

Feb 8, 2001

**ARIZONA STATE UNIVERSITY
RETIREES ASSOCIATION
BYLAWS**

ARTICLE I Name

The name of this organization shall be The Arizona State University Retirees Association.

ARTICLE II Purposes

The Association is organized for the following purposes:

- A. To work on behalf of retired Arizona State University personnel to ensure that they receive maximum retirement benefits and to communicate membership concerns to representatives of the University, legislators, state government agencies and other groups affecting the welfare of retired persons;
- B. To work for the improvement of the retirement program of Arizona State University and to ensure that Association members are made fully aware of the nature and extent of their retirement benefits;
- C. To contribute to the general public understanding about the issues of concern to retired persons;
- D. To assist ASU retired persons so that they can continue their association with the University and to receive University benefits including, but not limited to, course registration and entertainment event discounts, volunteering for University programs, and continuing in their professional and educational activities;
- E. To facilitate continuing contributions by members to the furtherance of the scholarly and other professional objectives of Arizona State University;
- F. To sponsor educational programs relating to concerns of retired persons, including but not limited to, housing, medical care, and other economic and social issues.

ARTICLE III. Membership and dues

A. Membership

- 1. Persons eligible for regular membership are retired members of the Arizona State University Academic Assembly, administration, staff, former members of the State of Arizona Board of Regents, and widows and widowers of such persons.
- 2. Associate member. Employees who have not yet retired but who anticipate regular membership in any category described in Article III-A1 upon official retirement from ASU employment, may become associate members.

3. In those cases where both spouses are employed in one of the categories described in Article III-A1 above, each spouse is eligible for regular membership, independent of the other spouse's membership.
4. Associate membership may be extended to individuals who are affiliated with the University Program in a similar capacity as a faculty or staff member and who are approved by a majority vote of the Board of Directors.

B. Dues

Annual dues shall be proposed by the Board subject to change by proper amendment of the Bylaws.

C. Amount

For purpose of membership in the Association there shall be an annual dues payment of ten (10) dollars. Spouses are included in the membership fee. Annual dues for associate members shall be five (5) dollars.

D. Period

Dues shall be for a fiscal year beginning July 1 of each calendar year.

E. Time of payment

Annual dues are payable on or before the first day of July of each year.

F. Vote Entitlement

Each membership payment of ten (10) dollars annual dues is entitled to one vote. (Therefore, a member and spouse payment of ten (10) dollars is entitled to one vote.)

ARTICLE IV Board of Directors

A. Board of Directors

The Directors shall be responsible for the ongoing administration of the Association.

B. Eligibility for Board Membership

All members whose dues are paid and who have been associated with ASU in any of the categories described in Article III-A above are eligible for membership on the Board.

C. Term of Office

Members of the Board shall be elected for a term of three years and shall not be eligible to serve consecutive terms. One third of the members shall be elected annually. Any vacancy on the Board shall be filled by the Board in accordance with Article VI, except that if a vacancy should occur while the nominating committee is at work, that committee shall nominate to fill such vacancy.

D. Elections

The members of the Board shall be elected by written ballot distributed to all members at least twenty (20) days before the **February** meeting of the Board. Election shall be by a plurality of votes cast. Newly elected members of the Board shall assume their duties at the conclusion of the annual meeting.

E. Nominations

1. Each year the Board shall appoint a nominating committee of at least five persons with the Immediate Past President as chair. The committee shall have at least two retired Faculty and at least two retired Staff members. This committee shall invite suggestions from the members and prepare a slate of **at least** five names for the election of new members of the Board. This shall take place in January. In accordance with Article IV-C, should a vacancy on the Board occur while the nominating committee is at work, the committee shall nominate a person to fill the vacancy. The slate shall be completed and reported to the Board in time to be published in the newsletter.
2. Nominations may also be made by petition bearing the signatures of at least ten members. Such nominating petitions must be received by the chair of the nominating committee at a time to be specified by the Board and early enough to be included on the ballot.
3. To the extent possible, the Board shall be representative of the several constituencies of the Association.
4. Balloting

Ballots shall be issued and counted by the Membership Committee, under the supervision of its chair, who shall certify the results and report them to the President. Ballots shall be closed **four (4)** days prior to the date of the **February** Board meeting. Ballots received in the ASURA office after that date will not be counted in the election.

