

DSEA -Retired Bylaws

I. Name and Affiliation

The name of this corporation shall be the **DSEA-Retired Association, Inc. (DSEA-R)**. The Association shall be affiliated with the Delaware State Education Association (DSEA) and the National Education Association (NEA-R).

II. Mission Statement:

DSEA – Retired is a professional organization that advocates for public education and the rights and interests of its members, provides valuable information, and fosters collegiality.

III. Objectives:

The objectives of this Association shall be:

- A. To provide a **professional** organization of retired school employees and to advocate for the rights and interests of its members assisting those persons in achieving goals that, as individuals, they cannot achieve on their own.
- B. To promote a better quality of life and higher standards of living for our members.
- C. To provide a forum through which our members can maintain a relationship to their chosen profession in retirement.
- D. To provide a forum through which our Members can coordinate activities in pursuit of their interests with others still active in the profession.
- E. To actively support and advocate for public education and the public schools of Delaware.
- F. To provide valuable information through workshops and other media.
- G. To foster collegiality through social events.

IV. Membership

Membership Year

The Membership year shall be the same as DSEA and NEA, September 1 to August 31.

Membership Categories

1. Active Retired – Membership shall be open to any retired person who was an employee of a school, university, or other educational institution or agency operating under the laws of the State of Delaware if he/she is also a member of the NEA-Retired. Members shall maintain unified Membership.
2. Associate Retired – Membership shall be open to any retired educator who is a member of another state's Retired Education Association and is a member of the NEA-Retired and maintains residency in the State of Delaware.

Membership Dues

1. Life Retired Membership Dues - shall be ten times the Active Retired Membership dues.
2. Active Retired Membership Dues – shall be established and approved by the DSEA-Retired Board of Directors.
3. Associate Membership Dues – shall be established and approved by the DSEA-Retired Board of Directors.

Representation

1. Active Members shall be represented on the DSEA Executive Board by the DSEA-R President who will serve as a voting member of the Executive Board as per DSEA Bylaws.
2. Active Members shall be represented at DSEA Representative Assemblies by duly elected Association representatives. The number of voting delegates to the DSEA RA shall be determined as provided in the DSEA Bylaws.

Rights

1. All Active Members shall be eligible to serve and to vote for DSEA-R Officers and At-Large Directors of the DSEA-R Executive Board from their county. Association representatives to the DSEA and the NEA Representative Assemblies shall be elected by the DSEA-R Executive Board Members to serve as Association delegates to those bodies.
2. All Active Members shall be eligible to run for any retired elected position, except that the candidates for At-Large Director seats shall run for such seats either in the Delaware County in which they presently reside or in the Delaware county from where they retired.

V. Officers Titles

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

Removal and Due Process

Officers of the Association shall serve their terms so long as they satisfactorily perform duties of the office. Where officers are guilty of misconduct or have not completed their duties or cannot complete their duties, such officers may be removed for cause, following proper notice, and a 2/3 vote of the Members of the Board of Directors.

Duties of Officers:

1. The President shall:
 - a. be the chief officer, representative and spokesperson for the Association.
 - b. call regular and special meetings of the Board of Directors, and shall preside at said meetings
 - c. appoint, with the advice and approval of the Board, members to regular and special committees, designating a member of each committee as chair
 - d. be ex-officio member of all committees, except the elections committee
 - e. be a co-signer with the Treasurer of all checks and approve cash expenditures of the Association
 - f. be a delegate to the NEA-R and NEA RA meetings by virtue of election as President, or appoint a designee to be confirmed by the DSEA-R Executive Board
 - g. serve as representative to the DSEA Executive Board by virtue of election as President
 - h. present programs to the Board for their approval and seek Board assistance in implementation of such programs

- i. present an agenda to the Executive Board Members, one week in advance of any Executive Board meeting
- j. other such duties as may be required

2. The Vice President shall:

- a. assume the duties and power of the President when he/she is absent.
- b. assist the President in representing member interests
- c. perform other duties as the President directs
- d. succeed to the office of President at any time the office of President becomes vacant

3. The Secretary shall:

- a. keep, record and disseminate the minutes of Board of Director's meetings and the Association's Annual Meeting
- b. present for approval minutes of previous meetings
- c. maintain the historical records of the Association.

4. The Treasurer shall:

- a. be responsible to the Membership for an accounting of all funds of the Association. Propose the budget for the next fiscal year along with a recommended dues amount for adoption at the Annual Meeting.
- b. shall present a proposed and actual budget update at each of the Board of Directors meetings
- c. develop with the assistance of the Officers and Board of Directors, a proposed operating budget each year for the annual meeting, including recommended investments
- d. be a co-signer, with the President of all checks and cash expenditures of the Association
- e. maintain the official and corporate records of the Association
- f. ensure that an annual audit of all Association income and expenditures is completed.

D. Vacancies

A vacancy in the office of President shall be filled by the Vice President for the duration of the term. A vacancy in the office of Vice President, Secretary or Treasurer shall be filled for the unexpired term through election at the Board of Directors meeting.

E. Staff Liaison

The DSEA-R staff liaison shall be an ad hoc member of the Board of Directors, counseling and assisting in the program planning and implementation and paid for by DSEA / NEA.

F. DSEA-R Board of Directors

1. Composition

The DSEA-R Board of Directors shall be composed of the Officers, the immediate Past President, and six "At Large Directors", two from each county. The Chairpersons of the DSEA-R Activities Committee, Communication Committee, Legislative Committee, and Membership Committee shall serve as

non-voting Members of the Executive Board. The DSEA Executive Director or his/her designee shall be a non-voting member of the Board.

