



Arizona Education
Association-Retired

**Constitution,
Bylaws,
Committee
Responsibilities,
and
Policies/Procedures**

September, 2010

ARIZONA EDUCATION ASSOCIATION – RETIRED

CONSTITUTION

(Date adopted April 2007)

ARTICLE I. NAME AND INCORPORATION

The name of this organization shall be known as the **Arizona Education Association – Retired**; hereafter referred to as the AEA- Retired.

ARTICLE II. AFFILIATION

The AEA- Retired shall be an affiliate of the Arizona Education Association and the National Education Association.

ARTICLE III. PURPOSES

The purposes of the AEA- Retired are:

Section 1.

To work for the benefit of retired members in order to:

- A. Improve their economic benefits including working for and maintaining a permanent cost of living allowance;
- B. Improve health care programs for retirees;
- C. Monitor legislation regarding retirement issues;
- D. Develop social activities and seminars consistent with retirees' interests.

Section 2.

To work for the welfare of students, the advancement of education, and the improvement of instructional opportunities for all.

Section 3.

To support NEA/AEA educational issues, both professional and economic, for the benefit of active and retired members.

Section 4.

To function as a representative body to speak with authority for members.

Section 5.

To establish cooperation with the education community, the Arizona Education Association, and its affiliates.

ARTICLE IV. MEMBERSHIP

Section 1.

Membership shall be open to any person who was formerly employed in a school, college, university, educational institution, or agency.

Section 2.

The membership year shall be consistent with the membership year of the Arizona and National Education Associations.

Section 3.

Members of the AEA- Retired shall be members of the National Education Association-Retired and the AEA, thus meeting unification requirements.

Section 4.

- A. Every member shall have equal rights and privileges within the organization to nominate candidates for office; to vote for delegates, to attend the Annual General Meeting; to participate in the deliberations concerning the business of that meeting.
- B. Every member shall have the right to meet and assemble fully with other members; to express any views at meetings upon candidates in an election of the AEA- Retired or upon any business properly brought before the meeting.
- C. No member shall be fined, suspended, expelled or otherwise disciplined except for non-payment of dues without being served with specific written charges and given a reasonable time in which to prepare a defense which may be asserted at a full and fair hearing.
- D. At the beginning of the membership year when a member becomes 90 years of age s/he will be granted an Honorary AEA Retired membership and cease paying AEA Retired dues.

Section 5.

- A. Members may form local chapters of AEA-Retired in order to enlarge and broaden the membership base, to improve service to members and to expand involvement in political action and association programs.
- B. Chapters do not have guaranteed voting rights on issues before the Executive Board.
- C. Chapter members must be a member of AEA-Retired, NEA-Retired and AEA.
- D. Chapters agree to adhere to the AEA-Retired, NEA-Retired and AEA Constitution and Bylaws.
- E. Individual Chapters will be responsible for setting their own dues (if any), agenda for meetings and programs.
- F. Chapters may include Associate Members. Associate Members have no voting rights at Annual Meetings or within the Chapter and are not eligible to hold any AEA-Retired office.

ARTICLE V. OFFICERS

Section 1.

The officers of the AEA- Retired shall consist of the president, the vice president, the recording secretary, the treasurer, and the immediate past-president.

Section 2.

All officers shall be elected by secret ballot by the AEA- Retired elected delegates to the AEA Delegate Assembly. Newly elected officers shall enter upon their duties immediately following the Annual General Meeting.

Section 3.

Officers shall serve for a term of three years, but limited to no more than six (6) consecutive years in the same office.

Section 4.

Officers of the AEA- Retired shall serve their terms so long as they satisfactorily perform the duties of their office. Where an officer is guilty of malfeasance or nonfeasance in office, such officer may be removed for cause, shown after notice and a hearing, and by a majority vote of the members of AEA-Retired voting.

- A. A motion of recall can be made by the submission of a petition containing the signatures of fifty (50) percent of the membership of the Executive Board.
- B. The Executive Board shall notify in writing the charges against any officer who has been recommended for recall.
- C. Any officer may appeal in writing to the Executive Board.
- D. The Executive Board shall schedule hearings, whenever necessary, to review the recommendation of recall of an officer.
- E. The report of those hearings shall be made available to the membership.
- F. The general membership shall receive ballots one month after the notification date.
- G. Such recall shall be determined by two-thirds (2 / 3) of the ballots received and counted in an open meeting of the Executive Board.

Section 5.

In the event of a vacancy in the office of president, the vice president shall become president and serve until the next annual election

Section 6.

Whenever the offices of both the president and vice president shall become vacant between elections, the remaining members of the Executive Board shall choose one of its members to serve in that capacity until the next annual election.

Section 7.

In the event of a vacancy in the office of recording secretary and/or the treasurer, the Executive Board shall choose one of its members to serve in that capacity until the next annual election.

Section 8

In the event of a vacancy in the position of representative-at-large, the President, with the approval of the Executive Board, shall appoint an AEA-Retired member to serve for the remainder of the term.

ARTICLE VI. EXECUTIVE BOARD**Section 1.**

The Executive Board shall consist of:

- a. The officers of the AEA-Retired
- b. The immediate past president
- c. The representatives-at-large
- d. The AEA-Retired director, Region 18
- e. The past presidents, other than the immediate one, shall be non-voting emeritus members of the Executive Board.

