

BYLAWS

RETIRED EDUCATORS OF NEW YORK

1993

Amended to Include the 2025 Annual Meeting*



2025

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*

CONTENTS

ARTICLE I	Name	1
ARTICLE II	Objectives	1
ARTICLE III	Membership	2
ARTICLE IV	Association Structure	3
ARTICLE V	Officers	4
ARTICLE VI	Board of Directors	7
ARTICLE VII	Annual Meeting, Workshop and Convention	10
ARTICLE VIII	Elections	12
ARTICLE IX	Cabinet--Assigned Positions and Committee Chairs	14
ARTICLE X	Organization and Duties of Standing Committees	17
ARTICLE XI	Dues	21
ARTICLE XII	Association Year and Fiscal year	22
ARTICLE XIII	Association Funds and Accounts	23
ARTICLE XIV	Trusts and Funds	23
ARTICLE XV	Resolutions	23
ARTICLE XVI	Amendments	24
ARTICLE XVII	Parliamentary Authority . . .	25
ARTICLE XVIII	Seal	26

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

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

5 The New York State Retired Teachers' Association, Inc., is
6 the legal name of the corporation referred to in these Bylaws as the
7 **Association**. The **Association** has filed with New
8 York State and will henceforth be known as The New York
9 State Retired Teachers' doing business as the Retired
10 Educators of New York (RENY). All Zones and Units of
11 NYSRTA need to use the dab- RENY as their name of
12 recognition and also maintain and use the new logo
13 associated with RENY. All zones and units must use the
14 name RENY/Zone Name/Unit Name. Ex. RENY/Central
15 Zone/Cayuga County.

17 **ARTICLE II**
18 **Objectives**

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

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

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

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ARTICLE III Membership

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

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

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

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

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

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(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.

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(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.

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(c) Spouse. If a spouse of a member or deceased member does not meet the Bylaws qualifications as an Educator or 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.

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ARTICLE IV Association Structure

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Section 1. Zones

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

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

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

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

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

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

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Section 2. Divisions of the Zones

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

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Section 3. Out-of-State Regions

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

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

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

124 (d) The bylaws of each out-of-state region shall be
125 consistent with the bylaws of the Association with the
126 exception of its fiscal year, which shall be the prerogative
127 of each out-of-state region.

128 **ARTICLE V**
Officers

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

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

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

142 The elected officers of this Association must have Educator
143 membership in the Association.

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

146 **Section 3. The President** shall:

147 (a) Preside at all meetings of the Association and of the
148 Board of Directors.

149 (b) Call meetings of the Executive Board as the business of
150 the Association requires.

- 151 (c) Appoint the members of each committee except those
152 listed in ARTICLE X as having a membership composed of
153 one member from each zone, appointed by the zone.
- 154 (d) Serve as chair of the Personnel Committee.
- 155 (e) Be an ex-officio member of each committee except
156 Nominations.
- 157 (f) Assign, with the approval of the Executive Board, the
158 Editor of *YORK STATE* (a periodical published by the
159 Association), the Associate Editor of *YORK STATE*, and the
160 Assistant Treasurer.
- 161 (g) Appoint an acting President of any zone, if such zone
162 fails to elect a President.
- 163 (h) Arrange the program for the Annual Meeting.
- 164 (i) Assign to the proper committees the responsibility of
165 implementing each of the resolutions that were passed at
166 the Annual Meeting at the first Board of Directors meeting
167 following the Annual Meeting.
- 168 (j) Approve or disapprove each voucher.
- 169 (k) Grant monies to satisfy emergency requests from the
170 President's Fund.
- 171 (l) Perform any other duties which are not assigned to other
172 officers and committees as may be deemed necessary to
173 discharge properly the functions of his/her office or the
174 Association.
- 175 **Section 4. The Senior Vice President shall:**
- 177 (a) In the absence of the President, or whenever the Board
178 of Directors shall declare the President incapacitated,
179 perform all duties of that office.
- 180 (b) Be the chair of the Annual Workshop Committee.
- 181 (c) Perform such other duties as the President may direct.
- 182 **Section 5. The Vice President for Friendly Service shall:**
- 183 (a) Be chair of the Friendly Service Committee.
- 184 (b) Perform such other duties as the President may direct.

