

BYLAWS

THE NEW YORK STATE RETIRED
TEACHERS' ASSOCIATION, INC

1993

Amended to Include the 2018
Annual Meeting*



2019

NYSRTA

*~working to improve the quality of life of all
retired educators and to
ensure excellence in education for all children
in New York State*

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1 **THE NEW YORK STATE**
2 **RETIRED TEACHERS' ASSOCIATION, INC.**

3 **ARTICLE I**
4 **Name**

5 The New York State Retired Teachers' Association, Inc.,
6 referred to in these Bylaws as the **Association**, shall be the
7 name of this organization.

8 **ARTICLE II**
9 **Objectives**

10 **Mission Statement:** The New York State Retired Teachers'
11 Association is an issues based not-for-profit 501 C4
12 organization with clear objectives as defined below.
13

14 **The objectives of this Association** shall be:

- 15 1. To promote the economic, social, and professional status
16 of retired educators.
- 17 2. To afford the opportunity for the expression and
18 interchange of opinions on subjects of special interest to
19 retired educators.
- 20 3. To act in behalf of retired educators in matters involving
21 their needs.
- 22 4. To work for the advancement of education in the state
23 and nation.
- 24 5. To promote the status of all senior citizens.
- 25
- 26 6. NYSRTA does not support any political candidate or
27 political party. The Association shall not be used for the
28 dissemination of partisan principles for the promotion of the
29 candidacy of any person seeking public office or preferment.

30 **ARTICLE III**

31

Membership

32 **Section 1.** There are three types of membership: Annual,
33 Life, and Honorary.

34 (a) Annual members pay dues based upon their anniversary
35 year. A requisite of Annual membership is that dues be
36 current.

37 (b) Life. Any member of the Association may become a Life
38 member by paying the Life membership dues for which
39 he/she shall receive a permanent life membership card.
40 A Life member is entitled to all privileges of membership
41 of his/her classification.

42 (c) Honorary membership in the Association may be
43 extended to persons who are deemed worthy of this
44 distinction upon the recommendation of the Executive
45 Board and confirmed by vote at the Annual Meeting.
46 Honorary members shall not pay dues and shall not
47 be entitled to vote or to hold office.

48 **Section 2.** There are three classes of membership:
49 Educator, Associate, and Spouse. A person who has been
50 convicted of a crime that would, under New York State
51 Education Law, have barred him/her from holding State
52 Education Department Certification as an Educator, whether
53 or not he/she actually holds said certification, is not eligible
54 to either become a member or to continue to hold any kind
55 of membership in NYSRTA.

56 (a) Educator membership is open to all retired or active
57 educators who indicate an interest in promoting the
58 objectives of the Association. Educator members have
59 all privileges of membership including the right to vote
60 and to hold office.

61 (b) Associate membership in the Association is open to all
62 non-certified staff who work in, or are retired from, an
63 educational institution. Associate members must
64 indicate an interest in promoting the objectives of the
65 Association. Associate members, by paying Annual or

66 Life membership dues, shall be entitled to all privileges
67 of membership except the right to vote or to hold office
68 at the zone or state level.

69 (c) Spouse. If a spouse of a member or deceased member
70 does not meet the Bylaws qualifications as an Educator or
71 Associate member, he/she may become a Spouse
72 member by paying Annual or Life membership dues and
73 shall be entitled to all privileges of membership except
74 the right to vote or to hold office.

75 **ARTICLE IV**
76 **Association Structure**

77 **Section 1. Zones**

78 (a) The Association shall establish divisions within the
79 geographical limits of New York State. These shall be
80 known as Zones of The New York State Retired Teachers'
81 Association, Inc. The locations and areas of the zones shall
82 be determined by the Board of Directors.

83 (b) Each zone shall elect a President, (or Co-Presidents, as
84 necessary,) Vice President, Secretary, Treasurer, and any
85 such other officers as may be essential for the proper
86 conduct of zone business. There shall be only one vote and
87 remuneration paid to each zone regardless of the necessity
88 for Co-Presidents.

89 (c) Each zone shall have at least one meeting each year.

90 (d) Each zone President shall file with the association office,
91 by November 1st, a list of its officers and committee chairs
92 for the coming association year. The list shall include
93 names, addresses with the 9-digit zip code, telephone
94 numbers and e-mail addresses, if available.

95 (e) The Bylaws of each zone shall be consistent with the
96 Bylaws of the Association with the exception of its fiscal
97 year, which shall be the prerogative of each zone.

98 (f) Elected officers and committee chairs must have
99 Educator membership in the Association.

100 **Section 2. Divisions of the Zones**

101 Each zone shall recognize subdivisions within its
102 geographical area which choose to organize as local
103 NYSRTA units and to conform to the Bylaws of the zone.

104 **Section 3. Out-of-State Regions**

105 (a) The Board of Directors shall have the authority to
106 approve out-of-state regions. The units shall not have
107 representation on the standing committees or on the Board
108 of Directors. Region representatives shall be participating
109 and informed region members.

110 (b) Each out-of-state region shall select a President, Vice
111 President, Secretary, Treasurer, and such other officers as
112 may be necessary for the proper conduct of the business of
113 the unit.

