

**BY LAWS  
OF  
NYSUT RETIREES, WESTCHESTER/PUTNAM**

The right to vote and hold office shall be extended only to full members of NYSUT who are retired.

**I. EXECUTIVE BOARD**

**A. Responsibilities:**

1. Approve an annual budget;
2. Act upon expenditures when required;
3. Interpret the organization's constitution;
4. Make policy recommendations to the membership for their consideration;
5. Act on policy matters for the organization;
6. Meet at least four (4) times during the year. Special meetings may be called by the president or by petition of a majority of the Executive Board. The Board may vote electronically between regular meetings or in the event the Board is unable to meet;
7. A quorum shall consist of 40% of Board Membership;
8. Perform all other appropriate duties consistent with the constitution.

**II. RESPONSIBILITIES OF OFFICERS**

**A. The President Shall:**

1. Be Chief Executive Officer of NYSUT Retirees, Westchester/Putnam;

2. Administer all affairs and execute policies of the organization;
3. Serve as the first Delegate to NYSUT RA, to AFT, and to all other elected Delegate positions;
4. Call and preside over all meetings of the Executive Board and general membership;
5. Be authorized to co-sign financial instruments and make regular and usual disbursements of funds;
6. Certify to the Secretary Treasurer of the American Federation of Teachers that the annual audit/internal financial review is presented to the membership annually;
7. Establish and appoint all committees with the approval of the Executive Board;
8. Be an ex-officio member of all committees with the exception of nominating and financial review committees;
9. Appoint an elected officer replacement, with approval of the Executive Board, for any one (or more) of the following:
  - a. the elected officer dies unexpectedly;
  - b. the elected officer becomes gravely ill while holding office;
  - c. the elected officer becomes ill or incapacitated;
  - d. the elected officer is unable to fulfill the duties of the office.
10. Fulfill other duties as the office requires that are consistent with the constitution.

B. The Executive Vice-President shall:

1. Assume the duties and responsibilities of the President in his/her absence;

2. Co-sign financial instruments in the absence of the President or Treasurer;
3. Arrange for speakers when necessary;
4. Organize an annual Pre-Retirement Workshop;
5. Perform other duties that the President may designate.

B. The Secretary shall:

1. Take, keep and distribute minutes of all meetings;
2. Ensure that the annual budget is adopted and recorded in the minutes of the Executive Board meeting;
3. Distribute meeting notices;
4. Perform other duties consistent with this office.

C. The Treasurer shall:

1. Maintain financial records of the organization;
2. Prepare a financial report for each Executive Board meeting;
3. Attend the Financial Review Committee meeting(s), which includes three (3) to five (5) non-Executive Board members appointed by the President with the approval of the Executive Board to review income and expenditures of previous fiscal year following NYSUT / AFT guidelines and checklist.
4. Present an annual budget for the approval of the Executive Board by September each year;
5. Maintain bank accounts;

6. Insure that every outgoing check has two (2) authorized signatures. Three members of the Executive Board shall be empowered to sign checks; Treasurer, President and Executive Vice President; and
7. Perform other duties consistent with this office.

### III. STANDING COMMITTEES

A Committee Chair is responsible to organize and oversee the activities of his/her committee and keep the Executive Board informed as to the activities and progress of his/her committee.

Each committee will be chaired and/or overseen by a Vice President as determined by the President.

#### A. Member Education/Legislation Committee

Responsibilities of the Chair:

1. Keep the Executive Board fully informed and actively involved in legislative matters and mobilization consistent with NYSUT, AFT, NEA, AFL-CIO.
2. Perform other duties consistent with this office.

#### B. Membership/Participation Committee

Responsibilities of the Chair:

1. Solicit members and maintain membership/participation records including member contact information;
2. Coordinate information with the Treasurer;
3. Prepare reports for Executive Board;
4. Perform other duties consistent with this office.

#### C. Communication Committee

Responsibilities of the Chair:

1. Prepare reports and information for Newsletter and Executive Board Meetings;

2. Serve as, or assist a Website Coordinator;
3. Serve as, or assist an Email Coordinator;
4. Serve as, or assist a Social Media Coordinator;
5. Perform other duties consistent with this office.

C. Social Justice Committee

Responsibilities of the Chair:

1. Keep the Executive Board fully informed and actively involved in relevant social justice issues and initiatives.

D. Community Outreach Committee

Responsibilities of the Chair:

1. Provide oversight and coordination with committees such as: REACT, Food Bank, Breast Cancer Walk, and other community activities and programs;
2. Perform other duties consistent with this office.

E. Program Committee

Responsibilities of the Chair:

1. Oversee organization and planning of programs and activities for the general membership;
2. Perform such other duties consistent with this office.

