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# **BYLAWS**

Northeastern Zone

of the

*New York State Teacher's Association Inc.*

Revision of the Bylaws  
2014

Revised by Gary Germain, Kevin Mulligan, and Ron Wilson

## **BYLAWS**

### Northeastern Zone of the New York State Retired Teachers' Association, Inc.

#### **ARTICLE I**

##### **Name**

**Section 1.....** The name of this organization shall be Northeastern Zone of the New York State Retired Teachers' Association, Inc. and shall consist of Clinton and Essex counties.

#### **ARTICLE II**

##### **Objectives**

**Section 1.....** To promote the economic, social and professional status of retired educators.

**Section 2.....** To afford opportunity for the expression and interchange of opinions on subjects of special interest to retired educators.

**Section 3.....** To act on the behalf of retired educators in matters involving their needs.

**Section 4.....** To work for the advancement of education in the State and Nation.

**Section 5.....** To promote the status of all senior citizens.

#### **ARTICLE III**

##### **Governance**

**Section 1.....** The Zone shall be governed by its officially adopted Bylaws which shall not be in conflict with the Bylaws of NYSRTA.

## ARTICLE IV Membership

Membership in the Zone shall be of [three types] : 1. Educator. 2. Associate. 3. Spouse.

- (a) Educator membership is open to all retired or active educators who indicate an interest in promoting the objectives of the Association. Educator members have all privileges of membership including the right to vote and to hold office.
- (b) Associate membership in the Association is open to all non-certified staff who work in, or are retired from, an educational institution. Associate members must indicate an interest in promoting the objectives of the Association. Associate members, by paying Annual or Life membership dues, shall be entitled to all privileges of membership except the right to vote or to hold office at the zone or state level.
- (c) Spouse. If a spouse of a member or deceased member does not meet the Bylaws qualifications as an Educator or Associate member, he/she may become a Spouse member by paying Annual or Life membership dues and shall be entitled to all privileges of membership except the right to vote or to hold office.

## ARTICLE V Finance

**Section 1.....** The fiscal year of the Zone shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

**Section 2.....** Annual dues for membership shall be the amount set by NYSRTA . Dues shall be paid to the Albany office of NYSRTA upon receipt of notice.

## ARTICLE VI Elected Officers

**Section 1.....** The elected officers of this Zone shall be as follows:

- A. President
- B. President-Elect
- C. Vice President in charge of Friendly Services
- D. Vice President in charge of Legislative Action
- E. Vice President in charge of Membership
- F. Secretary

- G. Treasurer
- H. Assistant Treasurer

The elected officers of the Zone shall have such powers and authority and shall perform such duties as are designated, and shall have such other powers and duties as may be from time to time assigned to them by the Executive Committee.

**Section 2..... Duties**

- A. The President shall:
  - 1. Represent the Zone at all Executive Board meetings and special meetings called by NYSRTA.
  - 2. Preside at all Zone and Executive Committee Meetings.
  - 3. Appoint, subject to the approval of the Executive Committee, chairs of Standing and Special Committees.
  - 4. By and with the consent of the Executive Committee at their August meeting, appoint delegates to the Annual Meeting of NYSRTA. (refer to Addendum A)
  - 5. Appoint persons to attend any other meeting arranged and/or approved by the Zone and/or NRSRTA.
  - 6. Call meetings of the Executive Committee as the business of the Zone requires.
  - 7. Approve or disapprove each voucher.
  - 8. Be an ex-officio member of each Committee except Nominations.
  - 9. Appoint, with the approval of the Executive Committee, the Historian, the HealthCare Coordinator and the Public Relations Chair.
  - 10. Send out notices of meetings.
  - 11. Perform any other duties, which are not assigned to other officers and committees, as may be necessary to discharge properly the functions of his/her office.
  - 12. Perform the duties of the Treasurer or Assistant Treasurer when the latter two are unable to act.
  
- B. The President-Elect shall perform all the duties of the President when the elected official to so requests or is unable to act.
  
- C. The Vice President in charge of Friendly Service shall:
  - 1. Be chair of the Friendly Service Committee.
  - 2. Perform such other duties as the President may direct.
  
