

STATE UNIVERSITIES ANNUITANTS' ASSOCIATION

**POLICIES
AND
PROCEDURES
MANUAL**

Article 7.2b8 of the BYLAWS OF THE STATE UNIVERSITIES ANNUITANTS ASSOCIATION (ILLINOIS) provides: "The Executive Committee shall adopt and approve changes to the SUAA Policies and Procedures Manual."

POLICIES & PROCEDURES MANUAL

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I. Introduction

This Policies and Procedures Manual serves as a supplement to the SUAA Bylaws. Each of the policies or procedures described herein is intended to provide more detailed guidance to SUAA officers and staff about operational concerns that officers, directors and staff may face on a day-to-day basis.

General Principles:

- A. Policies adopted and approved by the Executive Committee will supersede and cancel any previous policies listed in Minutes or otherwise.
- B. All members and staff are bound by the policies herein, and any deviation from established policy is prohibited without specific approval of a majority of Executive Committee.
- C. All policies will be reviewed as needed

Adopted by the SUAA Executive Committee on _____

II. Confidentiality

A. Any information, including any information that may pertain to individual members, provided to or discussed by the Executive Committee, the Board of Directors or staff in the course of meetings, reports, review of SUAA records, or in any other manner, shall be held in strict confidence.

B. SUAA shall not publish, in any manner, any specific member's demographics (or other private information) or participation in SUAA programs without express permission of the member in question. This will not include standard membership directory listings or promotional items acquired via press releases or other publications.

C. Standard Membership Directory listings for a chapter shall only be available to the officers of that chapter.

Adopted by the SUAA Executive Committee on _____

III. Internal Control Operating Policy

I. Membership Applications and Dues Billing

A. To meet the requirements of federal tax law, the following statement shall be included on membership contribution statements:

Deduction of the State Universities Annuitants Association membership for Income Tax purposes:

A membership contribution to the State Universities Annuitants Association is not a deductible charitable contribution for federal income purposes. The membership contribution is not a deductible expense because of the organization's lobbying activity. The State Universities Annuitants Association is exempt from Federal Income Tax under the provision of Section 501(c)(4) of the Internal Revenue Code.

B. Membership dues are payable within 60 days of the anniversary date. Dues not paid in full within sixty days after their anniversary date will have member benefits terminated. All single pay members are provided three opportunities to submit their dues - first notice invoice is sent the month before their due date; second notice invoice is sent the month of their due date; and, third notice is sent the month after their due date.

No dues or contributions shall be refunded to any member.

C. Adoption of membership dues is determined by the Board of Directors; individual chapter dues are determined by the officers of the chapters.

II. Association Credit Policy

A. Members in good standing can be invoiced for all activities of SUAA.

B. Non-members must pay in advance for all activities of SUAA.

III. General Business Affairs

A. Prices for services and products shall be established by the SUAA staff, with approval from the Executive Committee.

B. Routine requests for charitable donations will not be granted by SUAA. Exceptions require approval of the Executive Committee.

C. SUAA does not provide a credit card for SUAA related purchases such as traveling and office expenses. Staff may be reimbursed for approved expenses. **(Note: This may change soon)**

D. Any special requests for endorsements for products or services must be approved by the Executive Committee.

F. An audit shall be performed at least once every three years by Certified Public Accountant (CPA) in accordance with Generally Accepted Auditing Standards (GAAS). An audit shall also be performed within twelve months of the replacement of the Executive Director, or at any time upon the vote of the Executive Committee. A review by the auditor will be performed in years when an audit is not conducted.

G. The Executive Director of SUAA will be registered as a lobbyist.

IV. Contract and Check Signing Authority

A. The checking account for SUAA is held by the Bank of Springfield. It is an interest bearing account under the title of SUAA Operating Account.

B. Unless otherwise established by Executive Committee vote, authorized signatories to SUAA banking and investments shall include the Executive Director and a duly appointed staff member or officer. Requests for payment of SUAA expenses shall be made to the SUAA accounting firm who will issue checks or initiate electronic payments. A staff officer shall be authorized to sign all checks or authorize electronic payments that have been included in the yearly budget. Any expenditure classified as an unbudgeted item requires approval from the Executive Committee. Transfer of funds between SUAA accounts may be initiated by anyone authorized with the bank to make such a transfer.