114 (c) Each out-of-state region President shall file with the
115 association office, by November 1st, a list of its officers and
116 committee chairs for the coming association year. The list
117 shall include names, addresses with the 9-digit zip code,
118 telephone numbers and e-mail addresses, if available.

119 (d) The bylaws of each out-of-state region shall be
120 consistent with the bylaws of the Association with the
121 exception of its fiscal year, which shall be the prerogative
122 of each out-of-state region.

123 **ARTICLE V**
124 **Officers**

125 **Section 1. The elected officers of this Association shall**
126 **be as follows:**

- 127 (a) President
- 128 (b) Senior Vice President
- 129 (c) Vice President for Friendly Service
- 130 (d) Vice President for Legislative Action
- 131 (e) Vice President for Membership
- 132 (f) Secretary
- 133 (g) Treasurer

134 The elected officers of this Association shall have such
135 powers and authority, and shall perform such duties, as are
136 designated. They shall have such other powers and duties
137 as may be, from time to time, assigned to them by the Board
138 of Directors.

139 The elected officers of this Association must have Educator
140 membership in the Association.

141 **Section 2.** The elected officers of the Association shall, by
142 virtue of their office, be Directors of the Corporation.

143
144 **Section 3. The President** shall:

145 (a) Preside at all meetings of the Association and of the
146 Board of Directors.

147 (b) Call meetings of the Executive Board as the business of
148 the Association requires.

149 (c) Appoint the members of each committee except those
150 listed in ARTICLE X as having a membership composed of
151 one member from each zone, appointed by the zone.

152 (d) Serve as chair of the Personnel Committee.

153 (e) Be an ex-officio member of each committee except
154 Nominations.

155 (f) Assign, with the approval of the Executive Board, the
156 Editor of *YORK STATE* (a periodical published by the
157 Association), the Associate Editor of *YORK STATE*, and the
158 Assistant Treasurer.

159 (g) Appoint an acting President of any zone, if such zone
160 fails to elect a President.

- 161 (h) Arrange the program for the Annual Meeting.
- 162 (i) Assign to the proper committees the responsibility of
163 implementing each of the resolutions that were passed at
164 the Annual Meeting at the first Board of Directors meeting
165 following the Annual Meeting.
- 166 (j) Approve or disapprove each voucher.
- 167 (k) Grant monies to satisfy emergency requests from the
168 President's Fund.
- 169 (l) Perform any other duties which are not assigned to other
170 officers and committees as may be deemed necessary to
171 discharge properly the functions of his/her office or the
172 Association.

173 **Section 4. The Senior Vice President shall:**

- 174 (a) In the absence of the President, or whenever the Board
175 of Directors shall declare the President incapacitated,
176 perform all duties of that office.
- 177 (b) Be the chair of the Annual Workshop Committee.
- 178 (c) Perform such other duties as the President may direct.

179 **Section 5. The Vice President for Friendly Service shall:**

- 180 (a) Be chair of the Friendly Service Committee.
- 181 (b) Perform such other duties as the President may direct.

182 **Section 6. The Vice President for Legislative Action**
183 **shall:**

- 184 (a) Be chair of the Legislative Action Committee and have
185 direct charge of any action to promote and to support
186 favorable legislation and any efforts to oppose or amend
187 unfavorable legislation.
- 188 (b) Perform such other duties as the President may direct.

189 **Section 7. The Vice President for Membership shall:**

- 190 (a) Be chair of the Membership Committee.
- 191 (b) Perform such other duties as the President may direct.
- 192 **Section 8. The Secretary** shall:
- 193 (a) Record the proceedings of the Annual Meeting and of
194 the Board of Directors.
- 195 (b) Be responsible for preservation of the above records in a
196 place designated by the Board of Directors.
- 197 (c) Within thirty (30) days after any meeting of the Executive
198 Board, furnish a copy of the minutes to the Association
199 office for distribution to each member of the Board of
200 Directors, chairs of the standing committees and to the
201 members holding appointed positions. Approval of the
202 minutes by the Board of Directors will be at the next
203 scheduled meeting.
- 204 (d) Within thirty (30) days after the Annual Meeting, furnish a
205 copy of the minutes to the Association office for distribution
206 to each member of the Board of Directors, chairs of the
207 standing committees and to the members holding assigned
208 positions. The minutes shall be discussed, and corrected if
209 necessary, by the Board of Directors at its March meeting.
210 Copies shall be distributed to the delegates and presented
211 for approval at the next Annual Meeting.
- 212 **Section 9. The Treasurer** shall:
- 213 (a) Receive all dues and contributions to the Association.
- 214 (b) Deposit such monies in banks approved by the Board of
215 Directors.
- 216 (c) Disburse these funds upon written order of the President.
- 217 (d) Make all investments of Association funds in U. S.
218 Treasury and Federal Agency offerings and offerings of
219 banks insured by U. S. Government. Investments may also
220 be made in U. S. Government Security Money Market funds,
221 equities, and in individual investment grade corporate bonds

222 that are rated AAA or AA by Standard & Poor's or Moody's.
223 The Treasurer shall render a detailed accounting of these
224 monies at the Annual Meeting and at such other times as
225 the President may direct.

226 (e) Render a detailed accounting at the Annual Meeting of
227 the receipts and disbursements of the current year on a
228 comparative basis with the prior year showing balances of
229 the prior year.