- D. The Vice President in charge of Legislative Action shall:

1. Appoint a co-chair and with that person coordinate legislative action at the state and federal level.
  2. Insure training of local legislative advocates.
  3. Implement visitations to state and federal representatives in order to discuss, promote and support legislation pertinent to NYSRTA goals.
- F. The Vice President in charge of Membership shall:
1. Be Chair of the Membership Committee
  2. Perform such other duties as the President may directed.
- G. The Secretary shall:
1. Record the proceedings of the Zone membership meetings and those of the Executive Committee Meetings.
  2. Keep such records in a manner prescribed by the Executive Committee.
  3. Have available at all meetings a copy of the Bylaws and a list of elected officers.
- H. The Treasurer and/or Assistant Treasurer shall:
1. Be responsible for keeping an accurate record of all monies received and disbursed.
  2. Pay bills of the Zone approved by the President and/or the Executive Committee.
  3. Serve as a member of the Budget and Finance Committees.
  4. Render a financial report showing all balances, receipts, and disbursements of the Zone at the executive Committee meetings, at the Annual Business Meeting and at such other times as requested by the President.

## ARTICLE VII Executive Committee

- Section 1.....** The Executive Committee shall be composed of all elected officers, Chairs of Standing Committees, the Immediate Past President, and appointed positions.
- Section 2.....** The Executive Committee shall carry on the general business of the Zone under the direction of the President.
- Section 3.....** The Executive Committee shall meet at the call of the President or a majority of the members of the Executive Committee.
- Section 4.....** A majority of the Executive Committee membership shall constitute a quorum.

## ARTICLE VIII Elections and Terms of Office

**Section 1.....** A nomination committee of three members appointed by the President at least thirty days before the September Annual Business Meeting, shall prepare a slate of nominees to be presented at the September Annual Business Meeting. Nominations may also be made from the floor.

**Section 2.....** Elections shall be held at the Annual Business Meeting to be prior to October 1. Voting shall be by voice or show of hands unless there are two or more candidates nominated for the same office. In that case, voting shall be by ballot for the contested office. In case of a vote by ballot, the presiding officer shall appoint tellers to distribute, collect, count the ballots and provide the presiding officer with the official results of the voting---whereupon the results will be announced to the meeting. A majority of the votes cast shall be necessary for an election if there are more than two nominees for a particular office.

**Section 3.....** All officers shall take office on November first and shall serve for one year. Officers shall be eligible for re-election.

**Section 4.....** All vacancies shall be filled by the Executive Committee upon recommendation of the President.

## ARTICLE IX Committees

**Section 1.....** There shall be the following standing committees:

- A. Budget and Finance
- B. Bylaws
- C. Nominations
- D. Resolutions
- E. Community Service
- F. Public Relations
- G. Newsletter
- H. Scholarship
- I. Program
- J. Historian
- K. Health Care

**Section 2.....** Special Committees, when deemed necessary, shall be appointed by the Executive Committee upon the recommendation of the President.

**Section 3.....** Chairs of Committees shall:

- A. Select members of their own committees in consultation with the President with the exception of the Nominating Committee.
- B. Make reports whenever requested.

## ARTICLE X Duties of Standing Committees

**Section 1.....** The *Budget and Finance Committee* shall:

- A. Prepare a budget showing estimated balances, receipts and expenditures of the Zone for the ensuing year.
- B. Present this budget to the Annual Business Meeting for approval.
- C. Insure that an outside concern audits the books of the Treasurer at the close of the fiscal year and report at the Annual Business Meeting.

**Section 2.....** The *Bylaws Committee* shall prepare and submit recommendations for Bylaw changes to the Executive Committee.

**Section 3.....** The *Nominations Committee* shall prepare a slate of nominees to be presented at the Annual Business Meeting.

**Section 4.....** The *Resolutions Committee* shall solicit, prepare and present resolutions to the Annual Business Meeting of the Zone.

**Section 5.....** The *Scholarship Committee* shall be responsible for contacting schools in the NEZ geographic area and requesting that they encourage students to apply for NEZ scholarship. The committee will review applications and select scholarship recipients.