- 185 **Section 6. The Vice President for Legislative Action** shall:
- 186 (a) Be chair of the Legislative Action Committee and have
- 187 direct charge of any action to promote and to support
- 188 favorable legislation and any efforts to oppose or amend
- 189 unfavorable legislation.
- 190 (b) Perform such other duties as the President may direct.
- 191 **Section 7. The Vice President for Membership** shall:
- 192 (a) Be chair of the Membership Committee.
- 193 (b) Perform such other duties as the President may direct.
- 194 **Section 8. The Secretary** shall:
- 195 (a) Record the proceedings of the Annual Meeting and of the
- 196 Board of Directors.
- 197 (b) Be responsible for preservation of the above records in a
- 198 place designated by the Board of Directors.
- 199 (c) Within thirty (30) days after any meeting of the Executive
- 200 Board, furnish a copy of the minutes to the Association office
- 201 for distribution to each member of the Board of Directors,
- 202 chairs of the standing committees and to the members
- 203 holding appointed positions. Approval of the minutes by the
- 204 Board of Directors will be at the next scheduled meeting.
- 205 (d) Within thirty (30) days after the Annual Meeting, furnish a
- 206 copy of the minutes to the Association office for distribution
- 207 to each member of the Board of Directors, chairs of the
- 208 standing committees and to the members holding assigned
- 209 positions. The minutes shall be discussed, and corrected if
- 210 necessary, by the Board of Directors at its March meeting.
- 211 Copies shall be distributed to the delegates and presented
- 212 for approval at the next Annual Meeting.
- 213 **Section 9. The Treasurer** shall:
- 214 (a) Receive all dues and contributions to the Association.
- 215 (b) Deposit such monies in banks approved by the Board of
- 216 Directors.
- 217 (c) Disburse these funds upon written order of the President.

218 (d) Make all investments of Association funds in accordance
219 with the investment policy of the Board of Directors through
220 the Finance and Budget Committee.

221 e) Render a detailed accounting at the Annual Meeting of
222 the receipts and disbursements of the current year on a
223 comparative basis with the prior year showing balances of
224 the prior year.

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

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

230 **ARTICLE VI**
231 **Board of Directors**

232 **Section 1.** The business and the affairs of the Association
234 shall be managed by the Board of Directors, which shall
235 consist of all elected officers, the immediate Past President,
236 and the Presidents of the zones.

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

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

250 (a) Establish policies and conduct the business of the
251 Association.

252 (b) Make rules and regulations which shall govern the
253 administration and business of the Association. Such rules
254 and regulations must be consistent with the bylaws of the
255 Association.

256 (c) Be accountable for reviewing and implementing or for
257 rejecting the resolutions and recommendations from the
258 Annual Meeting. Whatever actions are taken shall be
259 reported in subsequent issues of *YORK STATE* and at the
260 next Annual Meeting. A rationale shall be given for
261 resolutions and recommendations that have not been acted
262 on or that have been rejected by the Board of Directors.
263 These resolutions and recommendations may be brought
264 back to the floor of the Annual Meeting by majority vote of
265 the delegates.

266 (d) Have the power to remove an elected officer due to
267 incapacity or for cause in accordance with Article VIII,
268 Section 6 of these bylaws.

269 (e) Have the power to fill any vacancies that may occur in
270 any elected office of the Association. The following special
271 conditions shall be observed:

272 (1) Immediate Past President vacancy: fill the
273 vacancy with the next Past President in line who is
274 able and willing to finish the term.

275 (2) Senior Vice President vacancy: fill the vacancy
276 with the immediate Past President, if able and
277 willing, until the next election of officers. If not
278 available, then the next Past President in line who is
279 able and willing to finish the term shall be appointed.

280 (f) Have the authority to designate, provide, and equip the
281 association office, which shall be the headquarters of the
282 Association and the depository of the permanent official
283 records of the Association.

284 (g) Establish the salary schedule for all employees of the
285 Association.

286 (h) Elect each year, for a term of five (5) years, a member of
287 the Association to represent the Association on the Board of
288 Trustees which administers the affairs of the Insurance
289 Trust and to fill any vacancies in such representation.

