

NYSUT Retiree Council # 10 - Constitution

- I. Name
This organization shall be known as NYSUT Retiree Council # 10.

- II. Purposes
 - A. To promote the best interest and welfare of NYSUT Retirees;
 - B. To promote mutual assistance and cooperation with other organizations with which it is associated;
 - C. To promote the aims and objectives of the New York State United Teachers and its national affiliates.

- III. Affiliations
This organization shall affiliate with the New York State United Teachers and its national affiliates.

- IV. Membership
 - A. Membership in this organization RC # 10, shall be open to Retired Teachers and SRP (School Related) personnel who worked in and retired from a school district that is within the established boundaries of RC # 10 and who were eligible for membership in NYSUT.
 - B. Membership shall be obtained only through the payment of the appropriate dues of the local, state, national organizations. Retiree Council # 10 (as per Article 5) shall establish a separate sustaining member activity fee for the membership to support its programs and purposes.
 - C. Retired Teachers or Retired SRP's who were employed outside the defined boundaries of RC #10 but who now reside within the RC # 10 boundaries, may become Social Members by contacting the officers of RC #10 and submitting the required paper work and payment of the established sustaining member activity fee as established in this Article under Section B. This membership shall not constitute voting privileges at General Meeting held by RC # 10 or the right to hold an elected or appointed office.

- V. Activity Fee
The annual sustaining member activity fee of the NYSUT Retirees Council # 10 shall be established by the Executive Committee, when presenting the Annual Budget at the General Meeting in the fall.

- VI. Officers
 - A. The elected officers of NYSUT Retiree Council # 10 shall be President, First Vice-President, Second Vice-President-SRP, Secretary and Treasurer.
 - B. Duties of the President:
The President shall:
 - 1. be Chief Executive Officer of NYSUT Retiree Council # 10, and administer all affairs and execute all policies of the organization;
 - 2. preside at all meetings of the Executive Committee, Board of Directors, and general membership;
 - 3. represent the organization with all external groups;

4. appoint and establish the function of all committees with the approval of the Executive Committee;
5. call regular and special meetings of the Executive Committee, Board of Directors and general membership
6. fulfill such other duties as the office requires and as are consistent with the Constitution, Policies and By-Laws of this organization.

C. Duties of the Vice-Presidents

1. The First-Vice President shall assume the duties and responsibilities of the President in her/his absence and shall perform such other duties as the President may designate.
2. The Second Vice-President-SRP shall be a liaison with SRP Locals and chapters and perform such other duties as the President may designate.

D. Duties of the Secretary

1. The Secretary shall keep accurate minutes of all meetings, maintain official files, and assist the president with Council correspondence.

E. Duties of the Treasurer

1. The Treasurer shall hold all funds of the Council and pay all pending bills.
2. Reimburse all vouchers upon authorization by the Executive Committee. All checks representing disbursements from the treasury shall be signed by the Treasurer and at least one other officer designated by the Board of Directors.
3. Shall bill members for their annual sustaining member activity fee and receive same, maintain accurate records of receipts and disbursements, prepare an annual financial report, aid in the preparation of the annual budget, and maintain an accurate membership list.
4. Shall in compliance with sections 1-4 of this section, work closely with the committee or professional auditor to complete the annual Auditing of all RC #10 financial records.

F. Nominations and Election Committee

A nominating committee composed of five (5) members in good standing shall be appointed by the Executive Committee in February of each year in which the elections are scheduled. Upon appointment, the committee will elect a chairperson.

1. The nominating committee shall propose a slate of officers and NYSUT/AFT Delegates and Alternates for election by General Membership at the annual spring meeting.
2. Notwithstanding 1 and 2 above, each member shall be given reasonable opportunity to nominate candidates for office:
 - a. Notice of the office to be filled, the right to make nominations, and the time, place and proper form for submission of nominations shall be distributed to all members through the RC 10 March Newsletter.

- b. All nominations must be submitted to the Nominating Committee by the established date of the annual Spring meeting.
- c. Nominations may also be made from the floor at the Annual Spring Meeting.