230 (f) Have published in the issue of *YORK STATE* immediately
231 following the Annual Meeting a comparison of the current
232 approved budget with the previous fiscal year's accepted
233 budget and actual income and expenditures.

234 (g) Be a member of the Finance and Budget Committee.

235 **ARTICLE VI**
236 **Board of Directors**

237 **Section 1.** The business and the affairs of the Association
238 shall be managed by the Board of Directors, which shall
239 consist of all elected officers, the immediate Past President,
240 and the Presidents of the zones.

241 **Section 2.** The Board of Directors will meet as necessary to
242 fulfill its responsibilities. At least three face-to-face meetings
243 shall be held annually. Additionally, electronic meetings are
244 authorized in accordance with the parliamentary authority
245 identified in Article XVII of these bylaws. Electronic
246 meetings must provide an opportunity for simultaneous aural
247 communication among all in attendance. Additional
248 requirements and guidelines shall be developed, approved
249 by the Board of Directors, and published in the Association's
250 policy and procedures handbook, the "Leaders' Manual."
251 These additional rules shall govern electronic meetings that
252 may be held by any board or committee of the Association.

253 **Section 3.** The Board of Directors shall:

254 (a) Establish policies and conduct the business of the
255 Association.

- 256 (b) Make rules and regulations which shall govern the
257 administration and business of the Association. Such rules
258 and regulations must be consistent with the bylaws of the
259 Association.
- 260 (c) Be accountable for reviewing and implementing or for
261 rejecting the resolutions and recommendations from the
262 Annual Meeting. Whatever actions are taken shall be
263 reported in subsequent issues of *YORK STATE* and at the
264 next Annual Meeting. A rationale shall be given for
265 resolutions and recommendations that have not been acted
266 on or that have been rejected by the Board of Directors.
267 These resolutions and recommendations may be brought
268 back to the floor of the Annual Meeting by majority vote of
269 the delegates.
- 270 (d) Have the power to remove an elected officer due to
271 incapacity or for cause in accordance with Article VIII,
272 Section 6 of these bylaws.
- 273 (e) Have the power to fill any vacancies that may occur in
274 any elected office of the Association. The following special
275 conditions shall be observed:
- 276 (1) Immediate Past President vacancy: fill the
277 vacancy with the next Past President in line who is
278 able and willing to finish the term.
- 279 (2) Senior Vice President vacancy: fill the vacancy
280 with the immediate Past President, if able and
281 willing, until the next election of officers. If not
282 available, then the next Past President in line who is
283 able and willing to finish the term shall be appointed.
- 284 (f) Have the authority to designate, provide, and equip the
285 association office, which shall be the headquarters of the
286 Association and the depository of the permanent official
287 records of the Association.
- 288 (g) Establish the salary schedule for all employees of the
289 Association.

290 (h) Elect each year, for a term of five (5) years, a member of
291 the Association to represent the Association on the Board of
292 Trustees which administers the affairs of the Insurance
293 Trust and to fill any vacancies in such representation.
294

295 (i) Meet in executive session to consider the matter of
296 membership of a person convicted of a crime that
297 would, under New York State Education Law, have
298 barred him/her from holding State Education
299 Department Certification as an Educator, whether or
300 not he/she actually holds said certification. If it seems
301 clear that such a conviction has taken place, the
302 Executive Board shall proceed to take appropriate
303 action upon advice of legal counsel.

304 **Section 4.** Two-thirds (2/3) of the members of the Board of
305 Directors shall constitute a quorum and each member of the
306 Executive Board shall have only one (1) vote.

307 **Section 5.** Five (5) members of the Board of Directors may,
308 by written request, require the President to call a meeting of
309 the Board of Directors; and a copy of this written request
310 shall be sent to the Senior Vice President. If the President
311 fails to call this meeting within ten (10) days, the Senior Vice
312 President shall have the power to call such a meeting; and if
313 he/she does not, five (5) members of the Board of Directors
314 may do so.

315 **Section 6.** Any motion made and seconded in the Executive
316 Board meetings involving expenditures of funds not provided
317 for in the current budget shall be referred to the Finance and
318 Budget Committee. The Finance and Budget Committee, at
319 a later session of the same meeting or at a subsequent
320 meeting of the Board of Directors, shall report its approval or
321 disapproval. The Board of Directors shall make the final
322 decision.

323 **Section 7** Alternate and/or designee

324 (a) Alternate Directors (hereafter referred to as "Alternates,")
325 are authorized, but not required, by this bylaw. The

326 President and the Treasurer have bylaw-designated
327 substitutes; the Past President, the Vice Presidents, and the
328 Secretary do not. Those members of the Board of Directors
329 may choose to appoint an Alternate if they are unable to
330 carry out their responsibilities. If so, an appointment of an
331 Alternate may be made from experienced state association
332 leaders.

333
334 (b) Should any zone President hold an elected office of the
335 Association or be unable to attend any meeting of the Board
336 of Directors, such zone President is authorized to designate
337 an elected officer or Past President of the zone to act as
338 his/her Alternate to represent the zone. If no elected officer
339 or past president of the zone is available, a member of the
340 zone's governing body may serve as an Alternate.

341 (c) The Treasurer may designate the Assistant Treasurer to
342 act as his/her Alternate.

