

BY – LAWS
GREATER BRIDGEPORT RETIRED TEACHERS ASSOCIATION, INC.

ARTICLE I PURPOSES

In addition to the purposes set forth in the Certificate of Incorporation, it shall be the aim of this organization to support and actively participate in local, state and national, programs that promote services for retired teachers.

ARTICLE II MEMBERS

SECTION 1. Active membership shall be open to all retired teachers who meet the requirements for membership as defined in the Certificate of Incorporation.

SECTION 2. Associate membership shall be available to retired teachers who reside in or have taught in the Greater Bridgeport Area. To qualify for Associate membership, the candidate

- a. must be a teacher certified in Connecticut or another state.
- b. must have completed at least five years of full-time teaching.

Applicants who have served as long-term substitute teachers may qualify if all other requirements have been met. Teachers in private schools or on government teaching assignments may qualify if all other requirements are met.

ARTICLE III DUES

SECTION 1. The dues structure shall be proposed by the Budget Committee, established by a vote of the Executive Board and approved by the membership at the annual meeting. Dues shall be payable on September 1 of each year.

SECTION 2. All members whose dues are two years in arrears shall be withdrawn from the Membership List of the Association. Members may be reinstated upon payment of two years of back dues.

ARTICLE IV MEETINGS OF THE MEMBERSHIP

SECTION 1. The annual meeting shall be held in the Spring (Mar-Jun) of each year on a day and time as the Executive Board may designate. It shall be desirable to have at least three additional meetings of the membership at dates and times as the Executive Board may designate. Meeting dates for the following year shall be established at the Spring Executive Board meeting and announced at the annual meeting.

Special meetings may be called when deemed necessary by the President or as requested by a majority of the Executive Board.

SECTION 2. Members shall be notified of all meetings. Fifty members of the Association shall constitute a quorum.

ARTICLE V EXECUTIVE BOARD

SECTION 1. The Executive Board shall be composed of officers elected by the general membership:

President	Recording Secretary
First Vice-President	Corresponding Secretary
Second Vice-President	Treasurer

SECTION 2. The Executive Board shall be responsible for setting the agenda for meetings of the Board of Directors, for recommending policy for the Association and acting for the Board of Directors in extraordinary circumstances.

ARTICLE VI BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall be responsible for the management and control of all property and funds and for the supervision of all activities of the Association.

SECTION 2. The Board of Directors shall be composed of:

- a. Members of the Executive Board
- b. The Chairs of each Standing Committee, appointed by the President:

Communications	Member Services
Community Outreach	Membership
Finance	Scholarship
Legislative Issues	
Lunch	
- c. Other members appointed by the President:

Newsletter Editor	Publicist
Parliamentarian – non-voting member	Webmaster

SECTION 3. Meetings of the Board of Directors shall be held at the call of the President prior to meetings of the membership. Notice of meetings shall be given to all members. A majority of members of the Board of Directors shall constitute a quorum. Voting rights on the Board are limited to the officers (with the exception of the President who may vote only to resolve or create a tied vote), the Chairs of each Standing Committee, and the other appointed members listed in Section 2-c.

SECTION 4. Members of the Board of Directors are expected to attend all meetings of the Board. Members missing two or more consecutive meetings may be asked to resign from the Board. Vacancies of committee chairs shall be filled by the President

ARTICLE VII OFFICERS

SECTION 1. The officers of this Association shall consist of a President, First Vice-President, Second Vice- President, Recording Secretary, Corresponding Secretary, and Treasurer.

SECTION 2. These officers, with the exception of the Second Vice-President, shall be elected at an annual meeting. Their term of office shall be two years, and they shall take office at the beginning of the fiscal year, July 1. The office of the Second Vice-President shall be occupied by the retiring President.

SECTION 3. No officer shall be eligible to serve for more than two terms in a particular office without a term intervening.

ARTICLE VIII DUTIES OF OFFICERS

The **PRESIDENT** shall preside at all the meetings of the membership, the Executive Board and the Board of Directors. She / He performs such other duties as customarily pertain to the office, including membership on all committees except for the Nominating Committee. The President appoints the chairs of each standing committee and all ad hoc committees.

The **FIRST VICE-PRESIDENT** shall assist the President in the performance of duties and has and exercises the authority of the President during the absence or disability of the President. She / He is responsible for the programs and activities of the Association.

The **SECOND VICE-PRESIDENT** shall assist the President and assumes the duties of that office in the event that both the President and First Vice-President are unable to perform. The Second Vice-President shall maintain an archive of the records of the Association.

The **RECORDING SECRETARY** shall keep an accurate record of all meetings of the Association and the Board of Directors and shall make them available to members.

