

1 **Retired Educators of New York /**
2 **North Central Zone**
3 **of The New York State**
4 **Retired Teachers' Association, Inc.**

5 **BYLAWS**

6 **Revised 2013, Amended 2021**

7 **Article I — Name**

8 The name of this organization shall be the Retired Educators
9 of New York/North Central Zone (RENY/NCZ) of The New York
10 State Retired Teachers' Association, Inc. (NYSRTA). It shall be
11 referred to in these bylaws as "Zone" or as "North Central
12 Zone." NYSRTA may be referred to as the "Association."

13 **Article II — Objectives**

14 The objectives of the North Central Zone shall be those
15 adopted by NYSRTA:

- 16 1. To promote the economic, social, and professional status of
17 the retired educators in the Zone.
- 18 2. To afford opportunity for the expression and interchange of
19 opinions on subjects of special interest to retired educators.
- 20 3. To act in behalf of retired educators in matters involving
21 their needs.
- 22 4. To work for the advancement of education in the State and
23 Nation.
- 24 5. To promote the welfare of all senior citizens.

25 **Article III — Membership**

26 **Section 1.** Members of the North Central Zone must be paid-
27 up members of the NYSRTA.

28 **Section 2.** It shall be the policy of North Central Zone to pay
29 the Association dues for each member age ninety and older.

30 **Section 3.** Criteria for membership are those set by The New
31 York Retired Teachers' Association, Inc.

- 32 a. There are two types of Zone membership: Annual and Life.
 - 33 (1) Annual members pay dues based upon their anniversary
34 year. A requisite of Annual membership is that dues be
35 current.
 - 36 (2) Life. Any member of the Association may become a Life
37 member by paying the Life membership dues. A Life
38 member is entitled to all privileges of membership of
39 his/her classification.
- 40 b. There are three classes of membership: Educator, Associate
41 and Spouse.
 - 42 (1) Educator membership is open to all retired or active
43 educators who indicate an interest in promoting the
44 objectives of the Association.
 - 45 (2) Associate membership in the Association is open to
46 non-certified staff that work in, or are retired from,
47 an educational institution. Associate members must
48 indicate an interest in promoting the objectives of the
49 Association. Associate Members, by paying Annual or
50 Life membership dues, shall be entitled to all privileges
51 of membership except the right to vote or to hold office
52 at the Zone or State level.
 - 53 (3) Spouse membership is open to persons not eligible
54 to become a member in his/her own right but whose
55 spouse is a member or former member, now deceased.
56 Spouse members shall be entitled to all the privileges
57 of membership except the right to vote or to hold
58 office.
- 59 c. A person who has been convicted of a crime that would,
60 under New York State Education Law, have barred him/
61 her from holding State Education Department Certification
62 as an Educator, whether or not he/she actually holds said
63 certification, is not eligible to either become a member or

64 to continue to hold any kind of membership in NYSRTA.

65 **Article IV — Structure**

66 **Section 1. Governance.** North Central Zone, comprising
67 Jefferson and Lewis counties, shall be governed by its officially
68 adopted bylaws and, in those instances not covered by its
69 bylaws, by the bylaws of NYSRTA. In circumstances where
70 inconsistency between the two sets of bylaws may appear, the
71 bylaws of the NYSRTA shall govern.

72 **Section 2. Electronic Meetings.** In accordance with NYSTRA
73 Bylaws, the NCZ Executive Council and Standing and Special
74 Committees may conduct electronic meetings to carry out their
75 duties. Electronic meetings must provide an opportunity for
76 simultaneous aural communication among all in attendance.

77 **Section 3. Units.** North Central Zone shall recognize sub-
78 divisions within its geographical area which choose to
79 organize as local NYSRTA units and to conform to the bylaws
80 of the Zone.

81 **Article V — Officers**

82 **Section 1a.** The elected officers of the Zone shall be as follows:

- 83 a. President
- 84 b. First Vice President
- 85 c. Second Vice President
- 86 d. Secretary
- 87 e. Treasurer

88 **Section 1b.** The **Assistant Treasurer** shall be appointed by the
89 President.

90 **Section 2.** The officers shall perform the duties prescribed by
91 these bylaws and by the parliamentary authority adopted by
92 the Association. They shall have such additional powers and
93 duties as may be from time to time assigned by the President.

94 **Section 3.** The elected officers shall serve as chair of a
95 committee at the President's direction but with only one vote
96 on the Executive Council.