343
344 (d) An officer or zone President making such an
345 appointment shall notify the President in writing that an
346 Alternate has been appointed and will be replacing the
347 officer or zone President at a specific meeting. This
348 notification may be handled electronically.

349 (e) Such duly appointed Alternate shall have full voting
350 rights and other privileges of the appointing member for that
351 particular meeting.

352 .
(f) The Editor of *YORK STATE* may designate the Associate
Editor to attend the meeting as his/her representative; If not,
an appointment of an Alternate may be made from
experienced state association leaders.

353 **ARTICLE VII**
354 **Annual Meeting, Annual Workshop, and Annual**
355 **Convention**

356 **Section 1.** The Annual Meeting of the Association shall be
357 held during the month of October or at such time and place
358 as the Board of Directors may designate. Voting members at
359 the Annual Meeting shall be called delegates. Delegate
360 count is based upon membership that is current on July 1st
361 of the year in which the Annual Meeting is held. One
362 hundred (100) accredited delegates in attendance at each of
363 the business sessions shall constitute a quorum.

364 **Section 2.** The Annual Convention of the Association
365 consists of the Annual Workshop and the Annual Meeting
366 plus other activities of the Association at the time the Annual
367 Convention is held. On a yearly basis, one (1) or more of the
368 ten (10) zones, based on a rotation schedule, will host the
369 Annual Convention.

370 **Section 3.** Membership at the Annual Meeting.

371 The Annual Meeting delegates shall be comprised of the
372 following:

373 (a) Members of the Board of Directors of the Association.

374 (b) An additional delegate from each zone and out-of-state
375 region for every one hundred (100) paid members or major
376 fraction thereof.

377 (c) Delegates-at-Large shall be:

378 (1) Association appointees: the Assistant Treasurer and,
379 if they are Educator members of the Association, the
380 Editor of *YORK STATE* and the Associate Editor of
381 *YORK STATE*.

382 (2) Standing committee chairs: Bylaws, Certificate of
383 Recognition, Community Service, Credentials, Finance
384 and Budget, Health Care, History, Nominations, Public
385 Relations, Resolutions and Site.

386 (3) Delegates of Association affiliates: Insurance Trust
387 Chair, Robert R. DeCormier Memorial Trust Fund Chair.

388 (4) The President or designee of an out-of-state region.

389 **Section 4.** Zone's delegates and alternate delegates
390 shall:

391 (a) Be Educator members of the Association.

392 (b) Have accredited delegate status to have full privileges of
393 the floor including the right to vote.

394 (c) Have authorization of the zone's President to be a
395 delegate or alternate delegate.

396 (d) Have the zone President certify to the Credentials
397 Committee that an accredited delegate has withdrawn from
398 all duties at the Annual Meeting and give the Credentials
399 Committee the name of an alternate delegate to replace that
400 delegate.

401 (e) Have the Credentials Committee report to the delegate
402 body that an approved delegate of a particular zone has
403 withdrawn and that the zone's designated alternate delegate
404 has been approved as the zone's new delegate with all
405 privileges of said position.

406 **Section 5.** The Annual Meeting shall receive the annual
407 reports of the elected officers, the Editor of *YORK STATE*,
408 and the chairs of standing and special Committees.

409 **Section 6.** The delegates at the Annual Meeting shall have
410 the power to submit resolutions and make recommendations
411 to the Executive Board.

412 **Section 7.** The delegates may revoke by a vote of at least
413 two-thirds (2/3) of the accredited delegates present and
414 voting at an Annual Meeting any action previously adopted
415 by the Board of Directors.

416 **Section 8.** Any member of the Association may attend an
417 Annual Meeting as an observer.

418 **ARTICLE VIII**
419 **Elections**

420 **Section 1.** The officers of the Association shall be elected
421 by the delegates at the Annual Meeting. At the first regular
422 business session of the Annual Meeting, the President shall
423 appoint tellers to have charge of the votes.

424 **Section 2.** Election shall be by a majority vote of the
425 accredited delegates in attendance at the session at which
426 the vote is taken.

427 **Section 3.** Nominations for officers may be made from the
428 floor.

429 **Section 4.** The election for uncontested offices may be by
430 voice vote or show of hands. Whenever there are other
431 nominations, the election for contested offices shall be by
432 written ballot and shall follow the procedure in the Rules of
433 Order as distributed and adopted at the first business
434 session of the Annual Meeting.

435 **Section 5.** The elected officers of the Association shall hold
436 office for a term of one (1) year. Elected officers are limited
437 to not more than three (3) consecutive terms except for the
438 Secretary, whose service cannot exceed six (6) consecutive
439 terms and for the Treasurer, whose number of terms is not
440 limited. The term for an elected officer shall begin November
441 1st and end on October 31st of the following year, except
442 the officer shall continue until a successor is elected for that
443 office.

444 **Section 6. Separation from Office**

445 (a) Any elected officer of the Association may be removed
446 from office due to incapacity, malfeasance, inability or
447 unwillingness to carry out the responsibilities of office. This
448 separation from office shall be carried out by action of the
449 Board of Directors.

450 (b) The question of an officer's fitness to serve in office may
451 be brought to any member of the Board of Directors by any
452 member of the Association.

