

New York State
Retired School
Administrators
and Supervisors

**CONSTITUTION
AND
BY-LAWS**

Revised 2019

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**NEW YORK STATE RETIRED SCHOOL
ADMINISTRATORS AND SUPERVISORS**

CONSTITUTION

I. NAME

The name of this organization shall be the New York State Retired School Administrators and Supervisors [NYSRSAS].

II. MISSION

NYSRSAS is a non-partisan association of retired school leaders dedicated to improving the well-being of our members. We continue to advocate for students, educators and the ongoing improvement of education in public schools.

We monitor the political and educational scenes; take positions in the interest of our membership, make our views known, and communicate through our newsletter, member forums, and website.

We stand for:

- Maintaining Social Security protections
- Maintaining Medicare services for enrollees at their current levels
- Insuring current pension protections for NYS retirees
- Legislative support for school funding
- Viable and safe public education systems

III. MEMBERSHIP

1. Membership will consist of retired administrators and supervisors formerly employed in both public and private schools, colleges, institutions, as well as affiliated joint boards, state councils, and organizing committees.
2. The spouse of a deceased member may continue as a full independent member.
3. Only members in good standing of NYSRSAS are eligible for membership in a branch chapter of NYSRSAS.

IV. PRIVILEGES OF MEMBERS

1. Mailings of the NYSRSAS Newsletter, website and Member Directory, plus information of special interest to retirees and emails.
2. Special group consumer services and discounts including health and dental plans as feasible.
3. Representation for legislative purposes.
4. Information relating to the social and professional activities of NYSRSAS.
5. Participation in all NYSRSAS activities as permitted by its Constitution.

V. ELECTED OFFICERS

The elected officers of NYSRSAS and their duties are as follows:

1. The President shall preside at all meetings of the Executive Board, and General Membership meetings, and shall have such other powers as may be vested in the President by the Constitution and the By-Laws. The President shall be ex-officio, a member of all committees of NYSRSAS.
2. The President and/or his or her designated representatives(s) shall be the official representatives of the NYSRSAS in all matters affecting the interests of the membership.
3. The First Vice-President shall assist the President in the discharge of the latter's duties. Should the office of the President become vacant, the First Vice-President shall succeed the President.
4. The Second Vice-President shall assist the President in the performance of such duties as the President may require of the Second Vice-President.
5. The Recording Secretary shall keep a true record of the proceedings of all meetings of the Executive Board and the General Membership and shall submit a copy of the minutes to the President within two weeks after the meeting and arrange for posting of minutes approved by the Executive Board on the NYSRSAS website.
6. The Treasurer shall collect and disburse all funds of NYSRSAS. The Treasurer shall supervise the maintenance of bookkeeping and membership records and copies of invoices, bills and receipts. The

Treasurer shall make a report quarterly to the Executive Board and at the General Membership meetings. The Treasurer, in consultation with the President, shall prepare an annual budget proposal for review by the Executive Board. The budget and any adjustments thereunto must be approved by the Executive Board.

7. The term of office shall be three years. The term shall begin immediately after election at the annual General Membership meeting.
8. No person shall be a candidate for more than one elective office in the same election
9. In order to be eligible for an office, a nominee must be a member in good standing of NYSRSAS.

VI. EXECUTIVE BOARD

1. The Executive Board shall consist of the elected officers, plus committee chairs and additional members at large as approved by the Executive Board. The outgoing President of NYSRSAS shall be a member of the Executive Board.
2. If there is no member of the Executive Board who can assume the chairmanship or co-chairmanship of a standing committee, the president, with the approval of the Executive Board, shall appoint another member of NYSRSAS in good standing to fill such vacancy.
3. The membership chair shall, with clerical assistance, keep the membership records and shall carry out all duties related to membership maintenance. Annually the membership chair will send out a membership renewal notice to all members. A follow-up notice will be sent to all members who have not responded to the renewal notice.
4. The website liaison shall, working with the webmaster company, be responsible for posting, deleting, and/or updating various items located on the website. In addition, the website liaison shall investigate and update the Executive Board regarding potential uses of the internet that would benefit the organization.

5. All chairpersons shall make periodic reports to the Executive Board on the areas of their concern as well as providing occasional newsletter articles to keep members up-to-date in terms of developments in their area of concern.
6. Regular meetings of the Executive Board shall be held four times annually as determined by the Executive Board. Special meetings may be called by the President or at the written request to the President of any five members of the Executive Board.
7. A majority vote of members present shall be required for the passage of all motions unless otherwise stipulated by the Constitution or By-Laws.

VII. ELECTIONS

1. In December preceding the election, the President, with the approval of the Executive Board, shall appoint a nominating committee of three. The members of the nominating committee shall elect their own chairman. They shall present a slate of nominees to the Executive Board at the March/April meeting. The slate shall be published in the spring newsletter with an announcement of the date of the annual meeting at which the election will be conducted.
2. At the annual meeting, the nominating committee shall present the slate of nominees to the General Membership. Additional nominations may be made from the floor, provided the nominee is present to accept such nomination or provided that the person making the nomination shall present a signed statement from the nominee accepting the nomination and stating his reason for not being present at the general meeting, and provided that each nomination is seconded.
3. A majority vote of members present at the annual general meeting will be required for election of officers.
4. Provisions in Sections 2 and 3 shall be waived should there be no nominations from the floor and the following procedure shall be substituted therefore. The members present at the general meeting

may, by majority vote, authorize the secretary to cast one vote to elect the entire slate as nominated.

