

**RETIRED EDUCATORS CHAPTER  
PORT WASHINGTON TEACHERS ASSOCIATION  
NYSUT #19-080R AFT #9519R NEA AFL/CIO  
Port Washington, New York**

**BY-LAWS**

*Revised and Approved April 2012*

**ARTICLE I. NAME**

1. The name of this organization shall be the Retired Educators Chapter of the Port Washington Teachers Association, hereinafter referred to as the Chapter.
2. The Retired Educators Chapter shall be subject to the Constitution and By-Laws of the Port Washington Teachers Association.

**ARTICLE II. PURPOSES**

1. To align this retiree chapter with active organizations, which will work for both active and retired educators, through legislative and other actions.
2. To help active educators plan for retirement.
3. To assist the PWTA in whatever way the Chapter can be of service.
4. To work actively with the Port Washington community and with educators in promoting the interests of children and educators in the Port Washington Public Schools.
5. To articulate with the PWTA, NYSUT, AFT, and NEA and their affiliates in matters of mutual interest.

**ARTICLE III. MEMBERSHIP**

1. (a) Regular membership shall be open to all retired teachers, administrators, secretaries and paraprofessionals, who are retiree members of NYSUT, AFT, and NEA.  
(b) Associate membership shall be open to all former employees of the Port Washington Public Schools who are not members of NYSUT, AFT, or of any other union.  
(c) Local Only membership shall be open to retirees of districts other than Port Washington and to surviving spouses of Port Washington Public School retirees.
2. The Executive Committee may, by majority vote, elect to Local Only membership anyone not otherwise eligible.
3. Every member of the Chapter shall have equal rights and privileges to nominate candidates to hold office, to attend membership and Executive Committee meetings, and to participate in deliberations and vote in elections and on the business of the Chapter. However, only Regular members may vote in NYSUT, NEA, and AFT elections.

## ARTICLE IV. OFFICERS

1. The officers of this Chapter shall be:
  - President
  - Executive Vice President
  - Vice President - Membership
  - Vice President - Newsletter
  - Vice President - Website
  - Treasurer
  - Recording Secretary
  - Corresponding Secretary
2. These offices may be filled by co-officers. When co-officers are elected, the duties shall be determined by the individuals involved with the approval of the Executive Committee.
3. (a) Duly elected officers shall hold office for three-year terms effective July 1 of the election year and shall remain in office until a successor assumes office. Vacancies shall be filled by appointment by the President with the approval of the Executive Committee until the next scheduled election.
- (b) In December of the third year of the terms of office, the President shall appoint a Nominations Committee of three members. The slate of officers selected by this Committee shall be submitted to the Executive Committee in January/February for approval. The approved slate will appear in the next issue of the PORT OF CALL newsletter or any other first-class mailing and on the website.
- (c) Each member in good standing shall have the right to make nominations from the floor at the Spring General Meeting and each is eligible to be nominated. No member may nominate another without the consent of the nominee.
- (d) Elections at the Spring General Meeting shall be by a majority of the votes cast.
4. Duties of the PRESIDENT shall be to: administer all affairs and execute all policies of the Chapter; preside at all meetings of the Executive Committee and general membership; appoint, establish and oversee the function of all ad hoc committees with the approval of the Executive Committee; represent the Chapter at all affiliated group meetings; advocate for NYSUT, AFT, and NEA initiatives in legislation and education policy; initiate communications with membership; co-sign checks and, with the approval of the Executive Committee, appoint two members to work with the Treasurer to prepare a written annual budget to be presented at the Spring General Meeting; fulfill such other duties as the office requires and as are consistent with the By-Laws.
5. Duties of the EXECUTIVE VICE PRESIDENT shall be to: assume the responsibilities of the President if the President is unable to do so and oversee the work of the Standing Committees.
6. Duties of the VICE PRESIDENT - MEMBERSHIP shall be to: correspond with and enroll all eligible members in accordance with Article 111, Section 1, (a), (b), and (c); collect the annual dues and forward them to the PWTA; keep all records including NYSUT membership up-to-date; inform the appropriate persons of any changes and additions; organize, prepare and distribute the annual directory of members and transfer two copies of each directory to the Recording Secretary.

7. Duties of the VICE PRESIDENT - NEWSLETTER shall be to: assemble and prepare informative articles and news from and/or about members for publication at least four times a year and to transfer two copies of each issue to the Recording Secretary.
8. Duties of the VICE-PRESIDENT - WEBSITE shall be to: maintain an up-to-date website of information relevant to the membership.
9. Duties of the RECORDING SECRETARY shall be to: record the minutes; preserve the minutes and two copies of each issue of the newsletter and two copies of the annual directory in the PWRE files in the PWTA office.
10. Duties of the CORRESPONDING SECRETARY shall be to: write and send cards, flowers or appropriate gifts to Chapter members or their families and to notify the Vice President - Newsletter and Vice President - Website of such occasions.
11. Duties of the TREASURER shall be to: maintain financial records; collect dues payments from the PWTA in accordance with a list received from the Vice President - Membership; write and co-sign checks with the President or a designated officer for payments authorized by the budget or Executive Committee vote; provide a written report of the financial status to the Executive Committee and report to the membership at the Spring General Meeting.
12. Three officers will be designated to sign checks: these will include Treasurer, President, and Executive Vice President.

#### **ARTICLE V. EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of the elected officers, immediate past-president and the members of the Standing Committees. A quorum of the committee shall consist of nine members.
2. The Executive Committee shall determine its meeting dates at the beginning of each year. All meetings are open to the general membership.
3. The Executive Committee may also meet at the call of the President or by request of the elected officers.
4. All records of the Executive Committee shall be prepared and maintained by the Recording Secretary at the end of each fiscal year. The official records of the Chapter shall be kept in the PWRE files in the PWTA office.

#### **ARTICLE VI. COMMITTEES**

1. Standing Committees shall be appointed by the President with the approval of the elected officers. The Standing Committee Chairs and/or Representatives shall be:
  - Archives
  - Board of Education - one plus alternate
  - Electronic Communication
  - Political Action
  - PWTA Executive Council - one plus alternate
  - Scholarship
  - Social and Special Events
  - VOTE/COPE

2. Ad hoc committees may be appointed by the President with the approval of the Executive Committee or by members at a regular or special meeting.

#### **ARTICLE VII. MEETINGS OF GENERAL MEMBERSHIP**

1. General membership meetings shall be held once in the fall and spring of each year.
2. Special meetings of the general membership may be called by the President or by a majority of the Executive Committee or by a petition of 15 members.
3. Ten percent of the membership shall constitute a quorum for the transaction of Chapter business at general membership meetings.

#### **ARTICLE VIII. DUES**

1. The annual dues shall be established each year by the Executive Committee.
2. The fiscal year and membership year for the Chapter shall be July 1 through June 30.
3. Upon reaching the age of 80, members will be honored by a complimentary membership.
4. All dues shall be paid by September 30 of each year, except for new and honored members.
5. Checks for annual dues shall be payable to the Port Washington Teachers Association, which will forward checks for the total amount to the Chapter Treasurer.

#### **ARTICLE IX. REVISIONS**

1. Any proposed revisions of the By-Laws shall be presented to the Executive Committee for approval.
2. Members shall be notified of the proposed revisions via the website, in the newsletter, and may request a mailed copy in advance of the next general meeting.
3. Revised By-Laws shall be passed by a majority of those present at the next general meeting.

#### **ARTICLE X. PARLIAMENTARY AUTHORITY**

1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern the Chapter in all cases in which they are appropriate.