

## **BYLAWS - UPDATED 2023**

### **ARTICLE I NAME**

The name of this organization shall be the New York State Retired Teachers' Association, Western Zone, Inc. hereafter referred to as the "Zone".

The State Association has filed with New York State and will henceforth be known as the New York State Retired Teachers' Association, Inc. doing business as the Retired Educators of New York (RENY). The Zone and Units are to use the dba RENY as their name of recognition (Example: RENY/Western Zone/Unit Name) and also maintain and use the RENY logo.

### **ARTICLE II ZONE OBJECTIVES**

The objectives of the Zone shall be:

- SECTION 1. To promote and enhance the economic, social, and professional status of retired educators.
- SECTION 2. To act on behalf of retired educators in the counties of Cattaraugus, Chautauqua, Erie, Genesee, and Niagara in matters involving retirement needs.
- SECTION 3. To work in cooperation with other organized groups on matters pertaining to the interest of retired educators.
- SECTION 4. To work for the advancement of educational programs both locally and statewide.

### **ARTICLE III MEMBERSHIP**

Membership in the New York State Retired Teachers' Association, Inc. (NYSRTA), with dues paid for the current fiscal year, confers membership in Western Zone.

### **ARTICLE IV BOARD OF DIRECTORS**

The governing body of the Zone shall be the Board of Directors.

- SECTION 1. Membership on the Board of Directors may be attained by one of the following methods:
  - a. Elected by NYSRTA-Zone Members.
  - b. Elected as an Area Unit President at the Area Unit's Election Meeting.
  - c. Granted to former Board Members who have been chosen as Honorary Directors by vote of the Board of directors. They shall not be entitled to vote or hold office.
  - d. Be designated by an Area Unit RTA President to serve in his/her stead as an ex officio member of the Board of Directors.

- e. Appointed by the Board of Directors to fill an unexpired term (due to the death, resignation or failure to elect) of a duly elected Board Member.

SECTION 2. There shall be no fewer than 12 (twelve) or more than 36 (thirty-six) members elected by the membership of the Zone, each for a term of 3 (three) years. The term of office of one-third of the members of the Board of Directors shall expire each year.

SECTION 3. a. Directors elected at the Zone's Annual Business meeting shall take office on that date. Directors may be re-elected.  
b. In the event a Zone Annual Business Meeting is not held, the terms of office of the Directors shall be rolled over and extended until an election can be held at a future membership meeting. Under extenuating circumstances the Executive Committee shall make adaptations in the terms of Directors as necessary.

SECTION 4. Each Area Unit President shall serve as a member of the Board of Directors during his/her term of office as an Area Unit President with all privileges of a Board member.

SECTION 5. A member of the Board of Directors shall hold only 1 (one) position as a member on the Zone's Board.

SECTION 6. A member of the Board of Directors may temporarily hold more than one chair or office in the Zone. A member of the Board of Directors shall serve on at least 1 (one) Standing Committee during his/her term of office.

SECTION 7. The Board of Directors shall:

- a. Elect the Officers of the Zone from among the Board of Directors on the date of the Zone Annual Business meeting. If a Zone Annual Meeting is not held, the election of officers may be conducted in accordance with the electronic meeting and voting procedures set forth in ARTICLE IV, SECTION 8, c & d.
- b. Approve or reject the appointments made by the President.
- c. Conduct all business of the Zone.
- d. Fill any vacancies that may occur in any office.
- e. Elect the delegates and alternates to the NYSRTA Annual meeting.
- f. Determine whether a Director, after 3 (three) absences without justifiable reasons within a fiscal year, shall be subject to a vote of replacement.
- g. Approve, on an annual basis, the Zone budget prepared by the Finance and Budget Committee.
- h. Arrange the annual independent audit or cash reconciliation of the financial records of the Treasurer, and Founder's Fund.
- i. Initiate a "Special Meeting" by submitting to the President of the Zone a petition signed by a quorum of 20 (twenty) Directors for his/her action within 21 (twenty-one) days. If no action has been taken, the First Vice President will carry out the petition. If this action is not honored within the 21 (twenty-one) days, any of the 20 (twenty) signed petitioners can carry out the action. It must be resolved to the approval of the Board of Directors.

SECTION 8. Meetings of the Board of Directors shall:

- a. Be held at least 6 (six) times during a fiscal year.

