

**MINUTES OF January 14, 2025
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION
BOARD MEETING**

Board Members Present: Maria Hesse, Beverley Buddee, Carl Cross, Partha Dasgupta, Don Doerres, Theresa Ekin, Kay Faris, Caroline Harrison, Karen Moses, Rodney Rogers, Will Stasi, Jan Thompson

Board Members Absent: Jo Ellen Alberhasky, Jeff Bush, Richard Knopf, Paul Skiera

Ex-Officio Members Present:

Committee Chairs Present: Jan Shore, Paul Harper

Executive Staff Present:

Guests Present:

I. CALL TO ORDER

Board president Maria Hesse called the meeting to order at 10:01 am.

II. INTRODUCTIONS AND WELCOME TO GUESTS

III. ADOPTION OF TODAY'S AGENDA

Agenda was adopted.

IV. REVIEW AND APPROVAL OF THE MINUTES OF the previous BOARD MEETING

Carl made a motion to approve, Bev seconded. Approved.

V. FINANCIAL REPORT/TREASURER'S REPORT – Jeff Bush/Terrie Ekin

Terrie stated that Connie prepared the financial report that was handed out. The money from ASU HR has not come in. The bookkeeping is being streamlined.

VI. EX-OFFICIO REPORTS (5 minutes or less, please)

- ASU Alumni Association – Tim Desch
- Emeritus College Liaison – Myles Lynk
- Human Resources – Jarred Elias
- University Club Liaison – Tara Roesler
- University Liaison – Kendra Burton
- University Senate – Elisa Kawam

- University Staff Council – Shawn Banzhaf

VII. **STANDING COMMITTEE REPORTS (5 minutes or less please)**

- Community Outreach Committee – Subcommittee Reports
 - Adopt-A-Family – Ginny Sylvester
Ginny submitted a report and asked if adopt a family can go over the \$3000 budget. More information is needed and there will be a follow up.
 - Scholarship Committee – Jan Shore
The scholarship recipient Keenan Coady has dropped out due to personal reasons. Lolita Halper of Graphics Information Technology was chosen to get the second half of the scholarship. For next year, at this point 78 applications have been received, the deadline is March 1.
 - Video History Project – Don Doerres
No report.
- Events Committee & Subcommittee Reports
 - Events Committee Coordination – Trudy Perez
 - Luncheons & Special Events – Kay Faris
Kay thanked everyone for attending and helping in the Holiday Potluck. The bake sale received \$209.
The Spring Luncheon will take place at the Friendship Village, March 12. Caterers will provide a nice Italian Buffet for \$18.99. Entertainment options are being looked into.
 - Seminars – Karen Moses
Pat arranged an Artificial Intelligence seminar, to be presented by Tina Miller, on Feb 13. The seminar was announced yesterday and have received 17 participants already. The seminar will be interactive.
Karen reported that the January seminar on Trusts was excellent and well attended. March seminar is being planned.
 - Pre-Retirement Seminars – Trudy Perez, Liz Badalamenti
 - Travel – John Brock
- Finance Committee – Barry McNeill
- Government Liaison Council
 - Legislature – Pat Schneider
Legislative session has started, Pat will scan the bills and report back. Pat attended an annual meeting of the Arizona Retirement Security Coalition. Danielle Smith presented a recap of people who were voted in and made the usual pitch about “please write to your legislator”. An ASRS representative attended and made a presentation. Feb 7 is the Virtual Day at the Capitol. There is an Action Network website and comments posted there do receive attention.
- Health Insurance Liaison Council

- ASRS – Dick Jacob
- ADOA – Larry Carlson
- Membership and Communications Committee – Subcommittee Reports
 - E-News – Barry McNeill
 - Membership Update –
Carl Cross is working on the Membership and he reported how additions are done to the database (including obituaries).
 - Obituaries – Tara Roesler
 - Prime Times – Jeannette Robson
 - Web Site – Connie McNeill, Barry McNeill
 - Database – Paul Harper
Paul is waiting for the list of new retirees.

