

# BYLAWS OF THE EMERITUS COLLEGE OF ARIZONA STATE UNIVERSITY

Revised 3/17/2015 by the Emeritus College Council

Adopted by the Emeritus College Membership

## PREAMBLE

The Emeritus College of Arizona State University (ASU), founded on November 2, 2004, was established for the purpose of giving a home and a focus to continued intellectual, creative, and collegial engagement of retired emeritus faculty with the University. As an academic unit within the University, the College serves its members, the University, and the community as a center for resources made available by both the membership and the University. The College provides an organizational base for official University ties, emeritus policy, and programmatic development.

-----

## ARTICLE I – MEMBERSHIP IN THE EMERITUS COLLEGE AT ASU

There are three levels of membership in the Emeritus College:

1. **Regular Membership** in the ASU Emeritus College is open by application to all faculty and academic professionals who have achieved Emeritus Status at the University. Upon achieving ASU Emeritus Status, each emeritus/emerita shall be invited to be a member of the Emeritus College.
2. **Associate Membership** in the ASU Emeritus College may be available upon petition to or invitation from the College Council to those who have achieved emeritus status at institutions which have equivalent accreditation to that of ASU.
3. **Affiliate Membership** in the ASU Emeritus College may be available upon petition to or invitation from the College Council to ASU Lecturers and Instructors who have retired but are not eligible for emeritus status, but want to participate in the programs of the ASU Emeritus College.

## ARTICLE II -- DEAN OF THE EMERITUS COLLEGE AT ASU

1. The Dean shall be from the ranks of ASU Emeritus College membership and is appointed by the President and the Provost upon recommendation of the College Council.
2. The Dean is Chair, with vote, of a nine member College Council and shall systematically seek and receive its advice and counsel.
3. The Dean serves as spokesperson for the College on and off campus, administers the College office, proposes annual College budgetary requests to the Provost, organizes Emeritus

College development funding, and initiates or responds to proposals from the Council and the College for program implementation.

4. Deans shall have one renewable two-year term of office beginning July 1. In the event the Dean cannot fulfill the responsibilities of his/her term, the College Council shall recommend an interim Dean to the President and Provost.

### **ARTICLE III -- ASSOCIATE DEAN OF THE EMERITUS COLLEGE AT ASU**

The Dean of the Emeritus College, during his/her tenure, may appoint from the College Regular Membership an Associate Dean to assist in various operations of the College, which may include chairing meetings of the College Council. The Associate Dean shall be an ex officio member of the College Council. The Associate Dean has no vote except when appointed by the Dean as Acting Dean or acting Council member in the absence of a regularly seated Council member.

### **ARTICLE IV – OFFICERS OF THE EMERITUS COLLEGE AT ASU**

#### **1. Emeritus College Council**

- a. The College Council consists of nine Regular Emeritus College Members elected for staggered three-year terms.
- b. The Council shall meet monthly with the Dean during the academic year to review budgetary and programmatic activities of the Emeritus College and approve all Associate and Affiliate membership candidates.
- c. In the event a member of the College Council cannot fulfill membership on the College Council, the Dean in consultation with the Council shall make an interim appointment to serve until the next election.
- d. A member elected to fill a vacated Council term shall serve the remainder of the term.
- e. Regular Members of the Emeritus College are eligible to serve two three-year terms on the College Council. Those appointed or elected to fill vacated terms are eligible to serve two full terms.

#### **2. Faculty and Academic Divisions**

- a. The Emeritus College shall have divisions called Faculties and Academies that bring together members with common programmatic interests.
- b. The nature and number of divisions shall be related to the extent of interest in programmatic proposals advanced and approved by the Dean and the Council. Proposals for new divisions may come from a variety of sources.

- c. Each division shall have a Director. Directors shall serve voluntarily, with remuneration to the directors and members, if any, to be derived from externally funded projects.
- d. Directors meet with the College Council. They have no vote unless as members of the Council.
- e. The Dean shall appoint, from the College membership, directors of the various divisions and other officers deemed necessary by the Dean and the Council.

