

**NYSUT Retirees
of Central New York**

Cayuga and Onondaga Counties

**Retiree Council 7
Constitution & By-Laws**

**Amended
May 16, 2023**

Adopted February 5, 1992
Amended April 25, 2000
Amended November 19, 2003
Amended June 20, 2006
Amended December 5, 2006
Amended December 9, 2008
Amended October 16, 2012
Amended October 15, 2019
Amended May 16, 2023

I. Name

The name of this organization shall be NYSUT Retiree Council 7 of Central New York.

II. Purpose

- A. To maintain existing benefits as well as protect the security, interests and general welfare of NYSUT retirees.
- B. To promote the aims and objectives of NYSUT and its national affiliates.
- C. To represent NYSUT Retiree Council 7 members to NYSUT, American Federation of Teachers.
- D. To keep members informed of legislation and other factors which affect their well - being and to work toward solutions to existing problems.
- E. To promote mutual assistance and cooperation with other organizations with which Retiree Council 7 is affiliated.
- F. To promote professional and social relationships among our colleagues.

III. Affiliations

NYSUT Retiree Council 7 of Central New York shall be affiliated with NYSUT and its national affiliates.

IV. Superior Rules

These rules shall, at all times, be consistent with the rules of NYSUT and its national affiliates and, where inconsistent therewith, the highest authority of the state and/or national organization shall be applicable.

V. Membership

- A. Membership in this organization shall be open to all from Election District 7 who are eligible for retiree membership in NYSUT.
- B. Members shall have the right to attend and speak at all general meetings, hold office, serve on committees and vote.
- C. Associate membership is open to any retired teacher or school-related personnel not eligible under section A. and also to the spouses of active members.
- D. Associate members shall have all the rights of active membership except the right to vote and to hold office.
- E. Active membership shall be determined only through the payment of NYSUT Retiree Council 7's participation fee and, if required by the local, payment of local retiree dues.
 - 1. The participation fee for NYSUT Retiree Council 7 of Central New York shall cover the period of the fiscal year of July 1 through June 30.
 - 2. Any change in the participation fee shall be proposed by the Executive Board and approved by the membership at a General Membership meeting.

VI. Officers

- A. Officers of NYSUT Retiree Council 7 of Central New York shall be: President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer, and five (5) Directors. They shall constitute the Executive Board. The Immediate Past President shall be an ex-officio member of the Executive Board.
- B. Duties of the President
1. Preside at all meetings of the General Membership and the Executive Board.
 2. Call regular and emergency meetings of the General Membership and the Executive Board.
 3. Consult with the Executive Board to establish committees and, unless otherwise noted, appoint their chairperson.
 4. Be Chief Executive Officer of NYSUT Retiree Council 7 of Central New York and administer all affairs and execute all policies of the organization.
 5. Attend NYSUT Leadership meetings or send a delegate.
 6. Serve as the first delegate to the NYSUT Representative Assembly and the AFT Convention. The Board may decide to hold an election for, and send a delegate to, other affiliate organizations.

7. Represent the organization with all external groups and agencies.
8. Obtain approval of Executive Board for any expenditure over \$500, and of the General Membership for any expenditure over \$1000, that is not defined in the budget.
9. Appoint and convene, between June 30 and September 1, an Audit Committee to review and examine the income, expenditures and fiscal procedures of RC 7 for the just completed fiscal year. This committee shall be composed of RC 7 members who have paid their participation fees and are not on the Executive Board.
10. Assist in the preparation of materials for the Audit Committee and arrange for the committee's report to be presented to the Executive Board and the General Membership as soon as feasible after the annual Audit Committee meeting.
11. Fulfill such other duties as the office requires and are consistent with the Constitution and By-Laws.

C. Duties of the **First Vice President**

1. Assume the duties and responsibilities of the President in his/her absence and perform such other duties as the President may designate.

2. Consult with Executive Board and General Membership to ascertain needs of group.
3. Develop goals to reach public relations goals as determined by Executive Board.
4. Organize, support, and execute objectives of public relations plan.
5. Supervise dissemination of plan via print, electronic, or whatever means necessary to support organizational plan.

D. Duties of the **Second Vice President**

1. Assume the duties and responsibilities of the President in the event the First Vice President is not able to, and perform such other duties as the President may designate.
2. Act as legislative chair, reporting to the Executive Board and the General Membership as issues affecting us as public employee retirees emerge.

E. Duties of the **Third Vice President**

1. Serve as Chair of the Membership Committee
2. Assist with campaigns for enrollment of new members.
3. Keep membership records, delineating details.

4. Present a detailed report to the Executive Board and to the General Membership at meetings.

F. Duties of the **Secretary**

1. Take minutes of the Executive Board and General Membership meetings.
2. Present the minutes of the previous meetings for approval.
3. Keep all records organized and secure.
4. Preserve all election records and ballots until the next election and election results document in perpetuity.

G. Duties of the **Treasurer**

1. Receive and deposit all funds belonging to the organization within a reasonable length of time.
2. Record all receipts and expenditures.
3. Keep clear and orderly records.
4. Present a report to the Executive Board at each regular meeting.
5. Present a report to the General Membership at each regular meeting.
6. Present an end-of-the-year report to the Executive Board by September 1st of the following year.
7. Present a Proposed Annual Budget to the Executive Board at its March meeting.