VIII. UNFINISHED BUSINESS

- AROHE had their annual meeting, Pat attended and made a suggestion to AROHE to appoint a liaison. The travel institute is organizing a trip to Barcelona. The retirement seminar series will continue. There was a discussion on possible sharing of membership information with AROHE.
- Maria stated that the ASURA office space plans have changed and a different building is being considered.
- A draft version of the Bylaws was presented for reading by the Board Members. The plan is to further discuss, finalize and vote on the Bylaws this Spring.
- Kay reported we have 3 nominations for the 5 positions, so 2 more nominations are needed.
- Terrie is working on streamlining financial operations.

IX. NEW BUSINESS

- The April meeting will be reconsidered at the next board meeting.
- Staff Appreciation day is on Feb 11 at ASU West. Bev volunteered to attend.

X. ANNOUNCEMENTS

- Next Meeting – **Feb 11, 2025 in person at CSB 203A**
9:15 am Executive Committee
10:00 am Board Meeting

XI. MEETING ADJOURNMENT

Meeting adjourned at 11:28 am.


Received from Ginny Sylvester

I received this wonderful thank you note from my contact at ASU and I tried forwarding it to you but ASU rejected the forward. I just copied the text of the email and attaching it here in hope that ASU won't bounce it back to me.

Greetings,

As we end one holiday season and prepare for all the good the New Year has to bring, we can not end 2024 without expressing our sincerest appreciation to ALL those that participated in the 2024 Adopt an ASU Family program! Your generosity, support and selfless act of giving made this holiday season merry and bright for so many ASU families! This program would not be possible without your care and dedication to the betterment of our ASU community! I have received multiple "thank you" emails combined with warm hugs and tearful expressions of gratitude from the adopted families! University Career Women and University Staff Council realize you, your family, your friends, your department and your colleagues had a choice where to showcase your spirit of giving this holiday season! We are so truly grateful you choose this program and YOUR ASU community! Thank you, thank you, THANK YOU!

Whether your gifting was in the form of tangible items (presents), gift cards or a few monetary donations; each and every gift was well received and truly, truly appreciated! Please know that your generosity shined bright through our ASU staff members, their families and their children's faces as they marveled in the joy your giving brought them!

Although I didn't get to personally thank each of you upon donation collection or drop-off, please extend our acknowledgement to all those within your department and family members that contributed to this program! We are so grateful TO ALL OF YOU! 

Again, THANK YOU for all you do for our community! I wish you all the very best the New Year has to offer you and your families! Happy New Year!

Respectfully,

Paige Jones Wells, Project Coordinator

Office of ASU Staff Council

Arizona State University

Mail Code: 6203

Email: paige.jones.wells@asu.edu

I also want to give Trudy Perez a million thanks for stepping up and finishing the shopping for the Adopt-a-Family program after I fell and broke my femur and had to have a partial hip replacement. Not the way I would have wanted to spend the Christmas holiday. I missed all the fun of the Adopt-a-Family shopping and wrapping!

I see that the 'team' spent enough that I believe we are almost out of funds for the rest of the year. If my math is correct, the program has spent \$2811.15 and are close to our \$3000 budget. I would normally also give a grocery food card for the Spring/Easter holiday for the 2 families. I would like to do so at least for the Tempe Schools Family and hope to get a card for wj \$125.00 for them. Not sure right now if the ASU family will

be able to use the card. If they can, I wonder if the Board would let us go over the \$3,000.00. I would give each family \$125.00 for groceries then and be slightly over the \$3000.00.

I won't be able to be at the meeting or can't even zoom in as I have a Dr appointment then.