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

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

302 **Section 5.** Five (5) members of the Board of Directors may,
301 by written request, require the President to call a meeting of
302 the Board of Directors; and a copy of this written request
303 shall be sent to the Senior Vice President. If the President
304 fails to call this meeting within ten (10) days, the Senior Vice
305 President shall have the power to call such a meeting; and if
306 he/she does not, five (5) members of the Board of Directors
307 may do so.

308 **Section 6.** Any motion made and seconded in the Executive
309 Board meetings involving expenditures of funds not provided
310 for in the current budget shall be referred to the Finance and
311 Budget Committee. The Finance and Budget Committee, at
312 a later session of the same meeting or at a subsequent
313 meeting of the Board of Directors, shall report its approval or
314 disapproval. The Board of Directors shall make the final
315 decision.

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

317 (a) Alternate Directors (hereafter referred to as "Alternates,")
318 are authorized, but not required, by this bylaw. The
319 President and the Treasurer have bylaw-designated
320 substitutes; the Past President, the Vice Presidents, and the
321 Secretary do not. Those members of the Board of Directors
322 may choose to appoint an Alternate if they are unable to
323 carry out their responsibilities. If so, an appointment of an
324 Alternate may be made from experienced state association
325 leaders.

326 (b) Should any zone President hold an elected office of the
327 Association or be unable to attend any meeting of the Board
328 of Directors, such zone President is authorized to designate
329 an elected officer or Past President of the zone to act as his/
330 her Alternate to represent the zone. If no elected officer or
331 past president of the zone is available, a member of the
332 zone's governing body may serve as an Alternate.

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

335 (d) An officer or zone President making such an appointment
336 shall notify the President in writing that an Alternate has
337 been appointed and will be replacing the officer or zone
338 President at a specific meeting. This notification may be
339 handled electronically.

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

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

347 **ARTICLE VII**

348 **Annual Meeting, Annual Workshop, and Annual Convention**

349 **Section 1.** The Annual Meeting of the Association shall be
350 held during the month of October or at such time and place
351 as the Board of Directors may designate. Voting members at
352 the Annual Meeting shall be called delegates. Delegate
353 count is based upon membership that is current on July 1st
354 of the year in which the Annual Meeting is held. The presence
355 of a least two-thirds (2/3) of the accredited delegates in attendance
356 at the Annual Meeting shall constitute a quorum for each business
357 session.
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359 **Section 2.** The Annual Convention of the Association
360 consists of the Annual Workshop and the Annual Meeting
361 plus other activities of the Association at the time the Annual
362 Convention is held.

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

364 The Annual Meeting delegates shall be comprised of the
365 following:

- 366 (a) Members of the Board of Directors of the Association.
- 367 (b) An additional delegate from each zone and out-of-state
368 region for every one hundred (100) paid members or major
369 fraction thereof.
- 370 (c) Delegates-at-Large shall be:
371. 1. Association appointees: the Assistant Treasurer and,
372 if they are Educator members of the Association, the Editor of
373 *YORK STATE* and the Associate Editor of *YORK STATE*.
- 374 2. Standing committee chairs: Bylaws, Certificate of
375 Recognition, Community Service, Credentials, Finance
376 and Budget, Health Care, History, Nominations, Public
377 Relations, Resolutions and Site.
- 378 3. Delegates of Association affiliates: Insurance Trust
379 Chair, Robert R. DeCormier Memorial Trust Fund Chair.
- 380 4. The President or designee of an out-of-state region.
- 381 **Section 4.** Zone's delegates and alternate delegates
382 shall:
383 (a) Be Educator members of the Association.
- 384 (b) Have accredited delegate status to have full privileges of
385 the floor including the right to vote.
- 386 (c) Have authorization of the zone's President to be a
387 delegate or alternate delegate.
- 388 (d) Have the zone President certify to the Credentials
389 Committee that an accredited delegate has withdrawn from
390 all duties at the Annual Meeting and give the Credentials
391 Committee the name of an alternate delegate to replace that
392 delegate.
- 393 (e) Have the Credentials Committee report to the delegate
394 body that an approved delegate of a particular zone has
394 withdrawn and that the zone's designated alternate delegate
395 has been approved as the zone's new delegate with all
396 privileges of said position.
- 397 **Section 5.** The Annual Meeting shall receive the annual
398 reports of the elected officers, the Editor of *YORK STATE*,
399 and the chairs of standing and special Committees.