97 **Section 4.** The **President** shall:

- 98 a. Preside at all meetings of North Central Zone and the
99 Executive Council.
- 100 b. Represent North Central Zone at all Executive Board
101 meetings and special meetings called by NYSRTA.
- 102 c. Appoint:
 - 103 (1) The Assistant Treasurer.
 - 104 (2) Chairs of Standing and Special Committees except for
105 those otherwise provided for in these bylaws as well
106 as all members of the Nominations Committee and the
107 Scholarship Committee.
 - 108 (3) Delegates to the Annual Meeting of NYSRTA.
 - 109 (4) Zone representatives to NYSRTA committees when
110 requested by the Association.
- 111 d. Be an ex-officio member of all committees except Audit
112 and Nominations.
- 113 e. Call meetings of the Executive Council as the business of
114 North Central Zone requires.
- 115 f. Perform any other duties which are not assigned to other
116 officers or committees as may be necessary to discharge
117 properly the function of this office.

118 **Section 5.** The **First Vice President** shall:

- 119 a. Perform the duties of the President when that person so
120 requests or is unable to act.
- 121 b. Serve as Chair of Finance and Budget Committee.
- 122 c. Serve as chair of a committee at the President's direction
123 but with only one vote on the Executive Council.
- 124 d. Perform such other duties as the President may direct.

125 **Section 6.** The **Second Vice President** shall:

- 126 a. Perform all the duties of the First Vice President in the

- 127 absence of that person.
128 **b.** Serve as chair of the Program Committee.
129 **c.** Serve as chair of a committee at the President's direction
130 but with only one vote on the Executive Council.
131 **d.** Perform such other duties as the President may direct.

132 **Section 7.** The **Secretary** shall:

- 133 **a.** Record the proceedings of North Central Zone, the
134 Executive Council, and special meetings called by the
135 President.
136 **b.** Furnish a copy of the minutes within 30 days to the
137 President and other members of the Executive Council.
138 **c.** Receive and send correspondence related to the business
139 of the organization.
140 **d.** Serve as chair of a committee at the President's direction
141 but with only one vote on the Executive Council.
142 **e.** Perform such other duties as the President may direct.

143 **Section 8.** The **Treasurer** shall:

- 144 **a.** Keep an accurate record of all monies received and
145 disbursed.
146 **b.** Deposit monies received in financial institutions approved
147 by the Executive Council.
148 **c.** Pay bills of North Central Zone as approved by the
149 President.
150 **d.** Serve as a member of the Finance and Budget Committee.
151 **e.** Render a financial report showing all balances, receipts,
152 and disbursements of North Central Zone at the annual
153 business meeting and at such other times as requested by
154 the President or Executive Council.
155 **f.** Serve as chair of a committee at the President's direction
156 but with only one vote on the Executive Council.
157 **g.** Perform such other duties as pertain to the office or may
158 be assigned by the President.

159 **Section 9.** The **Assistant Treasurer** is appointed by the
160 President. The normal term of office of the Assistant Treasurer
161 shall conform to that of the elected officers and be subject
162 to the same rules in force for the office of Treasurer. The
163 Assistant Treasurer shall:

- 164 **a.** Serve as a member of the Finance and Budget Committee.
165 **b.** Become familiar with the financial operations of the Zone
166 as conducted by the Treasurer, and assist the Treasurer
167 by performing such duties as the Treasurer may assign or
168 request.
169 **c.** Be prepared to assume the duties and responsibilities
170 of the Treasurer in the event of absence, incapacity or
171 inability of the Treasurer and to do so if requested by the
172 Treasurer or directed by the President. He/she shall serve
173 in that role until such time as the President determines
174 that the Treasurer can resume his/her duties, or until the
175 next regularly elected Treasurer takes office.
176 **d.** Serve as chair of a committee at the President's direction
177 but with one vote on the Executive Council.
178 **e.** Perform such other duties as the President may direct.

179 **Article VI — Election and Terms of Office**

180 **Section 1.** The Nominations Committee shall prepare a slate of
181 officers to be presented at the annual meeting. Nominations
182 may be made from the floor.

183 **Section 2.** Elections shall be held at the annual meeting of
184 North Central Zone. Only Educator members shall be eligible
185 to vote. Voting shall be by voice or show of hands unless there
186 are two or more candidates nominated for the same office. In
187 that case, voting shall be by ballot.

188 **Section 3.** The elected officers shall hold office for a term
189 of one year. Elected officers are limited to not more than
190 three (3) consecutive terms except for the Secretary and the

191 Treasurer, the number of whose terms are not limited.
192 **Section 4.** The term of elected officers shall begin November
193 1st and end October 31st of the following year, or until their
194 successors are elected.

