

Bylaws
of the
Burlington County Retirees' Education
Association

BYLAWS ARTICLE ONE (1) - DUTIES OF THE
PRESIDENT AND VICE-PRESIDENT

1. The President shall preside at all meetings, appoint members and Chairs of the Standing Committees and other committees, serve as an ex-officio member of all committees, serve as a delegate to the New Jersey Retirees' Education Association (NJREA) Delegate Council or appoint a designee to sit in his/her place, approve payment of funds, and perform any other duties that are required of this office.
2. In the absence of the President, the Vice-President shall perform the duties of that office.
3. The Vice-President shall be a liaison to the Membership and the Special Events Standing Committees, and with Burlington County Education Association (BCEA) events, et al.
4. In the absence of both the President and the Vice-President, the duties will be assumed by the officers in the following order of succession: Recording Secretary, Treasurer, and Corresponding Secretary. If none of these officers are willing to perform the duties of the President, the Executive Committee shall elect a member of the Committee to serve as the Acting President. The Acting President will serve until the President reassumes his/her duties or until the next Presidential election.

**BYLAWS ARTICLE TWO (2) - DUTIES OF THE
SECRETARIES**

1. The Recording Secretary shall take minutes of all meetings of the Association. These minutes shall be a careful record of all the proceedings. He/she shall maintain a book that contains the minutes and copies of any other documents presented at the meetings including reports of committees.
2. The Corresponding Secretary shall attend to all correspondence of the Association including sending meeting reminders to members of the Executive Committee. He/she shall send out cards, gift cards as needed, and other correspondence as per request, keep records of correspondence sent out, and purchase cards, envelopes, and other stationery supplies as needed.

**BYLAWS ARTICLE THREE (3) - DUTIES OF THE
TREASURER**

1. The Treasurer shall receive and have custody of all funds.
2. The Treasurer shall deposit these funds in a bank(s) approved by the Executive Committee and shall maintain a monthly bank reconciliation of the funds.
3. The Treasurer shall pay out of these funds only when vouchers have been submitted and approved by the President or his/her designee. Two signatures must be on all checks.
4. The Treasurer shall prepare a report of the financial condition of the Association for every regular Executive Committee and General Membership Meeting and at such times as may be requested by the President.
5. The Treasurer, along with the Budget and Finance Committee, shall prepare a budget each spring for the following fiscal year. The budget shall be presented to the Executive Committee for approval. Once approved by the Executive Committee, the budget shall be presented to the membership at the spring General Membership Meeting for approval.
6. The Treasurer shall be responsible for filing all necessary state and federal forms and making any appropriate payments.

7. The Treasurer shall be responsible in preparing the financial records of the Association and the Local Affiliate Financial Assistance Program (LAFAP) form for an audit by an outside party every year. This form is due by November 1 of each year by the New Jersey Retirees' Education Association (NJREA). The auditor may be chosen from a list of New Jersey Education Association (NJEA) auditors.
8. The Treasurer shall be bonded through the umbrella policy provided by the New Jersey Education Association (NJEA)/New Jersey Retirees' Education Association (NJREA).

BYLAWS ARTICLE FOUR (4) - DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall meet a minimum of four (4) times per year. The Committee shall review all business that is to be presented to the general membership including committee reports. The Committee shall set the agenda for the General Membership Meetings.
2. In an emergency, the President or any member of the Committee may call a special meeting of the Committee with the consent of at least five (5) members of the Committee.
3. The Executive Committee shall establish the calendar for all Association meetings including their own meetings and the fall and spring General Membership Meetings.
4. If circumstances require an additional/special General Membership Meeting, the Executive Committee may call such a meeting with at least a two (2) week notice to the membership.
5. A quorum shall exist if a majority of members eligible to vote is present. A simple majority of fifty percent plus one (50% + 1) of the quorum present is necessary to pass any motion.
6. Vacancies on the Executive Committee shall be filled by the President with the approval of the Executive Committee.
7. Executive Committee members shall be members of the New Jersey Retirees' Education Association (NJREA).