- b. Have a quorum of 20 (twenty) members to transact official business.
- c. Electronic meetings and voting are authorized in accordance with the parliamentary authority identified in ARTICLE XVI of these bylaws and ARTICLE VI, Section 2 of the NYSRTA Bylaws. Electronic meetings must provide an opportunity for simultaneous aural communication among all in attendance. Additional requirements and guidelines shall be developed by the Executive Committee. These guidelines and requirements shall govern electronic meetings that may be held by any board or committee of the Zone.
- d. Voting procedures will be established at the beginning of each simultaneous meeting. Such votes shall be considered binding.
- e. Meet following the morning session of the Zone Annual Business meeting to elect the Officers of the Zone.

**ARTICLE V  
OFFICERS**

The elected officers of the Zone shall be:

PRESIDENT  
FIRST VICE PRESIDENT  
SECOND VICE PRESIDENT  
TREASURER  
RECORDING SECRETARY  
CORRESPONDING SECRETARY  
VICE PRESIDENT FOR MEMBERSHIP

SECTION 1. The elected officers of the zone shall hold office for a term of 1 (one) year. Elected officers are limited to not more than 3 (three) consecutive terms except for Treasurer whose term is not limited. The term of the elected officers shall begin on November 1<sup>st</sup> and end on October 31<sup>st</sup> of the next year except it shall continue until a successor is elected to that office. In case of a vacancy, the office shall be filled by the action of the Board of Directors for the remainder of that term of office. Co-officers shall be permitted for each elected office. Duties of the co-officers shall be determined by the co-officers themselves and presented to the Board of Directors for approval.

SECTION 2. The PRESIDENT shall:

- a. Preside at the meetings of the Board of Directors.
- b. Arrange the Program and the Letter of Notification for the Zone Annual Business meeting including the proposed Bylaws Amendment(s), election information and other pertinent information to the membership.
- c. Call special meetings of the Board of Directors.
- d. Sign vouchers submitted by the Treasurer for payment.
- e. Appoint with the approval of the Board of Directors a Chair for Standing Committees or Special Committees/Task Forces from the Board of Directors.
- f. Serve as a member of the NYSRTA Board of Directors.
- g. Serve as ex-officio member of each committee of the Zone, except the Nominations Committee.
- h. Report annually to the Board of Directors on the condition of the Zone as to finances, membership and activities.

- i. Prepare the Annual Membership Letter for distribution to Zone members from the Albany office of NYSRTA.
- j. Certify the nomination of a Zone member for the Certificate of Recognition Award (NYSRTA). To be eligible for nomination, a member must have outstanding service at the Unit, Zone and State Levels.

SECTION 3. The FIRST VICE PRESIDENT shall:

- a. Perform the duties of that office in the absence or incapacity of the President.
- b. Assist the President in arranging meetings and the Zone Annual Business meeting.
- c. Act as liaison to one-half of our Area Units and their Presidents.

SECTION 4. The SECOND VICE PRESIDENT shall:

- a. Perform the duties of that office in the absence or incapacity of the First Vice President.
- b. Chair the Committee for arranging the Zone Annual Business meeting and any other Zone social activities.
- c. Prepare a typed written booklet for the members attending the Zone Annual Business meeting.
- d. Act as liaison to one-half of our Area Units and their Presidents.

SECTION 5. The TREASURER shall:

- a. Receive and deposit all Zone funds in the name of the Zone in the bank(s) approved by the Board of Directors.
- b. Disburse funds on receipt of proper vouchers for necessary expenses of the Zone.
- c. Serve as Chair of the Finance and Budget Committee.
- d. Submit a Financial Report at each meeting of the Board of Directors.
- e. Submit yearly financial reports for an independent audit or cash reconciliation with the results of said audit or cash reconciliation being presented to the Board of Directors.

SECTION 6. The RECORDING SECRETARY shall:

- a. Keep a Record of Proceedings of each session of the Zone Annual Business meeting, all Board of Directors meetings, all Executive Committee meetings and all "Special" meetings.
- b. Mail copies of all the Board of Directors Record of Proceedings to Board members and copies of the Executive Committee Record of Proceedings to officers within 14 days of the meeting or as necessity demands.
- c. Pass the Record of Proceedings on to the succeeding Recording Secretary to be kept for safekeeping.

SECTION 7. The CORRESPONDING SECRETARY shall:

- a. Write letters of sympathy, thank you, congratulations, presidential information and other official business.
- b. Keep an official attendance log for all Board of Directors meetings.
- c. Accept all written reasons for absence from the Board of Directors and place them in an Official Attendance Log Notebook.
- d. Inform the Board of Directors when a member of the Board has 3 (three) absences without justifiable reasons within an operational year.