195 **Article VII — Executive Council**

196 **Section 1.** The Executive Council shall be composed of all
197 officers, Chairs of all Standing Committees, and the Immediate
198 Past President. Each person, although he/she may hold dual
199 role, shall have only one vote.

200 **Section 2.** The Executive Council shall carry on the general
201 business of North Central Zone under the direction of the
202 President.

203 **Section 3.** The Executive Council shall have the power to fill
204 any vacancy that may occur in any office of the organization.

205 **Section 4.** The Executive Council shall meet at least two times
206 a year and any other time deemed necessary by the President
207 or majority of the members of the Executive Council.

208 **Section 5.** A majority of the Executive Council shall constitute
209 a quorum.

210 **Article VIII — Committees**

211 **Section 1.** The Standing Committees of North Central Zone
212 shall be

- | | |
|----------------------------------|------------------------------|
| 213 a. Audit | i. Legislative Action |
| 214 b. Bylaws | j. Membership |
| 215 c. Community Service | k. Nominations |
| 216 d. Finance and Budget | l. Program |
| 217 e. Friendly Service | m. Public Relations |
| 218 f. Health Care | n. Resolutions |
| 219 g. History | o. Scholarship |
| 221 h. Hospitality | p. Travel and Leisure |

222 **Section 2.** Each standing committee shall consist of the chair
223 and may have additional members, the number of which can
224 vary according to the needs of the organization. The exception
225 is those committees for which these bylaws provide specific
226 composition. Each standing committee shall function until a
227 committee to succeed it has been appointed.

228 **Section 3.** Special Committees may be appointed by the
229 President. Special committees shall continue to function until
230 discharged by action of the President.

231 **Article IX — Standing Committees**

232 **Chair.** Unless otherwise required in these bylaws, the chair of
233 each committee is appointed by the President.

234 **Responsibility to NYSRTA.** The chair of certain standing
235 committees shall serve as the Zone's representative on the
236 corresponding NYSRTA committee.

237 **Informing the zone membership.** Committee chairs shall
238 prepare oral and written reports to the membership as
239 directed by the President.

240 **Section 1.** The **Audit** Committee shall consist of the chair and
241 one member, each appointed by the President. Both counties
242 shall be represented on this committee. The committee shall:
243 **a.** Audit the books of the Treasurer at the close of the fiscal
244 year and at such other times as may be directed by the
245 President.
246 **b.** Report its findings to the President. The President shall
247 ensure that the Audit committee report is known to the
248 Executive Council and is presented for approval at the Zone
249 annual meeting.

250 c. Perform such other duties as the President may direct.
251 **Section 2.** The **Bylaws** committee shall consist of the chair,
252 appointed by the President, and other members as necessary.
253 a. The committee shall:
254 (1) Ensure that the President and Executive Council are
255 aware of any instance of violation or potential violation
256 of these bylaws.
257 (2) Work to have the Zone bylaws amended as necessary
258 for the proper functioning of the Zone as determined
259 by the President or the Executive Council.
260 (3) Ensure that the Zone bylaws are kept current with
261 changes made in the NYSRTA Bylaws.
262 (4) Perform such other duties as the President may direct.
263 b. The chair shall present to the Zone members all proposed
264 amendments to the bylaws of the Zone and assist the
265 President in dealing with the Zone's response to proposed
266 amendments to the NYSRTA bylaws.

267 **Section 3.** The **Community Service** Committee shall consist
268 of the chair, appointed by the President, and other members
269 as necessary. The function of this committee shall be to carry
270 out the Zone's participation in the NYSRTA community service
271 program.
272 a. The chair shall:
273 (1) Serve as the Zone's representative on the NYSRTA
274 Community Service Committee.
275 (2) Serve as the coordinator of Zone activities related to
276 community service.
277 b. The committee shall perform such other duties as the
278 President may direct.

279 **Section 4.** The **Finance and Budget** Committee shall consist
280 of the President, First Vice President, Treasurer, Assistant
282 Treasurer and two members appointed by the President.
283 Both counties shall be represented on this committee. The
284 First Vice President shall serve as chair. The committee shall:
285 a. Prepare a budget showing estimated balances, receipts,
286 and expenditures of North Central Zone for the ensuing
287 year.
288 b. Present this budget for approval at a Zone meeting.
289 c. Perform such other duties as the President may direct.

290 **Section 5.** The **Friendly Service** Committee shall consist of
291 the chair appointed by the President and members, who are
293 known as "key workers," as necessary to serve members in the
294 various areas of the Zone.

