University of California, Riverside
LEADERS of EXCELLENCE AND DISTINCTION (LEAD)
LEAD BYLAWS

ARTICLE I - NAME

LEADERS of EXCELLENCE AND DISTINCTION (LEAD) at UC, RIVERSIDE, under the direction of the Vice Chancellor for Planning, Budget & Administration.

ARTICLE II - PURPOSE AND OBJECTIVES

1. Develop administrative strategies founded on open communication, trust, respect, and the inclusion of diverse ideas to support excellence in teaching, research, and service.
2. Identify changing conditions and collaboratively engage others to build efficient business practices to be an institution of distinction.
3. Act as an advisory group to the Vice Chancellor for Planning, Budget & Administration; provide intellectual and practical advice to central administration and campus administrative units.
4. Provide and recognize professional opportunities within departments and assist in promoting intellect and talent, along with personal and professional growth opportunities.
5. Collaborate with other University groups (e.g., Staff Assembly, AMP, etc.) in the development of innovation and high-performance administrative models.

ARTICLE III – MEMBERSHIP

- . Membership shall consist of all UCR Staff; Represented and policy covered. Membership can change on an annual basis.

ARTICLE IV – MEETINGS

1. General meetings will minimally be twice per fiscal year, Follow R'LEAD (September through June), and at other times when deemed necessary and appropriate by the Board. LEAD members are expected to attend.
2. Board meetings are held monthly, which all Board members are expected to attend; a quorum of 2/3rds voting members is required to vote. Remote voting methods are acceptable (e.g., email, phone, zoom, etc.)

ARTICLE V - GOVERNMENT

The LEAD members shall be governed by a Board consisting of an elected President, President Elect, Immediate Past President, Director of Information and Technology, Director of Marketing and Communications, 2 Directors of Professional development, Director of Administration, Director of Finance, Director of Outreach, one elected at-large representative, and 2 appointed FHROG Advisory members.

It was determined by the 2023-2024 executive board that no board member shall serve for more than 3 consecutive years total on the executive board, with no more than 2 years serving in one position, unless elected Vice President during that 3-year duration. After a 1-year cooling off period, they may then reapply to serve on the executive board. **If any board position remains vacant after the election process, members who have exceeded the term limits may be elected to serve in any vacant position for the remainder of the term.** This excludes the FHROG Advisors.

1. The Board's duties shall include but not be limited to:
    a. Develop training based on identified best practices with central administration

and other units for deployment to the LEAD members.

b. Establish committees and designate members.

c. Develop supportive relationships and encourage open dialogue between members.

2. The Board's service responsibilities include:

a. The term of office of elected Board representatives is described below. Elections will be held annually to fill positions for those whose terms expire.

b. An elected Board Member unable to continue serving on the Board shall be replaced by the first runner-up in the election until the normal term has expired. If there was no runner-up, then the Board may appoint an alternate to serve out the term, if deemed appropriate. This could include the Member-at-Large if appropriate.

c. No individual may serve in the same elected Board position for more than two consecutive terms unless membership votes upon a recommendation from the Executive Board.

d. All elected and appointed, non-advisory, Board Members will have an official vote on business matters; a quorum of 2/3rds is required to vote. Email, phone, and zoom protocol voting methods are acceptable.

3. Representatives:

a. President – (Second year of overall 3-year commitment)

i. Provide direction to the Board Members. Raise awareness of LEAD to the UCR Community.

ii. Actively participate in the establishment of the organization's strategic direction and priorities.

iii. Set the annual agenda for the organization.

iv. Preside over all General Meetings and Board Meetings.

v. Actively solicit trainers, Senior Campus Administration, and department administrators to participate in General Meetings and Professional Development opportunities to cultivate mission-driven relationships.

vi. Actively participate in future board recruitment.

vii. Serve as a non-voting Ex-Officio member of Standing and Ad Hoc Committees.

viii. Vote only in the case of a tie and promotional items.

b. President-Elect (First year of overall 3-year commitment)

i. In consort with the President and the Director of Professional Development , actively assist in the programmatic needs of meetings and professional development training.

ii. Serves as first alternate to the President (In cases where President is unavailable to officiate). Perform the duties and exercise the powers of the President in the absence of the President and in accordance with the bylaws and serve as President -Elect.

iii. Actively assist in mentoring the Board Members.

iv. Attend all General Meetings and Board Member meetings.

v. Be a voting member of the Board.

vi. Ex-Officio capacity on all Ad Hoc Committees.

vii. Other duties as directed by the President and the approval of the Board (simple majority).

c. Director of Finance and

Commented [1]: with short video introducing LEAD and the annual charge.

Commented [2]: Remove Data Management portion of position and add data responsibilities to Director of Information Technology.

i. Work closely with ASSET to maintain all necessary records pertaining to receipt and disbursement of funds.
ii. Under guidance of Central HR , ensure the fiduciary responsibility of LEAD in accordance with the separation of duties guidelines and trainings set forth by the University and Central HR .
iii. Work with the President and Vice President/President-Elect to develop a proposed budget or the following year based on anticipated expenditures.
iv. Coordinate the funding and transaction needs for the various committees with ASSET.
v. Work with the President and ASSET to obtain approvals.
vi. Be a voting member of the Board.

d. Director of Information Technology and Data Management

i. Maintain all data records as may be required.
ii. Interpret data related to Follow R'LEAD, LEAD workshops i.e. attendance, surveys, registrations.
iii. Analyze and develop reports, for all data for events and provide information and recommendations to the Board.
iv. Actively develop and maintain the LEAD website.
v. Attend all General Meetings and Board meetings.
vi. Be a voting member of the Board.
vii. Other duties as directed by the President and the approval of the Board (simple majority).
viii. Serve on the UCR Staff Conference committee in relation to software used.

