

To: PASR State Bylaws Committee  
From: Butler Chapter, Region 8  
Date: February 24, 2015  
RE: Chapter Bylaws Review

Please check one of the following and return this document to the State Bylaws Committee Chair.

1.  No changes have been made to our chapter bylaws.

The most recent version of which is dated (List both month and year.) 1-2-13

2.  Changes have been made to our chapter bylaws, and a copy of the revised bylaws will accompany this document.

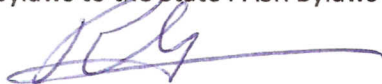
The date of the revised chapter bylaws document is (List both month and year.) \_\_\_\_\_

Please sign this document, indicating your name, date, and the chapter office you hold, *eg.*, president, president-elect, bylaws chair, secretary.

Chapter Officer M Susan Campbell Date 3-20-15

Office Held Butler Chapter PASR Bylaws Chair

Thank you for completing this document. Please mail it and, if revisions were made, a copy of your revised bylaws to the State PASR Bylaws Chair listed below.



Richard M. Genung, Acting Chair

PASR Bylaws Committee

12222 Leslie Road

Meadville, PA 16335

☎ call 412-364-6021

# **Butler Chapter of the Pennsylvania Association of School Retirees**

## **BY-LAWS**

### **ARTICLE I-NAME**

The name of this organization shall be the Butler County Chapter of the Pennsylvania Association of School Retirees, hereafter referred to as the "Chapter".

### **ARTICLE II-AFFILIATION**

The Butler Chapter of PASR is a nonprofit, unincorporated association affiliated by charter with the Pennsylvania Association of School Retirees (PASR). *RY 4-14-15*

### **ARTICLE III-PURPOSE**

The objectives of the Chapter shall be:

1. To develop a cooperative and unified program of social and educational activities among and for retired school employees.
2. To provide opportunities for the presentation and exchange of opinions on subjects of interest to retired school employees.
3. To provide programs assisting retired school employees with their welfare and personal
4. To inform its members and provide support of legislative programs for the improvement of public education and the economic status of retired school employees.
5. To support the Pennsylvania Association of School Retirees and the National Retired Teachers Association Division of AARP in matters pertaining to the interest, welfare and education of retired school employees and the advancement of education in the Commonwealth of Pennsylvania.

*Reviewed RY 4-14-15*

## **ARTICLE IV-MEMBERSHIP**

Membership in the Chapter shall be:

1. Active-Any person retired under the Pennsylvania Public School Employees Retirement System, retired from a Pennsylvania state-related educational institution, or retired under a Public School Retirement System from another state, may become an active member by paying the stipulated dues, or:
2. Associate- Any person who is interested in the work of the Chapter, who is a retired school employee age 50 or more, or who is a spouse of an active member may become an associate member by paying the stipulated dues. Associative members shall not have the right to vote or hold office in the Chapter.

## **ARTICLE V- MEMBERSHIPS DUES**

SECTION A. Annual and life dues assessments for all membership classifications shall be established by the executive committee following discussions of the proposed amounts at a general meeting of the Chapter's membership.

SECTION B. Members who fail to pay their annual dues prior to the end of the current fiscal year shall be notified that they are in arrears. If annual dues are not paid by July 31<sup>st</sup>, membership will be terminated. Members shall be reinstated upon payment of back dues; however, if more than one year has elapsed, a person may rejoin without payment of back dues.

SECTION C. The executive committee may vote, with a two-thirds or better majority, to suspend the chapter's dues payment requirements for members, or an individual basis and under extraordinary circumstances.

## **ARTICLE VI-OFFICERS AND DUTIES**

SECTION A. The officers of the Chapter shall be a president, president-elect, treasurer, secretary, and immediate past president.

SECTION B. The president shall preside at all meetings of the chapter and the Executive Committee; appoint a chairman and members to each committee, except the Nominating Committee; call meetings of the chapter and of the Executive Committee as the business of the chapter requires; have authority to approve or disapprove each voucher for payment of authorized expenditures and; serve as an ex-officio member of each committee except the Nominating Committee.



SECTION C. The president-elect shall serve as presiding officer in the absence of the president and shall succeed to the office of president upon expiration of the president's term in office; serve as ex-officio member of all committees except the Nominating Committee; and perform such other duties as the president or Executive Committee shall assign.

SECTION D. The immediate past president shall serve as presiding officer in the absence of the president and the president-elect, and shall perform other duties the president or Executive Committee shall assign.

SECTION E. The secretary shall be responsible for keeping a record of the proceedings of the Chapter at the general and Executive Committee meetings, and provide for the preservation of the Chapter records.