2. Duties

The Board shall:

- k. announce the time and location of all scheduled Association meetings
- l. conduct the affairs of the Association to attain its goals
- m. approve committee appointments
- n. work with DSEA to develop DSEA- R legislative priorities
- o. approve the budget to be submitted to the Membership each year at the Annual Meetings
- p. cooperate with the President in implementing the agenda
- q. ensure that the Association is meeting its responsibilities of incorporation
- r. At-Large Members will serve in a coordinating capacity for the Members in their county to include member service as well as member recruitment.

3. Vacancies

The DSEA-R Board of Directors shall be authorized to fill a vacancy on the Board. Said appointees shall serve the unexpired term of office.

4. Meetings

The DSEA-R Board of Directors shall meet at least six (6) times a year. The President or one-third (33 percent) of the Board shall have the power to call a meeting. One-week notice shall be given prior to each meeting. A majority of Board Members shall constitute a quorum. Minutes of each meeting shall be recorded and duly adopted.

VI. Terms of Office

The Officers and At Large Directors shall be elected for two year terms. Officers and At Large Directors shall assume office on September 1st following their election. Elections will be held as set forth in the Bylaws.

VII. Annual Meeting

- A. There shall be at least one annual meeting of the retired Membership as set by the Board of Directors. The number of Members present shall constitute a quorum.
- B. The President with the advice and approval of the Board of Directors shall prepare the agenda for the Annual Meeting. The President shall chair the Annual Meeting.
- C. The site and date of the Annual Meeting shall be selected by the Board of Directors.
- D. All Members of DSEA-R shall be invited at least 30 days in advance to attend the Annual Meeting and each active member shall be eligible to cast one vote on each item that is voted upon.

VIII. Standing Committees

A. Activities Committee –

- 1. The committee shall be comprised of active Members, at least one Director and at least one member from each county, if possible.
- 2. The function of this committee shall be to develop programs and activities for all Members.

3. The committee will establish a list of Members (volunteers) who are willing to assist in various programs of the Association.

B. Communication Committee –

1. Shall be comprised of active Members, at least one Director and at least one representative from each county, if possible.
2. The function of the committee shall be to gather news articles for publication in the Association newsletter and placement on the DSEA-R Website.
3. The committee will also submit these articles to the DSEA Director of Communications and the person responsible for the DSEA-R Website.
4. There shall be at least three (3) issues of the newsletter annually.

C. Elections

1. All elections of the Association shall have a member notification process. This process should be stated. Each election involving the Membership shall be by secret ballot.
2. An Election Committee shall be appointed by the President, with the approval of the Board of Directors. Its responsibility shall be to set up and conduct the all-member elections, insuring compliance with notification, nominations, timelines, procedures and secret ballot requirement.
3. Member notification, nomination and the election process for the Officer and Director elections shall be completed no later than 5 days prior to the Annual meeting date. The ballots shall be ready to be included with the 30 day notice for the Annual meeting sent out to all Members.
4. Procedures for these elections will include specific timelines, how a person may be nominated, and a process of distributing, collecting, and counting that ensure a secret ballot and a member's right to vote.

D. Legislative Committee –

1. The Legislative Committee shall be comprised of active Members, at least one Director and at least one representative from each county, if possible.
2. Its function shall be to develop the DSEA-R's legislative priorities, and by working with DSEA, promote these priorities at both the State and National levels.

E. Membership Committee –

1. The committee will be comprised of active Members, at least one Director and at least one representative from each county, if possible.
2. The function of this committee shall be to implement a Membership recruitment program for the Association.
3. Ensure the Association's Membership records are accurate and kept up to date. This shall be the responsibility of the Membership Chairperson.

IX. Budget, Fiscal Year, Audit

A. Incorporation Responsibilities

In order to comply with DSEA and State regulations and policies relating to incorporation, the Officers shall ensure the following information is provided to DSEA:

1. Names and address of each officer no later than June 30
2. A copy of its current year annual budget by November 1
3. A copy of its latest year-end financial report by November 1
4. Evidence that either an internal audit by a committee of non-elected active Members or an external audit was completed in a timely fashion
5. Updated Membership roster sent to DSEA each year

B. Budget

The budget for the next fiscal year along with a recommended dues amount shall be adopted at the Annual Meeting. The Board of Directors may amend the budget in the fall to address planning/goal needs or a change in dues income.

C. Fiscal Year

The fiscal year shall be the same as DSEA and NEA, September 1 to August 31.

D. Audit

1. An audit will be completed each year no later than 90 days following the end of the fiscal year.
2. An internal audit will be completed by three active Members, appointed by the President with the approval of the Board of Directors at the August meeting of the Board of Directors.
3. The committee members must not hold office or serve in the position of committee chairperson in the Association.
4. They shall review all expenditures, receipts, and income and verify in writing their findings.
5. Their report shall be given to the Board of Directors upon completion but no later than the December Executive Board Meeting of the calendar year.

X. Amendments

The Bylaws may be amended by two-thirds (2/3) vote of the Membership at the Annual Meeting, provided that the President has received the proposed amendment at least 60 days prior to the meeting where the vote will be taken. Any proposed amendments received shall be sent to the Membership with the notice for the Annual meeting.

XI. Parliamentary Authority

Except where these Bylaws may provide otherwise, Roberts Rules of Order, Revised, shall govern all Association Meetings.

April 2009