G. Elections

1. The committee will prepare and mail a written notice announcing the election of officers, delegates, alternates, and amendments to the Constitution, include the sample election ballot, which shall be mailed to each member as verified by the membership list kept by the Treasurer, and provided by NYSUT at least fifteen (15) days prior to the election.
2. The election shall be held at the Spring General Meeting.
3. Election shall be by secret ballot.
4. The committee shall meet at the annual Spring meeting and act as tellers to verify all ballots and prepare the counting of such.
5. The committee shall announce the results of the election at the Spring General Meeting and the Secretary shall preserve all election records, including ballots for a period of one (1) year.

H. Terms of office

Duly elected officers shall serve a two (2) year term, beginning July 1. Each officer shall remain in office until her/his successor assumes the office.

I. Vacancies

1. If the office of the President becomes vacant, the First Vice- President shall assume that office, with the Second Vice-President assuming the office of First Vice-President. In the event that the First Vice-President is unable to assume the office of President, the Second Vice-President shall assume the office of President, and the Executive Committee will recommend to the Board of Directors who shall vote on the names of members in good standing to fill the unexpired terms of the First and Second Vice-Presidents.
2. If any other office becomes vacant, it shall be filled by a recommendation from the Executive Committee to the Board of Directors, who shall vote on the name of the member in good standing to fill the unexpired term and that person shall hold office until the next election is held by the General Membership.

VII. Executive Committee

- A. The Executive Committee shall be composed of the duly-elected officers, the NYSUT Delegates, AFT Delegate and chairpersons of all standing committees.
- B. Duties
The Executive Committee shall:
 1. approve an annual budget;
 2. act upon expenditures and vouchers as may be required;

3. interpret the By-Laws;
 4. act on policy matters for the organization between meetings of the general membership;
 5. make policy recommendations to the General membership for their consideration; and
 6. perform all other duties as enumerated in this Constitution, the By-Laws and policies.
- C. The Executive Committee shall meet monthly during the year. Special meetings may be called by the President or by petition of a majority of the Executive Committee.

VIII. Board of Directors

1. The Board of Directors shall be composed of the duly-elected officers, NYSUT/AFT delegates, the immediate past president, chairs of all standing and appointed committees and ambassadors. The position of ambassador shall be defined as a retired individual who has been elected or appointed by his/her recognized Retiree Chapter or serving ad hoc of an undefined Retiree group within the RC 10 geographic borders, as per Article III, Section A. Each Director shall have one vote in Board deliberations.
2. The term of office for all Directors and Ambassadors shall coincide with that of the elected officers.
3. The duties of the Directors shall be to:
 - a. approve the annual budget as recommended by the Executive Committee for submission to the Fall General Meeting;
 - b. act upon all expenditures as recommended by the Executive Committee
 - c. establish the procedures to be followed regarding the annual Auditing of all RC 10 Financial Records;
 - d. interpret the RC # 10 Constitution;
 - e. act on matters of policy between meetings of the General Membership, as presented by the Executive Committee on matters for the organization between meetings of the General Membership; and
 - f. introduce policy and constitutional recommendations to the membership for consideration;
 - g. duties of the Ambassador(s) shall be to open and/or improve communications between locals and retiree chapters or groups of retirees, to keep the Board of Directors informed of local concerns and update their groups on the work of RC 10, NYSUT, NEA and AFT.
4. The Board of Directors shall meet monthly, directly after the monthly Executive Committee meeting. Special meeting may be called by the President or by petition of a majority of the Board of Directors}.

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(IX). (Standing Committees: The following standing committees shall be the part of the RC 10 governance structure. Each committee and chair(s) shall be appointed by the President and renewed on an annual basis with its individual charge by the President. The Executive Committee shall make its recommendations on committee chairs and charges to the Board of Directors for their approval.

