

Retired Members Chapter
North Shore Schools Federated Employees

By Laws

Adopted 1991
Revised 2011
Revised 2013

**Retired Members Chapter
North Shore Schools Federated Employees
Glen Head, New York 11545**

By Laws

Article I. Name

Section 1 The name of this organization shall be: Retired Members Chapter of the North Shore Schools Federated Employees.

Section 2 The Retired Members Chapter shall be subject to the Constitution and By Laws of the North Shore Schools Federated Employees.

Article II. Purposes

Section 1 To be the retired group of the active organization which has influence and power to effect benefits for both active and retired members through legislative and other action.

Section 2 To maintain the ties of professional unity between active and retired members of the North Shore Schools Federated Employees;

To represent and promote the interests of retired members of the North Shore Schools Federated Employees;

To provide a forum for the exchange of information of interest and benefit to retirees and for the expression of their views within the North Shore Schools Federated Employees.

Section 3 To assist the North Shore Schools Federated Employees in whatever way it can be of service.

Section 4 To work actively with the North Shore community and with North Shore staff in promoting the interests of children and staff in the North Shore School District.

Article III. Membership

Section 1 Membership shall be open to all North Shore Schools Federated Employees who are in good standing at the time of retirement from District service.

Section 2 Membership shall be maintained only through the payment of annual dues and registration with the Retired Members Chapter.

Article IV. Officers

- Section 1 The officers of this Chapter shall be:
- (a) President
 - (b) Vice President
 - (c) Recording Secretary
 - (d) Corresponding Secretary
 - (e) Treasurer
- Section 2 Chapter officers shall be elected by majority vote in the spring. They shall hold office for terms of two years, effective July 1 of the year elected.
- Section 3 Prior to the elections, the President with the approval of the Executive Board shall appoint a Nominations Committee to seek candidates for the Chapter officers.
- Section 4 Vacancies may be filled by appointment by the President with the approval of the Executive Board.
- Section 5 The President of the Active Members appoints an Acting Committee of officers to serve until a slate is elected.
- Section 6 If a year goes by, the President of the Active Members shall send out a reorganizing letter asking for volunteers to oversee the Chapter.

Article V. Duties and Responsibilities of the Officers

- Section 1 Duties and Responsibilities of the President:
- (a) Administer and execute the affairs and policies of the Chapter;
 - (b) Call and preside at all Executive Board and general membership meetings;
 - (c) Attend monthly meetings of RC 19;
 - (d) Delegate a member to attend the North Shore Schools Federated Employees Representative Council meeting and/or RC 19 meeting in the event that the respective officer/chairperson cannot attend; and
 - (e) Keep members informed about Chapter, legislative, and political topics of concern to retirees.
- Section 2 Duties and Responsibilities of the Vice President:
- (a) Assume the responsibilities of the President if the President is unable to do so;
 - (b) Attend monthly meetings of North Shore Schools Federated Employees Representative Council and provide a written report to the Executive Board; and
 - (c) Serve as parliamentarian at all meetings.
- Section 3 Duties and Responsibilities of the Recording Secretary:
- (a) Record the minutes of all meetings; and
 - (b) Provide copies of the minutes to the Executive Board.

- Section 4 Duties and Responsibilities of the Corresponding Secretary:
- (a) Send notes of condolence and get well wishes in accordance with the policies of the Chapter; and
 - (b) Provide the Executive Board with an annual summary of the correspondence.

- Section 5 Duties and Responsibilities of the Treasurer:
- (a) Pay bills and prepare financial reports;
 - (b) Provide a written report to the Executive Board at their scheduled meetings, highlighting the current financial status for checking and savings balances and income and expenditures; and
 - (c) Provide an annual financial statement to the North Shore Schools Federated Employees accountant and Executive Board which reflects the same fiscal year (September 1 – August 31).

- Section 6 Duties and Responsibilities of Each Officer: Maintain a file in the Union Office.

Article VI. Meetings

- Section 1 General membership meetings shall be held at least twice a year, convened by the President.
- Section 2 Special membership meetings may be called by the President or Executive Board.
- Section 3 The number of active members in good standing who are present at the general or special membership meetings shall constitute a quorum for voting purposes.

Article VII. The Executive Board

- Section 1 The Executive Board shall consist of the elected officers and the chairpersons of the standing committees.
- Section 2 The Executive Board shall meet at the call of the President or request of the elected officers.
- Section 3 The Executive Board shall assess the requirements of managing the day-to-day administrative, liaison, and clerical operations of the Chapter, and, when needed, be authorized to engage the services of a consultant.

- Section 1 Duties and Responsibilities of the Executive Board:
- (a) With the assistance of the President and Treasurer, prepare a budget for the Chapter;
 - (b) With the assistance of the President and Treasurer, review the annual financial statement of the Chapter; and
 - (c) With the assistance of the President, prepare a calendar.

Article IX. Committees

- Section 1 Standing Committees shall be appointed by the President with the approval of the elected officers. The Standing Committees shall be:
- (a) Legislation
 - (b) Membership
 - (c) Newsletter
 - (d) Social
 - (e) Vote Cope

- Section 2 Ad Hoc Committees may be appointed by the Executive Board or by action of the members at a general or special membership meeting.

Article X. Duties and Responsibilities of the Standing Committees

- Section 1 Duties and Responsibilities of the Legislative Representative:
- (a) Attend the scheduled RC 19 meetings; and
 - (b) Provide a written report to the Executive Board.
- Section 2 Duties and Responsibilities of the Membership Chairperson:
- (a) Collect the annual registration and dues; and
 - (b) Work with the North Shore Schools Federated Employees Benefit Trust Fund Director to maintain current membership records for the Chapter and NYSUT.
- Section 3 Duties and Responsibilities of the Newsletter Editor:
- (a) Oversee the publication of the Chapter newsletters;
 - (b) Work with the Executive Board and members of the Chapter to gather and edit information and articles; and
 - (c) Format, copy, and distribute the newsletters.
- Section 4 Duties and Responsibilities of the Social Chairperson:
- (a) Organize semi-annual luncheons;
 - (b) In collaboration with the Executive Board, plan other events; and
 - (c) Collect the corresponding registration forms and fees.

- Section 5 Duties and Responsibilities of the Vote Cope Coordinator:
(a) Conduct the annual Vote-Cope campaign; and
(b) Solicit and make an accounting of contributions to Vote-Cope.
- Section 6 Duties and Responsibilities of the Benefit Trust Trustee:
(a) Serve as a liaison for retirees and dental insurance;
(b) Attend the scheduled meetings of the North Shore Schools Federated Employees Benefit Trust Fund Committee; and
(c) Provide information about dental benefits and premiums to the Executive Board and membership.
- Section 7 Duties and Responsibilities of each Standing Committee: Maintain a file in the Union Office.

Article XI. Dues

- Section 1 Annual dues shall cover membership in North Shore Schools Federated Employees, New York State United Teachers (RC 19).

Article XII. Amendment

- Section 1 These By Laws may be amended at any meeting by a two-thirds vote, provided that notice of the proposed amendment has been given in the call of the meeting and a quorum being present.

Article XIII. Parliamentary Authority

- Section 1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable.