
CTA / NEA – RETIRED BYLAWS

ARTICLE I – NAME

The name of this Association shall be the _____
/ CTA / NEA – Retired.

ARTICLE II – AFFILIATES

_____ / CTA / NEA – Retired shall be the local
affiliate of the California Teachers Association / National Education Association –
Retired (CTA / NEA – Retired).

ARTICLE III – PURPOSE

This Association shall be dedicated to promoting the well-being of, and providing
services to retired members.

ARTICLE IV – MEMBERSHIP

Section 1 – Eligibility:

Membership is open to CTA / NEA – Retired members.

Section 2 – Rights of Membership:

Each member of _____ / CTA / NEA – Retired
shall have the right to vote and to hold office.

ARTICLE V – OFFICERS

Section 1 – Titles:

The officers of this Association shall be President, Vice President, Secretary and Treasurer.

Section 2 – Terms of Office:

Terms of office shall be for two (2) years, beginning _____. Officers
may serve for two (2) consecutive terms per office. No person may serve in one (1)
office for more than five (5) consecutive years, including completed terms, without a
break in service of at least one (1) year.

Section 3 – President:

The President shall call regular and special meetings; appoint committee chairs and members; serve as spokesperson for the Association; and fulfill other duties as may be assigned by the Board of Directors.

Section 4 – Vice President:

The Vice President shall preside at meetings in the absence of the President; have all the power and perform all the duties in the absence and/or incapacity of the President; and succeed to the office of President if that office becomes vacant before the end of a term.

Section 5 – Secretary:

The Secretary shall be responsible for keeping the records of the Association; shall assist the President with correspondence, including notices; and fulfill such other duties as may be assigned by the Board of Directors.

Section 6 – Treasurer:

The Treasurer shall keep the financial records of the Association; deposit dues and all income in a suitable depository; prepare a budget to be recommended to the membership by the Board of Directors and disburse funds upon the approval of the Board of Directors. The Treasurer shall give a Treasurer's Report at each meeting. The Treasurer shall fulfill such other duties as may be assigned by the Board of Directors.

Section 7 – Vacancies:

In the case that the President cannot serve, the Vice President shall succeed to complete the term. All vacancies, other than President, shall be filled by appointment of the Board of Directors.

ARTICLE VI – BOARD OF DIRECTORS

Section 1 – Composition of the Board of Directors:

The Board of Directors shall be composed of the elected officers of the Association and any Directors.

Section 2 – Meetings:

The Board of Directors shall meet at least _____ times a year or as needed.

ARTICLE VII – NOMINATIONS AND ELECTIONS

Election of officers and directors shall be made at the Annual Meeting. Nominations shall be self-nominations or nominations from the floor. Elections shall be by secret ballot. At least forty-five (45) days prior to the meeting, all members shall receive notification that the election will occur.

ARTICLE VIII – MEETINGS

Section 1 – Regular Meetings:

The Association shall have _____ business meetings. Additional business meetings may be scheduled by the Board of Directors.

Section 2 – Annual Meeting:

_____ / CTA / NEA – Retired shall have an Annual Meeting. The Annual Meeting shall take place during the last regular meeting of the year at a place to be determined by the Board of Directors. Each member shall be notified at least forty-five (45) days prior to the meeting. Election information shall be included with the notification. All members may make motions and vote at this and all other membership meetings.

Section 3 – Special Meetings:

The membership will be notified of all special meetings.

ARTICLE IX – BUSINESS AND FISCAL

Section 1 – Fiscal:

The fiscal year of _____ / CTA / NEA – Retired shall be from September 1 through August 31.

Section 2 – Membership Dues:

The local dues of _____ / CTA / NEA – Retired shall be as determined by the _____ / CTA / NEA – Retired Board of Directors and shall be approved by a majority vote of the members present at the Annual Meeting.

Section 3 – Annual Audit:

An annual audit shall be performed by a committee appointed by the President and approved by the Board of Directors. This audit shall be reported to the membership at the Annual Meeting.

ARTICLE X – PARLIMENTARY AUTHORITY

The latest edition of Robert’s Rules of Order shall determine all questions of parliamentary procedure not covered by these Bylaws.

ARTICLE XI – AMENDMENTS

Section 1 – Proposal:

Proposals may be made by any member. Bylaw amendments require a two-thirds (2/3) vote of the Board of Directors, and are to be brought to the membership at the Annual Meeting.

Section 2 – Publication:

Proposed amendments or revisions shall be published for the Association membership at least forty-five (45) days prior to the Annual Meeting.

Section 3 – Adoption:

Adoption of proposed amendments shall be by a majority of those members present and voting by written ballot at the Annual Meeting.

Section 4 – Effective Date:

Amendments to these Bylaws shall be effective upon approval by the CTA/NEA – Retired Board of Directors.

APPROVED: **by Membership on** _____

by CTA/NEA – Retired Board of Directors on _____

AMENDED: **by Membership on** _____

by CTA/NEA – Retired Board of Directors on _____