- e. Take over the duties of the Recording Secretary when absent from a Board of Directors meeting.

SECTION 8. The VICE PRESIDENT FOR MEMBERSHIP shall:

- a. Chair the Membership Committee and Zone membership programs.
- b. Maintain a file of current Zone membership.
- c. Conduct a continuing campaign in conjunction with Zone officers and directors, to acquaint newly retired educators with the purpose of NYSRTA and the benefits of membership in NYSRTA and the Zone.

#### **ARTICLE VI EXECUTIVE COMMITTEE**

The Zone Executive Committee shall consist of: President, First Vice President, Second Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Vice President For Membership, Immediate Past President and Founders' Fund Chair.

SECTION 1. The Executive Committee shall meet prior to each Board of Directors meeting, Zone Annual Business meeting and meetings in times of any emergency.

SECTION 2. The President of the Zone shall initiate the meetings. However, 3 (three) elected officers may also initiate an emergency meeting requesting the President's attendance.

SECTION 3. The Executive Committee shall discuss all business matters pertinent to the Zone's welfare.

#### **ARTICLE VII APPOINTIVE POSITIONS**

The Appointive Positions shall be filled by Directors who are nominated by the President and approved by the Board of Directors. The Appointive Positions shall be:

ASSISTANT MEMBERSHIP SECRETARY  
ASSISTANT TREASURER  
CHAPLAIN  
CHAIR OF FOUNDER'S FUND  
PARLIAMENTARIAN (The Parliamentarian shall not be a Director)

SECTION 1. The ASSISTANT MEMBERSHIP SECRETARY shall:

- a. Assume all duties and responsibilities of the Membership Secretary at the direction of the President when the Membership Secretary becomes incapacitated or unable to fulfill the duties or responsibilities of that office.
- b. Work in concert with the Membership Secretary.
- c. Attend all membership business meetings.

SECTION 2. The ASSISTANT TREASURER shall:

- a. Assume all duties and responsibilities of the Treasurer at the direction of the President, when the Treasurer becomes incapacitated or unable to fulfill the duties and responsibilities of that office.
- b. Work in concert with the Treasurer.
- c. Attend all Treasury business meetings.

**SECTION 3. The CHAPLAIN shall:**

- a. Conduct the opening ceremony of any Board of Directors meeting or at the Zone Annual Business meeting with the Pledge of Allegiance to the Flag and one stanza of a patriotic song.
- b. Share one short, appropriate literary selection at each Board of Directors meeting.

**SECTION 4. The CHAIR OF THE FOUNDER'S FUND shall:**

- a. Serve as Chair of the Founder's Fund 2 (two) sub-committees: the Investment Sub-committee and the Disbursement Sub-committee.
- b. Appoint 3 (three) active Directors to the Investment Sub-committee who are knowledgeable in the area of financial investment.
- c. Appoint 5 (five) active Directors to the disbursement Sub-committee who represent the geographical areas of the Zone: Buffalo, Central, Eastern, Northern and Southern.
- d. Receive, deposit and invest all gifts designated for this fund under the auspices of the Investment Sub-committee with transactions reported to the Board of Directors at the June meeting and Zone Annual Business meeting.
- e. Disburse monies from the Founder's Fund under the auspices of the Disbursement Sub-committee with all transactions being approved by the Board of Directors.
- f. Submit financial reports yearly for audit or cash reconciliation with results being presented to the Board of Directors.
- g. Report regularly to the Board of Directors in a two-part report: Investment and Disbursement.
- h. Report Founder's Fund accomplishments at the Zone Annual Business meeting.

**SECTION 5. The PARLIAMENTARIAN shall:**

- a. Attend the official business meetings of the Zone and any "Special" meetings called by the President or Board of Directors.
- b. Become well versed in the Zone Bylaws and policies.
- c. Become well versed in Robert's Rules of Order, most recent edition.
- d. Maintain a position of impartiality by being a neutral member of the Zone with no voting privileges.