Section 2.

- A. Representatives-at-Large shall be elected by secret ballot for a term of three (3) years, and may only serve for two (2) consecutive terms for a total of six (6) years. Representation shall be one (1) for each one hundred and twenty-five (125) members. The minimum number of representatives shall be fifteen (15). Newly elected representatives shall enter upon their duties immediately following the Annual General Meeting.²
- B. AEA-Retired Directors shall be elected in accordance with the procedures in the AEA Constitution and Bylaws.

Section 3.

- A. To ensure minority involvement a special election will be held at the Annual Meeting if needed.
- B. The Executive Board may at any time elect an ethnic minority member to insure minority representation. That minority member shall hold office for a two (2) year term, or until the next general election, but may not hold more than two (2) consecutive terms for the same office.

ARTICLE VII. AMENDMENTS

Amendments to this Constitution may be made by a two-thirds (2/3) majority of the members voting on a regular election ballot issued for this purpose.

- A. Amendments must be submitted in writing to the recording secretary of the AEA-Retired at least forty-five (45) days in advance of the election.
- B. The recording secretary of the AEA-Retired will insure publication of the proposed amendments to all members of the AEA-Retired at least two (2) calendar weeks (14 days) in advance of the election.
- C. Amendments can be made by a two-thirds (2/3) majority of AEA-Retired elected delegates to the AEA Delegate Assembly voting in a regular election called for this purpose.

BYLAWS

(Date adopted April 28, 2005)

ARTICLE I. MEETINGS

Section 1. Executive Board

The Executive Board shall meet at least six (6) times a year or at the call of the president, or at the request of any three (3) members of the Executive Board.

Section 2. General Membership

- A. The Executive Board shall arrange at least one (1) General Membership Meeting each year.
- B. Special meetings of the membership may be called by the president or upon request of one-quarter (1/4) of the members for a special purpose; but no business other than that for which the meeting is called may be transacted.
- C. At least one month prior to each General Membership Meeting, the recording secretary shall notify all members of the time and place of said meeting and the agenda or business to be considered.

Section 3. Order of Business

The order of business of the General Membership Meeting shall be:

- A. Call to Order
- B. Approval of the Minutes
- C. Correspondence
- D. Report of the Treasurer
- E. Reports of the Standing Committees
- F. Reports of the Ad Hoc Committees
- G. Nomination and Election of the Executive Board
- H. Old Business
- I. New Business
- J. Announcements
- K. Adjournment
- L. President's Speech
- M. Lunch/Keynote Speaker
- N. Other

ARTICLE II. QUORUM

Section 1.

A majority of the Executive Board shall constitute a quorum for Executive Board meetings.

Section 2.

The members present shall constitute a quorum for the General Membership Meeting.

ARTICLE III. POWERS AND DUTIES OF THE OFFICERS

Section 1. President

The president shall:

- A. Preside over all meetings of the Executive Board and General Membership;
- B. Appoint the chairperson and members of all Standing Committees and Ad Hoc Committees with the approval of the Executive Board not otherwise provided for in the Constitution and Bylaws;
- C. Be an ex officio member of all committees;
- D. Represent the AEA- Retired exclusively before the public either personally or through a designated representative;
- E. Be responsible for the official correspondence of the AEA-Retired;
- F. Perform all other functions usually attributed to the office. (Refer to Committee Responsibilities.)

Section 2. Vice President

The Vice President shall:

- A. Assume all duties of the president in his/her absence and work closely with one or more standing committees as the president may suggest.
- B. Become president whenever the presidency becomes vacant as provided for in Article V, Section 4, of the Constitution.

Section 3. Recording Secretary

The Recording Secretary shall:

- A. Keep accurate minutes of all the Executive Board and General Membership Meetings;
- B. Maintain the official files;
- C. Provide copies of the minutes of all Executive Board and Membership Meetings;
- D. Notify the appropriate members of the time and place of Executive Board meetings at least seven (7) calendar days prior to the meeting date.

- E. Notify the general membership at least one month prior to the meeting date of the General Membership Meeting;
- F. Insure the publication of all proposed amendments to the Constitution and Bylaws as prescribed in Article VII of the Constitution and/or Article VIII of the Bylaws.

Section 4. Treasurer

The Treasurer shall:

- A. Be responsible for the collection of dues;
- B. Deposit all monies in a bank and/or savings institution in the name of the AEA-Retired;
- C. Notify the Arizona Education Association of the name of the bank and/or savings institution in which AEA-Retired dues and monies are deposited;
- D. Hold the funds of the AEA- Retired and disburse them accordingly upon submission of vouchers approved by the president.
- E. Sign all checks approved by the president;
- F. Submit a written report each meeting of the Executive Board and General Membership;
- G. Prepare an annual financial statement which shall be available at the General Membership Meeting and a copy kept on file at the AEA- Retired office;
- H. Serve on the Budget Committee;
- I. File the appropriate Federal and State forms, if applicable.
- J. May be bonded for such amount as may be determined by the Executive Board from time to time.

Section 5. Representative- at -Large

The Representatives – at – Large shall:

- A. Meet with the Executive Board on a regular basis.
- B. Chair at least one Standing or Ad Hoc Committee
- C. Assist with member recruitment and program development/delivery
- D. Assist the Annual Meetings Committee in planning the Annual Meeting.