C. All SUAA financial and accounting records shall be in the custody of the Executive Director at the SUAA headquarters

D. The Executive Director shall have the authority to sign contracts on behalf of SUAA as long as the contract amount is included in SUAA's approved budget. If the contract exceeds two (2) percent of the SUAA budget or is a multi-year contract, the contract must be approved by the Executive Committee. Contracts which are not included in the approved budget must be approved by the Executive Committee. This approval may be communicated electronically. No other individuals are authorized to sign contracts on behalf of SUAA without specific Executive Committee approval.

E. Notification of monthly bank statements are sent directly to the Executive Director.

F. SUAA accounting services are provided contractually by JKR Accounting Services, Springfield, Illinois.

V. Public Access to Records

IRS Form 990 and Form 1023 [990 = *Information return of all not-for-profit organizations with*

gross revenues of \$25,000 or more. 1023 = Application for Recognition of Income Tax Exemption. Public access is required by federal law.] It is against the policy of SUAA to provide public access to any SUAA financial or related records other than the IRS Forms 990 or 1023. Upon written request, access to IRS Forms 990 or 1023 will be provided at the SUAA headquarters at a time mutually agreeable between the Executive Director and the individual requesting the inspection. A responsible staff member of SUAA will remain in the presence of the individual(s) requesting access to this information. Individuals will be allowed a reasonable amount of time to review the form(s). Request for copies may be denied and if granted will only be provided at the expense of the requesting party.

VI. Member Access to Records

- A. It is SUAA's policy to allow members to inspect the following records of SUAA: audited or annual CPA reviewed Financial Statements, IRS Form 990, IRS Form 1023, and Minutes of Board Meetings. Upon written request, member access to these records will be made available at the SUAA headquarters at a time mutually agreeable between the Executive Director and the member(s) requesting the inspection. A responsible staff member of SUAA will remain in the presence of the member(s) requesting access to this information. The member(s) will be allowed a reasonable amount of time to review the information. Requests for copies may be denied and if granted will only be provided at the expense of the requesting party.
- B. It is SUAA's policy to allow Board members to inspect any and all records of SUAA. Upon written request, these records will be made available for Board member(s) at the SUAA headquarters at a time mutually agreeable between the Executive Director and the Board member(s) requesting inspection. A responsible staff member of the SUAA will remain in the presence of the Board member(s) requesting access to this information. The Board member(s) will be allowed a reasonable amount of time to review the information. Requests for copies may be denied and if granted will only be provided at the expense of the requesting party.

VII. Conferences and Meetings

- A. All conferences and meetings will be planned by the SUAA staff. Fees will be approved by the Executive Committee.
- B. Board of Directors meetings will be scheduled at least two times per year or on an as needed basis pursuant to Sections 9.1-9.11 of the SUAA Bylaws. Executive Committee meeting will be scheduled pursuant to Section 7.3 of the SUAA Bylaws. Standing committee meetings will be scheduled on an as needed basis, pursuant to Article X of the SUAA Bylaws. Meetings will be called by committee chairs.
- D. Ad hoc committees will be established on an as needed basis; meetings will be scheduled on an as needed basis. Meetings will be called by committee chairs.

VII. Simple IRA Plan

- A. The Executive Director of State Universities Annuitants Association is the administrator of the State Universities Annuitants Association Simple IRA Plan through Security Benefits Company.

Adopted by the SUAA Executive Committee on _____

IV. EMPLOYEE HANDBOOK

The Executive Director is responsible for preparing the Employee Handbook and for updating this Handbook to keep it consistent with changing laws and regulations. This Handbook requires the approval of the Executive Committee.

Adopted by the SUAA Executive Committee on _____

V. PERFORMANCE REVIEW OF THE EXECUTIVE DIRECTOR

In accordance with Section 7.2b11 of the Bylaws, the Executive Committee shall conduct an annual evaluation of the Executive Director and determine any salary adjustment, if warranted. The process to be followed for the annual evaluation is:

1. The President shall appoint two (2) voting members of the Executive Committee by March 1 to a subcommittee to evaluate the performance of the Executive Director in the areas listed in Attachment 1, *Performance Review and Professional Development Form*.
2. The President shall also request the Executive Director to provide information to the subcommittee on activities undertaken during the past year, efforts to respond to any concerns raised in the previous performance evaluation, and suggestions for activities to benefit SUAA.
3. The Subcommittee shall seek input using the *Performance Review and Professional Development Form* from all voting members of the Executive Committee, the Chairs of the Standing Committees, the Chair(s) of the SUAA Foundation Executive Committee, and the Chair(s) of the SUAAAction Executive Committee.
4. Members of the Board of Directors may submit comments regarding the performance of the Executive Director to their Regional Director no later than April 1 of each year.
5. The Subcommittee will collate the responses to the evaluation form and summarize this information along with the material submitted by the Executive Director in a report provided to the voting members of the Executive Committee.
6. The voting members of the Executive Committee shall meet in Executive Session to discuss the report of the subcommittee and may modify the *Performance Review and Professional Development Form* based on their discussions.
7. The President and Vice-President shall meet with the Executive Director to discuss the results of the performance evaluation no later than May 1. The Executive Director may exercise the option of commenting in writing to the Executive Committee or meeting with the Executive Committee in Executive Session.

Adopted by the SUAA Executive Committee on _____

Attachment 1

Performance Review and Professional Development Form

(Ratings of Unsatisfactory or Outstanding must be detailed in Comments section)

1. Leadership

- Provides effective leadership and direction to staff, association officers, board and committee leaders and association members
- Creates a positive, productive association and office culture, promotes teamwork, and instills a service orientation among staff and volunteers.
- Demonstrates initiative and a resourceful, action-oriented approach to issues;
- Demonstrates an understanding of major issues and challenges facing the association and effectively addresses them, communicating as appropriate;
- Sets a positive example of leadership within the association and in the public.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

2. Management

- Effectively deploys the resources of the association to address major issues and challenges.
- Communicates priorities and objectives to others;
- Organizes workflow for self and staff, assuring efficient use of resources and personnel.
- Effectively administers, manages and evaluates personnel, programs and policies.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

3. Financial Management

- Exercises good judgment in managing the fiscal affairs of the association;
- Works closely with the Treasurer and the executive committee to develop and manage a balanced budget;
- Effectively monitors revenues and expenditures;
- Works to assure maximum utilization and effectiveness of budget dollars, making recommendations accordingly.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

4. Communication and Problem Solving

- Speaks articulately, clearly and concisely and is easily understood;
- Exchanges ideas with others without criticism;
- Listens well and is able to interact on oral material;
- Is effective, appropriate and timely in written communication.
- Identifies potential problems before they occur and deals with them effectively;
- Addresses difficult situations with skill and effectiveness, respecting others' point of view.
- Promotes a team-oriented approach to problem-solving.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

5. Board/EXCOM/Member/Staff Relations

- Helps develop plans and policies and oversees their implementation;
- Keeps constituents informed, providing appropriate, timely information;
- Welcomes constructive suggestions and input from association volunteers and staff;
- Handles member issues and concerns in a timely and professional manner;
- Communicates effectively, both orally and in writing.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

6. External Relations

- Develops and maintains good relationships with related and allied organizations;
- Competently represents SUAA to legislators and their staff.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

7. Personal Attributes

- Is a self-starter with appropriate levels of drive and energy;
- Demonstrated integrity and abides by professional standards of conduct;
- Projects an image that reflects positively on the profession and SUAA;
- Participates in professional development activities and volunteer service;

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

8. Overall Performance

- General summary of job performance;
- Major strengths to be enumerated in **Comments**;
- Areas for improvement to be enumerated in **Comments**.

Unsatisfactory	Below Expectation	Meets Expectations	Exceeds Expectations	Outstanding	N/O

Comments:

VI. Executive Director Transition Policy

This policy provides guidance to the Board of Directors if it is faced with either a planned or an emergency departure of the Executive Director. A planned transition occurs when the Executive Director retires. An emergency transition occurs due to an unanticipated departure of the Executive Director (resignation, illness, death or termination).

When the position of Executive Director is vacated, the Executive Committee may hire an interim Executive Director. This may be either a current staff member who can perform the Executive Director's job or an individual who does not currently work for SUAA. The Executive Committee will negotiate an appropriate salary compensation package for the Interim Executive Director. The Executive Committee may assign specific responsibilities to multiple staff members to perform the Executive Director's role temporarily while the position of Executive Director is not filled.

Prior to beginning a search for a permanent Executive Director, the Executive Committee will:

- Review the vision, mission, and goals of SUAA to ensure that a strong foundation for the organization is present
- Review the Executive Director's job description and make appropriate changes as needed
- Identify important personal characteristics for the Executive Director
- Determine salary (or salary range) and other compensation
- Determine timeline for the process, ending with target hire date
- Determine reimbursable expenses during the interview process for candidates for the position, (i.e. travel, lodging, meals, etc.)