ARTICLE V Officers

- A. The officers of this Association shall be a President, Vice President, Secretary, Treasurer, and Immediate Past President, ex-officio.

- B. The Board shall elect the officers from among its members.
- C. All officers shall be elected for a one-year term, and may be reelected for one consecutive term.
- D. All officers shall be elected at a **March** meeting of the Board, **which will include newly elected Board members**, who will be invited for the sole purpose of assisting in the election of officers for the next fiscal year.

ARTICLE VI Vacancies

Vacancies shall be filled by appointment by the Board, except as provided in Article IV-C. Board appointees shall serve for the remainder of the unexpired term.

ARTICLE VII Duties of Officers and Board

The Board of Directors elected by the membership shall manage the affairs of the Association. The Board shall have the authority to establish such standing and other committees as it deems desirable. Officers shall perform the duties customary for their respective offices.

- A. **President.** The President shall serve as the chief elected officer of the Association and shall preside at all Board of Directors meetings and meetings of the Association. The President shall be responsible for community relations. The President shall appoint all committee chairs, except as specified in the Bylaws, and assist in the selection of committee members, subject to approval of the Board of Directors.
- B. **Vice-President.** In the absence or disability of the President, the Vice-President shall perform all the duties of the President and when so acting shall have all the powers of, and subject to all restrictions upon the President. The Vice-President shall be responsible for membership and shall be an ex-officio member of that committee, and shall have such other powers and perform such other duties as from time to time may be prescribed by the Board of Directors or the Bylaws. The Vice-President is the President-Elect and will succeed to the presidency automatically. In the event of the President's resignation, death, or permanent disability, the Vice-President will succeed to the presidency for the remainder of the term of office. In the event of a vacancy in the vice-presidency, the board shall elect one of its members to serve out the remainder of that term.
- C. **Secretary.** The Secretary shall keep, or cause to be kept at the principal office of the Association, or such other place as the Board of Directors may order, all records, including, but not limited to, the Bylaws and a Book of Minutes of all meetings of the Board of Directors and of members, with the time and place of holding, the notice thereof given, the names of those present at Board of Directors meetings, the number of votes represented at meetings of the membership, and the proceedings thereof. The Secretary shall give, or cause to be given, notice of all meetings of the members and of the Board of Directors required by these Bylaws to be given, and the Secretary shall

periodically review the Bylaws. The Secretary shall be responsible for education and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.

D. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and surplus. The books of account shall at all times be open to inspection by any Director. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name of, and to the credit of, the Association, with such depositories as may be designated from time to time by the Board of Directors. The Treasurer shall be responsible for the financial matters of the Association.

The Treasurer is authorized to disburse the funds of the Association, or cause them to be disbursed, within the limits of the annual budget as approved by the Board of Directors without the necessity of further authorization, subject to further directions of the Board. The Treasurer shall present a statement of current financial status of the Association as directed by the Board, and shall arrange for an annual audit of the Treasury.

E. Immediate Past President. The Immediate Past President shall serve as an ex-officio member of the Board and Executive Committee, and shall serve as Chair of the Nominating Committee.

ARTICLE VIII Composition of the Board

The Board responsible for the ongoing administration of the Association shall be composed of fifteen (15) elected members and five (5) ex-officio non-voting members. One ex-officio member shall be the ASU Vice-President for Institutional Advancement or his/her representative. The second ex-officio member shall be the ASU Academic Vice-President or his/her representative. The third ex-officio member shall be the President of the ASU Academic Assembly. The fourth ex-officio member shall be the Chair of the ASU Classified Staff Committee. The fifth ex-officio member shall be the Director of Human Resources or his/her representative. The outgoing Board members shall serve as a committee to propose the new officers. If the President is outgoing, he or she shall serve as the chair of that committee. If the President is not outgoing, he or she will appoint a chair from among the outgoing members of the Board.

ARTICLE IX Meetings of the Board

A. Planning Meeting

The Board shall hold a planning meeting within two months subsequent to the annual meeting to consider the work of the Association for the ensuing year and to appoint members of the standing committees. The President shall designate the time and place of such meeting.

B. Regular Meetings

The Board shall meet monthly, unless otherwise agreed to. The time and place of such meetings shall be established by the Board.