ARTICLE IV. POWERS AND DUTIES OF THE EXECUTIVE BOARD

The Executive Board shall:

- A. Be responsible for the management of the AEA- Retired;
- B. Authorize all expenditures within the spending limits of the budget;
- C. By a two-thirds (2/3) vote authorize the spending of money for non-budgeted items over one hundred fifty dollars (\$150) in any one case;
- D. Set the agenda for all General and specially called meetings;
- E. Set the annual dues.
- F. Appoint an AEA-Retired member to fill vacancies until the next regularly scheduled election.

ARTICLE V. COMMITTEES

Section 1. Structure

There shall be Standing and Ad Hoc Committees with defined functions. They shall broadly represent all members, and be appointed for a term of one year.

Section 2. Appointment

The President, with the advice and consent of the Executive Board, shall appoint the members of the Standing Committees, and fill all unexpired vacancies as they occur.

Section 3. Meetings

Each Standing Committee shall meet according to a calendar developed by the committee and approved by the Executive Board.

Section 4. Reports

Each Standing Committee shall select a member who shall keep a continuing record of activities which shall be kept on file at the AEA- Retired office. Chairpersons shall report as necessary to the Executive Board and the General Membership, and shall prepare an annual written report which shall become a part of the continuing committee record on file in the AEA- Retired files.

Section 5. Standing Committees & Responsibilities

- A. **Membership Committee:** Shall be responsible for the renewal and recruitment of members.
- B. **Public Relations Committee:**
1. Shall be responsible for enhancing the image of the AEA- Retired;
 2. In cooperation with the Social Committee and the Annual Meeting Committee, be responsible for the location and arrangements for the General Membership meetings;
 3. Shall be responsible for the publication of newsletters and flyers with the approval of the Executive Board.
- C. **Retirement Committee**
1. Monitor the Arizona State Retirement System (ASRS);
 2. Monitor Health Care Systems for state retirees;
 3. Monitor changes in the Social Security System;
 4. Furnish members with information on ASRS, health insurance issues and Social Security;
 5. Work cooperatively with the Legislative Committee to resolve issues;
 6. Prepare and deliver Retirement Workshops for active and retired members of AEA/AEA- Retired.
- D. **Social Committee**
1. Shall be responsible, with the Public Relations Committee and the Annual Meeting Committee, for the location and arrangements for all General Membership Meetings;
 2. Shall be responsible for all social functions of AEA- Retired;
- E. **Legislative Committee**
1. Shall be responsible for the preparation of legislation of benefit to members;
 2. Inform members of pending bills and work in cooperation with the Arizona Education Association's legislative goals;
 3. Lobby legislators;
 4. And as directed by the Executive Board.

F. Annual Meeting Committee

1. Shall be responsible for coordinating the Annual Meeting between AEA-Retired, AEA and the meeting facility.
2. Shall handle the operational details of the Annual Meeting.
3. Coordinate with the Public Relations and Social Committees to keep members informed of Annual Meeting details.

Section 6. Ad Hoc Committees

- A. Each year, the President shall appoint, with the approval of the Executive Board, an Audit Committee, an Elections Committee, a Budget Committee, and such other Ad Hoc Committees as may be necessary, and shall disband them upon the completion of their duties;
- B. Reports and minutes of each Ad Hoc Committee shall be placed in the AEA-Retired files;
- C. These committees shall operate according to rules adopted by the Executive Board;
- D. A copy of the audit report shall become a part of the AEA- Retired permanent record, and a copy shall be forwarded to the Arizona Education Association;
- E. A regional Ad Hoc Committee shall be formed and be responsible for development of regional participation and representation in AEA- Retired through the formation of Clusters.

ARTICLE VI. ELECTIONS

Section 1. Election Committee

The Election Committee shall uniformly inform all members of upcoming elections, vacant elective positions, and establish time lines for nominations and elections.

Section 2. Nominations

The Election Committee shall present all nominations to the General Membership at its Annual Meeting, and shall conduct the nomination and election procedures. Any member of the AEA- Retired may nominate other members from the floor.

Section 3. Balloting

- A. AEA- Retired elected delegates to the AEA Delegate Assembly shall vote for candidates by secret ballot in accordance with the procedures developed by the Elections Committee;
- B. In the election of members to the Executive Board, when the number of nominees equal the number of vacancies, no balloting is necessary for that position;
- C. Delegates to the Arizona Education Association Delegate Assembly will be elected by secret ballot, in accordance with the time lines and procedures in the Arizona Education Association Constitution.

ARTICLE VII AUTHORITY

The most recent edition of Roberts Rules of Order shall be the parliamentary authority for the AEA- Retired on all questions not covered by the Constitution and Bylaws and such standing rules as the Executive Board may adopt.

ARTICLE VIII. AMENDMENTS

- A. Amendments to the Bylaws must be submitted in writing to the recording secretary of the AEA- Retired at least forty-five (45) days in advance of the election.
- B. The recording secretary of the AEA- Retired will insure publication of the proposed amendments to all members of the AEA- Retired at least two (2) calendar weeks (14 days) in advance of the election.
- C. Amendments can be made by a two-thirds (2/3) majority of the AEA- Retired elected delegates to the AEA Delegate Assembly voting in a regular election called for this purpose.