Ginny

ANNUAL REVIEW OF ASURA EXPENDITURES
FOR FY2024
2023/24 ASURA FINANCE COMMITTEE

Background

Per ASURA Bylaws, Article VI.A.4, on December 5, 2024, members of the Finance Committee (Barry McNeill Barry Bruns, Jeff Bush, and Connie McNeill) met with Jerry Snyder who had reviewed ASURA's FY24 expenditures for reasonableness and consistency with the budget. The documents used for the review were:

- The final Fiscal Year 2024 Financial Report
- The Summary Balance Sheet and Income Statements for June 30, 2024 for each account held at the Foundation - from Foundation Workday
- The Financial Summary for June 30, 2024 for the General University Allocation account which is held at ASU - from ASU Workday

Results of Review

After discussing Jerry's review, the Finance Committee unanimously agreed that:

- The revenues and expenditures of the Association in FY24, after consideration of the comments/explanations on the ASURA Financial Report and Financial Health Report, were reasonable and consistent with the budget and in agreement with the Foundation Workday and ASU Workday records.
- The ASURA ending cash balances agreed with the underlying Foundation and ASU records.

Recommendation

1. Jerry recommended clarifying a few of the notes on the Final Financial Report and Paid Travel Events. The changes were made and are shown in red in the attached revised Final Financial and Paid Travel Events Reports.
2. Given the State's uncertain financial situation Jerry thought it would be prudent not to make an additional transfer from Operations to the scholarship endowment. The committee agreed.

Observation

Since the University allocation has not yet been received, ASURA should contact HR to find out why.

ANNUAL REVIEW OF ASURA EXPENDITURES
FOR FY2024
2023/24 ASURA FINANCE COMMITTEE

ASURA Finance Committee

Barry McNeill (chair), Jeff Bush, Barry Bruns, Connie McNeill (FY24
Financial Operations Manager), Terrie Ekin (Financial Operations Manager
FY24+), , and Jerry Snyder(contributor)

BYLAWS
ARIZONA STATE UNIVERSITY RETIREES ASSOCIATION

ARTICLE I. Name

The name of this organization shall be The Arizona State University Retirees Association, also referred to as ASURA or Association herein.

ARTICLE II. 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 continue 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 objectives of Arizona State University;
- F. To sponsor educational, charitable, service, historical and other programs relating to interests of ASURA retired members.

ARTICLE III. Membership

A. Eligibility

Persons eligible for membership are:

- retired employees of Arizona State University;
- retired persons who were former employees of ASU;
- those who are approaching retirement from ASU;
- retirees from other universities;
- surviving partners of former ASU employees;
- other individuals with approval by a majority vote of the Board of Directors;

The Board of Directors may also appoint individuals or organizations to “Honorary Member” status in order to include them in events and communications. Honorary Members do not pay dues and do not vote. The Executive Committee will annually review and update the list of honorary members.

B. Dues

Members, except for Honorary Members, shall pay annual dues in an amount set by the Board. Dues shall be for a fiscal year beginning July 1. Payment of dues covers participation of a member’s partner in all ASURA activities except voting.

C. Vote Entitlement

Payment of annual membership dues entitles the member to one vote.

D. Association Meetings

Association meetings are meetings open to all ASURA members.

1. Meetings of the Association

Association meetings may be initiated by the President, Executive Committee, the Board, or upon written request of ten (10) members, submitted to the President.

2. Quorum

The voting members present at an Association meeting shall constitute a quorum.

ARTICLE IV. Board of Directors

A. Purpose

The Board of Directors shall manage the affairs of the Association and shall establish policies as needed to carry out the purposes of the Association.

B. Composition

The Board of Directors shall consist of fifteen (15) elected voting members. In the case where the regular Board term of the current President, Vice President, or Immediate Past President has expired, this officer will sit as an additional member of the Board. To facilitate communication between ASURA and ASU organizations (as determined by the Board), representatives from those organizations will serve on the Board as ex-officio members in a non-voting, advisory capacity. Ex-officio members have automatic Honorary Member status in the ASURA for the duration of their service.

C. Eligibility for Board Membership

All current members, except Honorary Members, are eligible for membership on the Board.

D. Term of Office

Members of the Board shall be elected for a term of three (3) years. Board members shall not be eligible to serve consecutive terms whether elected, appointed, or serving by virtue of office. One third of the members shall be elected annually. Any mid-term vacancy on the Board shall be filled by nomination by the President and approval by the Board.

