



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) and provide services to retired members who retired from any
local association within the _____ or who reside within the
boundaries of any local association served by the _____.

ARTICLE III – PURPOSE

This Association shall be dedicated to promoting the well-being of retired teachers.

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. The officers shall comprise the Executive Board.

Section 2 – Terms of Office:

Terms of office shall be for two (2) years, beginning with the first annual meeting after September 1. Officers may serve for two (2) consecutive terms per office. No person may serve in one office for more than five (5) consecutive years, including completed and/or extended terms, without a break in service of at least one year. The President, Treasurer, and one At-large Director shall be elected for two-year terms on odd-numbered years, starting ____ ; and the Vice President, Secretary, and one At-large Director shall be elected for two-year terms on even-numbered years, starting ____.

Section 3 – President:

The President, with the approval of the Executive Board, 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 membership.

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 Executive Board.

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 approved by the Executive Board; and disburse funds upon the approval of the Executive Board. The Treasurer shall give a Treasurer's Report at each meeting. The Treasurer shall fulfill such other duties as may be assigned by the Executive Board.

Section 7 – Vacancies:

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

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 three to five (3-5) at-large directors.

**(It is recommended that the Board of Directors be an odd number of members) (It is also recommended that, whenever possible, the chapter elect/seal a “Minority-at-Large” Director.)*

Section 2 – Meetings:

The Board of Directors shall meet at least four (4) times a year or as needed. They shall meet at least sixty (60) days before the Annual Meeting to meet the requirements of the Bylaws.

ARTICLE VII – STANDING COMMITTEES

The Board of Directors shall establish Standing Committees. The President shall appoint chairs of these standing committees with approval of the Board of Directors.

Section 1 – Elections Committee

The elections committee shall set the calendar for chapter elections and assure that elections are held following the procedures outlined in these bylaws and the CTA Elections Manual.

Section 2 – Membership Committee

The membership committee shall keep the records of the membership, in conjunction with the Treasurer. The committee shall plan and coordinate membership recruitment activities with the Region/Area CTA/NEA-RETIRED Membership Coordinator.

Section 3 – Community Engagement Committee

The Community Engagement Committee shall seek out opportunities to participate in local community activities. Whenever possible, the committee shall coordinate these activities with Active CTA Local Chapters and Service Center Councils.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

Nominations and election of officers and at-large 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 IX – MEETINGS

Section 1 – Regular Meetings:

The Association shall have four (4) business meetings that will take place prior to each meeting of State Council. 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. An agenda, proposed budget, and 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 X – BUSINESS AND FISCAL

Section 1 – Fiscal:

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

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 competent body, recognized by the governance affiliates of _____ / CTA / NEA – RETIRED and noted in the Treasurer’s Report at the Annual Meeting.

ARTICLE XI – PARLIMENTARY AUTHORITY

On all matters of procedure not otherwise covered by the provisions of these Bylaws or by the Standing Rules of the association, Roberts Rules of Order, latest revised edition, shall be the official guide.

ARTICLE XII – AMENDMENTS

Section 1 – Proposal:

Amendments and revisions of these Bylaws may be proposed by a two-thirds vote of the _____ / CTA / NEA – RETIRED Board of Directors.

Section 2 – Publication:

Proposed amendments or revisions must 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-Retired Board of Directors.

APPROVED: by Membership on _____
 by CTA-Retired Board of Directors on _____

AMENDED: by Membership on _____
 by CTA-Retired Board of Directors on _____