

**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 new innovation and high-performance administrative models.

**ARTICLE III - MEMBERSHIP**

Membership shall consist of all staff.

**ARTICLE IV – MEETINGS**

1. General meetings will minimally be twice per fiscal year (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 four voting members is required to vote. Remote voting methods are acceptable (e.g., electronic mail, telephonic communication, voice over internet protocol, etc.)

**ARTICLE V - GOVERNMENT**

The LEAD members shall be governed by a Board consisting of an elected Chairperson, Vice Chairperson (Chairperson-Elect), Immediate Past Chair, Program Chair, Information Technology Chair, Marketing and Communication Chair, Professional Development Chair, Administrative Chair, Outreach Chair, one elected at-large representative, and two appointed FHROG Advisory members.

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;
  - 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 four is required to vote. Electronic mail, telephonic communication, and voice over internet protocol voting methods are acceptable.
3. Representatives:
  - a. **Chair – (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.

**b. Vice Chair (Chair Elect) – elected (First year of overall 3-year commitment)**

- i. In consort with the Chair and the Program Chair, actively assist in the programmatic needs of meetings and professional development training;
- ii. Serves as first alternate to the Chair (In cases where Chair is unavailable to officiate). Perform the duties and exercise the powers of the Chair in the absence of the Chair and in accordance with the bylaws, and serve as Chair-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 Chair and the approval of the Board (simple majority).

**c. Information Technology – appointed 1-year term**

- i. Maintain all records as may be required;
- ii. Actively develop and maintain the LEAD website;
- iii. Serve as second alternate to Chair (in cases where VC is unavailable to officiate in the Chair's absence)
- iv. Attend all General Meetings and Board meetings;
- v. Be a voting member of the Board;
- vi. Other duties as directed by the Chair and the approval of the Board (simple majority).

**d. Program Chair – appointed 1-year term**

- i. In consort with the Chair and Vice Chair, actively assist in the programmatic needs of meetings and professional development training;
- ii. Actively participate in the schedule and organization of the General Meeting and/or Professional Development activity;
- iii. Maintain pre-registration lists and sign-in lists at events/programs;
- iv. Attend all General Meetings and Board Meetings;

- v. Be a voting member of the Board;
- vi. Other duties as directed by the Chair and the approval of the Board (simple majority).

**e. Marketing and Communications Chair (Appointed 1-year term)**

- i. In consort with the Chair and Vice Chair, 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;
- iii. Manage all social media platforms;
- iv. Create flyers and all media to be distributed on social media;
- v. Manage and update LEAD listserv
- vi. Attend all Board Meetings and LEAD events;
- vii. Be a voting member of the Board;
- viii. Other duties as directed by the Chair and the approval of the Board (simple majority).

**f. Professional Development Chairs (2) (Appointed 1-year term)**

- i. In consort with the Chair and Vice Chair, 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 Chair and Vice Chair, 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 Chair and the approval of the Board (simple majority).

**g. Administrative Chair**

- i. Distribute Meeting minutes by electronic distribution, posting to the LEAD website, or in hard copy;
- ii. Take minutes for Board Meetings;
- iii. Create and distribute meeting agendas;
- iv. Maintain all records as may be required;
- v. Maintain a record of the annual budget and expenses;
- vi. Process LEAD reimbursements and PO's as needed;
- vii. Assist the Chair with miscellaneous administrative tasks;

**h. Outreach Chair**

- i. Gather more Listserv names at all outreach events;
- ii. Develop and manage events pertaining to Outreach efforts including but not limited to Community Partner Fair, Coffee & Donuts, and New Staff Orientation efforts;
- iii. In consort with the Chair, Vice Chair, and Program Chair, develop and implement outreach efforts for the Success Makeover event;
- iv. Attend all Board Meetings and LEAD events;
- v. Be a voting member of the Board;
- vi. Other duties as directed by the Chair and the approval of the Board (simple majority).

**i. Members at Large (1) – elected 1-year term**

- i. Serve as a subcommittee member for the Outreach Chair;
- 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 Chair and the approval of the Board (simple majority).

**j. 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
- iv. Attend Board Meetings when asked by Board Members;
- v. Be a non-voting member of the Board.

**i. Past Chair – (third year of overall 3-year commitment)**

- i. Attend all General Meetings and Board Meetings.
- ii. Actively coordinate the election processes of LEAD to maintain Board Membership;
- iii. Coordinate and lead the Past Chair Committee;
- iv. Be a voting member of the Board;

**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 Chair 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 Chair 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 Chair, Robert's Rules of Order (current edition) shall govern the LEAD Group.