

UCIMC Structure

Originally composed by the UCIMC Structure Caucus (Jan. 31, 2001)

Ratified by the UCIMC (Feb. 4, 2001)

Revised by UCIMC Membership (November 8, 2007)

Revised again October 9, 2011 GMM.

Last revised at November 18, 2012 General Membership Meeting.

General Membership:

Membership:

- Is made of all of the members of the UCIMC.
- Membership is defined as: paying dues of \$25-50. Membership fees are reduced or waived for individuals based upon their stated ability to pay. If paying for membership is a hardship, a person can request a smaller membership fee from a Working Group. Working Groups are responsible for communicating the decision for fee reduction to the Secretary of the Board who maintains a membership list.
- Lifetime members are those who have given a one-time contribution of \$1000 or more.
- Membership is annual from the date of payment except for lifetime members.

Roles and Responsibilities:

- Elect the board of directors and officers. Candidates must announce their candidacy at least one week prior to the election. Elections will take place at the beginning of the general membership meeting held in the fall (October/November).
- Approve annual membership dues as well as membership criteria and benefits.
- Review and make changes to the Structure document and Bylaws. All proposed changes in either document must be presented to the members at least 14 days prior to the annual meeting.

Meetings:

- Membership meetings are open to the public.
- Meetings by organized by the Steering Group at least once a year in the fall (October/November).
- Meetings must be scheduled and announced on the general UCIMC membership e-mail list at least 28 days prior to the planned meeting.
- All decisions are made by consensus amongst all meeting participants with the exception of the election of Board members and officers and changes to the bylaws, which require 2/3 vote of UCIMC members in good standing.
- In the case of an irresolvable block to a particular proposal, after all UCIMC consensus procedures are exhausted (for consensus procedure, see CT Butler), decision making power on that proposal will default to the UCIMC members at the meeting for resolution by consensus.

Working Groups:

Membership:

- Participation is open to the public.
- All Working Group participants are encouraged to become members of the UCIMC.
- Working Group representatives serving on the Programming Committee and/or Board of Directors must be UCIMC members.

Roles and Responsibilities:

- Do the programmatic work of the UCIMC.
- Have autonomy to make most decisions over their area of responsibility.
- Bring decisions that affect whole UCIMC and/or other Groups to the Steering Group.
- Submit annual budgets to the Board.
- Formally designate one or more representative to serve on the Board's Programming Committee and/or to be nominated to serve on the Board of Directors and communicate these decisions to the Board Secretary.

Meetings:

- Working Group meetings are open to the public.
- Groups must post minutes to both applicable Working Group and the general UCIMC membership email list as well as to the UCIMC website.
- Groups must have meetings at a regular time and place and must post this information at the UCIMC.
- In the case of an irresolvable block to a particular proposal, after all IMC consensus procedures are exhausted (for consensus procedure, see CT Butler), decision making power on that proposal will default to the UCIMC members at the meeting for resolution by consensus.

Board of Directors:**Membership:**

- There shall be 5 or more Board members including 4 officers: President, Vice-President, Secretary, and Treasurer.
- The Board may constitute committees made up of a committee chair, board members, and appointed UCIMC members. Standing committees shall include a Finance Committee, Personnel Committee, Programming Committee, Facilities Committee and Fundraising Committee.
- The Board shall be elected by 2/3 majority of UCIMC members in good standing present at the General Membership Meeting in the fall. Board members' term of service shall commence immediately upon election and last until the next fall membership meeting.
- The term of office for each Officer and Director shall be 1 year. Directors shall not be re-elected more than four consecutive terms and Officers shall not serve more than four consecutive terms in any one office.
- Board members must be UCIMC members.
- Once elected, Directors shall select Officers for the upcoming year from their ranks

Roles and Responsibilities:

- Fulfill the legal requirements of governance required by the 501(c)3 not-for-profit status.
- Develop and oversee an annual budget.
- Hire and evaluate paid staff.
- Plan programming activities and approve units (e.g., Working Groups) within the UCIMC.
- Approve and monitor grants and fiscal sponsorships.
- Support fundraising.
- Oversee building maintenance and improvements.
- Address financial or legal issues as they arise.
- Propose annual membership dues as well as membership criteria and benefits to be approved by the membership.
- When a vacancy occurs in any office, other than the President, the Directors of the Board shall elect one of the Directors to serve the remaining months of the Officer's term.
- The Board may appoint non-voting members to an advisory role on the Board.

Meetings:

- Board meetings and their committees are open to UCIMC members and the public. The Board may vote by 2/3 majority to close meetings to discuss personnel or litigation issues where individuals or the organization could be harmed by public discussion.
- The Board shall meet 10-12 times throughout the year at dates and times announced on the UCIMC listserv and website.
- A majority of Board members shall constitute a quorum.
- The President or designee shall develop the agenda and post it to the UCIMC listserv and website at least 24 hours in advance. The meeting agenda shall consist of at least: a staff report, a Treasurer's report, committee reports, and old and new business.
- The Secretary of the Board or designee shall post minutes to the UCIMC listserv and website.
- Serious effort will be made to have Board decisions achieved through consensus of all UCIMC members present, but if there is an irresolvable block to a particular proposal, after all UCIMC consensus procedures are exhausted (for consensus procedure, see CT Butler), decision making power on that proposal will default to the UCIMC members at the meeting for resolution by consensus.