400 **Section 6.** The delegates at the Annual Meeting shall have
401 the power to submit resolutions and make recommendations
402 to the Executive Board.

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

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

409 **ARTICLE VIII**
410 **Elections**

411 **Section 1.** The officers of the Association shall be elected
412 by the delegates at the Annual Meeting. At the first regular
413 business session of the Annual Meeting, the President shall
414 appoint tellers to have charge of the votes.

415 **Section 2.** Election shall be by a majority vote of the
416 accredited delegates in attendance at the session at which
417 the vote is taken.

418 **Section 3.** Nominations for officers may be made from the
419 floor.

420 **Section 4.** The election for uncontested offices may be by
421 voice vote or show of hands. Whenever there are other
422 nominations, the election for contested offices shall be by
423 written ballot and shall follow the procedure in the Rules of
424 Order as distributed and adopted at the first business
425 session of the Annual Meeting.

426 **Section 5.** The elected officers of the Association shall hold
427 office for a term of one (1) year. Elected officers are limited
428 to not more than three (3) consecutive terms except for the
429 Secretary, whose service cannot exceed six (6) consecutive
430 terms and for the Treasurer, whose number of terms is not
431 limited. The term for an elected officer shall begin November
432 1st and end on October 31st of the following year, except
433 the officer shall continue until a successor is elected for that
434 office.

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Section 6. Separation from Office

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

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

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(c) Procedure:

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(1) An official complaint, initiated by at least two (2) members of the Board of Directors, shall be presented to the President if the subject of the complaint is any officer other than the President. If the President is the subject of the complaint the matter will be brought to the Senior Vice President. The President or Senior Vice President, as appropriate to the case, shall then be known as the Convening Officer.

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(2) The Convening Officer shall, within five (5) calendar days, appoint an ad hoc Investigating Committee composed of three (3) to five (5) members of the Board of Directors other than those who brought the complaint. The Investigating Committee shall include at least one Zone President. The Investigating Committee is to look into the complaint, formulate the charge(s) if appropriate and, within ten (10) calendar days, report the results of its work, with recommendation(s), to the Convening Officer.

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3) If the recommendation of the Investigating Committee warrants further action, the Convening Officer shall, within three (3) calendar days, notify the named officer by certified mail (signature required) of the charge and the recommendation.

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(4) The named officer shall have the option of requesting a hearing by the full Board of Directors.

372 (5) If such a hearing is desired, the named
373 officer shall, within five (5) calendar days of
374 receiving notification, send a written request
375 for a hearing to the Convening Officer by
376 certified mail. If a hearing is requested, the
377 named officer shall have ten (10) calendar
378 days from the date that the request for a
379 hearing is sent to the Convening Officer to
380 prepare a defense. The hearing may be
381 held anytime thereafter.

382 (6) If the named officer declines a hearing,
383 or does not respond in the manner specified,
384 action goes forward.

385 (7) The Board of Directors shall hear and
386 rule on the case at a regular meeting or at a
387 special meeting called for that purpose.

388 (8) The Board of Directors may, by a
389 two-thirds or greater vote of the members
390 present and voting, remove the named
391 officer from office. The vote shall be by
392 secret ballot.

393 **ARTICLE IX**
394 **Cabinet--Assigned Positions and Committees Chairs**

395 **Section 1.** The Cabinet shall include those Educator
396 members in assigned positions and the chairs of the
397 standing committees.

398 **Section 2.** The assigned positions shall be:

- 399 1. Editor of YORK STATE
400 2. Associated Editor of YORK STATE
401 3. Assistant Treasurer

402 The duties of these appointees are:

403 (a) The Editor of *YORK STATE*, with the assistance of the
404 Associate Editor, shall collect material for, edit, and publish
405 *YORK STATE*. The Editor is required to attend all Board of
406 Directors meetings in an advisory capacity and at
407 Association expense.

