

# REACTA BYLAWS

## ARTICLE I. NAME AND PURPOSE

Section I.1. Name: The name of the organization shall be the Retired Employees Association of the California Teachers Association (hereinafter REACTA or Association).

Section I.2. Purposes of REACTA:

- I.2.1. To work with CTA employee organizations to advance, protect and enhance the benefit levels provided by the California Teachers Association (CTA) Employees' Retirement Benefits Plan and the CTA Employees' Health and Welfare Benefits Plan.
- I.2.2. To provide social contact between members.
- I.2.3. To communicate with members on matters of interest
- I.2.4. To perform tasks, functions, and activities as determined by the membership.

## ARTICLE II. MEMBERSHIP

Section II.1. Regular membership with full voting rights is open upon payment of membership dues.

- II.1.1. All individuals receiving direct retirement or survivor allowances from the CTA Employees' Retirement Benefits Plan and/or direct (not dependent) benefits from the CTA Employees; Health and Welfare Benefits Trust.
- II.1.2. Persons who are vested in the CTA Employees Retirement Benefits Plan but are no longer employees of CTA.

Section II.2. Supporting Membership (non-voting) is open to spouses and domestic partners of regular members as well as to others who may wish to lend support to REACTA and receive information on the organization's activities.

## ARTICLE III. OFFICERS

Section III.1. REACTA shall elect from within its regular membership a President, Vice-President, Secretary, Treasurer and one Member at Large.

Section III.2. Term of Office:

- III.2.1. All officers shall serve a two-year term of office and may be re-elected.
- III.2.2. Terms of office shall normally commence on January 1 of the year following the regularly scheduled election.

Section III.3. Duties.

The officers shall rank in the order listed below. Their general duties include:

- III.3.1. President: The President, as the chief executive officer, shall:
  - (a) Manage and supervise the day-to-day activities of REACTA.
  - (b) Preside at meetings of the Executive Board and general membership meetings.
  - (c) Serve as ex-officio member of all committees except the Nominations and Elections Committee.
  - (d) Serve as the official representative of REACTA.
  - (e) Appoint committees with the advice and consent of the Executive Board.
- III.3.2. Vice President: The Vice President shall:
  - (a) Assist the President and act in the President's absence.
  - (b) Perform other duties as may be prescribed by the President or the Executive Board.
- III.3.3. Secretary: The Secretary shall:
  - (a) Keep and preserve all minutes of the Executive Board and general membership meetings.
  - (b) Certify the Executive Board's approval of all documents, e.g., the Bylaws, Annual Budget, audit, minutes, by signing the document.
  - (c) Perform other duties as may be prescribed by the President or the Executive Board.

- III.3.4. Treasurer: The Treasurer shall:
  - (a) Prepare the REACTA annual budget for review and adoption.
  - (b) Keep books of account and records as shall be sufficient to meet the standards of accounting.
  - (c) Receive all monies and deposit them in financial institutions approved by the Executive Board.
  - (d) Prepare and present financial reports to the Executive Board and to the members at the general membership meeting.
- III.3.5. Member at Large: The Member at Large shall:
  - (a) Attend the Executive Board meetings and participate as a voting member in all Executive Board actions.
  - (b) Perform other duties as may be prescribed by the President and Executive Board.
- III.3.6. Ex-Officio Members of the Board: Ex-Officio members serve as non-voting members of the Executive Board.

Section III.4. Vacancies:

- III.4.1. If, during the regular term of office, the office of the President shall become vacant, the Vice President shall serve as President until the next regular election. The Board will decide whether to make an interim appointment, hold a special election for Vice-President or keep the position vacant until the next election.
- III.4.2. In the event of a vacancy in any other office, the President shall appoint, with the approval of the Executive Board, a member to fill that position for the remainder of that term of office.

**ARTICLE IV. EXECUTIVE BOARD**

Section IV.1. REACTA shall elect from within its regular membership a President, Vice President, Secretary, Treasurer and one At-Large Board Member.

Section IV.2. The Executive Board duties include:

- IV.2.1. The planning and development of Association programs and services.
- IV.2.2. The development, adoption and dissemination of standing rules for the operation of the Association.
- IV.2.3. The review and approval of the Treasurer’s proposed REACTA budget prior to presentation to the membership for adoption at the next annual general membership meeting.
- IV.2.4. The review and recommendation of the annual dues for approval of the membership at the next annual general membership meeting.
- IV.2.5. The review and consideration of the President’s policy recommendations and appointments to office.