295 The function of NYSRTA's Friendly Service program is to help
296 ensure a good quality of life for elderly and house-bound
297 members. This may be accomplished through financial
298 assistance or by personal contact through cards, phone calls
299 and visits. The chair shall:
300 a. Serve as the Zone's representative on the NYSRTA Friendly
301 Service Committee.
302 b. Coordinate the Zone's work in the mission of the NYSRTA
303 Friendly Service program.
304 c. Report services rendered to the NYSRTA Vice President in
305 charge of Friendly Services.
306 d. Report changes in address and deaths of Zone members to
307 the Association office.
308 e. Raise awareness of financial assistance that is available
309 to members through the various grant programs of the
310 Association.
311 f. Perform such other duties as the President may direct.

312 **Section 6.** The **Health Care** Committee shall consist of the
313 chair, known as the Coordinator, appointed by the President,
314 and additional members as necessary. The Coordinator shall:
315 a. Serve as the Zone's representative on the NYSRTA Health
316 Care Committee.
317 b. Carry out the Zone's activities in furtherance of the NYSRTA

318 Health Care program.
319 c. Serve as the go-to person for Zone members with questions
320 or problems related to health care.
321 d. Perform such other duties as the President may direct.

322 **Section 7.** The **History** Committee shall consist of the chair,
323 known as the Historian, appointed by the President, and
324 additional members as necessary. The committee shall
325 collect, file and preserve records and photos which pertain to
326 the establishment, growth, and development of North Central
327 Zone. The Historian shall:
328 a. Serve as the Zone's representative on the NYSRTA History
329 Committee.
330 b. Perform such other duties as the President may direct.

341 **Section 8.** The **Hospitality** Committee shall consist of the
342 chair, appointed by the President, and additional members as
343 necessary. The committee is responsible for the physical set-
344 up of the site chosen for Zone meetings and shall:
345 a. Receive reservations for Zone meetings.
346 b. Report reservations to the staff of the meeting site.
347 c. Greet members at the registration table.
348 d. Turn collected monies over to the Treasurer.
349 e. Perform such other duties as the President may direct.

360 **Section 9.** The **Legislative Action** Committee shall consist of
361 the chair, appointed by the President, and additional members
362 as necessary.
363 a. The chair shall:
364 (1) Serve as the Zone's representative on the NYSRTA
365 Legislative Action Committee.
366 (2) Serve as the coordinator of Zone activities related to
367 NYSRTA's legislative program.
368 (3) Serve as the coordinator of local legislative activity.
369 b. The committee shall:
370 (1) Participate locally in activities related to both federal
371 and state legislation
372 (2) Keep members informed of the Association's stand on
373 federal and state legislative matters.

374 **Section 10.** The **Membership** Committee shall consist of the
375 chair, appointed by the President, and other members as
376 necessary.
377 a. The chair shall:
378 (1) Serve as the Zone's representative on the NYSRTA
379 Membership Committee.
380 (2) Coordinate the Zone's activities regarding the NYSRTA
381 membership program.
382 b. The committee shall:
383 (1) Strive to obtain the names and addresses of all persons
384 retiring from public and private schools and colleges in
385 the Zone by:
386 (a) Sending requests to the chief school officer for list
387 of the prospective retirees for that year.
388 (b) Establishing a contact person, preferably a recent
389 retiree, for each school. This contact person should
390 work to obtain the information and should also
391 personally encourage membership.
392 (2) Invite each new retiree to join NYSRTA and North
393 Central Zone.
394 (3) Maintain a list of known retirees who have not joined
395 and periodically contact them in order to encourage
396 and facilitate their joining.
397 (4) Actively encourage members to keep their dues paid
398 up to date for the purpose of maintaining North Central
399 Zone as a strong, integral part of NYSRTA.
400 (5) Perform such other duties as the President may direct.

412 **Section 11.** The **Nominations** Committee shall consist of the
413 chair appointed by the President. The chair shall:
414 a. Serve as the Zone's representative on the NYSRTA

- 415 Nominations Committee.
416 b. Prepare a slate of nominees for all elected offices of the
417 Zone.
418 c. Present the slate of nominees at the Zone annual meeting.
419 d. Perform such other duties as the President may direct.

420 **Section 12.** The **Program** Committee consists of the Second
421 Vice President, who shall serve as the chair, and other
422 members as necessary.
423 a. The committee shall:
424 (1) Arrange for the programs for the Zone meetings.
425 (2) Perform such other duties as the President may direct.
426 b. The Chair shall serve as the Zone's contact person with
427 those persons or the representatives of any group involved
428 with any program.