- 408 (b) The Editor of *YORK STATE*, with the assistance of the
409 Associate Editor, shall carry out policies determined by the
410 Board of Directors and work under the supervision of the
411 President.
- 412 (c) The Assistant Treasurer shall attend all meetings of the
413 Finance and Budget Committee as an ex-officio member
414 without a vote, become familiar with the financial operation
415 and procedures of the Association as conducted by the
416 Treasurer, and assist the Treasurer by performing such
417 duties as the Treasurer may assign or request.
- 418 (d) In the event of the incapacity or inability of the Treasurer
419 to perform his/her duties, the Assistant Treasurer, at the
420 direction of the President, shall assume the duties and
421 responsibilities of the Treasurer until such time as the
422 President and the Board of Directors determine that the
423 Treasurer can resume his/her duties, or until the next
424 regularly elected Treasurer assumes office.
- 425 (e) The Assistant Treasurer must have Educator
426 member-ship in the Association.

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

- 428 (a) Annual Workshop
429 (b) Bylaws
430 (c) Certificate of Recognition
431 (d) Community Service
432 (e) Credentials
433 (f) Finance and Budget
434 (g) Friendly Service
435 (h) Health Care
436 (i) History
437 (j) Legislative Action
438 (k) Membership
439 (l) Nominations
440 (m) Personnel
441 (n) Public Relations
442 (o) Resolutions
443 (p) Site

444 **Section 4. Special Committees.**

445 (a) The President or the Board of Directors may establish

446 special committees.

447 (b) The committees shall continue to function until

448 discharged by action of the President or the Board of

449 Directors

450 **Section 5.** The chair of each committee may designate

451 another member of his/her committee to act as assistant

452 chair, subject to the approval of the President.

453 **Section 6.** Standing committees and special committees will

454 meet as necessary to carry out their duties. Electronic

455 meetings are authorized in accordance with the

456 parliamentary authority. Electronic meetings must provide

457 an opportunity for simultaneous aural communication among

458 all members in attendance. Additional requirements and

459 guidelines shall be developed, approved by the Board of

460 Directors, and published in the Association's policy and

461 procedures handbook, the "Leaders' Manual." These

462 additional rules shall govern electronic meetings that may be

463 held by any board or committee of the Association.

464 **Section 7. Committee Appointments.**

465 (a) All members of standing committees shall be voting

466 members of the Association.

467 (b) Each zone President shall file with the association office,

468 by November 1st, a list of its officers and committee chairs

469 for the coming association year. The list shall include

470 names, addresses with the 9-digit zip code, telephone

471 numbers and e-mail addresses, if available.

472 (c) The names of all standing committee chairs and

473 members, along with telephone numbers, and zone

474 affiliations, shall be published in the issue of *YORK STATE*

475 immediately following the Annual Meeting.

476 **Section 8.** The chairs of the Bylaws Committee and the

477 Public Relations Committee are required to attend all Board

478 of Directors meetings in an advisory capacity and at

479 Association expense.

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ARTICLE X

Organization and Duties of Standing Committees

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

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

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

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

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

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

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

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Section 5. The Credentials Committee shall consist of a chair and two (2) members appointed by the President.

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(a) The President of each zone, not later than forty-five (45) days prior to the date of the Annual Meeting, shall send to the Association office a list of accredited delegates to the Annual Meeting for publication in the program for the Annual Convention.

518 b) These lists shall be consolidated by the Association
519 Office and shall be the official list for use by the Credentials
520 Committee. The official list shall be subject to amendment
521 by the President of each zone at the time of the Annual
522 Meeting so that it will be correct at the beginning of the first
523 business session.

524 (c) This committee shall report at the Annual Meeting the
525 number of accredited delegates present at each business
526 session and the total attending each meeting; shall see that
527 only accredited delegates are seated in the section reserved
528 for delegates; and shall perform such other duties as the
529 President may direct.

530 **Section 6. The Finance and Budget Committee** shall
531 consist of seven (7) members: a chair and four (4) members
532 appointed by the President; the President; and the
533 Treasurer. No appointed member may be an elected officer
534 of the Association. One (1), and only one (1), of the
535 members shall be selected from the zone Presidents. The
536 Senior Vice President and the Assistant Treasurer shall be
537 ex-officio members without vote. The functions of this
538 committee are:

539 (a) To recommend to the Board of Directors the investments
540 of Association funds.

