

# **HALF HOLLOW HILLS ACTIVE RETIRED TEACHERS**

## **CONSTITUTION AND BY-LAWS**

### **1. NAME**

The name of this organization shall be the Half Hollow Hills Active Retired Teachers or HHHART.

### **II. AFFILIATIONS**

The HHHART Chapter shall be subject to the Constitution and By-laws of the Half Hollow Hills Teachers Association, Inc. and the New York State United Teachers.

### **III. PURPOSES**

- A. To promote the best interests and welfare of HHHART
- B. To promote mutual assistance and cooperation with other organizations with which it is associated.
- C. To effect benefits for both active and retired educators through legislative and other actions.
- D. To help active educators plan for retirement and provide support for newly retired teachers.
- E. To assist the HHHTA in whatever way it can be of service and to work actively with the HHHTA community and with HHH educators in the HHH Public Schools.

### **IV. MEMBERSHIP**

- A. Membership shall be open to all retirees of the Half Hollow Hills Public Schools who are, or have been, members of the NYS United Teachers.
- B. Full membership shall be granted only upon the payment of local dues.
- C. Local dues will be waived for members who are 75 years of age or older.

### **V. DUES**

- A. The amount of the Annual Dues of the HHHART shall be proposed by the Executive Board at the spring meeting of the Chapter.
- B. The dues amount shall be subject to the approval of the Executive Board of HHHART and the Treasurer of the HHHTA.

## **VI. OFFICERS**

- A. The officers of this Chapter shall be President, Vice President, Secretary and Treasurer.
- B. The duties of the President:
  - 1. Shall be Chief Executive Officer of HHHART and administer all affairs and execute all policies of the organization.
  - 2. Preside at all meetings of the Executive Board and the General Membership.
  - 3. Represent the organization with all other groups.
  - 4. Appoint and establish the function of all committees with the approval of the Executive Board.
  - 5. Call regular and special meetings of the Executive Board and the General Membership.
  - 6. Fulfill such other duties as the office requires and as are consistent with these By-laws and those of the HHHTA.
- C. The duties of the Vice-President:

The Vice-President shall assume the duties and responsibilities of the President in his/her absence and shall perform such duties as the President may designate.
- D. The duties of the Secretary and the Treasurer:

The Secretary and the Treasurer shall perform those duties usual to those offices and such other duties that may be required by the President or the Executive Board.
- E. Duly elected officers shall serve a three (3) year term beginning July 1<sup>st</sup>. Each officer shall remain in office until a successor assumes the office.
- F. Vacancies:
  - 1. If the office of President becomes vacant, the Vice-President shall assume that office.
  - 2. If any other office becomes vacant, it shall be filled by the Executive Board and that person shall hold office until the next election is held by the General Membership.

## **VII. NOMINATIONS**

- A. A Nominating Committee shall be appointed by the President by February of each year in which elections are scheduled.
- B. The Nominating Committee shall propose a slate of officers for election.
- C. Each member shall be given reasonable opportunity to nominate candidates for office.
  - 1. Notice of the time, place and the proper format for submission of nominations shall be provided to all members.
  - 2. Nomination procedure shall be determined by the Executive Board.
  - 3. Any member in good standing is eligible for nomination for office.

## **VIII. ELECTIONS**

- A. An Election Committee shall be appointed by the President with the approval of the Executive Board.
- B. At least 15 days prior to the spring meeting a slate with brief information about each candidate shall be posted. If the election is uncontested, the Secretary shall cast one vote for the slate.

## **IX. EXECUTIVE BOARD**

- A. The Executive Board shall consist of the elected officers, the immediate Past President, and the members of the Standing Committees.
- B. The duties of the Executive Board:
  - 1. Propose and approve the setting of the annual dues.
  - 2. Act upon expenditures as may be required.
  - 3. Interpret the By-laws.
  - 4. Act on policy matters on behalf of the General Membership.
  - 5. Perform all other duties as enumerated by these By-laws.
- C. The Executive Board shall meet at least four (4) times during the year. Special meetings may be called by the President or by petition by a majority of the Executive Board.

## **X. GENERAL MEMBERSHIP MEETINGS**

- A. Meetings of the General Membership may be called by the President, by a majority of the Executive Board members, or by a petition of five percent (5%) of the General Membership. General Membership meetings shall be held once a year.
- B. A quorum at a General Membership meeting shall consist of the members present, provided adequate notice of the meeting has been given.
- C. Notification of meetings shall be posted.

## **XI. COMMITTEES**

- A. Standing Committees shall be appointed by the President with the approval of the Executive Board.
- B. These Committees shall include, but are not limited to:
  - 1. Membership
  - 2. Program
  - 3. Political Action
  - 4. Communications
  - 5. Hospitality

## **XII. RIGHTS OF MEMBERS**

- A. Every member of this Organization shall have equal rights and privileges.
- B. This Organization shall show no discrimination toward any individual or group of individuals on the basis of sex, creed, color, race, national origin, political activities or beliefs.

## **XIII. AMENDMENTS**

- A. An amendment to these By-laws may be proposed by a majority of the Executive Board or no fewer than ten percent (10%) of the General Membership.
- B. A proposed amendment must be posted at least fifteen (15) days before the ratification vote.
- C. An amendment must be ratified by a two-thirds (2/3) vote of those present at a general or special membership meeting.

## **XIV. PARLIAMENTARY AUTHORITY**

Meetings of all duly constituted bodies of this Organization shall be governed by "Robert's Rules of Order" except as otherwise provided in these By-laws.

## **XV. ENABLING PROCEDURE**

- A. This Constitution and By-laws shall become effective upon ratification by members in attendance at a general meeting of this Organization.
- B. The adopted Constitution and By-laws shall be reviewed by a Committee appointed by the Executive Board for this purpose at a date determined by the Board, but no later than three (3) years following membership adoption.

August 24, 2011