E. Elections

The members of the Board shall be elected by ballot according to the following timeline. Election shall be by a plurality of votes cast.

1. By Mid-January: The Immediate Past President shall inform the membership of ASURA's nominating procedure and invite suggestions from the membership through a *Prime Times* issue, notice on the ASURA Web site, and e-mail notice to members. At this time the Past President shall also appoint a Nominating Committee, which shall include at least four members of the Association. The committee membership shall be representative of the various constituencies in the membership.
2. By February 28: the Nominating Committee shall prepare a slate of at least five names for the ballot. To the extent possible, the Board shall be representative of the several constituencies of the Association. The slate shall include the names of members agreed upon by the committee and also names of members nominated through petitions received by the Chair of the Nominating Committee by this date. Such nominating petitions must bear the signatures of at least ten ASURA members.
3. By March 7: The ballots shall be distributed to the membership.
4. By March 31: Ballots must be received in the ASURA Office in order to be counted in the election.
5. By April 5: The Executive Committee shall count the ballots. The President shall announce the results to the Board and to the membership shortly thereafter.
6. Newly elected members of the Board shall assume their duties effective July 1.

F. Board Meetings

1. Regular Meetings

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

2. Special Meetings

Special meetings of the Board may be held upon the call of the President or upon request of any three (3) members of the Board.

3. Notice of Meetings

The Secretary shall provide the agenda for upcoming Board meetings, along with meeting date, time and place to each Board member at least three days prior to the meeting date.

4. Quorum

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

ARTICLE V. Officers

A. Composition

The officers of the Association shall be President, Vice President, Secretary, Treasurer, and Immediate Past President.

B. Election

The incoming President in consultation with the Executive Committee shall propose a slate of officers. The Board shall elect the officers from among its members at its May meeting.

C. Term

The term of office shall begin July 1. The Presidency, Vice Presidency and Past Presidency are limited to one full term.

Any mid-term vacancy on the Executive Committee other than the President shall be filled from among the current Board membership through nomination by the President and approval by the Board.

In the event of the President's resignation, permanent disability or death, the Vice President shall succeed to the Presidency for the remainder of the term of office, and will then serve the subsequent full term as well, during which time there will be no Immediate Past President.

All officers serve at the pleasure of the Board.

D. Duties

1. Executive Committee

As a group, the officers shall form the Executive Committee. Under the President's leadership, the Executive Committee shall plan meetings of the Board and meetings of the Association, and shall administer the various functions of the Association consistent with the Board's policies. Annually, between May and September, the Executive Committee shall identify chairs of the Standing Committees for the year. The Executive Committee shall appoint personnel as needed to carry out the operations of the ASURA, for example a business officer and an information technology officer.

2. President

The President shall serve as the chief elected officer of the Association and shall preside at all Executive Committee and Board of Directors meetings and at meetings of the Association. The President shall be responsible for community and University relations. The President shall ensure that an Annual Report is produced. The President shall have signature authority on all ASURA financial accounts.

3. Vice President

The Vice President is President-Elect and will succeed to the Presidency automatically. In the case of temporary 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 be subject to, all restrictions upon the President. The Vice President shall have signature authority on all ASURA financial accounts.

4. Secretary

The Secretary shall prepare or cause to be prepared minutes of all Board meetings and all Association meetings, and shall submit such minutes to the Board for approval at its next meeting. The Secretary shall also 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 minutes of meetings of the Board of Directors and of the Association, with the time and place of holding, the notice thereof given, the names of those present at Board of Directors meetings, and the proceedings thereof. Retention of these records should be consistent with ASU's policies. The Secretary shall give, or cause to be given, notice of all Board meetings to the Board of Directors and notice of all Association meetings to the members.