**ARTICLE VIII  
STANDING COMMITTEES**

The Zone Standing Committees shall include:

Awards	History
Bylaws	Nominations
Community Service	Public Relations
Federal Legislation	Remembrances

Finance and Budget  
Friendly Service  
Health Care Advocacy

Resolutions  
State Legislation

- SECTION 1. Each committee chair, with the approval of the President, shall select a Director to serve as the Assistant Chair ready to serve in an emergency and assume all duties of that committee.
- SECTION 2. Each committee chair will select members representative of the Zone's geographical areas, as far as possible, and submit a written committee list to the Board of Directors in November for approval.
- SECTION 3. Each committee chair is responsible for filing a typed written report with the Recording Secretary prior to presentation at regularly convened Board of Directors meetings.
- SECTION 4. Each committee chair is required to present a typed written report for publication in the Zone Annual Business Meeting Program booklet.
- SECTION 5. Standing Committee chairs, except Awards, Bylaws, Finance and Budget and Remembrances are members of their respective NYSRTA committee and as such are expected to attend NYSRTA committee meetings with expenses paid for by NYSRTA.
- SECTION 6. The responsibility of the AWARDS Committee shall be to:  
Select and present to the membership at the Zone Annual Business meeting member(s) who has/have shown outstanding contribution, leadership, participation and service for the betterment of the Zone (Citation Award).
- SECTION 7. The responsibility of the BYLAWS Committee shall be to:
- Accept written recommendation to amend Zone Bylaws from Board of Directors or groups of 20 (twenty) active members of the Zone with a signed petition.
  - Submit to the Board of Directors at the next regularly convened meeting any proposed amendment that has been thoroughly discussed and finalized by the Bylaws Committee for their approval or rejection.
  - Present the approved amendment in writing to the members in the Letter of Notification sent by the President prior to the Zone Annual Business meeting.
  - Review on a 5 (five) year cycle the Zone Bylaws and consider any needed updates that will reflect changes and needs of the Zone.
  - Review any NYSRTA Bylaw changes as to how these may affect our Zone Bylaws and make appropriate amendment proposals to members to achieve compliance.
- SECTION 8. The responsibility of the COMMUNITY SERVICE Committee shall be to coordinate all community service programs, projects and activities in which Western Zone participates.
- SECTION 9. The responsibility of the FEDERAL LEGISLATION Committee shall be to:
- Receive and disseminate information related to the NYSRTA Annual Federal Legislation Program.
  - Encourage input on Federal Legislation through the Zone.

- c. Establish an "advocacy" network to maintain contact with local elected Federal Legislators.

SECTION 10. The responsibility of the FINANCE AND BUDGET Committee shall be to:

- a. Prepare and recommend a balanced budget to the Board of Directors in May.
- b. Review the auditor's audit and cash reconciliation report and present a summary to the Board of Directors in October.

SECTION 11. The responsibility of the FRIENDLY SERVICE Committee shall be to:

- a. Attend "special meetings" of the NYSRTA Friendly Service Committee.
- b. Organize a Committee of Area Unit Friendly Service Chairs for the purpose of preparing a network of activities of the Friendly Service program.
- c. Use funds provided by NYSRTA to improve, promote the quality of life and the well-being of retired educators in need.
- d. Determine the merit of each grant request.

SECTION 12. The responsibility of the HEALTH CARE ADVOCACY Committee shall be to:

- a. Work closely with the NYSRTA, AARP, and any other group to inform members of all available and appropriate Health Care Programs.
- b. Provide members with all necessary information so they can make informed choices about health care.
- c. Establish a program to provide assistance to members who are having difficulty with health care matters.

SECTION 13. The responsibility of the HISTORY Committee shall be to:

- a. Keep a file of important documents of the Zone such as scrapbooks, programs, newspaper articles, pictures, York State magazines and other memorabilia.
- b. Plan a condensed history of the Zone every 5 (five) years.
- c. Prepare a special commemorative tribute for noteworthy events such as anniversaries or noted accomplishments.
- d. Submit the Zone Annual Business Meeting Program booklet to the Historian of NYSRTA.

SECTION 14. The responsibility of the NOMINATIONS Committee shall be to:

- a. Accept all candidates' resumes from members who are requesting consideration for a Zone or NYSRTA office and keep these on file with the Chair.
- b. Examine resumes and establish 2 (two) slates of candidates: 1) for the Board of Directors to be presented to the membership at the Zone Annual Business meeting and 2) for the Officers to be presented to the Board of Directors in the meeting after the morning session of the Zone Annual Business meeting.
- c. Determine candidates' membership standing according to NYSRTA policy.
- d. Prepare a schedule for interviewing prospective candidates prior to final determination of both slates.
- e. Prepare and mail a Letter of Determination to interviewed candidates at the conclusion of the Nominations Committee's deliberations.
- f. Announce by publication to the membership the proposed slates of candidates: "Board of Directors" and "Officers" at least 2 (two) weeks prior to the Zone Annual Business meeting.



