

# **BYLAWS OF THE EMERITUS COLLEGE OF ARIZONA STATE UNIVERSITY <sup>1</sup>**

(Approved April 26, 2005 by the Emeritus College Council.)

## **PREAMBLE**

The Emeritus College of Arizona State University (ASU) has been established for the purpose of giving a home and a focus to continued intellectual, creative, and collegial engagement of retired faculty with the University. As an academic unit within the University, the College serves its emeritus 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.

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## **ARTICLE I. MEMBERSHIP**

Membership in the ASU Emeritus College is open to all living faculty who have achieved emeritus status at the University. Upon petition to or invitation from the College Council, Associate membership may be available to faculty from other universities and colleges who have achieved emeritus status at institutions which have equivalent accreditation to that of ASU. Upon petition to the College Council, Affiliated membership may be available to ASU Lecturers and Instructors who have retired but are not eligible for emeritus status and want to actively participate in the programs of the ASU Emeritus College.

## **ARTICLE II. RESPONSIBILITIES OF THE DEAN**

The Dean will be from the ranks of the ASU Emeritus College membership. The Dean is appointed by the President and the Provost upon recommendation of the College Council. The term of the Dean is for a renewable period of two years. ( ARTICLE III, Sect. 4). The Dean is a member of the College Council along with the other nine members (see ARTICLE III. Section 1). He or she seeks and receives advice and counsel systematically from the College Council. The Dean's responsibilities include: serving as spokesperson for the College on and off campus, administering the College office, proposing to the Provost the annual and any other College budgetary requests, organizing Emeritus College development funding, serving as Chair of the Emeritus College Council and initiating or responding to the Council's and other College proposals for programming implementation.

## **ARTICLE III. OTHER OFFICERS**

Section 1. College Council. <sup>2</sup>

The College Council consists of nine emeritus members, and the College Dean (see Article III, Section 4 on the three year staggered election process for serving on the Council). The Council meets regularly during the academic year. The Council's responsibilities include reviewing with the Dean budgetary and programmatic activities of the Emeritus College, determining annual dues and approving all ASU emeritus, associate, and affiliated membership candidates in the Emeritus College (see ARTICLE I for membership criteria).

## Section 2. Center Directors.

The Emeritus College shall have Centers which bring together faculty from different disciplines with particular programmatic missions. Each Center will have a Director appointed by the Dean. Center Directors will be voluntary with any remuneration to the Director and any others in the Center derived from funded projects. The nature and number of Centers will be related to the extent of interest and programmatic proposals advanced and approved by the Dean and the Council.<sup>3</sup> Proposals for new Centers may come from a variety of sources.

## Section 3. Committees.

The Dean and the College Council establish working committees to review and make recommendations to them about the functioning operations of the Emeritus College. Each committee has at least three members drawn from the Council or the full range of Emeritus College membership. The standing committees of the College are: The Committee on Administration and Budget, The Committee on University Emeritus Policy, and The Committee on College Centers. Other standing committees may be established by the Dean and the Council as needed. Center Directors will serve ex officio on the Committee on Administration and Budget.

## Section 4. Election/Appointment of Officers.

As specified in Article II, the Dean shall be appointed from the ranks of the ASU emeritus faculty holding membership in the Emeritus College. Deans shall have renewable two year terms of office with a July 1 starting date.<sup>4</sup> Council members shall be elected for staggered three-year terms – with three of the nine member Council elected each year – by the ASU Emeritus College membership.<sup>5</sup> The slate of ASU faculty emeriti/emerae will be developed by a Nominating Committee. The Nominating Committee, appointed by the Provost, shall consist of seven ASU Emeritus College members including three drawn from the College Council and four drawn from the ASU Emeritus College membership which may include one associate member and one affiliated member. In the event the Dean cannot fulfill the role of Dean, the College Council shall recommend an Interim Dean to the President and the Provost. In the event a member of the College Council cannot fulfill her or his membership on the Council, the Dean, in consultation with the Council, can make an interim appointment until the next election.