541 (b) To coordinate and supervise the financial operations of
542 the Association.

543 (c) To recommend to the Board of Directors the annual
544 membership dues required for a balanced budget.

546 (d) To prepare a budget showing estimated receipts and
547 expenditures for the ensuing year and present it at the
548 Annual Meeting for action. Such budget shall include a
549 comparison with previous year's income and expenditures of
550 budgeted items.

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

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

555 **Section 7. The Friendly Service Committee** shall consist
556 of one member from each zone designated by the zone and
557 the Vice President for Friendly Service who shall be the
558 chair. The function of this committee shall be to promote the
559 well-being of the members of the Association.

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

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

569 The function of this committee is to collect, file and preserve
570 any and all data and records which pertain to the
571 establishment, growth, and development of the zones and
572 the Association. The Association Historian shall work in
573 cooperation with zone historians in assembling historical
574 materials

575 **Section 10. The Legislative Action Committee** shall
576 consist of one (1) member from each zone designated by
577 the zone and the Vice President for Legislative Action,
578 who shall be the chair.

579 (a) To further legislation for the benefit of active and retired
580 educators.

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

583 (c) To keep the membership informed of current legislation
584 and concerns.

585 **Section 11. The Membership Committee** shall consist of
586 one (1) member from each zone designated by the zone
587 and the Vice President for Membership who shall be the
588 chair.

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

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

595 The functions of this committee are to nominate a slate of
596 officers of the Association for the ensuing year and to
600 present this slate at the Annual Meeting.

601 A member of this committee whose name is to be
602 considered for nomination shall not attend any meeting
603 during which names are to be considered. His/her zone
604 President may appoint an alternate for those particular
605 meetings. The alternate shall have the same voting rights
606 as the other members.

607 **Section 13. The Personnel Committee** shall consist of five
608 (5) members. They shall be the President, Senior Vice
609 President, Treasurer and two (2) members appointed by the
610 President.

611 The President shall be the chair.

612 The responsibility of this committee is to provide a written
613 personnel policy and job description for the employees in
614 the association office. Working with the Executive Office
615 Manager, this committee will ensure that there are current
616 written personnel policies and job descriptions in place
617 covering all aspects of employment. The committee shall
618 meet at the July Board of Directors meeting date and
619 whenever the need arises. The committee shall provide
620 report(s) to the Board of Directors when necessary.

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

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

631 The functions of this committee are to solicit, prepare, and
632 present resolutions at the Annual Meeting. Only resolutions
633 that pertain to the objectives of the Association, as listed in
634 ARTICLE II, shall be considered.

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

638 The functions of this committee shall be:

639 (a) To recommend to the Board of Directors, for their
640 approval, a selected site for the Annual Workshop and
641 Annual Convention at the first Board of Directors meeting
642 following the previous Annual Convention.

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

645 (c) To act as liaison between the selected site management
646 and the Association.

647 **Section 17.** Chairs of standing and special committees may
648 attend Board of Directors meetings at the Association
649 expense.

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

652 **ARTICLE XI**
653 **Dues**

654 **Section 1.** The Board of Directors shall determine the dues
655 of members after consultation with the Finance and Budget
656 Committee.

657 **Section 2.** The dues of new members and renewing
658 members of the Association shall be collected directly by the
659 Treasurer through the Association Office. Each month the
660 Treasurer shall remit to the Treasurer of each zone and
661 out- of-state region an amount determined by the Board of
662 Directors that shall not be less than one third (33-1/3%) of
663 the dues collected from each annual membership of the
664 zone or out-of-state region during that period.

665 **Section 3.** The Board of Directors shall determine the dues
666 of Life membership after consultation with the Finance and
667 Budget Committee. The Treasurer shall pay to the Treasurer
668 of each zone and out-of-state region at the time of payment
669 by the Life member, the total amount due the zone from that
670 portion of one (1) Life membership dues as determined by
671 the bylaws.

672 **Section 4.** Additional monies for the Association may be
673 solicited in the form of contributions at the discretion of the
674 President.