AEA - Retired Committee Responsibilities

Annual Awards Committee Duties

1. The committee will review the nomination form at the September Board meeting and, if necessary, revise the nomination form.
2. The committee will develop a time line for distribution and a deadline for return of nomination forms.
3. The committee will include a nomination form, with instructions, in the October/November issue of the Conduit.
4. Following the deadline for returning of nomination forms, the committee will meet, review the nominations and select the winner.
5. The winner will be notified following the selection.

(Revised 2007)

ASRS Committee Duties

1. Attend ASRS Board meetings, usually held on the third Friday of the month at 8:30 am. Be aware of ASRS committee meetings held at other dates and times. Attend these only if judged necessary.

Location of ASRS Headquarters: Board Room on the 10th floor. 3300 N. Central, Phoenix. (Osborne and Thomas) There is also a location in Tucson if needed.

2. Sign in as an AEA-Retired Representative and obtain two copies of the agenda and any supplemental materials.
3. Sign up to have meeting notices and agendas sent to your home.
4. Take notes during the meeting and follow the different presentations.
5. Stay through the entire meeting, as sometimes there are public comments towards the end.
6. Write and e-mail a brief report to the AEA-retired President.
7. E-mail copies of your report to the Legislative and Health Insurance committee chairs.
8. At the AEA-Retired Executive Board meeting, make a brief oral report about the most recent ASRS Board Meeting(s) and answer any questions accordingly.
9. Maintain a file at home of recent reports, notes, and meeting agendas, etc.
1. Repeat the process each month or whenever applicable. There is usually no meeting in June.
11. Coordinate efforts with the AEA-Retired Legislative Committee to address or introduce any legislation deemed necessary.

Audit Committee

In preparation the Treasurer should:

1. Copy all ledger pages
2. Copy all checkbook stubs beginning with checks dated May 1st through December 31st for the first half year audit. Duplicate the procedure for January 1st through April 30th for second half year audit.
3. Make available Treasurer's reports for each half-year audit.

Procedures for the Audit Committee:

1. Verify that each check has a voucher and the correct amount.
2. Verify each check and voucher is entered in the general ledger and in the appropriate category.
3. Verify bank statements for each half-year audit.
4. Treasurer's reports should be verified for each half-year.
5. Prepare a final report to the President for approval by the Executive Board. (Two copies)

Chapter Task Force Duties

1. The Chapter Task Force will meet during the summer and plan ways to increase the number of chapters and the membership within our chapters.
2. The plan will be presented to the Executive Board for input and implementation.
3. The Task Force will advertise in the Conduit and on our web site those chapters currently active and how one can join or form a chapter.
4. Chapter representatives to the Executive Board should be encouraged to attend Executive Board meetings and share what their chapters are doing. These reports should be included in each Conduit as well as meeting dates, places and times.

(Revised 2007)

Constitution and By Laws Committee Duties

1. The committee will meet in July, September and November to review the constitution and by laws for any needed changes.
2. Suggested changes will be presented, in writing, to the Executive Board at its December meeting.
3. Recommended changes will be published in the Conduit at least two weeks prior to the Annual Meeting.
4. Work with the Elections Committee to have changes placed on the Annual Meeting ballot.
5. Assist in the counting of ballots at the Annual Meeting.
6. Maintain a complete and accurate copy of the Constitution and By Laws. Copies will be provided elected leaders and the AEA Liaison. Additional copies will be given to persons identified by the AEA Retired president.

(Revised 2007)

Elections Committee Duties

1. In the fall, upon receiving the date of the AEA Delegate Assembly, establish a timeline for all activities related to elections.
2. In mid-November prepare nomination forms for election of officers and delegates. In coordination with the Conduit Committee, publish a 1st call for nominations in the Conduit.
3. In early January, upon receipt of nominations, prepare a ballot for election of delegates. Deliver ballot to AEA for printing and folding.
4. Obtain an up-to-date membership roster, mailing labels and envelopes. Crosscheck the names on roster with labels. Place labels on the envelopes and deliver to AEA for mailing in early February.
5. In early March, the Board will decide if a 2nd call for nominations of officers is necessary. Coordinate with the Conduit Committee to publish a 2nd call for nominations in the Conduit.
6. In early March, members return ballots. Count ballots and make a list of write-ins. Create a lottery system, if necessary, to select from write-ins and add those to the list of elected delegates in order to reach the AEA- Retired quota of delegates.

Example: 60 delegates allotted
 50 elected
 25 write-ins

Add 10 to reach quota. The 15 extra will be alternates that most likely will move up as delegates.

7. Prepare roster of delegates on form provided by AEA. Present the form to the President for certification and signature. Duplicate and deliver one copy to AEA Elections. The President and Elections chair should each keep a copy. **The roster must be received at least 45 days prior to the AEA Delegate Assembly.**
8. In mid-March the Elections Committee will notify members of their election as delegates or alternates.
9. In early April members return nomination forms for officers, if a 2nd call was necessary.
10. The Election Committee will:
 - A. Prepare and print ballots.
 - B. Select and notify election workers.
 - C. Prepare a roster for delegates to sign, upon receipt of ballot.
 - D. Coordinate with the Annual Meetings Committee the time and place of the election.
11. At the Annual Meeting the Elections Chair will:
 - A. Announce nominations received.
 - B. Call for further nominations three separate times.
 - C. Close nominations.
 - D. Announce procedures for voting.
 - E. Allow time for candidate speeches.
 - F. Conduct elections.
 - G. Count ballots and announce results.
12. Write committee report.

