BY-LAWS of the WRSEA

Reviewed and Revised August 31, 2022

Adopted September 21, 2022 by two-thirds-plus affirmative vote at general meeting

**Summer 2019: District name revised to reflect change from Adams County School District 50 to Westminster Public Schools

ARTICLE I: Name

The name of this association shall be the **Westminster Retired School Employees Association**, hereafter referred to as the Association.

ARTICLE II: Purposes

Section 1. To serve as a local unit of the Colorado School and Public Employees Retirement Association (CSPERA) and cooperate with and maintain affiliation with CSPERA.

Section 2. To help retired employees maintain identity with the education profession and to further the causes of education.

Section 3. To provide scholarship funds for Westminster Public Schools graduating seniors who are chosen by the WPS Foundation Scholarship Selection Committee.

Section 4. To foster good fellowship among retired employees.

Section 5. To help advance the interests and welfare of the retired in the state and local community.

ARTICLE III: Definition and Membership

Section 1. The term "retired employee" shall mean anyone who has, at some time, been employed in the public schools of the nation, on any educational level, and who is now retired.

Section 2. Active membership shall be open to any retired employee as defined in Section 1.

Section 3. Active members should also be members of the Colorado School and Public Employees Retirement Association (CSPERA).

Section 4. Associate membership shall be open to anyone interested in the work of this Association. Upon payment of dues, he/she shall assume membership with all rights and privileges.

ARTICLE IV: Officers

Section 1. The officers of the Association shall consist of a President, a Vice-President, a Secretary, and a Treasurer. Terms of office shall be for two years, from September 1 of the first year to August 31 of the second year.

Section 2. The Nominating Committee, which consists of the Executive Board, shall present a slate of nominees for election in April of the second year.

ARTICLE V: Executive Board

Section 1. The Executive Board shall consist of the officers, chairpersons of the standing committees, and Members at Large.

Section 2. Terms of Executive Board members shall be for a period of two years.

Section 3. The Executive Board shall meet three weeks prior to a general meeting and whenever else deemed necessary by the President.

Section. 4. A majority of the Executive Board shall constitute a quorum.

Sections 5. The President shall preside at all meetings of the Executive Board; he/she shall vote only in the case of a tied ballot.

Section 6. Vacancies on the Executive Board shall be filled by the President with the advice and consent of the Executive Board.

ARTICLE VI: Standing Committees

Section 1. The President, by September 1, shall set up and appoint chairpersons for the following permanent standing committees and any other committees that he/she finds necessary and of a contributing nature:

a. Telephone
b. Publications
c. Membership
d. Program
e. CSPERA/PERA Rep
f. Hospitality

Section 2. Appointed chairpersons are encouraged to select co-chairpersons.

Section 3. A committee may be added or dropped when necessary.

ARTICLE VII: Amendments and Adoption

These By-Laws may be amended at a scheduled general or other called meeting of the Association, provided that any to-be-voted-upon amendment has been introduced to the membership at least two weeks prior to the meeting. These By-Laws and any amendments will be considered adopted upon a two-thirds affirmative vote of the members present at the aforementioned meeting.

ARTICLE VIII: Effective Date

These By-Laws shall become effective immediately upon adoption as explained in Article VII.

ARTICLE IX: Meetings and Dues

Section 1. The Association shall hold four general meetings a year. General meetings shall be in September, November, February, and April.

Section 2. The Executive Board shall make arrangements for the time and place of all meetings. The Telephone Committee will notify all members a week in advance of general meetings.

Section 3. The dues for the Association shall be assessed/paid each year and payable to the Association's treasurer. At age 90 and thereafter, the member will be exempt from paying dues.

Section 4. In any given membership year, a person whose dues are not paid within 4 months of the beginning of the membership year (i.e., by Dec. 31) will be sent a "second chance" notice from the treasurer (via email-- or USPS if the person does not have email). If the dues are still not paid by March 30, the person will be dropped from WRSEA membership and the newsletter rolls.

Section 5. Changes in Association dues shall be determined by a recommendation of the Executive Board and ratified by a majority of the membership present at a regular (general) meeting of the Association.

ARTICLE X: Rules of Order

Roberts' Rules of Order - Revised shall be the authority on all questions not specifically dealt with in the By-Laws.

The above Articles I through X are By-Laws of the Westminster Retired School Employees Association, as revised by the By-Laws Committee* on August 31, 2022.

***By-Laws Revision Committee 2022:** Jim Flowers, Diana Kasson, Frances Davison, Betty Cull, Judi Fisher, Merrillyn Bishop, Bonnie Ashton, Virginia Corbett, and Ann Wall.

See page 21 for Addendum: Duties of Officers

ADDENDUM: DUTIES OF OFFICERS

1. PRESIDENT shall:
    a. Preside over all general meetings and the meetings of the Executive Board.
    b. Appoint the chairpersons of all standing committees.
    c. Arrange for times and places of meetings.
    d. Represent the Association at general State Association meetings and at such other functions as the Association deems advisable.

2. VICE-PRESIDENT shall:
    a. Work with the President and substitute when necessary.
    b. Perform other duties assigned by the President.

3. SECRETARY shall:
    a. Record and keep on file all of the minutes of all general meetings and all Executive Board meetings.
    b. Record for general meetings; (1) special visitors and the number of members present, (2) the program, and (3) the treasurer's report.
    c. Take care of all social correspondence.
    d. Perform other duties assigned by the President.

4. TREASURER shall:
    a. Serve as chief financial officer of the Association and be accountable to the Executive Board for the record of income and expenditures,
    b. Keep a record of the Association's savings and checking accounts.
    c. Present financial reports to the Executive Board and general membership.
    d. Maintain a record of all membership dues payments and donations to the Scholarship Fund.
    e. Determine inclusion of members in the Directory based on payment of membership dues.
    f. Perform other duties assigned by the President.

DUTIES OF COMMITTEE CHAIRPERSONS

1. MEMBERSHIP and TELEPHONE Chairpersons shall:
    a. Membership: Maintain a current membership list.
    b. Membership: Communicate with potential members.
    c. Phone: Organize a calling committee responsible for disseminating information to members.
    d. Both: Report any changes in vital information to the Treasurer and Publications Chairperson.
    e. Both: Perform other duties assigned by the Executive Board
2. CSPERA/PERA Chairperson shall:
    a. Maintain a liaison with the CSPERA Legislative Committee.
    b. Report to the Executive Board and general meetings.
    c. Perform such duties as necessary to receive current information on legislative proceedings affecting the membership.
3. PROGRAM/HOSPITALITY Chairpersons shall:
    a. Program: Arrange for programs for the general meetings during the year.
    b. Both: Coordinate with telephone and publications committees.
    c. Hospitality: Arrange for beverages to be provided at the general meetings/luncheons.
    d. Both: Perform other duties assigned by the Executive Board.
4. PUBLICATIONS Chairperson shall:
    a. Prepare and arrange for printing & mailing of the Association Newsletter four times each year.
    b. Prepare pages and arrange for printing of the Association Directory as needed.
    c. Update changes provided by members (address, phone, death, etc.) and notify membership of changes via the newsletter and/or by emailing if deemed important to do so.
    d. Perform other duties assigned by the Executive Board.