675 **Section 5.** The association office shall send to each zone
676 and out-of-state region the number of paid members as of
677 July 1st of the fiscal year of the Annual Meeting. This figure
678 shall be the determinant of the number of delegates each
679 zone and out-of-state region may send to the Annual
680 Meeting.

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ARTICLE XII

Association Year and Fiscal Year

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

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

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

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ARTICLE XIII

Association Funds and Accounts

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

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

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ARTICLE XIV

Trusts and Funds

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

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

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

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

717 (d) The function of the Board of Trustees is to administer this
718 plan in conjunction with the insurance company which
719 underwrites the plan.

720 **Section 2. The Robert R. DeCormier Memorial Trust**
721 **Fund:** A trust established to assist members financially if
722 circumstances beyond their control have placed them in a
723 situation where financial assistance is needed. The Trust
724 Fund is an affiliate of The New York State Retired Teachers'
725 Association, Inc.

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

729 (b) Vacancy on the Board of Trustees shall be filled by
730 nomination by the Board of Directors and that nominee is
731 elected to the Board of Trustees when receiving an
732 affirmative vote of the majority of the Trustees.

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

735 (d) The Chair of the Board of Trustees shall be elected by
736 the Board.

737 (e) The function of the Board of Trustees is to administer the
738 Fund.

739 **ARTICLE XV**
740 **Resolutions**

741 **Section 1.** All resolutions that have been developed
742 according to the guidelines set by the Resolutions
743 Committee and that are to be presented at the Annual
744 Meeting shall be submitted in writing to the Chair of the
745 Resolutions Committee thirty (30) days before the July
746 Board of Directors Meeting.

747 **Section 2.** Proposed resolutions shall be reviewed for
748 conformance with the bylaws, clarity, and adherence to the
749 guidelines and shall be recommended or not recommended
750 for approval. These recommendations shall be reported to
751 the zone and out-of-state region Presidents within ten (10)
752 days after the July Board of Directors Meeting for discussion
753 at the zone and out-of-state region meetings.

754 **Section 3.** The President of any zone may present
755 emergency resolutions to the Chair of the Resolutions
756 Committee at least forty-eight (48) hours before they are to
758 be presented at the Annual Meeting for consideration. Such
759 emergency resolutions must be in proper form, and copies
760 sufficient for distribution to each delegate must be provided to
761 the chair of the Resolutions Committee.

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

767 **ARTICLE XVI**
768 **Amendments**

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

771 (a) Action of the Bylaws Committee

772 (b) Action of the Board of Directors

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

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

778 (a) A proposed amendment shall be presented to the Board
779 of Directors. The Proposed Amendment shall then be
780 referred to the Bylaws Committee for its consideration and
781 recommendation.

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

- 788 (c) The proposed amendment shall then be presented to:
- 789 1. Each zone president for approval or rejection by
- 790 his or her zone. The zone's action may be by its
- 791 membership or by its governing body in accordance
- 792 with the procedures the zone adopts. An affirmative
- 793 vote of two-thirds (2/3) of the zones shall be required
- 794 for approval. The proposed amendment, if approved
- 795 by the zone, shall then be presented to:
- 796 2. The Annual Meeting. An affirmative vote of two-
- 797 thirds (2/3) of the accredited delegates in attendance
- 798 in the business session in which it is voted upon shall
- 799 be required for approval. The presiding officer may
- 800 designate the method of voting.
- 801 (d) The proposed amendment shall become effective
- 802 immediately upon favorable action, as outlined above, of the
- 803 following three groups:
- 804 (1) Board of Directors
- 805 (2) Zones
- 806 (3) Annual Meeting

807 **ARTICLE XVII**

808 **Parliamentary Authority**

809 **Section 1.** Rules contained *Robert's Rules of Order*

810 *Newly Revised, 11th Edition* [RONR-11] shall govern the

811 Association in all cases to which they are applicable and in

812 which they are not inconsistent with these Bylaws and any

813 Rules of Order that may be adopted at the Annual Meeting.

814 **Section 2.** The President shall appoint a Parliamentarian

815 who shall be present at each session of the Annual Meeting.

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ARTICLE XVIII Seal

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



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

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