C. Special Meetings

Special meetings of the Board may be held upon the call of the President or upon request of any three members of the Board.

D. Notice of Meetings

The Secretary shall give notice of each meeting of the Board to each Board member.

E. Quorum

A majority of the members of the Board shall constitute a quorum.

ARTICLE X Committees

A. Standing Committees

Standing committees shall include the following committees: Executive, Legislative Liaison, Community Relations, Education, Finance, Health Insurance, Membership, and Activities.

1. **Executive Committee.** This committee shall include the officers of the board and the Immediate Past President, Ex-Officio, and shall advise and assist the President in planning the meetings of the board, administering the various functions of the Association, including the committees of the Association. It shall serve as the Committee on Committees.

2. **Legislative Liaison Council.** This group shall act as an agent of the Board, to provide liaison and oversight of the University faculty, staff and administration, the Board of Regents, the Legislature, the Arizona State Retirement Plan, and such other agencies as this council may decide to assign such surveillance. It shall report to the Board and shall consult with that group on a regular basis in the planning of its activities.

Its members shall include a person assigned to oversight of the Legislature, of the ASRS, and the University and Board of Regents. It shall include as ex-officio members the chair of the Committee on Health Insurance and the President of the ASURA Board. It shall be responsible for planning and directing any ASURA membership efforts to exert influence on targeted agencies, in consultation with the Executive Committee, and with the approval of the Board of Directors.

3. **Education.** This committee shall plan and provide for orientation, training, and educational programs, in whatever degree or manner the Association deems appropriate. The Secretary shall serve ex-officio on this committee.

4. **Finance.** This committee shall oversee all financial matters related to the business of the Association. This committee shall include the President, Vice-President, Treasurer, and

Business Operations Manager. The Treasurer shall keep the committee informed as to the performance of the duties prescribed in Article VII-D

5. **Health Insurance.** This committee shall monitor existing health insurance programs for University retirees, propose improvements in insurance programs, and suggest what actions should be taken by the Association to provide the best possible health insurance coverage for its members. The immediate past president shall serve ex-officio on this committee.

6. **Membership.** This committee shall stimulate and develop Association membership. The Vice-President shall serve ex-officio on this committee.

7. **Activities.** This committee shall plan special events and travel programs that will benefit the membership.

B. Subcommittees

The Standing Committees may appoint such subcommittees as may be essential to the accomplishment of their business. The subcommittees shall report directly to the committees which appointed them.

C. Term of Office

Members of the Standing Committees shall serve a one-year term and are eligible for successive reappointment.

D. Other Committees

The Board may appoint other committees for the study of special problems. These committees shall report to the Board and shall serve at its pleasure.

ARTICLE XI. Association Fiscal Year

The fiscal year of the Association shall close on June 30 of each year.

ARTICLE XII. Membership Meetings

A. Annual Meeting .

There shall be an annual meeting of the members in each fiscal year. The annual meeting shall be held in the month of April, at a time and place designated by the Board. At this meeting the members of the Association shall transact such business as may properly be presented for action by the members and the Board.

B. Other Meetings

Additional meetings may be called by the Board, or on written request of ten (10) members, submitted to the Board.

C. Quorum

Ten (10) percent of the members shall constitute a quorum at any meeting of the voting members of the Association.

D. Notice of Meetings

The Secretary shall give notice of the time, place and purpose of all meetings to the membership at least twenty (20) days prior to such meetings.

ARTICLE XIII. Amendments

A. Vote required

The Bylaws may be amended by a majority vote of the members present at any meeting of the organization, provided notice has been given and that ten (10) percent or more of the members be present or by a two-thirds majority of the ballots returned in a written poll of the members.

B. Notice

Written notice of proposed amendments must be sent to the membership at least twenty (20) days before the meeting at which they are to be acted upon. Should the Board decide to submit proposed amendments by mail ballot, a period of **thirty (30) days** from the date of mailing must be allowed for the receipt of valid ballots.

ARTICLE XIV Rules

The Board may adopt rules of procedure to govern their meetings and those of any committees. The current edition of Robert's Rules of Order, Newly Revised, governs this organization in all parliamentary situations not provided for in the bylaws or rules of the Association, or of the University, or relevant state or federal law.

(Bylaws as revised February 8, 2001, updating Bylaws dated October 14, 1999.)