Each year's Committee on Committees shall identify individuals who agree to chair or serve on the following year's standing committees of the Association.

Section 3. Before each annual business meeting, the Committee on Committees shall report its recommendations for standing committee memberships to the Executive Committee. The President, with the advice of the Executive Committee, shall appoint committee members. The President shall report the compositions of the incoming standing committees at the annual business meeting.

Section 4. The Standing Committees include:

- A. Committee on Committees
- B. Program and Agenda
- C. University and Public Relations
- D. Emeriti Welfare
- E. Video Records
- F. Editorial
- G. Awards and Recognition
- H. Membership

Section 5. The President as needed may appoint ad-hoc committees.

Article X: Newsletter

Section 1. There shall be an official newsletter of the organization.

Section 2. The President, with the advice of the Executive Committee, shall appoint the Editor of the association newsletter.

Section 3. The spring issue shall be published at least three weeks before the annual business meeting and shall specify the time and place of the meeting. Fall and winter issues should precede those designated meetings.

Section 4. Ad-hoc issues of the association newsletter may be published as directed by the Executive Committee.

Article XI: Nomination Procedure

Section 1. The Committee on Committees shall serve as the Nominating Committee for the Association. The winter issue of the association newsletter should contain an invitation for members to recommend candidates for elective office to the Chair of the Nominating Committee. The Nominating Committee's slate of nominees shall be published in the spring issue of the association newsletter. During the annual business meeting, nominations from the floor of individuals who have agreed to serve if elected shall be accepted.

Section 2. A one-year term of office extends from July 1 of the election year, N, to June 30 of the year N+1. A two-year term extends to June 30 of the year N+2. Interim appointments expire on June 30 of the year that would complete the term of the original incumbent.

Article XII: Parliamentary Authority

Section 1. Robert's Rules of Order Newly Revised shall be the parliamentary authority for this organization.

Article XIII: Amendments

Section 1. Proposed amendments to these Bylaws may originate either from a majority vote of the Executive Committee or from a petition to the Secretary signed by at least ten percent of the regular membership.

Section 2. The text of proposed amendments to be voted upon at the annual business meeting shall be published in the spring issue of the association newsletter. If amendments are to be considered at any other meeting of the Association, the Secretary shall send notice

thereof, including the full text of the proposed amendments, to each member not less than two weeks before the date of the meeting in question.

Section 3. To be adopted, a proposed amendment must receive a two-thirds majority vote at a meeting at which no fewer than twenty members of the Association are present.

(Adopted March 13, 2000; Revised 2007; 2009; 2011, 2014)