F. Trips Committee

Responsibilities of the Chair:

1. Oversee the planning and facilitation of trips for membership;
2. Perform other duties consistent with this office.

G. Scholarship Committee

Responsibilities of the Chair

Oversee the following:

1. Selection of scholarship recipient district(s);
2. Inform districts and provide districts with application, criteria and deadline;
3. Review applications and select recipients;
4. Report to Executive Board;
5. Inform Treasurer of recipient contact information.

H. Luncheon Committee

Responsibilities of the Chair

Oversee the following:

1. Selection of luncheon locations and dates to be approved by Executive Board;
2. Together with the President and/or Executive Vice President, finalize contract with the venue;
3. Work with committee to organize and plan luncheon activities
4. Luncheon program/speakers to be discussed with and approved by the Executive Board;
5. Assist the President with invitations and printed programs.

IV. NYSUT WESTCHESTER/PUTNAM RETIREE PROGRAMS

- A. Each program shall include a general membership meeting open to all members of RC 15/16;
- B. Each program will provide information for retirees to share with their local retirees;
- C. Attendees shall provide input to the Executive Board and act as a resource for the recruitment of committee members and officers.

V. DELEGATES TO REPRESENTATIVE ASSEMBLIES:

- A. Delegates to the NYSUT and AFT conventions shall be elected from Retiree Councils 15 and 16 according to the regulations established by NYSUT and the AFT.
- B. The elections shall be conducted for RC 15 and RC 16 by NYSUT Retirees, Westchester/Putnam in accordance with procedures set forth in the Landrum-Griffin Law and AFT and NYSUT Constitutions.
- C. NYSUT Delegates and Alternates will be elected for a term of three (3) years concurrent with the terms of NYSUT officers. The President will serve as the first Delegate from his/her RC. There will be two (2) additional Delegates and a First Alternate and Second Alternate elected from each RC.
- D. AFT Delegates and Alternates will be elected for each AFT convention at the same time as the election of RC 15/16 officers. The President will serve as the first Delegate from his/her RC. In addition, there will be a First and Second Alternate elected from each RC.
- E. If a full group of delegates (primary and alternate) cannot attend an R.A., the President, with the approval of the Executive Board, will be empowered to appoint delegate(s) to act as replacements.

VI. GENERAL MEMBERSHIP MEETINGS:

- A. Meetings of the general membership may be called by the President, by a majority of the Executive Board, or by petition of ten (10) percent of the full membership. General membership meetings shall be held at least once a year.
- B. Notice of general membership meetings must be sent to all members at least ten (10) days before the meeting.
- C. A quorum at a general membership meeting shall consist of no fewer than ten (10) full members present.

## VII. REIMBURSEMENT:

- A. Conference and convention reimbursements will be determined and approved by the Executive Board.
- B. Mileage will be set according to the prevailing rate established by NYSUT.
- C. General expenses, such as but not limited to, postage, printing, supplies, food, gifts, will be reimbursed.
- D. The maximum amount of reimbursement shall be established by the Executive Board.

## VIII. NOMINATIONS AND ELECTIONS

### A. Nominations:

- 1. A nominating committee comprised of three (3) to five (5) members shall be appointed by the President with the concurrence of the Executive Board no later than September of each year prior to an election year.
- 2. The Nominating Committee will call for nominations no later than January of the election year.
- 3. The Nominating Committee will present the list of candidates no later than April to the general membership.
- 4. Written notice announcing the date of elections shall be sent to each member in good standing at his/her last known address at least fifteen (15) days prior to the election.

### B. Elections:

- 1. Retiree members from NYSUT Election Districts 15 and 16 are eligible to vote.
- 2. Contested elections shall be by secret ballot.



3. In an election year, elections shall be held by July 1.
4. The Secretary shall preserve all election records, including ballots, for one (1) year.

C. Terms of Office:

1. Duly elected officers shall serve a three (3) year term in concurrence with NYSUT's officers' election.
2. Terms of office shall commence July 1.
3. In the event that a vacancy occurs on the Executive Board, the President may appoint a full member to fill the vacancy, with the approval of the Executive Board, and the person appointed, shall fill the vacancy until the next election occurs.

IX. AMENDMENT(S) PROCEDURE

- A. An amendment to these By-Laws may be proposed by any member of the Executive Board.
- B. A proposed amendment must be distributed in writing to each member of the Executive Board at least fourteen (14) days before the ratification vote.
- C. An amendment must be ratified by a two-thirds (2/3) vote of those present at an Executive Board Meeting and approved by a majority of members present at a General Membership meeting.

Revised: June 6, 2012, December 6, 2016, May 16, 2019, September 13, 2022