Fund Raising Committee Duties

1. Generate ideas for fun raising projects and other related business and be responsible for all fund raising activities.
2. Order sale items from vendors.
3. Organize activities to raise funds.
4. Make sure to order tables for fund raising activities.
5. Sell items at Delegate Assembly, Leader's Conference and other AEA functions.
6. Coordinate time schedule for members to "man" the fund raising table.
7. Count money from sales and turn over to AEA Retired Treasurer.

(Revised 2007)

Legislative Committee Duties

1. Facilitate the determination of topics, concerns, issues that effect AEA-Retired members and Active members.
2. Take these to the AEA-Retired Board, for discussion and approval or disapproval.
3. Seek the ASRS Coalition support for any topics/issues that come out of numbers 1 and 2 above.
4. Submit these to the AEA Legislative Task Force for inclusion in the AEA Legislative Agenda each year.
5. AEA-Retired and ASRS Coalition Committee members and or Coalition members work to get legislation written and find sponsors to support or introduce any bills from the above list.
6. Lobby the State Legislature for support or in opposition of bills that impact AEA-Retired members, and/or AEA Active members by using email/telephone trees and attendance a the State Legislature.
7. Monitor Legislative Bills and any Initiatives that may impact AEA-Retired members.
8. Work to elect AEA/NEA recommended candidates and to support or oppose Ballot Initiatives.

(Revised 2007)

Policy and Handbook Committee Duties

1. The Task Force will meet during the July Board meeting to determine what association policies need updating, changing or deleting. Recommended changes will be offered at the September meeting.
2. The Task Force will monitor the policies regularly and recommend changes when needed.

(Revised 2007)

Presentation Committee Duties

1. Currently we have the following presentations -
 - A. Pre retirement seminar for active members,
 - B. Saving Social Security for both active and retired members,
 - C. Medicare Part D for retired members,
 - D. Five Wishes for active and retired members,
 - E. An assortment of retiree/elderly presentations through the Arizona Attorney General's office.
2. The presentations should be reviewed and updated yearly.
3. The chair of the Presentation Committee and or the Chair of the ASRS should attend the annual NEA Health and Benefits Forum. Information from the Forum should be included in our presentations.
4. The committee will advertise our presentations through AEA publications and functions.
5. The committee will have a training session following the October board meeting so that all elected officers are familiar with the presentations.
6. The chair of the committee is responsible for coordinating presentations, reserving the necessary equipment with AEA and be the liaison with local associations interested in the presentations.
7. The committee will be responsible for keeping the folders and handouts updated and available for presentations.
8. The presenters will be responsible for getting the folders/handouts from our office, getting the equipment from AEA, and making sure the attendance forms and evaluations are completed and returned.

(Revised 2007)

THE SOCIAL COMMITTEE

AEA-RETIRED SOCIAL COMMITTEE MONTHLY HELPERS

1. In May, June or August meeting pass around a sign-up sheet so that all exec. Board members and regular attendees may sign up for a particular board meeting to bring food.
2. Social Committee chairs facilitates everyone getting signed up. Absentees may be “slotted” in to unfilled months.
3. Social Committee chair informs AEA-Ret. Secretary of the year’s schedule of monthly lunch helpers.
4. Social Committee chair Informs all members who have signed up so that they can put their month and duties on their own calendar.
5. Social Committee chair sends out reminders 2 weeks prior to each meeting.

Duties and Responsibilities for lunch on the Executive Board Day

There will be four people assigned to each Executive Board Meeting. Each person will bring an item for the lunch: ***Remember, you will be reimbursed for any expenses. Please save the receipts.***

- A. Early snack such as fruit, muffins, breakfast rolls. Munchies for the tables**
- B. Sandwiches such as rollups, bread and lunch meat, etc.**
- C. Items to accompany lunch such as salad, veggies, chips.**
- D. Something sweet, such as cookies, cake, etc. Also a flat of water.**

Before the meeting:

1. Take out the plates, cups, bowls, utensils, napkins from the AEA-Retired cupboard.
2. Organize the table and have it ready for lunch when it is served.

After the meeting:

1. After lunch, clean up, distribute leftovers to anyone who wants to take them home (there should be plastic back for leftovers), and put all the clean plates, etc, back in the cupboard.
2. Wash all counters, tables, wash utensils and put all things away.

IF YOU ARE UNABLE TO HELP DURING YOUR MONTH, PLEASE TRADE WITH ANOTHER MEMBER. Please don’t wait until the last minute.