The Executive Committee will conduct the search for a permanent Executive Director. The Executive Committee may appoint a subcommittee or hire a consultant to assist in these efforts.

The Executive Committee will advertise the position, will check the references for each candidate considered for the position, establish an interview schedule for each candidate (phone and/or face to face so that all members of the Executive Committee and other appropriate individuals have the opportunity to talk with the candidate). The Executive Committee will choose the finalist after considering the strengths and weaknesses of each candidates in the context of the needs of SUAA to present to the Board of Directors for the official hiring decision. After the candidate is selected, the Executive Committee and will negotiate an appropriate compensation package with the candidate selected.

Adopted by the SUAA Executive Committee on _____

VII. Conflict of Interest Policy

Purpose.

The purpose of the SUAA Conflict of Interest Policy is to protect SUAA's tax-exempt status and SUAA's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions.

1. *Interested Person* – Any director, principal officer, or member of a committee with governing board–delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. *Financial Interest* – A person has a financial interest if the person has, directly or indirectly, through business, investment, or family
 - a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
 - b. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
3. *Direct Financial Interest* – A direct financial interest means an interest of a monetary nature, or one which can have a readily ascertainable monetary value, which is under the direct control of the member. The term includes, but is not limited to being an owner, director, shareholder, or creditor of an entity that may benefit from a transaction or arrangement with SUAA.
4. *Indirect Financial Interest* – An indirect financial interest means an interest of a monetary nature, or one which can have a readily ascertainable monetary value, which is not under the direct control of the member and involves circumstances where a member has a close association, whether professional or personal, with an entity that may benefit from a transaction or arrangement with SUAA.

Procedures.

1. *Duty to Disclose* – In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board–delegated powers considering the proposed transaction or arrangement.
2. *Determining Whether a Conflict of Interest Exists* – After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. *Procedures for Addressing the Conflict of Interest*
 - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
4. *Violations of the Conflicts-of-Interest Policy*
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings.

The minutes of the governing board and all committees with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation.

1. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Confidentiality.

1. No member shall disclose or use information relating to the business of SUAA for the personal profit or advantage of the member.
2. No member shall disclose or use SUAA's roster, mailing lists, or donor names in any form for the personal profit or advantage of the member.

Annual Statements.

Each director, principal officer, and member of a committee with governing board–delegated powers shall annually sign a statement that affirms such person:

1. Has received a copy of the conflict-of-interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Periodic Reviews.

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining,
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

Use of Outside Experts.

When conducting the periodic reviews as provided for above, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Adopted by the SUAA Executive Committee on _____

**SUAA
CONFLICT OF INTEREST STATEMENT**

Your Name - Please Print

- I have reviewed and agree to abide by the current Conflict of Interest Policy of SUAA, a copy of which has been made available to me.

- I have no Conflict of Interest to report.

- I have the following possible Conflict(s) of Interest to report:

- I understand that I have an ongoing obligation to promptly disclose a potential conflict of interest to the Board.

- I understand that SUAA is a Not-for Profit Corporation under the provisions of IRS Code 501(c)(4) and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

I certify that the information set forth above is true and complete to the best of my knowledge.

Signature

Date:

VIII. Committees (See Bylaws Article X)

All committees can choose to meet in person or through electronic communication. Article X, 10.5b requires that every effort should be made to ensure that committees are as diverse as possible. Article X, 10b5c requires each standing committee to have a minimum of two (2) members, and is authorized to appoint subcommittees as needed.

A. Standing Committees

- a. **Bylaws Committee (See Article XVI)**The Bylaws Committee shall review the Bylaws periodically and recommend changes for consideration by the Board of Directors as appropriate. A complete review of the Bylaws should occur at least once every five years. This review should include a review of the membership by region to ensure that the boundaries for each region result in roughly comparable membership across regions. If adjustments are necessary, the Committee should recommend such adjustments.
- b. Informal suggestions for possible amendments may be submitted in writing to either the Bylaws Committee or to the Executive Committee at any time. The merits of such suggestions shall be considered by either committee, and, if appropriate, either the Bylaws Committee or the Executive Committee may propose an amendment to the Board of Directors for a vote.
- c. All formal petitions to amend the Bylaws shall be submitted to the Bylaws Committee no later than 30 days prior to the annual meeting. Formal petitions to amend the Bylaws must be accompanied by the signatures of fifteen individuals who are members of the Board of Directors at the time the petition is submitted. Signatures of substitute directors do not qualify in meeting the signature requirement. If similar proposed amendments are submitted, the Bylaws Committee is authorized to work with the directors submitting the proposed amendments to combine them into a single amendment proposal. All proposed amendment to the existing provision and a brief rationale supporting the change. A form for submitting proposed amendments is provided below. If the proposed amendment is not submitted in the proper form for a motion, the Bylaws Committee is authorized to work with the director submitting the proposed amendment to make the necessary revisions so that it can be presented as a motion.