**Section 6.....** The *Community Service Committee* shall organize volunteers for projects which benefit the community such as food shelf and highway clean up.

**Section 7.....** The *Historian* shall collect, file, and preserve any and all data and records which pertain to the establishment, growth and development of the Zone.

**Section 8.....** The *Public Relations Chair* shall:

- A. Provide area newspapers and news media with information concerning the activities of the Zone and its members.
- B. Seek to promote a good relationship with active teachers' groups as well as the general public.

**Section 9.....** The *Health Care Coordinator* shall provide members of the Zone with information and assistance so they may make informed choices on health care.

**Section 10.....** The *Newsletter Editor* shall be responsible for publishing the NOR-EASTER newsletter.

**Section 11.....** The *Program Committee* shall provide interesting and educational programs at each of the three membership meetings.

## ARTICLE XI Meetings

**Section 1.....** Regular membership meetings shall be held a minimum of twice each year at a time and place approved by the President and the Executive Committee.

**Section 2.....** The September membership meeting shall be the Annual Business Meeting at which there shall be the election of officers and the reception of reports (Note ARTICLE VIII, Sec. 2).

**Section 3.....** Special meetings may be called by the President.

**Section 4.....** Notice of each regular membership and/or special meeting must be sent to the membership at least fifteen days before the date of the meeting.

**ARTICLE XII**  
**Rules of Order**

**Section 1.....** *Robert's Rules of Order Newly revised* shall govern the conduct of all membership meetings.

**ARTICLE XIII**  
**Amendments**

**Section 1.....** These NEZ bylaws may be amended at any regular or special membership meeting by a two-thirds affirmative vote of those members present and voting.

**Section 2.....** Amendments may be proposed by any Educator member of the Zone.

**Section 3.....** Proposed amendments must be presented to the Executive Committee in writing at least thirty days preceding the meeting at which such amendments are to be voted upon by the Executive Committee.

**Section 4.....** Proposed amendments must be presented to the membership in a meeting that is assembled and in written form with ample opportunity for discussion before a vote shall be taken.

**Section 5.....** State bylaws propositions (amendments) may ratified by NEZ Executive Committee. The committee may choose if warranted to have amendments voted on by the membership.

**ARTICLE XIV**  
**Adoption and Effective Date**

These Bylaws shall become effective immediately upon adoption by a 2/3 affirmative vote of the membership present and voting at any regular or special meeting of the Zone.



## ADDENDUM

### Prioritization of Delegate Selection Process

- A. **It is established that the President of the Zone selects the names of the convention delegates to be submitted for approval by the Executive Committee.**
- 1) It is the discretion of the President to meet with an ad hoc committee to discuss selection, **but the President makes the final decision.**
- B. Currently we are allocated 7 Zone delegates, not counting Zone President and a few other State Representatives.
- 1) The following **Priority List** will be utilized:
    - a) Vice President
    - b) Treasurer or Secretary
    - c) Membership and Legislation Chairs
    - d) Committee(s) of focus at the Convention – to be determined at the July State Executive Board meeting.
    - e) A letter of interest is required from remaining committee chairs (to be submitted to the President)
      - (1) Friendly Service
      - (2) Community Service
      - (3) Newsletter
      - (4) Public Relations
      - (5) Health
      - (6) Resolutions
      - (7) Nominations
      - (8) Historian
  - 2) Delegates will each pay \$100 towards expenses to attend convention and NEZ will pay the difference. Travel expenses will be incurred by the delegate unless otherwise stipulated by NYSRTA procedure.
- C. Alternates are encouraged to attend the convention at their own expense.
- 1) Letters of interest will be used to determine prioritization of Alternates, in the event of replacing a delegate.
  - 2) It is recommended by the sub-committee that **no money** be allocated for Alternates.
- D. The sub-committee also recommends that delegates accept the following responsibilities as representatives of The NEZ Zone:
- 1) They need to attend the committee meetings that are held at the convention. It is the responsibility of President to see that all delegates have been assigned to committee meetings.
  - 2) Delegates need to be responsibly involved in their delegate duties.