- g. Communicate the requirements that any candidate nominated from the floor can only be considered if he/she has an active resume on file with the Zone Nominations Committee prior to the Zone Annual Business meeting.
- h. Prepare a new resume and biographical data form that reflects changing times and different needs of the Zone. Review the form and make appropriate changes every 5 years. Request resume updates on a yearly basis from prospective candidates.
- i. Present resumes and biographical data forms of accepted candidates desiring an Association Office to NYSRTA. Acceptance means candidates are meeting the guidelines of NYSRTA Bylaws.

SECTION 15. The responsibility of the PUBLIC RELATIONS Committee shall be to:

- a. Submit article(s) of Zone activities to the NYSRTA editor of York State magazine on a quarterly basis for publication.
- b. Produce appropriate media coverage in a timely manner in order to keep Zone members informed of pertinent information.
- c. Promote understanding among all educators and general public.

SECTION 16. The responsibility of the REMEMBRANCE Committee shall be to:

- a. Maintain an accurate list of deceased members notifying the NYSRTA office and the Zone Membership Secretary.
- b. Present a roster of names of deceased members received from membership, Area Units and the NYSRTA office at the Zone Annual Business meeting.

SECTION 17. The responsibility of the RESOLUTIONS Committee shall be to:

- a. Accept resolutions from Zone members, which are then discussed and finalized into a priority slate of resolutions for the Zone.
- b. Present finalized slate of resolutions to the Board of Directors for vote.
- c. Submit approved resolutions to the NYSRTA Resolutions Committee Chair.
- d. Network with NYSRTA Legislative Action Committee and other related organizations in order to present a unified front in the need to protect our retired persons.
- e. Promote support among delegates for passage of Zone resolutions at the NYSRTA Annual meeting in October.

SECTION 18. The responsibility of the STATE LEGISLATION Committee shall be to:

- a. Participate in the NYSRTA Legislative Action Committee direct lobbying efforts among government officials in Albany.
- b. Attend "special meetings" of the NYSRTA Legislative Action Committee.
- c. Elicit from the Zone members their concerns and interests and report them to the NYSRTA Legislative Action Committee for consideration.
- d. Inform the Zone and the local Area Units of legislation and action needed to carry out the NYSRTA Legislative Action Committee goals.
- e. Organize the Zone and Area Unit lobbying procedures to insure that state legislators in our Zone are informed of the NYSRTA Legislative Action Committee positions on proposed state legislation, which are essential to the betterment of retired educators.

**ARTICLE IX  
SPECIAL COMMITTEES/TASK FORCES**

The President may establish Special Committee/Task Forces when a special project or task arises which requires immediate attention.

- SECTION 1. They shall be established to find a resolution for a particular problem or emergency. They shall serve until the conclusion of that assigned task.
- SECTION 2. The President shall appoint the Chair. The Chair shall choose the members with the approval of the Board of Directors.
- SECTION 3. Final reports shall be submitted to the Board of Directors orally and in writing to the Recording Secretary.
- SECTION 4. The Board of Directors and/or the President may call for an interim report at any meeting.

**ARTICLE X  
ANNUAL BUSINESS MEETING**

The Annual Business meeting of the Zone shall:

- SECTION 1. Be held during the month of September, or in an emergency, at such time as the Board of Directors may designate.
- SECTION 2. A Parliamentarian shall be present during the Zone Annual Business meeting and at any meeting of the Board of Directors during that day.

**ARTICLE XI  
DUES**

NYSRTA shall set dues for all members.

- SECTION 1. The dues of the Zone members in NYSRTA shall be collected through the NYSRTA office.
- SECTION 2. The Zone Treasurer shall receive remittances from the NYSRTA Treasurer for new and renewing Zone membership.

**ARTICLE XII  
ELECTIONS**

The election of the Zone Board of Directors for vacant seats on the governing body shall be held at the Zone Annual Business meeting.

The election of the Officers of the Zone shall be held at a meeting of the Board of Directors following, but on the same day as, the Zone Annual Business meeting.