d. In addition to proposed amendments submitted by members of the Board, amendments may also be proposed following a majority vote of the Board of Directors or of the Executive Committee and submitted to the Bylaws Committee by the deadline. The Bylaws Committee may also propose an amendment for consideration by the Board of Directors at the annual meeting.

e. The Bylaws Committee may review the Policies and Procedures Manual and recommend changes to the Executive Committee.

2. Legislative Committee

The Legislative Committee is responsible for reporting to the Board of Directors at the Fall Meeting and shall propose an updated legislative platform for approval by the Board of Directors. The Legislative Committee should discuss the legislative platform with the Executive Committee in a timely fashion prior to the fall meeting to obtain input on any items that should be added, deleted, or modified prior to presentation at the fall meeting of the Board of Directors

3. Membership Committee

- a. The Membership Committee works with the SUAA Executive Director and/or SUAA Membership Director to grow SUAA membership. The Membership Committee's role is to motivate and assist chapter officers to grow chapter membership by providing member recruitment ideas, suggestions, and resources, and by providing support for individual chapters as requested by chapter officers.
- b. In addition, as ex officio members of the Executive Committee, the Membership Chair(s) are responsible for evaluating and speaking to the impact of proposed Executive Committee actions on membership numbers in Executive Committee meetings.
- c. The Membership Chair(s) also provide written and oral Membership Reports on membership numbers, member recruitment activities, and suggestions for future recruitment efforts at Executive Committee Meetings and at regular Board of Directors Meetings.

4. Other Committees

A. Nominating Committee (See Article IV.4)

1. It is recommended that at least 75 days prior to the June Annual Meeting, the Executive Committee should approve the Nominating Committee appointed by the President, following the requirements listed in Article IV of the *SUAA Bylaws*.

2. After appointment of the Nominating Committee, the Executive Director should provide copies of the ***Call for Nominations and Nomination Form*** to members of the Nominating Committee and should set up a conference call with the committee to explain the process and answer questions. The Executive Director should not participate in any further Nominating Committee meetings after the initial meeting.
3. At least 50 days prior to the June Annual Meeting, the Nominating Committee should meet via conference call. Additional conference call meetings may be held as required to finalize the necessary document(s).
4. The ***Call for Nominations and the Nomination Form*** (See Appendix B) should be e-mailed to all SUAA members at least 45 days prior to the June Annual Meeting and will include the following:
 - List of offices to be filled
 - Minimum qualifications for these officers and regional directors
 - Region(s) the officers/regional directors must be from and whether they must be selected from a community college or a university chapter.
 - Deadline date for submission of nomination forms to Executive Director (approximately two weeks prior to the June Annual Meeting).
 - Names and email addresses for Executive Director and Nominating Committee Co-Chairs and names of Nominating Committee Members
 - Procedure for handling nominations from the floor (SUAA Bylaws, Article IV.6)5.
5. The Nominating Committee will review the nominees according to Articles IV and VIII of the *SUAA Bylaws* and provide a written slate of nominations (following *SUAA Bylaws*, Articles IV and VIII) to the Executive Director for distribution with other materials for the June Annual Meeting. The Committee will also follow *Roberts Rules of Order Newly Revised (11th Edition)* regarding developing this slate consistent with the provisions in the *SUAA Bylaws*. The Nominating Committee will also assure that persons receiving floor nominations meet the qualifications of the *SUAA Bylaws*, Articles IV and VIII.
6. The Nominating Committee Co-Chair(s) present(s) the slate of nominees at the June Annual Meeting. Nominations that are submitted that have not completed the required nomination form or that do not meet Bylaws requirements will not be included on the slate. The Nominating Committee should make every effort to ensure that there is at least one nominee for each vacancy.
7. Consistent with our Bylaws as written and with provisions in Roberts Rules, the Nominating Committee need not include the names of every qualified nominee on the Ballot and may elect to recommend which nominees should be included on the ballot considering broadly those nominees that best fit the current needs of SUAA. However, all qualified nominees that are not included on the ballot should have their names and nomination forms included in the materials provided to Directors at the annual meeting to facilitate a nomination from the floor, if that is desired. In that case, these individuals will have provided all of the necessary materials for review by the Board and shall have met all the requirements to be included on the ballot should a floor nomination occur.

