

MISSION STATEMENT AND BYLAWS

**ALLIES FOR ALL ABILITIES (3A-OP)
AFFINITY GROUP**

**UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT
OAKLAND CALIFORNIA 94607**

DRAFTED AUGUST 8, 2023

ALLIES FOR ALL ABILITIES (3A) AFFINITY GROUP

MISSION STATEMENT

The University of California Allies for All Abilities (3A) Affinity group promotes and enhances the well-being of people with disabilities including staff, faculty, and students through active participation and representation in the affairs at UC and the community at large.

3A welcomes all members of the UC community who identify as disabled, abled, allies of the disabled community, and/or who have an interest in supporting 3A's mission and objectives.

BYLAWS

ARTICLE I: NAME

This organization will be known as the Allies for All Abilities (3A) Affinity group Office of the President (3A-OP).

ARTICLE II: LOCATION

3A-OP shall be located at the University of California, Office of the President (UCOP), Oakland, California.

ARTICLE III: PURPOSE

The purpose of the organization is to promote the general welfare and interests of employees with disabilities at the UC Office of the President by engaging in activities that include, but are not limited to the following:

- (a) Maintaining and enhancing communication within the University's disabled and abled communities and campus communities.
- (b) Developing and maintaining a support group for UC Office of the President staff which enhances and increases the presence of employees with disabilities at the Office of the President and the University community.
- (c) Promoting increased diversity, equity, inclusion, awareness and understanding, and mutual respect for all cultural values of employees with disabilities at the UC Office of the President.
- (d) Promoting the employment and professional development, retention, and advancement of staff with disabilities in the Office of the President and the University community.

(e) Supporting the teaching, research, and public service mission of the University by advising appropriate officials, through research, publication and any other means appropriate on matters that affect the disabled community.

(f) Establishing and maintaining cooperative relationships and other outreach activities in the disabled Latinx community to promote greater awareness and level of participation in 3A-sponsored programs, services, and activities of the University.

(g) Assisting in the development of leadership skills of 3A members by fostering and encouraging leadership and professional development participation in the organization.

(h) Fostering greater visibility for employees with disabilities by advocating for the inclusion of disabled employees and their allies, in policy-making bodies and committees and by encouraging members of the Association to become active in other UCOP organizations to enhance the interests of disabled employees within the Office of the President.

ARTICLE IV: GOALS/OBJECTIVES

- A. Promote the general welfare of staff with disabilities at UCOP.
- B. Support, recruitment, and career development of employees with disabilities through programs that enhance opportunities for educational, social, and professional growth.
- C. Establish an internal communication network for employees with disabilities and allies (e.g., calendar, newsletter, etc.).
- D. Establish mechanisms for formally recognizing the contributions of the employees with disabilities at UCOP.
- A. Establish activities to facilitate all 3A employees at UCOP.

ARTICLE V: MEMBERSHIP

All staff, retirees, and community partners of the University of California Office of the President are eligible to join 3A. There shall be no membership discrimination based on race, sex, religion, national origin, sexual orientation, or ability. 3A reserves the right to eject any member who does not exhibit professionalism, and/or adhere to the goals and standards of the association.

A. Categories of Memberships

1. Regular Membership: Any current employee of UCOP shall be eligible for membership. Individuals in this category have full rights and privileges in the association.
2. Contributing Membership: Persons wishing to contribute to 3A-OP as well as sustain their membership after retirement or separation from the University are eligible for this category.

ARTICLE VI: OFFICERS AND DIRECTORS

6.1 The Organization shall be directed by a designated Steering Committee.

The Steering Committee will consist of four members from the Organization. Steering Committee members may be nominated or self-nominated. Any member of the Organization may serve on the Steering Committee. The members will serve a term of one office as designated in 6.2 Terms of Office.

6.2 Terms of Office

Each Steering Committee member shall take and hold office for one year, commencing at the first of the new year immediately following the elections.

6.3 Duties of the Steering Committee

(a) The Steering Committee members shall preside at all meetings of the Association and shall perform all duties incident to the office and consistent with these bylaws.