BYLAWS ARTICLE FIVE (5) - DUTIES OF THE COMMITTEES

1. Chairperson and members of the Standing Committees shall be appointed by the President and approved by the Executive Committee. The term of Committee Chairs and members shall expire at the end of the President's term.
2. All Standing Committees shall prepare a written report for the Executive Committee at least once each year.
3. Each Standing Committee Chairperson(s) shall either: (1) write a description of the function(s) the committee is to perform over the course of a year, or (2) revise an existing function list to fit the changing goals of the Association.
4. The Duties of the Standing Committees shall be:
 - a. Audit - The Audit Committee shall perform an annual review of the Treasurer's books and certify the accuracy thereof. The Committee shall report the findings to the Executive Committee in September and to the membership at the fall General Membership Meeting. Every year, the Audit Committee, with the assistance of the Treasurer, shall prepare for an audit done by an outside party that may be chosen from a list of New Jersey Education Association (NJEA) recommended auditors.
 - b. Budget - The Budget Committee shall, with the assistance of the Treasurer, prepare a budget based on estimated receipts and expenditures for the ensuing year. The budget shall be approved by the Executive Committee prior to its presentation at the spring General Membership Meeting for membership approval.
 - c. Constitution, Bylaws, and Policy - The Constitution, Bylaws, and Policy Committee shall review the minutes of all Association meetings. The Committee shall determine if motions made at the meetings should be considered for inclusion into the Policy of the Association. They shall report any such new Policies to the Executive Committee for their approval. The Committee shall also determine if suggestions or requests for amendments to the Constitution and Bylaws should be presented to the membership for their approval.
 - d. E-Communications - The E-Communications Committee shall develop and maintain a system for communicating with the membership using email.

- e. Government Relations - The Government Relations Committee shall inform members of, and involve members in, important state and national legislative initiatives which impact public education and/or member well-being.
- f. Member Services - The Member Services Committee shall promote the well-being of Association members by researching and informing the membership of services available to them through county and state agencies and/or businesses that have been approved by the Executive Committee. The Committee shall promote the services endorsed by the Association, Burlington County Education Association (BCEA), New Jersey Retirees' Education Association (NJREA), New Jersey Education Association (NJEA), National Education Association Retired (NEA-R), and National Education Association (NEA).
- g. Membership - The Membership Committee shall keep a record of all members of the Association. A membership directory shall be provided for any Executive Committee member who requests one. The Committee shall assist in membership recruitment by promoting membership in the unified Association, Burlington County Education Association (BCEA), New Jersey Retirees' Education Association (NJREA), New Jersey Education Association (NJEA), National Education Association-Retired (NEA-R), and National Education Association (NEA) by establishing procedures for contacting and disseminating information explaining the advantages of membership to new and past retirees who have not joined the unified Associations.
- h. Newsletter - The Newsletter Committee shall gather information for and publish the Association newsletter four (4) times per year: fall, winter, spring, and summer.
- i. Nominations and Elections - The Nominations and Elections Committee shall publicize the election of and accept Self-Nominations for officers by letter or email by February 28 for the current elections during the spring General Membership Meeting. Once all nominations have been made, the Committee shall conduct the election at the spring General Membership Meeting.
- j. Outreach - The Outreach Committee shall reach out to members to assist them in transportation and other services that may be needed. This Committee shall also be responsible for planning community service projects.

- k. Scholarship - The Scholarship Committee shall solicit and review candidates for the Association scholarship(s). The Committee shall determine the number and amount of the scholarship(s) and raise funds for the Burlington County Retirees' Education Association, Philanthropic Fund (BCREA-PF).
- l. Special Events - The Special Events Committee shall organize and publicize any special event the Committee feels would benefit the members. These may include but are not limited to: travel opportunities, cultural events, lectures, and workshops. The Chairperson shall make the arrangements for the fall, spring, and any other called General Membership Meeting(s).
- m. Website - The Website Committee shall maintain the Association's Website.

BYLAWS ARTICLE SIX (6) - DUES

1. For the purpose of dues and all other financial records of this Association, the fiscal year of this Association shall be the same as that of the New Jersey Retirees' Education Association (NJREA) and New Jersey Education Association (NJEA), September 1st to August 31st.
2. Payment of the Association's annual and lifetime dues is included in the unified dues collected by the New Jersey Education Association (NJEA) except for the dues of New Jersey Retirees' Education Association (NJREA) lifetime members who were not members of the Association on September 1, 2011. These dues will be collected by the Association.
3. The amount of the Association's annual and lifetime dues shall be determined by the Executive Committee upon consultation with the Treasurer and the Budget Committee. According to the Local Association Financial Assistance Program (LAFAP), annual dues may not be less than ten dollars (\$10.00) per member.
4. Any change in the amount of the Association's dues shall be approved at the spring General Membership Meeting.
5. Annual dues are due before the beginning of the fiscal year (September 1st). Persons who have not paid dues by October 31st will not receive any Association mailings, E-

Communications, or services and may not attend the spring General Membership Meeting until unified dues for the entire fiscal year have been paid.

BYLAWS ARTICLE SEVEN (7) - PARLIAMENTARY
RULINGS

The rules contained in *Robert's Rules of Order, Revised* shall govern this Association in all cases to which they are applicable, and to which they are consistent with the Bylaws or special rules of order of the Association.

Revised - May 17, 1973

Revised - May 3, 1984

Revised - October 14, 2004

Revised - October 11, 2012

Revised – May 10, 2018

Revised – October 6, 2020