453 (c) Procedure:

- 454 (1) An official complaint, initiated by at least two (2)
455 members of the Board of Directors, shall be
456 presented to the President if the subject of the
457 complaint is any officer other than the President.
458 If the President is the subject of the complaint the
459 matter will be brought to the Senior Vice
460 President. The President or Senior Vice
461 President, as appropriate to the case, shall then
462 be known as the Convening Officer.
- 463 (2) The Convening Officer shall, within five (5)
464 calendar days, appoint an ad hoc Investigating
465 Committee composed of three (3) to five (5)
466 members of the Board of Directors other than
467 those who brought the complaint. The
468 Investigating Committee shall include at least
469 one Zone President. The Investigating
470 Committee is to look into the complaint, formulate
471 the charge(s) if appropriate and, within ten (10)
472 calendar days, report the results of its work, with
473 recommendation(s), to the Convening Officer.
- 474 (3) If the recommendation of the Investigating
475 Committee warrants further action, the
476 Convening Officer shall, within three (3) calendar
477 days, notify the named officer by certified mail
478 (signature required) of the charge and the
479 recommendation.
- 480 (4) The named officer shall have the option of
481 requesting a hearing by the full Board of
482 Directors.
- 483 (i) If such a hearing is desired, the
484 named officer shall, within five (5)
485 calendar days of receiving
486 notification, send a written request for
487 a hearing to the Convening Officer by
488 certified mail. If a hearing is
489 requested, the named officer shall
490 have ten (10) calendar days from the

491 date that the request for a hearing is
492 sent to the Convening Officer to
493 prepare a defense. The hearing may
494 be held anytime thereafter.

495 (ii) If the named officer declines a
496 hearing, or does not respond in the
497 manner specified, action goes
498 forward.

499 (5) The Board of Directors shall hear and rule on the
500 case at a regular meeting or at a special meeting
501 called for that purpose.

502 (6) The Board of Directors may, by a two-thirds or
503 greater vote of the members present and voting,
504 remove the named officer from office. The vote
505 shall be by secret ballot.

506 **ARTICLE IX**
507 **Cabinet--Assigned Positions and Committees**

508 **Section 1.** The Cabinet shall include those Educator
509 members in assigned positions and the chairs of the
510 standing committees.

511 **Section 2.** The assigned positions shall be:
512 1. Editor of *YORK STATE*
513 2. Associate Editor of *YORK STATE*
514 3. Assistant Treasurer

515 The duties of these appointees are:

516 (a) The Editor of *YORK STATE*, with the assistance of the
517 Associate Editor, shall collect material for, edit, and publish
518 *YORK STATE*. The Editor is required to attend all Board of
519 Directors meetings in an advisory capacity and at
520 Association expense.

521 (b) The Editor of *YORK STATE*, with the assistance of the
522 Associate Editor, shall carry out policies determined by the

523 Board of Directors and work under the supervision of the
524 President.

525 (c) The Assistant Treasurer shall attend all meetings of the
526 Finance and Budget Committee as an ex-officio member
527 without a vote, become familiar with the financial operation
528 and procedures of the Association as conducted by the
529 Treasurer, and assist the Treasurer by performing such
530 duties as the Treasurer may assign or request.

531 (d) In the event of the incapacity or inability of the Treasurer
532 to perform his/her duties, the Assistant Treasurer, at the
533 direction of the President, shall assume the duties and
534 responsibilities of the Treasurer until such time as the
535 President and the Board of Directors determine that the
536 Treasurer can resume his/her duties, or until the next
537 regularly elected Treasurer assumes office.

538 (e) The Assistant Treasurer must have Educator member-
539 ship in the Association.

540 **Section 3. Standing Committees** shall be:

- 541 (a) Annual Workshop
- 542 (b) Bylaws
- 543 (c) Certificate of Recognition
- 544 (d) Community Service
- 545 (e) Credentials
- 546 (f) Finance and Budget
- 547 (g) Friendly Service
- 548 (h) Health Care
- 549 (i) History
- 550 (j) Legislative Action
- 551 (k) Membership
- 552 (l) Nominations
- 553 (m) Personnel
- 554 (n) Public Relations
- 555 (o) Resolutions
- 556 (p) Site

557 **Section 4. Special Committees.**

558 (a) The President or the Board of Directors may establish
559 special committees.

560 (b) The committees shall continue to function until
561 discharged by action of the President or the Board of
562 Directors

563 **Section 5.** The chair of each committee may designate
564 another member of his/her committee to act as assistant
565 chair, subject to the approval of the President.

566 **Section 6.** Standing committees and special committees will
567 meet as necessary to carry out their duties. Electronic
568 meetings are authorized in accordance with the
569 parliamentary authority. Electronic meetings must provide
570 an opportunity for simultaneous aural communication among
571 all members in attendance. Additional requirements and
572 guidelines shall be developed, approved by the Board of
573 Directors, and published in the Association's policy and
574 procedures handbook, the "Leaders' Manual." These
575 additional rules shall govern electronic meetings that may be
576 held by any board or committee of the Association.

577 **Section 7. Committee Appointments.**

578 (a) All members of standing committees shall be voting
579 members of the Association.

580 (b) Each zone President shall file with the association office,
581 by November 1st, a list of its officers and committee chairs
582 for the coming association year. The list shall include
583 names, addresses with the 9-digit zip code, telephone
584 numbers and e-mail addresses, if available.