The **CORRESPONDING SECRETARY** shall notify Board of Directors members of meetings, distribute Board minutes to its members and facilitate correspondence with the Board.

The **TREASURER** shall be responsible for the safekeeping and proper handling of all current funds belonging to this Association. She / He receives all monies and pays all bills, maintains records of receipts and disbursements, and obtains liability insurance for the Association. The Treasurer prepares financial reports for all business meetings of the Board of Directors and the Association. In consultation with the Budget Committee, the Treasurer prepares a budget to be presented in March to the Board of Directors. The budget will then be presented to the Membership, in person or digitally, prior to the annual meeting and then voted on at the annual meeting.

The Treasurer shall meet with the Audit Committee, provide financial records, and assist in the preparation of the audit.

The Treasurer shall be responsible for the preparation and submission of financial documents as required by the State of Connecticut and the Federal Government.

ARTICLE IX STANDING COMMITTEES

At each Board and Membership meeting, the Chairs of Standing Committees shall report on the actions and activities of the Committees.

The **Communications Committee** shall maintain the GBRTA web site, publish a newsletter and publicize the activities of the Association.

The **Community Outreach Committee** shall notify members of the needs of various community organizations and volunteer opportunities.

The **Finance Committee** shall oversee activities of the Association pertaining to financial matters. These include the development of the budget, the audit of accounts, and the investment of Association funds.

The **Legislative Issues Committee** shall keep members informed of any pending legislation or actions of the Teacher Retirement Board that affect active and retired teachers.

The **Lunch Committee** shall be responsible for arranging the meals which follow general meetings. This includes menu selection as well as handling of reservations and payments.

The **Member Services Committee** shall send a condolence card in case of the death of a member and, at appropriate times during the year, shall send a remembrance to members who are hospitalized, homebound, or in a nursing facility.

The **Membership Committee** shall secure the names of all retiring teachers in this area and invite them to join the Association. The Membership Chairman shall keep a record of all members, remind members whose dues are in arrears, receive all dues and transmit the same to the Treasurer. The Chairman of this committee will provide the Communications Chair with a current list of members for use in mailing the newsletter.

The **Scholarship Committee** shall receive and allocate funds for scholarships presented to area high school students, contact area schools with the criteria for selection of recipients for Association scholarships and maintain records of awardees.

ARTICLE X RESPONSIBILITIES OF OTHER APPOINTEES

The **Newsletter Editor** shall publish at least three newsletters annually.

The **Parliamentarian** shall advise the President on questions of procedures of the Association.

The **Publicist** shall publicize the activities of the Association in local news media.

The **Webmaster** shall maintain and keep current the GBRTA website and appropriate social media sites.

ARTICLE XI AD HOC COMMITTEES

The **Audit Committee** shall, in collaboration with the Treasurer, prepare an annual audit of the Association's funds. The Committee, appointed by the President, shall consist of two members of the Board of Directors and one other member of the Association. At the conclusion of the Treasurer's term of office, the Committee shall submit their findings to an outside auditor for review.

The **Budget Committee** shall assist the Treasurer in the preparation of the Association's annual budget. The Budget Committee, appointed by the President, shall consist of two members of the Board of Directors and one other member of the Association.

The **Nominating Committee** shall prepare and present a written slate of candidates for all elective offices. The Committee, appointed by the President, shall consist of two members of the Board of Directors and one other member of the Association. The slate shall be submitted to the Board of Directors in March. The slate will then be presented to the membership, in person or digitally, prior to the annual meeting and then voted on at the annual meeting. Members of the Nominating Committee may not be candidates for elective office.

ARTICLE XII LIABILITY AND INDEMNIFICATION

SECTION 1. Indemnification of Directors, Officers and Others

The Association shall indemnify Directors, Officers and other representatives of the Association for amounts paid in settlement and reasonable expenses, including attorney's fees, incurred as a result of an action or proceeding, or any appeal, if he/she acted in good faith for a purpose which he/she reasonably believed to be in the best interests of the Association and, in criminal actions or proceedings in addition, had no reasonable cause to believe that his/her conduct was unlawful.

SECTION 2. Insurance

The Board of Directors will purchase and maintain insurance

1. to indemnify the Association for any obligation which it incurs as a result of the indemnification of Directors, Officers and others acting as representatives of the Association
2. to indemnify Directors, Officers and others acting as representatives of the Association in instances in which they may be indemnified by the Association.

ARTICLE XIII AMENDMENTS

These By-Laws may be amended at any general meeting of the Association by a three-fourths vote of the members present and voting, provided notice of such amendment has been given at the preceding general meeting.

Revised and Approved: June 8, 2023

By-Laws Committee:
Rose Marie D'Aquila
Sandra Petrucelli-Carbone
Robert Pitzschler