5. Treasurer

The Treasurer shall present a fiscal year budget to the Board at the September meeting. 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 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 designated by the Board of Directors. The Treasurer assures that expenditures are consistent with the budget and the policies of the financial institutions used by the ASURA. The Treasurer assures that the list of individuals who have approval authority is reviewed and updated annually. The Treasurer shall have signature authority on all ASURA financial accounts. The Treasurer shall present a statement of current financial status of the Association as directed by the Board. On request, the President or Treasurer shall provide any Board member access to the official account records.

6. Immediate Past President

The Immediate Past President shall serve as a voting member of the Board and Executive Committee, and shall serve as Chair of the Board Nominating Committee. The Immediate Past President shall have signature authority on all ASURA financial accounts.

ARTICLE VI. Committees

A. Officers of the Organization

The chairs of committees and subcommittees are considered officers of the organization. The website shall list all current officers, committee and subcommittee chairs.

B. Committees and Liaisons

Committee and Subcommittee chairs are identified by the Executive Committee. Committee chairs shall appoint members to their committees with the assistance of the Executive Committee as needed, shall oversee committee meetings and activities, and shall report regularly to the Board on their activities.

1. Government and Health Insurance Committee

The Government Liaisons shall act as agents of the Board to provide liaison and advocacy in relation to the Arizona State Legislature, the Arizona State Retirement System (ASRS), and such other agencies as the Board may designate. The liaisons shall be responsible for planning and directing any ASURA membership efforts to exert influence on designated agencies. They shall consult with the Board in the planning of their activities, and base their advocacy activities on prior approval by the Board. The liaisons shall include a person assigned to oversight of the Legislature, and a person assigned to oversight of the ASRS.

2. Community Outreach Committee

The Community Outreach Committee shall identify and promote opportunities for members to donate or volunteer resources to better our community and to oversee any outreach programs designated by the Board, such as Adopt-a-Family, Scholarship, Video History, and other volunteer programs.

3. Events Committee

The Events committee shall plan and provide for educational programs and for activities such as the Retirees Day, luncheons, tours and travel, and other interests as indicated by the members.

4. Finance Committee

The Finance Committee shall make recommendations regarding current and future financial matters related to the business of the Association. It shall also annually review expenditures of the Association for reasonableness and consistency with the budget. Results of the annual review shall be presented to the Board within seven months after the close of the fiscal year.

5. Health Insurance Liaisons

The Health Insurance Liaisons shall monitor existing health insurance programs for University retirees, propose improvements in insurance programs, and suggest actions that should be taken by the Association to provide the best possible health insurance coverage for its members. The liaisons shall also help make the members aware of their health insurance options.

6. Membership and Communications Committee

The Membership and Communications Committee shall stimulate and develop Association membership. The committee shall promote and facilitate communication with the membership using such methods as direct mailings, newsletters, electronic mail, and the Association Web site.

7. Operations Committee

The Operations Committee includes those involved in office coordination, membership, database management, mailings, and finances of the organization.

8. Other Committees

The Board may appoint other committees and subcommittees as necessary. These committees shall report to the Board and shall serve at its pleasure.

C. Term of Office

Chairs of the Committees and Subcommittees shall serve at the pleasure of the Board.

ARTICLE VII. Association Fiscal Year

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

ARTICLE VIII. Amendments

The Bylaws may be amended by a two-thirds majority of the ballots returned in a written and/or electronic poll of the members. The Board shall approve proposed amendments to the Bylaws before they are submitted to the ASURA membership for a vote. A period of thirty (30) days from the date of mailing must be allowed for the receipt of valid ballots.

ARTICLE IX. Rules

A. Parliamentary Rules

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.

B. Regulating Rules

Such Rules as may be deemed appropriate and consistent with these bylaws may be adopted for the purpose of regulating the business procedures and other ongoing activities of the association. Regulating rules may be added, modified, or deleted by a majority vote of the Board of Directors.



BYLAWS
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- 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 continue 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 objectives of Arizona State University;
- F. To sponsor educational, charitable, service, historical and other programs relating to interests of ASURA retired members.