Section IV.3. Executive Board Meetings:

- IV.3.1. The Executive Board shall meet at least twice annually. Additional meetings may be called by the President. A quorum shall consist of the majority of the duly elected Executive Board members.
- IV.3.2. One meeting shall be scheduled to occur between forty-five and sixty days prior to the Association’s annual general membership meeting.
- IV.3.3. A majority of the Board may call a special meeting.

**ARTICLE V. MEMBERSHIP MEETINGS**

Section V.1. A General Membership meeting shall be held annually. Such meeting shall be scheduled to occur on a date during either October or November at a location to be determined by the Executive Board.

Section V.2. Location of the General Membership meeting shall be determined by the Executive Board. Convenience and centrality to all members shall be considered.

Section V.3. The time and place of the General Membership meeting shall be published in a REACTA newsletter to be mailed at least ninety (90) days prior to the date of the meeting.

Section V.4. Special meetings shall be called upon written request of 10% of the membership.

Section V.5. When action is taken at a General Membership meeting:

- V.5.1. Each dues paying regular member is entitled to one vote.
- V.5.2. Only those in attendance at a General Membership meeting may vote.

V.5.3. A mail ballot may be authorized by the Executive Board and/or be directed by those in attendance at a General Membership Meeting.

Section V.6 A quorum shall consist of all those members present at any officially called meeting.

#### **ARTICLE VI. COMMITTEES**

Section VI.1. The President shall, with the advice and consent of the Executive Board, appoint a Nominations and Elections Committee, and other committees as necessary.

Section VI.2. Upon approval of the Executive Board, the Association may become involved from time to time in political action events. The President shall appoint no less than three (3) members who will be responsible for organizing and recommending proposed activities to the General Membership.

Section VI.3. Nominations and Elections Committee. The Committee shall be appointed at least three months in advance of the annual general membership meeting held in any even numbered year. (e.g. 2010, 2012, 2014). Nomination forms will be mailed and/or e-mailed to all members before the annual meeting.

Section VI.4. Expense Reimbursement. Expenses incurred in attending REACTA meetings shall be dealt with as follows:

VI.4.1. All expenses shall be borne by a member attending any regional or general Association meeting.

VI.4.2. Expenses of officers, the newsletter editor or committee members on official business, not including attendance at the annual general membership meeting, may be reimbursed upon approval of the Executive Board.

VI.4.3. Reimbursement of expenses is limited to actual costs incurred.

#### **ARTICLE VII. NOMINATIONS AND ELECTIONS**

Section VII.1. Nominations

VII.1.1. The Nominations and Elections Committee shall present its recommended candidates for Officers and Board Members to the Executive Board at a regular Board meeting.

VII.1.2. The Nominations and Elections Committee shall present its recommended candidates to members at the general membership meeting

VII.1.3. Members may make nominations from the floor at the general membership meeting with the prior acceptance of the nominee.

Section VII.2. Elections

VII.2.1. The Nominations and Elections Committee shall be responsible for the printing and mailing of ballots, the counting of ballots and the notification of the outcome of the election to the members.

VII.2.2. The Committee shall also be responsible for conducting, in the same fashion, any mail ballot election concerning a policy issue to be placed before the REACTA membership.

Section VII.3. The Treasurer shall provide the Nominations and Elections Committee a mailing list of REACTA members whose dues are current for the conduct of any election.

Section VII.4. A return envelope with the address of the Nominations and Elections Committee Chair will be provided with each ballot. The deadline for the return of such ballot will be determined by the Committee.

Section VII.5. Special elections may be called when necessary and will be scheduled by the Executive Board.

#### **ARTICLE VIII. AMENDMENTS**

Section VIII.1. These Bylaws may be amended at any General Membership business meeting by a two-thirds vote of the members present and voting, provided that such proposed amendment(s) has/have been stated in the notice for such meeting.

Section VIII.2. Amendments may also be made when forwarded to the full membership by the Executive Board through the use of a mail ballot if approved by two-thirds of those casting votes on the proposed amendment(s).

#### **ARTICLE IX. PARLIAMENTARY AUTHORITY**

Section IX.1. Any procedural matter concerning the conduct of Association meetings not covered by these Bylaws shall be governed by Robert's Rules of Order, Latest Revised.

**ARTICLE X. DISSOLUTION**

- Section X.1. In the event of dissolution of the organization, the procedures to be followed are those given in “Robert’s Rules of Order, Newly Revised.”
- Section X.2. In no instance shall any of the assets or any part of the net income of this organization ever issue to the benefit of any individual member of REACTA.

Bylaws Approved by Vote of Membership by Mail - August 21, 2015

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