## **ARTICLE V – EMERITUS COLLEGE COMMITTEES**

1. **Standing Committees:** Standing committees shall be appointed by the Dean with the advice and consent of the College Council. Each committee shall have at least three members chaired by a member of the College Council. They are as follows:
  - a. **Committee on University Emeritus Policy** is charged with an ongoing responsibility to examine existing university, college, and department policies regarding emeriti/ae to report on their findings and to make such recommendations as the College Council may wish to forward to the University Administration for discussion and implementation.
  - b. **Committee on College Research and Creativity Grants** administers the College’s financial grants and awards program on an annual competitive basis.
  - c. **Nominating Committee** is responsible for recruiting nominees for election to the Emeritus College Council and for one seat in the University Senate.
  - d. **Membership Committee** is responsible for recruiting and new members, maintaining membership, and promoting camaraderie within the group.
  - e. **Bylaws Committee** meets as necessary to review and propose amendments to the Bylaws.
  - f. **Emeritus Faculty Fellowship Committee** is responsible for:
    - (1) Soliciting donations annually from the emeriti/ae faculty to the ASU Emeritus Faculty Fellowship Fund, in conjunction with the Director of Development of the Emeritus College, as well as in concert with the Associate Vice Provost for Graduate Education. These donations will be deposited with the ASU Foundation endowment fund to support graduate students who are enrolled in or have completed the “Preparing Future Faculty Program” administered by Graduate Education,
    - (2) Selecting one or more recipients for the Emeritus Faculty Fellowship in conformity with the Fellowship Gift Agreement with the ASU Foundation and Graduate Education, and
    - (3) Sponsoring an annual event (luncheon) for all emeriti/ae faculty at which current recipients of the Fellowship will be featured guests.

2. **Other Committees:** *Ad hoc* committees may be appointed by the Dean for the benefit of the College.
3. **Eligibility:** All members of the Emeritus College are eligible to serve on standing or ad hoc committees.

#### ARTICLE VI – FINANCE

Three sources of funds are available to the Emeritus College:

1. **Operating Funds** are administered and provided by the Provost's Office.
2. **Program Assistance Funds** are derived from membership contributions and cover College programs, including certain publications, Grants and Awards, various meetings and events, and travel. The Dean may expend an amount not to exceed \$1000 each to take care of individual expenditures. Expenditures over \$1000 are submitted to the Council for approval. These funds are administered through the ASU Foundation.
3. **Endowment Funds** are administered through the ASU Foundation and shall require approval of the College Council for their use.

#### ARTICLE VII – MEETINGS OF THE EMERITUS COLLEGE AT ASU

Minutes of meetings of the Emeritus College shall be made available to members upon request.

1. **Meetings of the College Membership** shall be of two types:
  - a. **The Annual Meeting of the Emeritus College** shall be called by the Dean and the College Council in April of each year. The Office of the Dean will notify the membership of the time, place, and date by mail to the address on record with the Emeritus College. Notification shall be distributed for arrival no less than four weeks before the meeting and include the agenda of the meeting. The agenda shall be constructed by the Dean and the College Council with input from the membership.
  - b. **Special Meetings:** The Dean and College Council may call a Special Meeting of Emeritus College members if there is need for prompt action for which full membership discussion is deemed necessary for the good order of the College. Notification regarding Special Meetings of the Emeritus College, including the agenda, shall be mailed to the membership for expected arrival no less than four weeks before the Emeritus College meeting date except in the case of emergencies requiring more prompt action.
2. **Meetings of the ASU Emeritus College Council:** The College Council shall meet monthly during the academic year and at other times as deemed useful by the Dean or Council. Agendas for Council meetings shall be made available to each member in a timely manner

before the meeting and published on the College web site. Meetings of the Council shall be open to all members of the College except when in executive session.

#### **ARTICLE VIII – PUBLICATIONS OF THE EMERITUS COLLEGE AT ASU**

The *Emeritus College Newsletter* shall be published quarterly. The Newsletter Editor shall be appointed by the Dean with the advice and consent of the Council. The Emeritus College may sponsor other publications as deemed necessary by the Dean and College Council.

#### **ARTICLE IX – REPORTS OF THE EMERITUS COLLEGE AT ASU**

Copies of reports shall be available to members upon request. A copy of the Annual Report shall also be made available to appropriate university administrators and to the University Senate Office.

##### **1. Reports by Division Directors and Committee Chairs**

Each Division Director and Committee Chair shall submit a report to the Dean near the end of each fiscal year.

##### **2. College Annual Report**

At the end of each fiscal year, the Dean shall prepare an Annual Report which will include a summary of activities of Divisions, Committees, and other operations and will include reports submitted to the Dean by Division Directors and Committee Chairs.

#### **ARTICLE X – MEMBERSHIP CONTRIBUTIONS**

Annual membership contributions to the Emeritus College through the ASU Foundation shall be solicited but not required.

#### **ARTICLE XI -- EMERITUS COLLEGE ARCHIVES**

Printed copies of the Emeritus College proposal and the College Bylaws, enacted over time, all Emeritus College publications, Annual Meeting Agenda, Annual Report, and copies of select photographs shall be archived in the University Archives, ASU Libraries.

#### **ARTICLE XII – BYLAWS OF ASU EMERITUS COLLEGE**

The process for amending these Bylaws falls under the aegis of General University Governing regulations (See ACD – Academic Constitution and Bylaws – Article III:

<http://www.asu.edu/provost/asenate/documents/acd112-01.html>

[file:Bylaws revision final version 1/12/12]