1. **Activist Committee** – shall have the primary responsibility to aid in the formation of Retiree Chapters within In-service locals that are in the jurisdictional lines of RC 10, and any other responsibility the president, with the recommendation of the Executive Committee and approval of the Board of Directors. The committee shall report on a monthly basis to both the Executive committee and Board of Directors.
2. **Travel/Social Committee** – shall have the primary responsibility to develop and advertise organized trips, luncheons and any other responsibilities the president, with the recommendation of the Executive Committee and approval of the Board of Directors that will benefit the members of RC 10. The committee shall report on a monthly basis to the Executive committee and Board of Directors.
3. **Newsletter** – the editor shall have the primary responsibility to create a monthly newsletter to promote the activities of RC 10, and any other responsibilities the president, with the recommendation of the Executive Committee and approval of the Board of Directors. The editor shall report on a monthly basis to the Executive committee and the Board of Directors.
4. **Webpage** – the Webmaster shall have the primary responsibility to review and revise the existing Webpage, gather data and post all notices in a timely fashion and any other responsibilities the president, with the recommendation of the Executive Committee and approval of the Board of Directors. The Webmaster shall report on a monthly basis to the Executive committee and Board of Directors.
5. **Scholarship** – shall have the primary responsibility to review and revise the Scholarship Form, advertise its availability within the developed guidelines to all appropriate In-Service locals, accept the completed forms, evaluate, select and announce the names of its recipients, and any other responsibilities the president, with the recommendation of the Executive Committee and approval of the Board of Directors. The committee shall report on a monthly basis to the Executive committee and Board of Directors.
6. **Legislative** – shall have the primary responsibility of keeping the membership informed of all Legislative matters through the use of the Newsletter, phone banks and Website, and any other responsibilities the president, with the recommendations of the Executive Committee and approval of the Board of Directors. The committee shall be comprised of the RC 10 members of the Vote/Cope and PAC committees. They shall report on a monthly basis to the Executive Committee and Board of Directors.

7. **Audit/Financial Review Committee** – shall have the primary responsibility to examine the books of the Treasurer, review all deposits, payment requisitions and checks written, bank statement and to reconcile the books and prepare a written statement on the condition of the financial records which shall be given to the Executive Board and Board of Directors.
8. **Membership** - shall have the primary responsibility to develop the annual membership form, advertise in the Newsletter and Website, collect membership information on an annual basis, record such information in the RC 10 data base, transfer all collected Activity fees to the Treasurer, and any other responsibilities the president, with the recommendation of the Executive Committee and approval of the Board of Directors. The committee shall report on a monthly basis to the Executive Committee and Board of Directors.
9. **Election/Nomination** – See Article VI. Section F)

(X). Representatives to the NYSUT Representative Assembly and national governance bodies shall be elected by secret ballot in a manner not inconsistent with the Constitution and By-Laws of the appropriate state and national organizations and the law, when such representation is legitimized.

(XI). General Membership Meetings:

1. Meetings of the General membership shall be called by the President, by a majority of the Executive Committee or by petition of ten per cent (10%) of the membership. Such petition shall be mailed to the President, who shall bring it to the Executive Committee and then establish a date for a general meeting. Membership meetings shall be held no less than twice a year.
2. A quorum at a general membership meeting shall consist of the presence of 25 members, in accordance with the membership records kept by the Treasurer.

(XII) Protection of Rights of Members

- A. Every member in good standing of this organization shall have equal rights and privileges to nominate candidates, to hold office, to vote in elections or referendum, to attend membership meetings and to participate in deliberations and vote upon the business of the organization.
- B. This organization shall show no discrimination toward any individual or group of individuals on the basis of sex, creed, color, race, national origin or political activities and beliefs.

(XIII). Amendments:

- A. An amendment to this constitution may be proposed by:
 - 1. A majority of the Executive Committee;
 - 2. No fewer than one per cent (1%) of the membership, when signed and submitted to the President.

- B. A proposed amendment must be distributed in writing to each member at least fifteen (15) days before the ratification vote. All voting shall take place on such by secret ballot.

- C. An amendment may be ratified by a two-thirds (2/3) vote of those in attendance at the annual September or Spring General membership meeting.

{XIV}. Parliamentary Authority

Meetings of all duly constituted bodies of this organization shall be governed by Robert's Rules of Order, Newly Revised, except as otherwise provided in these By-Laws.

Adopted May 2, 2006