SECTION F. The Treasurer shall receive all dues and contributions; render an accounting of all monies at the regular meetings of the Chapter and such other times as the president or the Executive Committee direct, and pay all bills of the Chapter which have been approved for payment by the president. The Treasurer shall be bonded in an amount and manner approved by the Executive Committee.

SECTION G. In the event of the death of the president -elect, secretary, or treasurer, the president shall appoint a replacement with the consent of the Executive Committee to serve until the next regular meeting when a replacement shall be elected.

SECTION H: Any officer who is unwilling or unable to assume and/ or perform the duties and responsibilities of the office shall be immediately replaced by a person selected by the Executive Committee. Such person shall serve until the next regular meeting of the Chapter where a special election shall be held to elect a replacement for the unexpired term.

## **ARTICLE VII-ELECTION OF OFFICERS**

SECTION A. The president-elect, treasurer, and secretary shall be elected to two (2) year terms at the regular fall meetings in even numbered years.

SECTION B. The Nominating Committee shall present a previously announced slate of candidates, consisting of one candidate for each office at the meetings in which elections are held. Additional nominations for all offices may be made from the floor with the nominee's approval. Elections shall be by ballot unless the balloting procedure is suspended by a two-thirds vote of the members present.

SECTION C. The terms of office shall begin January 1 and end December 31 of the following year. Officers shall continue in office until their successors have been elected.

SECTION D. The president and president-elect shall not be eligible to succeed themselves. The treasurer and secretary may succeed themselves.

## **ARTICLE VIII-MEETINGS**

There shall be held a minimum of two (2) regular general meetings of the Chapter per year, held in the Spring and Fall, open to all members of the Chapter and their guests. Additional general meetings or special meetings may be called by the president at the request of the Executive Committee or upon receipt of a written request signed by at least ten (10) active members of the Chapter.

## **ARTICLE IX-EXECUTIVE COMMITTEE**

SECTION A. An Executive Committee, chaired by the president and consisting of the officers of the Chapter and the chairmen of the standing committees, shall serve as the governing body of the Chapter. The committee shall adopt an annual operating budget for the chapter and submit it to the chapter membership for ratification by July 1<sup>st</sup> of each year.

SECTION B. Officers and members of the Butler Chapter of the Pennsylvania Association of School Retirees' Executive Committee shall not be personally liable for monetary damages as such for any action taken, or any failure to take action unless:

1. The officer or member has breached or failed to perform the duties of office as required under Section 8363 of the Pennsylvania Directors Liability Act relating to standard of care and justifiable reliance by a director, and
2. The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness. *By 4-14-15*

SECTION C. The president shall call at least two (2) meetings per year of the Executive Committee. Five (5) members of the Executive Committee may, by written request, require the president to call a special meeting.

SECTION D. Two thirds (2/3) of the members of the Executive Committee shall constitute a quorum, and each member of the Executive Committee shall have one (1) vote.

SECTION E. Meetings of the Executive Committee shall be in accordance with Roberts Rules of Order –Revised.



## **ARTICLE X-STANDING COMMITTEES**

SECTION A. The standing committees of the Chapter shall include Auditing, By-Laws, Community Service, Educational Support, Member Benefits and Services, Legislation, L-PEC, Membership, Nominating, Retirement Planning, Program, Public Relations, Resolutions, Social Service Memorial Honor Fund, and RECREO.

SECTION B. All committee chairmen shall serve terms consistent with that of the president.

SECTION C. The Auditing Committee shall consist of a chairman and 2 additional members appointed by the president. The purpose of the committee shall be to independently review and audit the reports of the treasurer each year and submit a report of the committee's findings to the executive committee and to the members in attendance at the Fall general membership meeting.

SECTION D. The By-Laws Committee shall consist of a chairman and 2 additional members appointed by the president. The purpose of the Committee shall be to study and recommend revisions of the Chapter By-Laws to the Executive Committee.

Sections E. The Community Service Committee shall consist of a chairman and 2 additional members appointed by the president. The purpose of the Committee shall be to identify and promote activities of volunteer service by the Chapter and its individual members for the benefit of their local communities.

SECTION F. The Educational Support Committee shall consist of a chairman and 2 additional members appointed by the president with a proportionate representation of retired, administrators, educators, and school support personnel. The purpose of the committee shall be to: establish relations with other organizations involved in public education at the local level; evaluate proposals and programs proposed locally to improve or provide support to public education; to identify or develop programs providing support to public education in which members may be encouraged to participate; and; to promote contributions to the PASR Educational Support Fund.

SECTION G. The Legislative Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Committee shall be to inform the members of the state and national legislative issues and to organize members of the Chapter in support of the PASR's legislative programs.