5. The results of the election shall be announced to the membership of NYSRSAS in the summer newsletter.

VIII. VACANCIES

All vacancies occurring among the elected officers and the Executive Board shall be filled by the President with the advice and consent of the Executive Board. Such persons shall serve until the end of the unexpired term of office. In the event the position of the President falls vacant, the First Vice-President shall assume the position for the balance of the term of office. At such time the Executive Board shall elect a First Vice-President.

IX. MEMBERSHIP MEETINGS

Meetings of the General Membership shall be held annually. Additional meetings may be call at the discretion of the Executive Board.

X. ESTABLISHMENT OF CHAPTERS OF NYSRSAS

NYSRSAS chapters may be established provided the following conditions are met:

1. NYSRSAS chapters must be approved by the Executive Board of the parent organization, NYSRSAS.
2. All members of these chapters shall be members of the NYSRSAS under the same conditions as apply to the NYSRSAS parent organization.
3. All chapters shall be self-sufficient; however, the NYSRSAS Executive Board may vote such organizing assistance and/or financial aid as deemed appropriate.
4. The chairperson of each chapter of NYSRSAS shall be an ex officio member of the Executive Board of the parent organization, NYSRSAS.
5. The parent organization of NYSRSAS shall publicize the activities of authorized chapters when such are submitted by the organization in writing, through its regular channels of communication,

6. Chapters may not issue statements and/or communications in the name of the parent organization, NYSRSAS, unless these are approved by the NYSRSAS Executive Board.

XI. DUES

Dues shall be fixed by the Executive Board. A member whose dues are in arrears shall be notified in writing that his/her benefits have lapsed.

XII. DISTRIBUTION OF FUNDS IN THE EVENT OF DISSOLUTION OF NYSRSAS

1. In the event of dissolution of the NYSRSAS, its assets shall be liquidated and its debts paid. If funds remain they shall be refunded to the present members who were in good standing for the last full year prior to the date of dissolution.
2. The amount of refund to each of these members in good standing shall be determined by the Executive Board.
3. The dissolution shall be voted by a two-thirds vote of the full Executive Board and a majority of the members in attendance at a General Meeting.

XIII. BY-LAWS

A motion to amend the By-Laws shall be proposed by an Executive Board member and shall be placed on the agenda for the Executive Board meeting. At this meeting it shall have a first reading and discussion. At the next meeting of the Executive Board, there shall be a second reading and a vote. The amendment to the By-Laws shall be adopted or approved by majority vote of the Executive Board.

XIV. PARLIAMENTARY PROCEDURES

Parliamentary procedures not specifically provided for in the Constitution or By-Laws shall be governed by Robert's Rules of Order.

XV. AMENDMENTS

1. Amendments to this Constitution must be submitted in writing to the Recording Secretary. The proposed amendment(s) must be signed by at least five (5) members of the NYSRSAS Executive Board or twenty-five (25) members in good standing.
2. The proposed amendment(s) shall appear for the first reading and discussion on the agenda of the Executive Board for the meeting

following receipt by the Recording Secretary. The proposed amendment(s) shall have a second reading and be voted upon at the meeting of the Executive Board following the one at which it was discussed.

3. The adoption of an amendment or amendments shall be by an affirmative vote of two-thirds (2/3) of the members of the NYSRSAS Executive Board and a majority of the general members in attendance at a General Meeting.

XVI. SUPREMACY OF CONSTITUTION

1. The Constitution and every part thereof shall take precedence over any By-Laws, motion, resolution, or any other act or measure adopted by any member committee of NYSRSAS.
2. No part of this Constitution may be eliminated, suspended, revised or limited in force except by amendment to this Constitution duly adopted.

**NEW YORK STATE RETIRED SCHOOL
ADMINISTRATORS AND SUPERVISORS**

BY-LAWS

1. Individual membership dues shall be established by the Executive Board.
2. The fiscal period of NYSRSAS extends from July 1 to June 30 of the calendar year.
3. The Standing Committees shall be:
 - Education
 - Political Action
 - Membership
 - Newsletter
 - Publicity
 - Benefits
 - Website
4. An annual financial statement summary shall be presented by the Treasurer and posted on the NYSRSAS website.
5. The NYSRSAS Executive Board is empowered to arrange for paid administrative and clerical services and to fix compensation therefore. Such compensation must be approved by a majority vote of the NYSSAS Executive Board.
6. A budget must be presented at the Executive Board's June meeting and a majority vote shall be needed to amend and/or adopt it as presented.
7. All checks must be signed by any two of the following officers:
 - President, First Vice-President, Treasurer
8. Procedures for political endorsements shall be determined by the Executive Board.