SAMPLE SCHEDULE FOR A YEAR OF BOARD MEETINGS:

October: Diana(A), Marion(B), Helga(C), Suzan(D)

November: Gary(A), Bob(B), Julie(C), Helen(D)

December: Jean(A), NO B OR C NEEDED HERE, WE HAVE CATERED LUNCH, Paula(D)

February: Wayne(A), Ken(B), Marion(C), Barbara(D)

March: Brenda(A), Connie(B), Linda(C), John(D)

May: Steve((A), Frank(B), Julie(C), Daina

Annual Meeting Committee Duties and Timeline

1. During the Annual Meeting take notes on ideas, suggestions, problems and solutions.
2. May - collate the notes and suggestions taken during the Annual Meeting. Report at the May Executive Board meeting. Take down any other ideas that have come to mind.
3. Summer - Many times the persons going to the NEA -Retired Annual Meeting will find a speaker for the next AEA-Retired Annual Meeting.
4. September - See if any one found a speaker during NEA summer meetings, if no speaker has been found, determine who will find the speaker. Decide who will do program and take care of meeting arrangements, etc.
5. October - Check on how things are going. Determine issues that need to be resolved before January. Lists of things to be done in November may be done at this time.
6. November - This item needs to be determined: will a registration fee be needed, if so, how much? Determine any items which need to be done for January *Conduit*. Budget amounts should be reviewed to see if there is a need for more funds to put on a quality meeting.

Need to look at what will be needed for fund raising for our organization and NEA.

The following items need to be decided no later than the January meeting. Sooner decided the better.

- Theme
 - Whether to have a happy hour-just for AEA-Retired after the Annual Meeting. Or to have actives later. Will it be just Thursday evening or both Thursday and Friday evenings.
 - Is there going to be a breakfast for our delegates?
 - Will it be a hotel meal or in the suite? Will the breakfast be just Friday or both Friday and Saturday mornings?
 - The type of hotel suite needed will be determined by the activities selected above.
 - How many tables need to be requested for our fund raising?
7. December - updates on where we are in the planning. If items listed before are not determined, must get done now. Know who is the AEA contact person for the Annual Meeting and Delegate Assembly.

8. January - All items need to be determined. Any copy for the Conduit must be made ready. The president is planning meeting agenda and its content. Contact AEA for the meeting and luncheon rooms. If having a happy hour, contact AEA to have a flyer advertising the dates and times and where. (Requests might go into Feb. if DA in May.)

Requests to AEA:

- Meeting space for the Annual Meeting the Thursday before Delegate Assembly. Give times the room will be needed. Include time for set up and take down.
- Remind them we want water on the tables by "x" time.
- If having our meetings at the hotel by the Mesa Convention Center, request Ballrooms A & B. If AEA isn't having a pre-DA meeting, ask for a separate room for the luncheon.
- Give or ask the final date for the number of attendees to the Annual Meeting.
- Round tables with 8 chairs in the meeting room.
- Head table (on riser) to seat 5. Two long tables in the hall with 3 chairs for registration. Inside the meeting room 6 long tables along the back and sides. Microphone and podium in the meeting room.
- If having luncheon speaker and lunch in a separate room, ask for mike and podium there. Ask the date for final equipment requests. Trash cans for inside and outside the meeting room. Water on the tables before the meeting.
- Reserve the suite for Wednesday, Thursday and Friday nights. If having breakfast and happy hour, request Suite 201 by the terrace. Request 4 tables and chairs to be set up. Give times when needed.
- Give the number of tables needed in the convention hall for our fund raising.
- Request menus and prices and the date lunch count needs to be sent in.
- Ask the AEA contact person how he/she wants us to proceed with our further communications about our Annual Meeting.
- Put all requests and confirmations in writing - letters or email hard copies. Keep all of these for reference.

9. February and March - continue fine-tuning our requests with AEA and the hotel. Decide on the menu for the luncheon. Delegates and AEA-Retired members are notified and asked to register. Board members sign up to bring items, help with registration, setting up and clean up, etc. If having breakfast and happy hour, more sign up sheets for food, etc. (Or committee members may do all the shopping for supplies). Many times the committee can't handle all the details, so other Board members take on tasks. Reminders are made to the Board. Board members reminded to bring a door prize wrapped \$5-10 and an item for the NEA fund raising unwrapped \$10-15. Contact NEA Member Benefits and other companies for donations for the meeting and items for the packets. Decide if we are using hotel centerpieces, make some, or have none. Have any AEA-Retired members on the AEA elections committee make plans to have our delegate packets available Thursday after lunch for distribution to our delegates. Have a plan for those who don't pick up their packets on Thursday.

10. April and May - Registrations are in and the hotel is notified of the number of attendees and for luncheon count. The president prints the annual report. The Wednesday before many Board members come in to make up the packets and to make sure everything is ready for starting time on Thursday. Don't forget to have a plan for how the door prizes will be handled and the NEA fund raising drawing. More details will be needed and done if we are offering goodies in the suite Thursday and Friday evening and on Friday and Saturday mornings. We also coordinate things for our delegates at the AEA Delegate Assembly.
11. When the Annual Meeting is in May some things can go a week or two into the next month.
12. Determination of shopping lists develop year by year and change is needed.

Budget Committee Duties

1. The Treasurer shall prepare a Proposed Budget for the coming year based on estimated membership numbers, possible reimbursements from AEA and/or NEA Grants.
2. As chair of the Budget Committee, the Treasurer shall call a meeting of the Committee in February for the purpose of presenting the Proposed Budget and getting feedback and ideas for additions, subtractions, changes, etc.
3. Once the Proposed Budget is agreed upon the Committee, it shall be presented to the Executive Board for final approval at the March meeting.
4. The Budget shall be distributed at the Annual Meeting as an informational item only.