NOMINATION FORM

Name _____

Email Address _____ Chapter _____

Office for Which You Are Nominated (*Ex. Regional Director-Region 1 University*)

Nominees: Please answer the following questions about your specific experience and qualifications to serve on the Executive Committee. Completed form should be **a maximum of 2 pages in length. No additional attachments will be considered or distributed.**

____ I acknowledge that I am willing to serve in this office should I be elected to it

Nominee Signature: _____ Date: _____

1. Why are you a member of SUAA? What have you done to help your chapter grow membership? List your activities. Be specific.

2. What offices have you held or other service have you provided **in your chapter** (e.g. chapter legislative involvement, CA49 activities, raising money for legal fund, support for SUAAction, SUAA Foundation, etc.)?

3. List your service to the **state organization**. Include SUAA committees, SUAA offices held, other activities in service to the state organization, SUAAAction, SUAA Foundation, etc.

4. What is the role of the Executive Committee relative to the Executive Director? Relative to the Board of Directors?

5. Briefly (in 125 words or 1/2-page **maximum**) describe your past work/volunteer experience in other organizations. Focus on experience that you believe is relevant to the position for which you are nominated.

Adopted by the SUAA Executive Committee on _____

BYLAW PROPOSED AMENDMENT SUBMISSION FORM

Name of director submitting the proposed amendment:

Chapter the director represents

Contact information of director who is to be identified as the maker of the motion:

Phone number: (H) (cell) (W)

Email address:

Specific location of the proposed amendment (article, section, subsection and **line number**)

Proposed wording of the amendment:

Rational for proposed amendment:
(does not have to be formal, simply help the committee understand the purpose of the change in case there are multiple amendments on the same subject)

(First signature should be the person proposing the amendment and who will make the motion for adoption.)

Signatures _____ Chapter

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Adopted by the SUAA Executive Committee on _____

IX. RECORDS RETENTION POLICY

Purpose: This Records Retention and Disposal Policy is intended to provide guidance regarding the appropriate periods during which to retain association records and when those records and documents shall be destroyed or discarded. The State of Illinois has adopted the Uniform Preservation of Private Business Records Act (UPPBRA) and the requirements and policies of that Act form the basis of this policy. The policy is intended to minimize risks of destroying records prematurely and retaining records beyond their necessary life.

1. The Executive Director shall have overall responsibility for the records of the Association, including retention and destruction according to this policy;
2. Electronic documents shall be treated identically to paper documents as to their retention periods and destruction.
3. Paper documents may be reduced electronically (by scanning or other electronic means) and the paper documents destroyed at any time for storage purposes, unless required by legal or government authorities to be retained in physical form;
4. This policy shall be reviewed by the bylaws committee every 3 to 5 years. Furthermore, this policy shall be reviewed whenever there are computer program or other electronic changes that place document retention in jeopardy or government requirements for retention changes.

Type of Record

Retention Period (years)

ACCOUNTING

Auditors' reports	Permanent
Budgets	7
Officer, director and employee expense reports	3
Employee payroll records (W-2, W-4) annual earnings records, etc.)	3
Inventory lists	7
Invoices	7
Payroll records	3
Petty cash vouchers	3
Other	7

ASSOCIATION RECORDS

Annual reports	Permanent
Authorizations and appropriations for expenditures	7
Contracts, generally	Expiration +10
Contracts, government	Expiration +10
Notes (internal reports, memos, etc.)	3

CORRESPONDENCE

General, routine	3
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INSURANCE

Accident reports	7
Insurance policies	Permanent

LEGAL

Claims and litigation files ¹	Permanent
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PERSONNEL

Applications	1
Employee earnings/payroll records	3
Employee files	4
Employment contracts	Expiration + 10
Form I-9	3
Garnishments	7
Medical or exposure to toxic substances records	30
Pension documents/profit sharing plans	6

Government reports	5	
Employee pension documents & records, including service, eligibility, personal information, pensions paid		6
Time cards/sheets	3	

REAL ESTATE

Leases		Expiration + 7
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TAXES

Income tax returns and cancelled checks (federal, state and local)	6	
Payroll tax returns	4	

Adopted by the SUAA Executive Committee on _____