

BUFFALO RETIRED TEACHERS' ASSOCIATION

Bylaws and Its Constitution

ARTICLE I NAME

The name of this Association shall be the **BUFFALO RETIRED TEACHERS' ASSOCIATION**, hereafter referred to as "The Association."

ARTICLE II PURPOSE

The purpose of this Association shall be:

- A. To promote and maintain the status of retired educators through improvement of their social, educational, economic and recreational well being;
- B. To help members maintain identity with the teaching profession and to further the cause of education;
- C. To provide opportunities for meaningful contact with friends and colleagues from their active teaching years;
- D. To gather and disseminate information of value to members;
- E. To provide an organizational framework through which members can continue a life of service to their colleagues, their profession and their communities;
- F. To encourage members to contribute their talents and experience in the decision making process within their communities;
- G. To present retired educators as independent and contributing members of their communities;
- H. To familiarize retired and active educators with the benefits of membership in the local and state organizations;
- I. To assist active educators in preparing for retirement.

ARTICLE III GOVERNANCE

This Association shall be governed by the Bylaws and its Constitution

ARTICLE IV AFFILIATION

The Association shall be independent. It maintains the option of affiliation with other organization(s) if the Board desires and approves by an affirmative vote.

ARTICLE V MEMBERSHIP

Section 1.

ACTIVE: Active membership shall be open to any retired educator who has been employed in the field of education.

Section 2.

LIFE: Life membership is accredited to those members who have paid Life Membership dues or to Active members who have attained the age of ninety-years (90) of age.

Section 3.

ASSOCIATE: Associate membership shall be open to active educators with all membership privileges: except the right to hold office or to represent the Association.

Section 4.

HONORARY: Honorary membership, upon recommendation of the Executive Committee, shall be extended to a person who is interested in the work of the Association. Honorary members shall not pay dues and shall not be entitled to vote or hold an office.

**ARTICLE VI
FINANCE**

Section 1. FISCAL YEAR: The fiscal year of this Association shall be September 1st through August 31st of each year.

Section 2. DUES:

A. AMOUNT: The Annual dues of active, life, and associate members shall be set by the Board of Directors prior to the Annual Membership Meeting in September. The amount shall be communicated to members in an Annual Membership letter and noted on the membership forms.

B. COLLECTIONS: The dues of the members of the Association shall be collected by the Membership Secretary and turned over to the Treasurer.

C. PAYMENT: Dues must be received by October 1st to maintain active Status. Dues of new members received by the Association within three (3) months of the end of the Association's fiscal year shall be credited to the following fiscal year.

Section 3. FINANCE: The Association shall provide such audit or cash reconciliation that maintains the control of its finances as are necessary for accurate bookkeeping.

Section 4. ADDITIONAL FUNDS: Additional funds for the Association may be solicited in the form of contributions at the discretion of the President or the Executive Committee.

**ARTICLE VII
OFFICERS**

Section 1. OFFICERS: The Officers of the Association shall be a President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Membership Secretary and must be retired from the Buffalo Public Schools.

Section 2. DUTIES: The duties are the responsibilities of each officer and must be addressed during the term of his/her office.

A. PRESIDENT: The President shall:

1. Preside at all general meetings and at the meetings of the Executive Committee and the Board of Directors;
2. Set agendas for each meeting which Board of Directors must approve;
3. Appoint Chairs of Standing and Special Committees with the approval of the Executive Board. Standing Committee Chairs shall be approved no later than October 1st;
4. Serve as ex-officio member of all Standing and Special committees except the Election Committee;
5. Have the power to fill any vacancies that may occur in any elected office of the Association, for the remainder of the term with the approval of the Executive Committee.

B. FIRST VICE PRESIDENT: The First Vice President shall:

1. Perform all duties of the President's office if President is absent or becomes incapacitated.
2. Assist the President in arranging all meetings including the Annual Membership Meeting in September.
3. Oversee the following Standing Committees: Health Care, Newsletter, Public Relations and Travel.
4. Perform any other duties assigned by the President.

C. SECOND VICE PRESIDENT: The Second Vice President shall:

1. Perform all duties of the First Vice President's office if the First Vice President is absent or becomes incapacitated.
2. Oversee the following Standing Committees: Community Service, Elections, Friendly Service, Program/Luncheon and Scholarship.
3. Perform any other duties assigned by the President.
4. Shall act as Historian.

D. RECORDING SECRETARY: The Recording Secretary shall:

1. Keep a record of proceedings at all general meetings.
2. Keep a record of proceedings of all Executive Committee meetings.
3. Keep a record of proceedings of all Board of Director meetings.
4. Have a copy of the Association's Bylaws, list of Officers and Standing Committee Chairs for reference at meetings.
5. Prepare and distribute The Board minutes prior to the next meeting.

E. CORRESPONDING SECRETARY: The Corresponding Secretary shall:

1. Perform the duties of the Recording Secretary when he/she is absent or incapacitated.
2. Have charge of such correspondence as is delegated by the President, the Executive Committee or the Board of Directors.
3. Keep on file all incoming communications and copies of all outgoing correspondence.