Conduit Committee Duties

1. Newsletters are normally done 4 times per year: September/October, November/December, March/April and June/July. Additional issues may be needed.
2. The November/December issue always has an insert, which is a call for nominations for officers, Board members and delegates for the AEA Delegate Assembly and must reach homes by the first week of December because of deadlines for submitting nominations.
3. The March/April issue also has an insert which is a registration form for the Annual Meeting, and any proposed Constitution or Bylaw amendments for AEA-Retired. This issue must reach homes at least 45 days prior to the Annual Meeting.
4. There are two publication awards annually for which we submit the *Conduit* for consideration. The School Bell Award is given by AEA and the deadline is usually sometime between February and April. Contact the editor of the *Advocate* at AEA for details and nomination forms. NEA-Retired also gives awards for local newsletters. Contact the NEA-Retired President for details and deadlines for submitting.
5. All newsletters are prepared at the AEA-Retired office using the "Publisher" program on the computer. After completing the newsletter, save it in the "Documents" file and also save it to the "S" drive (that's the shared drive for all of AEA) under AEA-Retired.
6. When it is time to do the newsletter, call the AEA productions department (Paul Tristan) and inform them of the date the newsletter will be ready to print and arrange printing.
7. Call AEA (Nick Milones) to have an up-to-date mailing list emailed to outside contract printing company (Tri-City Mailing). Get a more accurate membership count (from Nick) and give to the AEA production department (Paul). Add 75 extra copies to the number of membership and give that inflated number to productions. The extras are distributed as follows: 45 copies to Chris Mayer to include in President's and Board mailings; 20 additional copies to mailing service to be used for the additional mailing list NEA-Retired Advisory Council, Officers, NEA Board of Directors members and Ann Smith of NEA Member Benefits); 10 copies keep as extras for reference and submission for awards.
8. Call outside printing company (Bob Day at Tri-City Printing) to let him know when you will be dropping off the newsletter for mailing. Tri-City Mailing at 1258 W. Southern Ave. #101, Tempe. 480-557-7700

9. Notify Mike Aicone at AEA to put money into the post office account prior to taking newsletters to mailing service.
10. When newsletter is complete, save to the "S" (shared) drive at AEA under AEA-Retired. Notify Paul Tristan that newsletter is ready for printing and arrange to pick up copies from him when ready.
11. Notify Nick Milones that the newsletter is ready to be put on the website and is saved on the "S" drive under AEA-Retired.
12. When printed copies are ready, give 45 to Chris Mayer at AEA, put one copy in the mailbox of the editor of the Advocate at AEA, save 9 for the AEA-Retired office, and take the rest to Tri-City Mailing Service in Tempe.
13. Note that delivery can take as much as two weeks from time Tri-City mails.

Grant Committee Duties

1. AEA-Retired Executive Board will discuss and decide on a grant that the AEA-Retired wants to make an application.
2. A Grant committee will be formed and a Chair assigned. The committee will write the proposal per guidelines of funding source and submit by deadline.
3. If Grant is awarded, the committee will meet at least monthly and a report given at the AEA-Retired Executive Board's monthly meeting.
4. The AEA-Retired Treasurer will maintain the grant ledger and the grant budget will be audited yearly and results reported to the AEA-Retired Executive Board.
5. At the end of each year of the Grant the committee will evaluate the progress and submit a report to the funding source.

Health Insurance Committee Duties

1. Be on the ASRS Insurance Health Task Committee.
2. Keep informed on all health insurance plans to help members answer questions in making choices.
3. Keep AEA-Retired Executive Board informed by writing reports of the happenings of the ASRS Insurance Committee's progress.
4. Be a member on the AEA's Health Task Force, seeking to be purchasers of insurance or self-funded insurance.
5. Work with AEA-Retired members, helping the members throughout the state, solve any problems they are having with their insurance.

Historian Duties

1. Write a history of the AEA-Retired Association. History should be kept in binders and the year(s) noted on the binder.
2. Use board minutes, committee reports, notes, news and magazine articles, programs of various conferences and workshops attended and interviews from individuals that can supply pertinent information regarding the AEA-Retired.
3. Include pictures of events that have taken place. Also articles from *NEA Today* and *Active Life*.

Membership Committee Duties and Timeline

May

1. Determine the number of cash members to whom we send renewal forms (Freeda Seltzer can supply this information), Inventory number of envelopes in the office. Order AEA-Retired envelopes through PennySkubal, if needed.
2. Order two sets of mailing labels (check, credit card, EFT) not dues deduct, from Freeda Seltzer. One for mailing the renewal form and one for the thank you letter.
3. Order printing of renewal forms from Nick Molinas, and have him change the membership year.
4. Have directions for completing and returning renewal forms (see AEA-Retired President) printed and folded. Nick Molinas will have forms printed and Paul Triston will print and fold them.

June

1. Committee stuffs and mails directions and renewal forms. Do not close or seal the envelopes. Give stuffed envelopes to Paul Triston for mailing.