ARTICLE III. Membership

A. Eligibility

Persons eligible for membership are:

- retired employees of Arizona State University;
- retired persons who were former employees of ASU;
- those who are approaching retirement from ASU;
- retirees from other universities;
- surviving partners of ~~former ASU employees~~;
- other individuals with approval by a majority vote of the Board of Directors;

Bylaws revised ~~(insert date)~~, updating Bylaws dated ~~Feb. 1, 2013~~

Page 1

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B. Dues

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1. Meetings of the Association

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<#>The President shall call an annual meeting of all members of ASURA in each fiscal year. The annual meeting shall be held in April, at a time and place designated by the Board. At this meeting the members of the Association shall transact such business as may be properly presented for action by the members and the Board.¶

<#>Other

2. Quorum

The voting members present at an Association meeting shall constitute a quorum.

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ARTICLE IV. Board of Directors

A. Purpose

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B. Composition

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2. By ~~February 28~~: the Nominating Committee shall prepare a slate of at least five names for the ballot. To the extent possible, the Board shall be representative of the several constituencies of the Association. The slate shall include the names of members agreed upon by the committee and also names of members nominated through petitions received by the Chair of the Nominating Committee by this date. Such nominating petitions must bear the signatures of at least ten ASURA members.
3. By ~~March 7~~: The ballots shall be distributed to the membership.
4. By ~~March 31~~: Ballots must be received in the ASURA Office in order to be counted in the election.
5. By ~~April 5~~: The Executive Committee shall count the ballots. The President shall announce the results to the Board and to the membership ~~shortly thereafter~~.
6. Newly elected members of the Board shall assume their duties ~~effective July 1~~.

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F. Board Meetings

1. Regular Meetings

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ARTICLE V. Officers

A. Composition

The officers of the Association shall be President, Vice President, Secretary, Treasurer, and Immediate Past President.

B. Election

The incoming President in consultation with the Executive Committee shall propose a slate of officers. The Board shall elect the officers from among its members at its May meeting.

C. Term

The term of office shall begin July 1. The Presidency, Vice Presidency and Past Presidency are limited to one full term.

Any mid-term vacancy on the Executive Committee other than the President shall be filled from among the current Board membership through nomination by the President and approval by the Board.

In the event of the President's resignation, permanent disability or death, the Vice President shall succeed to the Presidency for the remainder of the term of office, and will then serve the subsequent full term as well, during which time there will be no Immediate Past President.

All officers serve at the pleasure of the Board.

D. Duties

1. Executive Committee

As a group, the officers shall form the Executive Committee. Under the President's leadership, the Executive Committee shall plan meetings of the Board and meetings of the Association, and shall administer the various functions of the Association consistent with the Board's policies. Annually, between May and September, the Executive Committee shall identify chairs of the Standing Committees for the year. The Executive Committee shall appoint personnel as needed to carry out the operations of the ASURA, for example a business officer and an information technology officer.

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2. President

The President shall serve as the chief elected officer of the Association and shall preside at all Executive Committee and Board of Directors meetings and at meetings of the Association. The President shall be responsible for community and University relations. The President shall ensure that an Annual Report is produced. The President shall have signature authority on all ASURA financial accounts.

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3. Vice President

The Vice President is President-Elect and will succeed to the Presidency automatically. In the case of temporary 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 be subject to, all restrictions upon the President. The Vice President shall have signature authority on all ASURA financial accounts.

4. Secretary

The Secretary shall prepare or cause to be prepared minutes of all Board meetings and all Association meetings, and shall submit such minutes to the Board for approval at its next meeting. The Secretary shall also 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 minutes of meetings of the Board of Directors and of the Association, with the time and place of holding, the notice thereof given, the names of those present at Board of Directors meetings, and the proceedings thereof. Retention of these records should be consistent with ASU's policies. The Secretary shall give, or cause to be given, notice of all Board meetings to the Board of Directors and notice of all Association meetings to the members.