F. TREASURER: The Treasurer shall:

1. Receive and deposit all funds in the name of the Association in banks approved by the Board of Directors.
2. Disburse funds to pay all expenses provided for in the budget or confirmed by the President.

3. Have responsibility of maintaining a proper set of financial books.
4. Have the responsibility of submitting a Financial Report at each Board of Directors meeting and when necessary, the Executive Committee.
5. Have the responsibility of rendering a Financial Report at the Annual Membership Meeting in September.

G. MEMBERSHIP SECRETARY: The Membership Secretary shall:

1. Maintain a file of current Association members.
2. Conduct a continuing campaign to increase membership in the Association.
3. Issue all Association membership cards.
4. Collect dues and forward the monies to the Treasurer in a timely manner.

ARTICLE VIII APPOINTED POSITIONS

Section 1. Appointed positions shall be filled by a member nominated by the President and approved by the Executive.

Section 2. The Appointed Positions shall be: Assistant Membership Secretary, Ass't Newsletter Chair and Assistant Treasurer.

Section 3. The duties of the Appointed Positions shall be:

- A. ASS'T MEMBERSHIP SECRETARY: The Ass't. Membership Secretary shall:**
 1. Perform the duties of the Membership Secretary if he/she is absent or becomes incapacitated.
 2. Assist with all duties as the Membership Secretary or President directs.
- B. ASS'T NEWSLETTER CHAIR: The Ass't Newsletter Chair shall:**
 1. Assist with all duties as the Newsletter Chair or the President directs.
 2. Establish and conduct mailing procedures and distribution newsletters.
- C. ASS'T TREASURER: The Ass't Treasurer shall:**
 1. Perform the duties of the Treasurer if he/she is absent or becomes incapacitated.
 2. Assist with all duties as the Treasurer or President directs.

ARTICLE IX EXECUTIVE COMMITTEE

Section 1. The business and the affairs of the Association shall be managed by the Executive Committee which shall consist of the elected Officers and the immediate Past President.

Section 2. DUTIES: The duties of the Executive Committee shall be:

1. To have the emergency power to act for the Board of Directors between meetings of the Board of Directors;
2. To perform other such duties from time to time as may be expedient;
3. To discuss and approve the President's nominations for the positions of Standing Committee Chairs, Appointive Positions and Presidential Appointed Directors;
4. To provide for such audits and control of funds as are necessary to assure their safekeeping and complete accounting.

- Section 3. MEETINGS: Meetings of the Executive Committees shall:**
1. Be called at the request of the President;
 2. First be called no later than October 1st for the purpose of discussing and approving nominations of Standing Committee Chairs and setting the program for the year;
 3. Have the power to call emergency meetings of the Executive Committee.
- Section 4. QUORUM: The quorum shall be official:**
1. When a majority of the membership of the Executive Committee is present.

ARTICLE X BOARD OF DIRECTORS

- Section 1. MEMBERSHIP: The Board of Directors membership shall be:**
1. Composed of seven (7) elected Officers, three (3) At Large Directors, nine (9) Chairs of the Standing Committees, three (3) Appointive Positions, and Immediate Past President.
 2. Increased by an additional two (2) Presidential Appointed directors, if necessary.
- Section 2. DUTIES: The Board of Directors shall:**
1. Establish policies and conduct the business of the Association;
 2. Report its actions at the Association's membership meetings;
 3. Be subject to the orders of the Association.
- Section 3. MEETINGS: The Board of Directors shall:**
1. Have no fewer than four (4) meetings per year;
 2. Have special meeting at any time the Presidents or the Executive Committee deems necessary;
 3. Set the dates and the time for each meeting;
 4. Approve the agenda set by the President.
- Section 4. QUORUM: The Board of Directors shall:**
1. Have a quorum when two-thirds (2/3) of the occupied director positions are present.

ARTICLE XI ELECTIONS

- Section 1. ELECTION COMMITTEE: The Election Committee shall:**
1. Consist of the Chair and at least two (2) members;
 2. Prepare a list of nominees to be presented to the membership via the Association's Newsletter before the election.
- Section 2. ELECTION PROCEDURES: NOMINATIONS: The Elections Committee shall:**
1. Acquire nominations from a mailing to eligible members on an official Nomination form to be included in the Spring Luncheon Newsletter;

2. Contact by telephone each nominee to ensure that he/she is willing to run for the office to which he/she has been nominated;
3. Prepare a list of candidates to be included in the September Annual Membership Meeting Announcement Newsletter.

Section 3. ELECTION PROCEDURES: ELECTIONS: The Election Committee shall:

1. Conduct the election by ballot at the September Annual Membership Meeting;
2. Open a polling place no later than 10:00 AM at the site of the September meeting and close the election one half-hour before the September meeting begins. All eligible members are entitled to vote whether they are attending the September Annual Membership Meeting or not, and will be checked against the Membership Rolls;
3. Declare a candidate elected if he/she receives a plurality of ballots cast. The results of the election shall be announced at the September Meeting and published in the following Association's Newsletter.