- SECTION 1. The Nominations Committee Chair shall present the slate of nominees for vacancies on the Board of Directors at the Zone Annual Business meeting.
- SECTION 2. The Nominations Committee Chair shall move acceptance of the slate.
- SECTION 3. The President of the Zone shall accept candidates from the floor and determine if they have duly met all the same required criteria of the Nominations Committee's announced candidates.
- SECTION 4. The voting shall take place by BALLOT prepared in advance by the Nominations Committee.
- SECTION 5. The president shall appoint a minimum of 5 (five) tellers. The tellers must represent the Zone's geographical areas. The Nominations Committee Chair shall supervise the appointed tellers.
- SECTION 6. The ballots will be distributed by appointed tellers to members wearing a badge signifying membership in NYSRTA-Western Zone at the time of the vote. The appointed tellers will collect the ballots. The appointed tellers will count the ballots under the supervision of the Nominations Committee Chair.
- SECTION 7. The candidates who receive the greatest number of votes shall obtain one of the vacant seats on the Board of Directors until all vacancies have been filled for the said year.
- SECTION 8. The Nominations Committee Chair shall accredit and announce voting results before the conclusion of the morning session.
- SECTION 9. The incumbent and newly elected Board of Directors shall attend the required Board of Directors business meeting directly after the morning session. This meeting is for the purpose of casting ballots and electing by majority vote the Zone Officers who have met all criteria used in the election of the Board of Directors.

**ARTICLE XIII**  
**AREA UNITS AND AREA PRESIDENTS**

Area Unit Retired Teachers Associations are established to serve as liaisons to the Zone; hereafter referred to as "Area Unit RTA".

- SECTION 1. Area Unit RTA may be established in any part of the Zone in order to serve the special needs of retired educators in that locale.
- SECTION 2. Area Unit RTA will serve as a communication link with the Zone and NYSRTA.
- SECTION 3. Area Unit RTA Presidents, or their designees, must be active members of NYSRTA and shall serve as ex-officio Directors on the Zone Board of Directors with all powers, rights

and benefits as elected Directors as long as they serve as the Area Unit Presidents or their designees.

SECTION 4. Area Unit RTA should coordinate the election of their Unit Officers with the election of the Zone and of the NYSRTA Officers.

SECTION 5. Area Unit RTA Presidents shall inform their membership of any proposed Bylaw amendments. The Area Unit RTA Presidents shall explain that Zone Proposed Amendments to the Bylaws have the approval of the Board of Directors. They shall notify their members that these amendments will be acted upon at the Zone Annual Business meeting.

SECTION 6. Area Unit RTA and their Presidents must be active participants in Zone meetings in order to share in the rights, privileges and benefits of the Zone.

#### **ARTICLE XIV FISCAL YEAR**

The fiscal year of the Zone shall be July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.

#### **ARTICLE XV AMENDMENTS**

Zone Bylaws may be amended and revised following these procedures:

SECTION 1. A proposed amendment may be initiated by one of the following methods:

- a. A majority vote of the Board of Directors
- b. A petition signed by at least 20 (twenty) active members
- c. Recommendation by the Bylaws Committee

SECTION 2. The proposed amendment shall be referred to the Bylaws Committee for its consideration.

SECTION 3. Action on a proposed amendment that has been considered by the Bylaws Committee shall be presented at a subsequently regularly convened Board of Directors meeting for their input, discussion and final recommendation.

SECTION 4. The text of the proposed amendment shall then be presented in print prior to the Zone Annual Business meeting. A favorable vote of two-thirds of the members present shall be required for adoption. The method of voting shall be by BALLOT.

SECTION 5. The new amendment to the Zone Bylaws shall become effective immediately upon passage.

SECTION 6. The Board of Directors shall initiate Zone Bylaws revisions when major changes are needed or during normal 5 (five) year cycle as required in the Standing Committee Section: Bylaws.

**ARTICLE XVI  
RULES OF ORDER**

Robert's Rules of Order, most recent edition, shall be the authority on all questions of procedure during Zone Business meetings.

**ARTICLE XVII  
REVISION OF BYLAWS**

Western Zone Bylaws have been revised:

- SECTION 1. Previous revisions were authorized in the years 1971, 1975, 1976, 1988, 1998, 2002, 2005 and 2007.
- SECTION 2. This edition of Zone Bylaws reflects the revisions authorized by Zone membership at the 2008, 2009, 2010, 2012, 2013, 2018, 2022 and 2023 Zone Annual Business meetings and the 2014 Zone Emergency meeting.