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5. Treasurer

The Treasurer shall present a fiscal year budget to the Board at the September meeting. 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 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 designated by the Board of Directors. The Treasurer assures that expenditures are consistent with the budget and the policies of the financial institutions used by the ASURA. The Treasurer assures that the list of individuals who have approval authority is reviewed and updated annually. The Treasurer shall have signature authority on all ASURA financial accounts. The Treasurer shall present a statement of current financial status of the Association as directed by the Board. On request, the President or Treasurer shall provide any Board member access to the official account records.

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6. Immediate Past President

The Immediate Past President shall serve as a voting member of the Board and Executive Committee, and shall serve as Chair of the Board Nominating Committee. The Immediate Past President shall have signature authority on all ASURA financial accounts.

ARTICLE VI. Committees

A. Officers of the Organization

The chairs of committees and subcommittees are considered officers of the organization. The website shall list all current officers, committee and subcommittee chairs.

B. Committees and Liaisons

Committee and Subcommittee chairs are identified by the Executive Committee. Committee chairs shall appoint members to their committees with the assistance of the Executive Committee as needed, shall oversee committee meetings and activities, and shall report regularly to the Board on their activities.

1. Government and Health Insurance Committee,

The Government Liaisons shall act as agents of the Board to provide liaison and advocacy in relation to the Arizona State Legislature, the Arizona State Retirement System (ASRS), and such other agencies as the Board may designate. The liaisons shall be responsible for planning and directing any ASURA membership efforts to exert influence on designated agencies. They shall consult with the Board in the planning of their activities, and base their advocacy activities on prior approval by the Board. The liaisons shall include a person assigned to oversight of the Legislature, and a person assigned to oversight of the ASRS.

2. Community Outreach Committee

The Community Outreach Committee shall identify and promote opportunities for members to donate or volunteer resources to better our community and to oversee any outreach programs designated by the Board, such as Adopt-a-Family, Scholarship, Video History, and other volunteer programs.

3. Events Committee

The Events committee shall plan and provide for educational programs and for activities such as the Retirees Day, luncheons, tours and travel, and other interests as indicated by the members.

4. Finance Committee

The Finance Committee shall make recommendations regarding current and future financial matters related to the business of the Association. It shall also annually review expenditures of the Association for reasonableness and consistency with the budget. Results of the annual review shall be presented to the Board within seven months after the close of the fiscal year.

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5. Health Insurance Liaisons

The Health Insurance Liaisons shall monitor existing health insurance programs for University retirees, propose improvements in insurance programs, and suggest actions that should be taken by the Association to provide the best possible health insurance coverage for its members. The liaisons shall also help make the members aware of their health insurance options.

6. Membership and Communications Committee

The Membership and Communications Committee shall stimulate and develop Association membership. The committee shall promote and facilitate communication with the membership using such methods as direct mailings, newsletters, electronic mail, and the Association Web site.

7. Operations Committee

The Operations Committee includes those involved in office coordination, membership, database management, mailings, and finances of the organization.

8. Other Committees

The Board may appoint other committees and subcommittees as necessary. These committees shall report to the Board and shall serve at its pleasure.

C. Term of Office

Chairs of the Committees and Subcommittees shall serve at the pleasure of the Board.

ARTICLE VII. Association Fiscal Year

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

ARTICLE VIII. Amendments

The Bylaws may be amended by a two-thirds majority of the ballots returned in a written and/or electronic poll of the members. The Board shall approve proposed amendments to the Bylaws before they are submitted to the ASURA membership for a vote. A period of thirty (30) days from the date of mailing must be allowed for the receipt of valid ballots.

ARTICLE IX. Rules

A. **Parliamentary Rules**

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.

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<#>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 that appointed them.¶

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<#>The Board may appoint other committees as necessary. These committees shall report to the Board and shall serve at its pleasure.¶

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B. Regulating Rules

Such Rules as may be deemed appropriate and consistent with these bylaws may be adopted for the purpose of regulating the business procedures and other ongoing activities of the association. Regulating rules may be added, modified, or deleted by a majority vote of the Board of Directors.

Bylaws revised (insert date), updating Bylaws dated Feb. 1, 2013

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