## **ARTICLE IV. MEETINGS**

### Section 1. Meetings of the Emeritus College.

Meetings of the Emeritus College shall be of two types: An Annual Meeting and Special Meetings.

The Annual Meeting of the Emeritus College shall be called by the Dean and the College Council each spring on or about the second Tuesday of April. 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. These notifications shall be distributed for arrival no less than four weeks before the meeting date. The notifications shall include the agenda of the meeting. The Agenda shall be constructed by the dean and the College Council with input from the membership as appropriate.

Special Meetings of the Emeritus College members may be called if there is need for prompt action for which full membership discussion and action are deemed necessary or needed for

the good order of the College. The Dean and the College Council may call a Special Meeting of the Emeritus College. Notification regarding Special Meetings of the Emeritus College, including the agenda, shall be sent 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.

Minutes of Emeritus College meetings shall be sent to each member of the Emeritus College in a timely manner. With the consent of the member, e-mail may be used for this purpose. The minutes of Emeritus College meetings shall also be posted on the Emeritus College web site.

#### Section 2. Meetings of the College Council.

The College Council shall normally meet monthly during the academic year and at other times deemed useful by the Council. Agendas for Council meetings shall be distributed via e-mail, mail, and posted on the Emeritus College web site, as appropriate, at least one week before the planned meeting. Minutes of Council meetings shall be distributed to the College Council via e-mail and posted on the Emeritus College web site as appropriate.

### **ARTICLE V. REPORTS**

#### Section 1. 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 Centers, Committees, and of other activities. In addition, appropriate links to complete reports submitted to the Dean by Directors and Committee Chairs will be incorporated into the report. A copy of the report will be distributed to all members of the College and to appropriate university administrators. The Annual Report will also be made available as a public document on the College Web Site.

#### Section 2. Director and Committee Reports.

Each Center Director and Committee Chair shall submit a report to the Dean near the end of each fiscal year. Copies of these reports will be made available to members of the Emeritus College via the College web site. Special reports from Committees or Centers may be requested by the College Council or the Dean with due notice.

#### Section 3. Principal Investigator Reports.

Recipients of grants funded under the sponsorship of the Emeritus College shall provide reports to the dean upon completion and as requested by the Dean, The Committee on Administration and Budget, and the appropriate Center Director.

#### Section 4. Newsletter.

A newsletter will be prepared on a regular schedule under the direction of the Dean.

## ARTICLE VI. DUES

Annual dues and their distribution shall be set by the College Council.<sup>6</sup> Annual dues will be set at the meeting of the College Council following the Annual meeting of the Emeritus College, the agenda of which will include discussion of the proposed annual dues and their distribution.

### ENDNOTES:

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1. 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/acd\\_112-01.html](http://www.asu.edu/provost/asenate/documents/acd_112-01.html))
2. In response to a request by the then ad hoc Steering Committee chair, the Council was initiated as an "Emeritus College Steering Committee" by the Provost for the purpose of developing the Emeritus College Proposal in the spring 2004 semester. The ensuing proposal was accepted and adopted by the university administration by the President and the Provost for implementation in the spring 2005 semester.
3. Based on an initial survey of emerita/emeritus interests upon establishment of the Emeritus College in the 2004-2005 academic year, interest was advanced to establish Centers in such areas as: a Center for Mentoring, a Center for Issues in K-12 Education, a Center for Innovation in Instruction, and a Center for ASU History and Tradition. Centers established also include the Emeritus Center for Writing and the Center for Fine Arts.
4. The Founding Dean was appointed by the President and the Provost in October 2004 and will serve until December 31, 2005. Upon approval of the President, his term may be renewed for an additional one and one-half years.
5. The Founding College Council was appointed by the Provost for one year during the 2004-2005 academic year.
6. Dues for the fiscal year 2005-2006 will be as stipulated in the Emeritus College Proposal, as will the distribution.

4/26/05