(b) The Steering Committee members will be designated as primary contacts of the Organization for purposes of contact by the 3A Executive Sponsor and the UCOP Affinity/Group Affinity group advisory committee.

(c) Incoming Steering Committee members shall succeed the outgoing Steering Committee upon expiration of the term of office.

(d) One Steering Committee member will assume the responsibility of coordinating the preparation and mailing of a notice of all meetings; shall respond to all correspondence to the Organization requiring a response; shall coordinate all releases of information or other communications to persons or entities outside of the Office of the President; and, shall perform such other duties, consistent with this office.

(e) One Steering Committee member shall assume the responsibilities of recording all meetings, and preparing, requesting approval of, publishing, distributing, and keeping the minutes of all meetings, shall certify official copies of such minutes and these Bylaws, and shall perform such other duties, consistent with this office.

(f) One Steering Committee member shall maintain a current and complete roster of members, and financial records of the Organization, collect, care for, and disburse all funds of the organization as needed. The member will also 1) Render quarterly and annual reports of the financial affairs and status of the organization, 2) Receive, account for, disburse and report on all monies of the Organization, and 3) Perform such duties as needed.

ARTICLE VII: MEETINGS

7.1 General Membership Meetings

General membership meetings are held **TBD** of each month. If a regularly scheduled meeting needs to be changed, a member of the 3A Steering Committee will do so and notify the entire membership of the change in advance

7.2 3A Steering Committee Meeting

The 3A Steering Committee will hold monthly meetings a week before the regular general membership meetings. The Steering Committee will report to the general membership any decisions it has made on behalf of the organization.

7.3 Special Meetings.

Special meetings may be called by the Steering Committee of the organization; at the request of 50% or more of the Steering Committee; or, by request from at least ten members of the organization. Except when not practicable due to unanticipated events, at least three working days written notice of a special meeting shall be given to each member.

7.4 Quorum.

The members who are present in person at a regular or special meeting shall constitute a quorum for the transaction of business, provided a minimum of three members of the Steering Committee are present and except as provided in Article 10.

ARTICLE VIII: ELECTIONS

8.1 Elections

Elections of officers will be held annually in November. Steering Committee members will begin serving their terms in January and will serve for one-year terms.

8.2 Voting Eligibility

Members in good standing will be eligible to vote in the election of the Steering Committee. The Steering Committee will be responsible for certifying the members who are eligible to vote. Member in good standing meets the criteria noted in 3.1 Membership.

8.3 Voting Procedures

Voting will be done at a regular meeting, and for the convenience of the membership, voting can also take place by casting votes online using the UCOP-provided website for the Organization.

ARTICLE IX: COMMITTEES

9.1 Special Committees.

Special Committees shall be appointed by the Steering Committee to facilitate consideration of the affairs of the organization. Any matter appropriate for consideration by a special committee first shall be referred thereto by an affirmative vote of no less than a majority of the membership present. Unless otherwise specifically delegated and except as otherwise provided herein, authority to act on all matters is reserved to the membership, and the duty of each

Special Committee shall be only to consider and to make recommendations to the membership upon matters referred to it.

ARTICLE X: RULES OF PROCEDURE

10.1 Rules of Procedure

The rules contained in Robert's Rules of Order. Newly Revised, shall govern the proceedings and the conduct of the meetings of the Association and its committees, in all cases to which they are applicable, unless inconsistent with these bylaws.

ARTICLE XI: AMENDMENT OF BYLAWS

9.1 Amendment Procedure.

The Bylaws may be amended at any regular meeting of this organization by an affirmative vote of no less than two-thirds of the members present as provided in Article 4.4. Notice of any proposed amendment, including a draft thereof, shall have been given at the regular meeting of the organization preceding the meeting at which such amendment is voted upon and the proposal for amendment first shall have been referred to an appropriate Committee of this organization in accordance with Article 7.1, or, if there is no appropriate Committee, to the Steering Committee.