Commented [3]: Would like to discuss this need based on last year's needs.

e.

f. Director of Marketing and Communications

i. In consort with the President and President -Elect, actively assist in the marketing needs and brand awareness of LEAD.
ii. Actively email/announce all LEAD events and/or professional development activities to the general membership. Create Zoom invites and gather attendance after events for data purposes.
iii. Manage all social media platforms.
iv. Create flyers and all media to be distributed on social media.
v. Collect all data for events and provide information to the Director of Information Technology and Data Management.
vi. Attend all Board Meetings and LEAD events.
vii. Be a voting member of the Board.
viii. Other duties as directed by the President and the approval of the Board (simple majority).

g. Directors of Professional Development (2)

i. In consort with the President and President -Elect, actively develop LEAD professional development activities and offerings.
ii. Actively coordinate with the Employee and Organizational Development Office within Human Resources in the development of curriculum and professional development activities.
iii. Manage the LEAD Certificate Program.
iv. Serve on subcommittees pertaining to HMC and UCR Staff

Conference.

v. In consort with the President and President--Elect, develop and manage the speakers for the LEAD R' Ship Series.
vi. Attend all Board Meetings and LEAD events.
vii. Be a voting member of the Board.
viii. Other duties as directed by the President and the approval of the Board (simple majority).

h. Director of Administration

i. Serve as second alternate to President (in cases where PE is unavailable to officiate in the President's absence)
ii. Create and distribute meeting agendas.
iii. Take and distribute Meeting minutes by electronic distribution, posting to the LEAD website, or in hard copy.
iv. Maintain all records as may be required.
v. Update and revise bylaws as changes are approved by the Board.
vi. Work with the President and Director of Finance with coordinating purchases, retreat, and cohort end of year events .
vii. Coordinate events on Board and Cohort calendars.
viii. Assist the President with miscellaneous administrative tasks; scheduling Executive Board meetings.
ix. Attend all Board Meetings and LEAD events.
x.
xi. Be a voting member of the Board.

i. Director of Outreach

i. Gather more Listserv names from all outreach events.
ii. Develop and manage events pertaining to Outreach efforts including but not limited to Community Partner Fair, Coffee & Donuts, UC Staff Events and New Highlander Welcome efforts.
iii. Manage and update LEAD listserv.
iv. Attend all Board Meetings and LEAD events.
v. Be a voting member of the Board.
vi. Other duties as directed by the President and the approval of the Board (simple majority).

j. Member at Large

i. Serve as a subcommittee member for the Director of Outreach.
ii. Serve as members of standing committees at the direction of the Board.
iii. Serve as members on Ad Hoc Committees at the direction of the Board.
iv. Attend all General Meetings and Board meetings.
v. Actively participate in the life of LEAD; learn, watch and absorb information; volunteer according to individual strengths and participate on various sub-committees.
vi. Other duties as directed by the President and the approval of the Board (simple majority).
vii. Attend all Board Meetings and LEAD events.
viii. Be a voting member of the Board.

k. FHROG Advisory members (2) – appointed 2-year term.

i. Provide thoughtful guidance or recommendations concerning prudent future actions to be taken by the Board.

ii. Serve as members on Ad Hoc Committees at the direction of the Board.
iii. Attend all General Meetings as needed.
iv. Attend Board Meetings when asked by Board Members.
v. Be a non-voting member of the Board.

l. **Past President – (**
i. Attend General Meetings and Board Meetings as available.
ii. Actively coordinate the election processes of LEAD to maintain Board Membership.
iii. Coordinate and lead the Past President Committee.
iv.

ARTICLE VI - ELECTIONS

Elections will be held each Spring quarter to elect all open positions with new officers taking office in July. A majority of those voting will be required for election. The full membership of the LEAD Group will be eligible to vote for all positions. In the case of a tie, the incoming President may poll the Board individually for input and then make the final decision.

ARTICLE VII - COMMITTEES

1. Ad Hoc Committees:
Such committees shall be formed at the discretion of the Board to complete short-term projects. Members could include Faculty, Staff, and members of the community. Chairs of these Committees will be expected to attend Board meetings and report on the status of their activities. LEAD Board President cannot Chair any Standing committee.

2. Standing Committees:
Such committees shall be formed at the discretion of the Board for specific ongoing purposes. Chairs of these Committees will be expected to attend Board meetings and report on the status of their activities.

ARTICLE VIII - LEGISLATION AND AMENDMENTS

The By-Laws of the LEAD Group are accessible on the website and may be added to, amended, or repealed only by a two-thirds majority of members who are participating in the electronic voting process.

1. No proposal relating to introduction, amendment, or repeal of Group legislation may be presented for vote of the general membership unless:
a. Such a proposal shall have been reviewed previously and approved by the Board or a designated Ad Hoc Committee whose authority shall be limited to matters of form and the coordination of related changes in the By-Laws of the Group; and
b. The membership of the Group has received written notice of the proposal fifteen (15) working days prior to the established date for the vote.

2. Whenever a question of procedure cannot be settled within a reasonable time as determined by the President, Robert's Rules of Order (current edition) shall govern the LEAD Group.

Vote: I move to accept the new 2026-2027 updates to the LEAD By-Laws. - Shannon
Second: Erica C.
Final vote: 9-0-0