585 (c) The names of all standing committee chairs and
586 members, along with telephone numbers, and zone
587 affiliations, shall be published in the issue of *YORK STATE*
588 immediately following the Annual Meeting.

589 **Section 8.** The chairs of the Bylaws Committee and the
590 Public Relations Committee are required to attend all Board

591 of Directors meetings in an advisory capacity and at
592 Association expense.

593 **ARTICLE X**
594 **Organization and Duties of Standing Committees**

595 **Section 1. The Annual Workshop Committee** shall consist
596 of five (5) members appointed by the President and the
597 Senior Vice President who shall be the chair. The functions
598 of this committee are to plan the Annual Workshop, to make
599 the necessary arrangements for it, to facilitate its progress,
600 and to evaluate it as part of preparing for the next year's
601 Annual Workshop.

602 **Section 2. The Bylaws Committee** shall consist of a chair
603 and four (4) members appointed by the President. This
604 committee shall prepare and submit to the Board of
605 Directors recommendations for amendments.

606 **Section 3. The Certificate of Recognition Committee**
607 shall consist of a chair and two (2) members appointed by
608 the President. The function of this committee shall be to
609 recognize living retired members who have shown
610 outstanding leadership and accomplishments in the field of
611 education and service in retirement.

612 **Section 4. The Community Service Committee** shall
613 consist of a Chair appointed by the President and one (1)
614 member of each zone as designated by that zone. The
615 functions of the Community Service Committee shall be:

616 (a) To assist the zone Community Service chairs in
617 compiling a list of community programs, organizations and
618 services in all zone communities.

619 (b) To increase NYSRTA visibility and showcase community
620 service on NYSRTA website.

621 (c) To integrate community service activities and events
622 which are sponsored by national community service
623 organizations.

- 624 **Section 5. The Credentials Committee** shall consist of a
625 chair and two (2) members appointed by the President.
- 626 (a) The President of each zone, not later than forty-five (45)
627 days prior to the date of the Annual Meeting, shall send to
628 the Association office a list of accredited delegates to the
629 Annual Meeting for publication in the program for the Annual
630 Convention.
- 631 (b) These lists shall be consolidated by the Association
632 Office and shall be the official list for use by the Credentials
633 Committee. The official list shall be subject to amendment
634 by the President of each zone at the time of the Annual
635 Meeting so that it will be correct at the beginning of the first
636 business session.
- 637 (c) This committee shall report at the Annual Meeting the
638 number of accredited delegates present at each business
639 session and the total attending each meeting; shall see that
640 only accredited delegates are seated in the section reserved
641 for delegates; and shall perform such other duties as the
642 President may direct.
- 643 **Section 6. The Finance and Budget Committee** shall
644 consist of seven (7) members: a chair and four (4) members
645 appointed by the President; the President; and the
646 Treasurer. No appointed member may be an elected officer
647 of the Association. One (1), and only one (1), of the
648 members shall be selected from the zone Presidents. The
649 Senior Vice President and the Assistant Treasurer shall be
650 ex-officio members without vote. The functions of this
651 committee are:
- 652 (a) To recommend to the Board of Directors the investments
653 of Association funds.
- 654 (b) To coordinate and supervise the financial operations of
655 the Association.
- 656 (c) To recommend to the Board of Directors the annual
657 membership dues required for a balanced budget.
- 658 (d) To prepare a budget showing estimated receipts and
659 expenditures for the ensuing year and present it at the

660 Annual Meeting for action. Such budget shall include a
661 comparison with previous year's income and expenditures of
662 budgeted items.

663 (e) To recommend to the Board of Directors changes of
664 approved budget items during the fiscal year.

665 (f) To review the auditor's report and present a summary to
666 the Board of Directors.

667 **Section 7. The Friendly Service Committee** shall consist
668 of one member from each zone designated by the zone and
669 the Vice President for Friendly Service who shall be the
670 chair. The function of this committee shall be to promote the
671 well-being of the members of the Association.

672 **Section 8. The Health Care Committee** shall consist of at
673 least one (1) member from each zone designated by the
674 zone and a chair appointed by the President. The function
675 of this committee shall be to provide members of the
676 Association with information and assistance so they may
677 make informed choices on health care.

678 **Section 9. The History Committee** shall consist of one (1)
679 Association Historian appointed by the President and one
680 (1) member of each zone as designated by the zone.

681 The function of this committee is to collect, file and preserve
682 any and all data and records which pertain to the
683 establishment, growth, and development of the zones and
684 the Association. The Association Historian shall work in
685 cooperation with zone historians in assembling historical
686 materials.

687 **Section 10. The Legislative Action Committee** shall
688 consist of one (1) member from each zone designated by
689 the zone and the Vice President for Legislative Action, who
690 shall be the chair.

691 (a) To further legislation for the benefit of active and retired
692 educators.

693 (b) To work with other organizations of retirees to further
694 legislation for the benefit of all retirees.

695 (c) To keep the membership informed of current legislation
696 and concerns.

697 **Section 11. The Membership Committee** shall consist of
698 one (1) member from each zone designated by the zone
699 and the Vice President for Membership who shall be the
700 chair.

701 The function of this committee shall be to promote and
702 coordinate all activities at both the state and zone levels to
703 retain and increase the membership of the Association.