8. Present a Final Annual Budget to the Executive Board at its April meeting for approval as a recommendation to the membership.
9. Present the Proposed Annual Budget to the General Membership at its April meeting.
10. Present the Proposed Annual Budget to the General Membership at its May meeting for approval.
11. Prepare materials and provide all documentation for the Audit Committee.
12. Prepare all forms and documentation required by the Internal Revenue Service and make these available to NYSUT and AFT on request.
13. Balance account records with bank statements.

H. Duties of the **Directors**

Each director shall be responsible for a project or task determined by the President and the Executive Board.

VII. Executive Board

- A. The Executive Board shall be composed of the duly elected officers, directors and the immediate past president (ex officio.) Officers of Retiree Council 7 must be eligible under NYSUT rules.

B. Duties

1. Act upon expenditures as required.

2. Interpret and enforce the Constitution and By-Laws.
 3. Act on policy matters for the organization between meetings of the General Membership.
 4. Make policy recommendations to the membership for their consideration.
 5. Ensure that current organizational information is maintained in the emergency transition file and all Executive Board members know how to access that file.
 6. Perform all other duties as enumerated in the Constitution and By-Laws.
- C. The Executive Board shall meet at least eight (8) times during the year. Special meetings may be called by the President or by petition of a majority of the Executive Board.

VIII. Nominations

- A. An Elections Committee composed of five (5) members who are not seeking office shall be appointed by the Executive Board in November of each fiscal year in which elections are scheduled. The committee shall select one member to be chairperson.
- B. Notice of the open positions and election procedures shall be placed in the newsletter and online. Members seeking office shall

submit a resume and indicate the position sought to the Chair of the Committee. It must be received by the Elections Committee by March 1st.

- C. The Elections Committee shall affirm the eligibility of those seeking office and shall post the candidates for each office or position by March 15th on the RC7 website. They shall compile candidate information for distribution at the April General Membership meeting.
- D. Candidates may seek only one office or position on the Executive Board.

IX. Elections

- A. All NYSUT Retiree Council 7 retirees are eligible to vote.
- B. A separate notice announcing the time and place of the election shall be printed in the winter issue of the newsletter which is mailed to each member at his/her last known address and posted to the RC 7 website.
- C. The Elections Committee shall meet on a day after the close of nominations, but prior to the May meeting, to review the nominations and prepare a ballot.
- D. Elections shall be by secret ballot and decided by a majority vote at the May meeting. A tie vote for any office or position will require a new, immediate election between tied candidates.
- E. In the event there is no contest for a position, officer or director, the Elections

Committee shall declare the candidate elected.

- F. The Secretary shall preserve all election records, including ballots, until the next election and the election results document in perpetuity.

X. Terms of Office

- A. Duly elected officers, directors and delegates shall serve a three (3) year term commencing July 1. Each officer and director shall remain in office until his/her successor assumes the office.
- B. If nominated, each officer and director may succeed him/herself or run for any other office.
- C. Vacancies
 - 1. If the office of President becomes vacant, the First Vice President shall assume the office of President for the remainder of the term.
 - 2. If any other office becomes vacant, it shall be filled by a vote of the Executive Board until the next election is held by the General Membership.

XI. Elected Representatives

- A. Delegates and Alternates to the NYSUT Representative Assembly and the AFT Convention 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 with the law.

- B. The Elections Committee shall hold Delegate elections at the May meeting of each year in which an election is held.
- C. In addition to the president, there shall be two delegates elected to the NYSUT Representative Assembly. The two candidates receiving the most votes will serve as delegates. The remaining candidates shall be ranked in descending order by number of votes received. If needed these alternatives shall replace delegates in the order of the number of votes they received (the candidate with the third most votes will be the first alternate, and so on).
- D. The number of AFT Delegates shall be determined by AFT rules.

XII. General Membership Meetings

- A. Meetings of the General Membership may be called by the President, by a majority of the Executive Board, or by a petition of ten (10) percent of the Active Membership as recorded June 30th of the preceding year.
- B. A minimum of six meetings will be held each year between September and June. If necessary General Membership meetings, including elections may be held virtually.
- C. Members present constitute a quorum.

XIII. Amendments

- A. An amendment to the Constitution may be proposed by:
 - 1. A majority of the Executive Board.
 - 2. No less than ten (10) per cent of the membership.
- B. A proposed amendment must be distributed in writing at a General Membership meeting and posted on the web site at least fourteen (14) days before the ratification vote.
- C. An amendment must be ratified by a two thirds (2/3) vote at a 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 this Constitution and By-Laws.

NYSUT Retiree Council 7
Executive Board
serving through June 30, 2026

President: Loretta Donlon
1st Vice President: Phil Cleary
2nd Vice President: William Spreter
3rd Vice President: Candace Johnson
Secretary: Melody (Mel) Mariani
Treasurer: Carol Graham

Directors

Paul Farfaglia
Mary Duffin
Lilly Rastegar
Kathy Froio
TBD

Immediate Past President: Margo
Buckingham

NYSUT Retiree Services Consultant:
Anne Marie Voutsinas