429 **Section 13.** The **Public Relations** Committee shall consist of
430 the chair, appointed by the President, and other members as
431 necessary.
432 a. The Chair shall:
433 (1) Serve as the Zone's representative on the NYSRTA
434 Public Relations Committee.
435 (2) Coordinate the Zone's activities regarding the NYSRTA
436 public relations program.
437 (3) Furnish Zone news for publication in YORK STATE.
438 b. The committee shall:
439 (1) Work to promote understanding through good com-
440 munication with active teacher groups and with the
441 general public.
442 (2) Provide area media with information concerning the
443 activities of North Central Zone and NYSRTA.
444 (3) Perform such other duties as the President may direct.

445 **Section 14.** The **Resolutions** Committee shall consist of the
446 chair, appointed by the President, and other members as
447 necessary.
448 a. The Chair shall:
449 (1) Serve as the Zone's representative on the NYSRTA
450 Resolutions Committee
451 (2) Work closely with the NYSRTA Resolutions Committee.
452 (3) Solicit resolutions from the Zone members.
453 (4) Ensure that locally-generated resolutions comply
454 with NYSRTA requirements and present them to the
455 President for the Zone's approval.
456 (5) Send approved locally-generated resolutions to the
457 NYSRTA Resolutions Committee Chair in a timely
458 fashion.
459 (6) Present information received from the NYSRTA
460 Resolutions Committee to the Executive Council and to
461 the members at the Zone annual meeting.
462 b. The committee shall perform such other duties as the
463 President may direct.

464 **Section 15.** The **Scholarship** Committee shall consist of
465 the chair, appointed by the President, and other members
466 as necessary. Both counties shall be represented on this
467 committee. The committee shall:
468 a. Set goals for fundraising, criteria for applicants, judging
469 applications received and determining awards accordingly.
470 b. Determine the amount of each scholarship award and
471 number of scholarships to be awarded annually.
472 c. Provide the Executive Council with all information
473 necessary to publicize awards.
474 d. Manage the scholarship program and its underlying
475 funding.
476 e. Perform such other duties as the President may direct.

477 **Section 16.** The **Travel and Leisure** Committee shall consist
478 of the chair, appointed by the President, and other members
479 as necessary.
480 a. The Chair shall coordinate travel and leisure annual and

- 481 seasonal activities for interested membership.
482 b. The committee shall:
483 (1) Survey full membership for site interest and event
484 activities.
485 (2) Offer, collect, and do actual travel and leisure itineraries.
486 (3) Evaluate attended activities for future annual and
487 seasonal events.
488 (4) Assess new event interest especially from program
489 presentations.
490 (5) Perform such other duties as the President may direct.
491

Article X — Meetings

492 **Section 1.** At least two regular membership meetings shall be
493 held each year, one in June and one in September.
494

495 **Section 2.** The annual meeting of North Central Zone shall be
496 held in September.

497 **Section 3.** The quorum for a Zone meeting shall be the
498 number of Educator members who are present.

499 **Section 4.** The President may call special meetings. Notice
500 must be given to the membership at least fifteen (15)
501 calendar days before the date of the meeting. Notice may be
502 accomplished through an announcement in area newspapers.

Article XI — Rules of Order

503 Rules contained in the most recent edition of "Robert's Rules
504 of Order Newly Revised" shall govern the North Central Zone
505 in all cases to which they are applicable and in which they
506 are not inconsistent with the bylaws of The New York State
507 Retired Teachers' Association and these bylaws.

Article XII — Finances

509 **Section 1.** The fiscal year of North Central Zone shall be July
510 1st to June 30th of the following calendar year.
511

512 **Section 2.** The Annual and Life Membership dues shall
513 be determined by The New York State Retired Teachers'
514 Association and shall be collected in accordance with the
515 policies of the Association.

516 **Section 3.** The Executive Council is hereby authorized and
517 empowered to create, maintain, and disburse funds and
518 accounts for special purposes.

Article XIII — Bylaws Revision/Amendments

519 **Section 1.** A revision of or an amendment to the bylaws may
520 be initiated by:
521

- 522 a. The President.
523 b. The Bylaws Committee Chair.
524 c. A majority vote of the Executive Council.
525 d. A petition signed by at least ten (10) Educator members
526 and presented to the Executive Council.

527 **Section 2.** The Executive Council shall arrange for copies of
528 proposed amendments to be printed and presented to the
529 members of North Central Zone at least fifteen (15) calendar
530 days prior to the meeting where an adoption vote will be
531 taken.

532 **Section 3.** Adoption of an amendment or a revision shall
533 require a favorable vote of at least two-thirds of the Educator
534 members present and voting at a Zone membership meeting.

535 **Section 4.** Unless otherwise specified in the proposed
536 amendment, the amendment shall become effective
537 immediately upon its adoption.