**ARTICLE XII
TERM OF OFFICE**

Section 1. TERMS OF OFFICE: Terms of Office shall be:

1. Officers and three (3) At Large Directors shall serve for two (2) years with a right to run for two (2) more terms with the maximum of six (6) years in that office. If an Office of the Association has no nominee to run for that office, the present officer will remain in that office until a successor is elected or assumes office.
2. At the close of the September Annual Membership Meeting, the newly elected Officers and At Large Directors will be seated.

Section 2. VACANCIES: Vacancies shall:

1. Be filled for the unexpired term by the President with the approval of the Board of Directors.

**ARTICLE XIII
COMMITTEES**

Section 1. STANDING COMMITTEES: The Standing Committees shall be:

1. **COMMUNITY SERVICE:** The function of this committee shall be to bring community programs to the attention of Membership, seek member benefits, increase the Association's visibility and showcase our committee service on our website;
2. **ELECTIONS:** The function of this committee shall be to: (a) Develop a form to seek nominations for Officers and three (3) At Large Directors; (b) This nominations form will be included in Spring Luncheon mailing announcement; (c) Develop a standard ballot for voting on Officers and three (3) At large Directors that will be used in upcoming election years;
3. **FRIENDLY SERVICE:** The function of this committee shall be to : (a) Promote the well-being of the membership by sending 90th birthday cards, sympathy cards, get well cards and 50th anniversary cards, if notified; (b) Make recommendations to Board of Directors regarding the Robert De Cormier Fund;

4. **HEALTH CARE:** The function of this committee shall be to: (a) Provide the membership with information and assistance so they may make informed choices on health care; (b) Provide website addresses and phone numbers of Health and Well Being organizations to our members.
5. **NEWSLETTER:** The function of this committee shall be to: (a) Produce an Association Newsletter to provide relative information, benefits for members, announcements of meeting/luncheons and community concerns, travel opportunities, and memorial announcements; (b) The Newsletter will be mailed at least (4) times a year and others as deemed necessary; (c) the Chair will submit a copy of the newsletter to the website manager.
6. **PROGRAM/LUNCHEON:** The function of this committee shall be to: (a) Arrange all Association Luncheon Meetings, create place cards, maintain list of participants; (b) Receive checks from participants and turn over to Treasurer; (c) Coordinate various social programs of interest to membership of the Association;
7. **PUBLIC RELATIONS:** The function of this committee shall be to: (a) Promote good understanding among retired groups, active educators and the general public; (b) Keep membership informed about concerns and activities developed by the Association;
8. **SCHOLARSHIP:** The function of this committee shall be to: (a) Solicit applications from graduating seniors of the Buffalo Public Schools for an Association Scholarship: (b) award up to three (3) scholarships each June.
9. **TRAVEL:** The function of this committee shall be to: (a) Arrange various educational trips and fun travel programs; (b) Act as trip leader or appoint another Officer or Director to take his/her place.

Section 2. All Standing Committees will establish meeting schedules and objectives, report actions to Board of Directors at each convened meeting, submit a summary of events to Editor of Newsletter, and carry out responsibilities with involvement of all committee members.

Section 3. The Board of Directors may establish Special Committees as considered necessary to carry on the work of the Association.

ARTICLE XIV MEETINGS

Section 1. Regular Meetings of the Association shall be set by the President and the Board of Directors.

Section 2. The President, the Executive Committee or the Board of Directors may convene Special Meetings.

Section 3. The September Annual Membership Meeting shall be for the purpose of: electing and announcing new Officers, receiving reports from Officers and Standing/ Special Committees Chairs, welcoming new members and for other business that is deemed necessary.

**ARTICLE XV
AMENDMENTS AND REVISIONS**

Section 1. Amendment(s) to the Bylaws may be initiated by either of the following:

- 1. Action of the Board of Directors or the Executive Committee;**
- 2. A petition signed by at least twenty-five (25) voting members of the Association and presented to the Board of Directors;**

Section 2. Proposed amendment(s) that are to be considered by Board of Directors shall be presented at a subsequent regularly convened Board of Directors' meeting after the text of proposed amendment has been included in a prior written notice to the Board members.

Section 3. An affirmative vote of two-thirds (2/3) of the Board of Directors shall be required to recommend the amendment to the membership.

Section 4. The recommended amendment(s) shall be presented to the membership by public notification in Association's Newsletter, voted on at the next duly convened general meeting and a two-thirds affirmative vote is needed to officially included in the Bylaws.

Section 5. The approved amendment(s) shall become effective immediately upon passage.

Section 6. The Bylaws shall be revised upon recommendation of the Executive Committee, the Board of Directors, when major changes are needed or during a normal five (5) year cycle review by a Special Bylaws Committee.

Section 7. The revision will be conducted using the same procedure as proposing new amendment(s).

**ARTICLE XVI
RULES OF ORDER AND PARLIAMENTARY AUTHORITY**

Section 1. *Robert's Rules of Order*, most recent edition, shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with official Association Bylaws.

Section 2. A Parliamentarian shall be appointed by the President who shall attend meetings including the September Annual Membership Meeting.

Bylaws have been revised in 2003, 2007 and in 2022..