704 **Section 12. The Nominations Committee** shall consist of
705 one (1) member from each zone designated by the zone
706 and a chair appointed by the President.

707 The functions of this committee are to nominate a slate of
708 officers of the Association for the ensuing year and to
709 present this slate at the Annual Meeting.

710 A member of this committee whose name is to be
711 considered for nomination shall not attend any meeting
712 during which names are to be considered. His/her zone
713 President may appoint an alternate for those particular
714 meetings. The alternate shall have the same voting rights as
715 the other members.

716 **Section 13. The Personnel Committee** shall consist of five
717 (5) members. They shall be the President, Senior Vice
718 President, Treasurer and two (2) members appointed by the
719 President. The President shall be the chair.

720 The responsibility of this committee is to provide a written
721 personnel policy and job description for the employees in
722 the association office. Working with the Executive Office
723 Manager, this committee will ensure that there are current
724 written personnel policies and job descriptions in place
725 covering all aspects of employment. The committee shall
726 meet at the July Board of Directors meeting date and

727 whenever the need arises. The committee shall provide
728 report(s) to the Board of Directors when necessary.

729 **Section 14. The Public Relations Committee** shall consist
730 of one (1) member from each zone designated by the zone
731 and a chair appointed by the President. The function of this
732 committee shall be to promote good understanding among
733 retired groups, active educators, and the general public.

734 **Section 15. The Resolutions Committee** shall consist of
735 one (1) member from each zone designated by the zone
736 and a chair appointed by the President.

737 The functions of this committee are to solicit, prepare, and
738 present resolutions at the Annual Meeting. Only resolutions
739 that pertain to the objectives of the Association, as listed in
740 ARTICLE II, shall be considered.

741 **Section 16. The Site Committee** shall consist of the chair,
742 the Senior Vice President, the Treasurer and two (2)
743 members appointed by the President.

744 The functions of this committee shall be:

745 (a) To recommend to the Board of Directors, for their
746 approval, a selected site for the Annual Workshop and
747 Annual Convention at the first Board of Directors meeting
748 following the previous Annual Convention.

749 (b) To investigate and consider any potential site suggested
750 by the Board of Directors.

751 (c) To act as liaison between the selected site management
752 and the Association.

753 **Section 17.** Chairs of standing and special committees may
754 attend Board of Directors meetings at the Association
755 expense.

756 **Section 18.** The members of each standing committee shall
757 continue to function until successors are appointed.

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ARTICLE XI Dues

760 **Section 1.** The Board of Directors shall determine the dues
761 of members after consultation with the Finance and Budget
762 Committee.

763 **Section 2.** The dues of new members and renewing
764 members of the Association shall be collected directly by the
765 Treasurer through the Association Office. Each month the
766 Treasurer shall remit to the Treasurer of each zone and out-
767 of-state region an amount determined by the Board of
768 Directors that shall not be less than one third (33-1/3%) of
769 the dues collected from each annual membership of the
770 zone or out-of-state region during that period.

771 **Section 3.** The Board of Directors shall determine the dues
772 of Life membership after consultation with the Finance and
773 Budget Committee. The Treasurer shall pay to the Treasurer
774 of each zone and out-of-state region at the time of payment
775 by the Life member, the total amount due the zone from that
776 portion of one (1) Life membership dues as determined by
777 the bylaws.

778 **Section 4.** Additional monies for the Association may be
779 solicited in the form of contributions at the discretion of the
780 President.

781 **Section 5.** The association office shall send to each zone
782 and out-of-state region the number of paid members as of
783 July 1st of the fiscal year of the Annual Meeting. This figure
784 shall be the determinant of the number of delegates each
785 zone and out-of-state region may send to the Annual
786 Meeting.

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ARTICLE XII Association Year and Fiscal Year

789 **Section 1.** The fiscal year of this Association shall be from
790 January 1st to December 31st. [PROVISO: the transition to
791 this fiscal year will be completed January 1, 2013.]

792 **Section 2.** The term of elected officers, i.e., November 1 to
793 October 31st, shall be known as the association year.

794 **Section 3.** The President of each zone shall report to the
795 Board of Directors meeting which immediately precedes the
796 Annual Meeting the condition of his/her zone as to finances,
797 membership, and activities.

798 **ARTICLE XIII**
799 **Association Funds and Accounts**

800 **Section 1.** The Board of Directors is hereby authorized and
801 empowered in its discretion, and from time to time, to create
802 and to maintain special funds and accounts.

803 **Section 2.** An audit of all funds and accounts of the
804 Association shall be made annually by an outside public
805 accountant.

806 **ARTICLE XIV**
807 **Trusts and Funds**

808 **Section 1. The Insurance Trust:** An insurance fund
809 operated exclusively for the members of the Association.
810 The trust is an affiliate of The New York State Retired
811 Teachers' Association, Inc.

812 (a)The Board of Trustees shall consist of five (5) Trustees
813 who are elected by the Board of Directors for a five (5) year
814 term; such election to take place at the next Executive
815 Meeting following the Annual Meeting. In the initial phase of
816 implementation, one new Trustee shall be appointed to a
817 three year term, one to a four year term and one to a five
818 year term.

819 (b) The Board of Trustees shall elect, by majority vote, a
820 chairperson from among its members.