June/July/August

2. Committee members process returned forms weekly after the forms are sent out so a backlog does not occur and members checks are deposited in a timely fashion.
4. Cash renewals (checks, credit cards, EFT)
 - make sure check is made out for the correct amount listed on renewal form
 - make one Xerox copy of the renewal form with check
 - give original forms and checks to Freeda Seltzer for processing
 - keep one copy for our records and file the copies alphabetically
 - mail thank you letter using second set of labels
5. Changing to pension deduct
 - make sure form to authorize dues deduct is checked and signed
 - make sure member is not already a dues deduct member (use the Mellon Bank statement as a cross reference)
 - write amount of deduction in box (\$2.50 for \$30.00 or \$3.75 for \$45.00)
 - make three xeroxed copies of the form
 - deliver original form to Shannon Hatch at ASRS weekly
 - keep one copy for our records
 - give one copy to Freeda Seltzer at AEA
 - give one copy to AEA-Retired Treasurer for rebate check
 - Cross check dues deduct membership with Mellon Bank printout monthly
6. Processing new members: follow same directions in #4 and #5
7. Keep the following information for monthly report for Executive Board meeting
 - a tally of the number of pre-retired forms sent to us
 - a tally of the number of members who select ASRS
deduction, or who change to ASRS deduction
 - keep track, by name, of new members and their method of dues payment
 -

Public Relations Committee Duties

1. Arrange for a table to be used by AEA-Retired for all AEA events (e.g., Committee Days, Forums, Education Day at the Capitol, Delegate Assembly, Leaders Conferences, etc.) through AEA Headquarters Designee.
2. Arrange for members to work at the table at each of these events.
3. Coordinate efforts with the Fund Raising Committee to use the table to sell our fundraiser.
4. Arrange to use the tri-fold advertising AEA-Retired at the table. This is usually kept at the AEA-Retired office and must be transported to the event.
5. Arrange to have membership forms available at the table and other display items, such as copies of the *Conduit* and *This Active Life*.
6. Coordinate efforts with the *Conduit* staff to publish articles in local newspapers and in the *AEA Advocate*.

AEA - Retired Policies and Procedures

AEA-Retired Reimbursement Policy

I. Policy Statement

AEA-Retired Board members shall be reimbursed for pre-approved expenses incurred on behalf of the Association. The President, or designee, shall review vouchers and may approve or disapprove a voucher on the basis of this policy and/or in consideration of the budget and strategic plan.

II. Timeline

In order to obtain full or partial reimbursement for pre-approved expenses, members must submit a voucher to the President within 60 days of incurring the expense. This timeline may be shortened at the end of the budget year with notice from the President or designee.

III. Reimbursable Expenses – (All expenses must be accompanied by receipts)

A. Transportation

Each member who drives to a pre-approved event as the official representative of AEA-Retired will be reimbursed for actual miles driven according to the following schedule: 30 cents per mile. Carpooling is encouraged whenever possible. Airfare will be reimbursed for members who are selected by the President to attend approved out-of-state Conferences. Members are expected to secure the most reasonably priced flights in a timely manner and therefore can expect to be reimbursed an amount not to exceed the cost of a reasonably priced airfare. If the member chooses to drive, mileage to an out-of-state conference will be reimbursed at actual cost, but not to exceed the cost of a reasonably priced airfare.

B. Housing

When pre-approved, members will be reimbursed for half the cost of a double-occupancy room when it is necessary for them to be away from home overnight while acting as the official representative of AEA-Retired, or when selected by the President to attend an out-of-state Conference.

C. Miscellaneous Expenses

Expenses not covered in Section III. may be fully or partially reimbursed with pre-approval by the President, providing funds are available.

IV. Appeals Process

Should an expense incurred by a member be denied reimbursement by the President, then the member may appeal this decision to the Reimbursement Review Committee within 60 days. The Reimbursement Review Committee shall consist of three (3) Board members recommended by the President and confirmed by the Board. The Committee's decision shall be rendered within two (2) weeks and be considered final resolution.

Email Policy

Initiating e-mail:

- All requests for member e-mail addresses from AEA must be submitted through the AEA-Retired President
- E-mail addresses obtained from AEA must be limited to official business use
- Write in formal style, using salutations when appropriate, e.g. “Dear Mr. Smith,” or “Dear East Valley Chapter Members”
- Use a closing signature consisting of your name, title, organization, e-mail address and telephone number. Most e-mail programs provide an option for entering this information once for automatic attachment to all outgoing e-mail.
- Always use the spelling and grammar check feature and proofread for errors.
- When replying to a message, always put your response at the top of the sender’s e-mail.
- Use blind copies whenever possible to avoid passing along lists of members’ e-mails
- Use blind copies judiciously and be aware that recipients could inadvertently “reply to all” including the person who received the blind copy.

E-mail etiquette:

- Although humor or sarcasm will rarely, if ever, be part of a business e-mail, if you include either, identify it as such. Remember that one person’s joke may be another’s humiliation.
- Avoid emotional responses. Compose and save your reply as a Draft, then edit and send after reflection.
- Do not forward or quote messages without permission of the author. This does not include emails that have already been publicly circulated.

Unacceptable E-mail Use:

- E-mail with content or links that are threatening, obscene, repeated and unwanted, harassing, and/or racially, sexually, or ethnically offensive
- E-mail with content that slanders, libels, or defames anyone
- Fraudulent e-mail
- Chain letters
- Sending AEA and AEA-Retired-related information to unauthorized recipients
- Using your list of AEA-Retired emails for personal use (including political, social, religious, recreational, financial gain)
- Using your list of AEA-Retired emails for informational use that does not include AEA Retired business (including forwarding “informational” items that were sent to you, jokes, online petitions, etcetera.)
- Giving out AEA-Retired email addresses to ANYONE.
- Revealing confidential AEA-Retired business information
- Using e-mail for illegal or unethical activities