SECTION H. The L-PEC Committee shall consist of a chairman and two(2) additional members appointed by the president. The purpose of the committee shall be: to inform the members of the position of the candidates for national and state offices on issues relating to the interests of retired public school employees; to encourage and facilitate bi-partisan participation of individual members in political

campaigns; to assist the legislative committee in the performance of their duties; and, to encourage member contributions to the PASR L-PEC Fund.

SECTION I. The Members Benefits and Services Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Committee shall be to gather and disseminate, to the members, information they need for their well being and to render service to individual members needing help in solving the personal and financial problems of retirement. The committee shall also study proposals from commercial or other nonprofit entities to provide membership benefits and services to chapter members.

SECTION J. The Membership Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Committee shall be to identify and encourage retired school employees, their spouses, and other interested individuals to enroll as active or associate members of both the Chapter and the Pennsylvania Association of School Retirees.

SECTION K. The Nominating Committee shall be chaired by the immediate past president and shall include two (2) additional members elected by the Chapter's members at the general meeting preceding the meeting at which the elections of officers are scheduled. The purpose of the Nominating Committee shall be to solicit recommendations of individuals to serve as officers of the Chapter, review the candidates recommended, and present a slate of nominees to the members at the Fall meeting at which elections are held.

SECTION L. The Retirement Planning Committee shall consist of a chairman and two (2) members appointed by the president. The purpose of the Committee shall be to plan and conduct programs on various aspects of retirement planning. Such programs shall be open to all school employees and their spouses, with special efforts to enlist those persons who may be planning to retire within the next several years.

SECTION M. The Program Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Program Committee shall be to solicit, evaluate and recommend individuals and/or groups to present programs of entertainment and information to the membership at the Chapter's general meetings.

SECTION N: The Public Relations Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Committee shall be to communicate the activities of the Chapter to its members and the general public by: establishing contact with and providing information to the local news media; establishing regular contact with members via publication of a newsletter or other forms of written communication, and/ or; submitting articles for publication in the PASR NEWSLETTER.



SECTION O: The RECREO Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Committee shall be to develop, coordinate, and promote travel, educational and/ or recreation opportunities for chapter members.

SECTION P: The Resolutions Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the committee shall be to inform the members of resolutions adopted by the House of Delegates at the previous Annual Convention of PASR, and to solicit proposed resolutions from members for possible consideration by the House of Delegates at the next Annual Convention of PASR.

SECTION Q: The Social Service Memorial Honor Fund Committee shall consist of a chairman and two (2) additional members appointed by the president. The purpose of the Committee shall be to encourage contributions to the PASR Memorial-Honor Fund in memory or in honor of members of the Chapter, and to establish a program providing assistance to members who, due to illness or old age, are confined to the homes, hospitals or nursing homes.

## ARTICLE XI-FISCAL YEAR

The fiscal year and the membership year of the Chapter shall be from July 1 to June 30 of the next calendar year.

## ARTICLE XII-FUNDS

SECTION A: The Executive Committee is authorized and empowered to establish and maintain: (1) a General Fund for the deposit of dues and other contributions, and the payment of authorized expenditures, and (2) a Life Membership Reserve Fund for the deposit and investment of life membership dues.

SECTION B: Life Membership Reserve Fund shall be invested in a savings account or other securities legal for trust funds, and may be used primarily to finance any unforeseen emergency that might arise. When and if needed, funds from the Life Membership Reserve Fund may be transferred into the General Fund with the approval of the Executive Committee.

SECTION C: In the event of the Chapter's disbanding, any and all Funds remaining in the Chapter's accounts shall be delegated to the Pennsylvania Association of School Retirees.

*RJ 4-11-15*



## ARTICLE XIII-AMENDMENTS

SECTION A: Amendments to the By-Laws may be proposed by the Executive Committee, or submitted in writing and signed by 10 (ten) active members of the Chapter.

SECTION B: The proposed amendments shall be presented in writing to the By-Laws Committee, and in turn reviewed by the Executive Committee, before being presented and read at a general meeting of the Chapter.

SECTION C: The proposed amendments shall be read and presented in writing at the general meeting previous to the meeting at which a vote is called on the proposed amendments.

SECTION D: Adoption of proposed amendments shall require two-thirds (2/3) votes of the active members present at the general meeting.

SECTION E: Unless otherwise stated in the amendments, amendments to the foregoing By-Laws shall become effective immediately upon adoption by the members.

## ARTICLE XIV-PARLIAMENTARY AUTHORITY

The Parliamentary Authority for these By-Laws and for conducting the affairs of the Chapter shall be Roberts Rules of Order-Revised.

Approved: 7/26/95

Revised: 3/12/98

Revised: 5/12/09

Revised: 1/2/13

Unchanged: 3-20-15 M Susan Campbell