821 (c) No Trustee may simultaneously serve as an elected,
822 voting eligible, member of the Board of Directors.

823 (d) The function of the Board of Trustees is to administer
824 this plan in conjunction with the insurance company which
825 underwrites the plan.

826 **Section 2. The Robert R. DeCormier Memorial Trust**
827 **Fund:** A trust established to assist members financially if
828 circumstances beyond their control have placed them in a
829 situation where financial assistance is needed. The Trust
830 Fund is an affiliate of The New York State Retired Teachers'
831 Association, Inc.

832 (a) The Board of Trustees shall consist of six (6) members,
833 whose terms shall be six (6) years which may be renewed
834 upon election by the remaining Trustees.

835 (b) Vacancy on the Board of Trustees shall be filled by
836 nomination by the Board of Directors and that nominee is
837 elected to the Board of Trustees when receiving an
838 affirmative vote of the majority of the Trustees.

839 (c) No Trustee may simultaneously serve as an elected,
840 voting eligible, member of the Board of Directors.

841 (d) The Chair of the Board of Trustees shall be elected by
842 the Board.

843 (e) The function of the Board of Trustees is to administer the
844 Fund.

845 **ARTICLE XV**
846 **Resolutions**

847 **Section 1.** All resolutions that have been developed
848 according to the guidelines set by the Resolutions
849 Committee and that are to be presented at the Annual
850 Meeting shall be submitted in writing to the Chair of the
851 Resolutions Committee thirty (30) days before the July
852 Board of Directors Meeting.

853 **Section 2.** Proposed resolutions shall be reviewed for
854 conformance with the bylaws, clarity, and adherence to the
855 guidelines and shall be recommended or not recommended

856 for approval. These recommendations shall be reported to
857 the zone and out-of-state region Presidents within ten (10)
858 days after the July Board of Directors Meeting for discussion
859 at the zone and out-of-state region meetings.

860 **Section 3.** The President of any zone may present
861 emergency resolutions to the Chair of the Resolutions
862 Committee at least forty-eight (48) hours before they are to
863 be presented at the Annual Meeting for consideration. Such
864 emergency resolutions must be in proper form, and copies
865 sufficient for distribution to each delegate must be provided
866 to the chair of the Resolutions Committee.

867 **Section 4.** The text of all regular resolutions (i.e., other than
868 emergency and routine courtesy resolutions) shall be
869 provided to NYSRTA members at least one (1) week prior to
870 the Annual Meeting at which the resolutions will be
871 presented for voting.

872 **ARTICLE XVI**
873 **Amendments**

874 **Section 1.** A proposed amendment to the bylaws may be
875 initiated by any of the following:

876 (a) Action of the Bylaws Committee

877 (b) Action of the Board of Directors

878 (c) A petition signed by at least twenty-five (25) voting
879 members of the Association and presented to the Board of
880 Directors.

881 **Section 2.** The bylaws in force may be amended by the
882 following procedure:

883 (a) A proposed amendment shall be presented to the Board
884 of Directors. The Proposed Amendment shall then be
885 referred to the Bylaws Committee for its consideration and
886 recommendation.

887 (b) Action on a proposed amendment that has been
888 considered by the Bylaws Committee shall be taken at a
889 subsequent meeting when the text of the amendment shall
890 have been provided at least one (1) week prior to the
891 meeting. An affirmative vote of two-thirds (2/3) of the Board
892 of Directors shall be required for approval.

893 (c) The proposed amendment shall then be presented to:

894 (1) Each zone president for approval or rejection by
895 his or her zone. The zone's action may be by its
896 membership or by its governing body in
897 accordance with the procedures the zone adopts.
898 An affirmative vote of two-thirds (2/3) of the
899 zones shall be required for approval.

900 (2) The Annual Meeting. An affirmative vote of two-
901 thirds (2/3) of the accredited delegates in
902 attendance in the business session in which it is
903 voted upon shall be required for approval. The
904 presiding officer may designate the method of
905 voting.

906 (d) The proposed amendment shall become effective
907 immediately upon favorable action, as outlined above, of the
908 following three groups:

- 909 (1) Board of Directors
- 910 (2) Zones
- 911 (3) Annual Meeting

912 **ARTICLE XVII**
913 **Parliamentary Authority**

914 **Section 1.** Rules contained *Robert's Rules of Order*
915 *Newly Revised, 11th Edition* [RONR-11] shall govern the
916 Association in all cases to which they are applicable and in
917 which they are not inconsistent with these Bylaws and any
918 Rules of Order that may be adopted at the Annual Meeting.

919 **Section 2.** The President shall appoint a Parliamentarian
920 who shall be present at each session of the Annual Meeting.

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ARTICLE XVIII
Seal

923 The Association shall have an official corporate seal in
924 the form depicted below, viz:



925 **Section 1.** Such seal shall be affixed to such corporate
926 instruments as may by law or governmental regulation be
927 required, or by their legal counsel; but no deed or other
928 instrument of the Association otherwise duly authorized shall
929 be deemed or held invalid or insufficiently executed for the
930 want of such seal.

931 **Section 2.** This seal is a registered trademark and as such
932 is under the supervision and control of the Association
933 through statute. Its function, use, and control are set forth in
934 the Policy Statement issued by the Executive Board of the
935 Association.