

**OPERATING BY-LAWS for the
Retired Membership Governing Committee of the United University Professions**

APPROVED on Oct. 14th, 2022

Article I: Name

The name of this UUP constituency shall be the Retired Membership Governing Committee of the University Professions (AFT local 2190, NYSUT Retiree Councils 40, 41 and 42).

Article II: Retired Membership Governing Committee (RMGC)

Section 1. Composition

The RMGC consisting of twelve voting members is the governing body of this organization. Its membership will be in good standing as defined to be up-to-date in payment of dues and are:

- a. Statewide Chairperson
- b. Eight Regional Representatives:
(Empire State College chapter retirees will be included in the region in which the member's primary work site was located prior to retirement)
 - A. Capital District
Includes Albany, Cobleskill, New Paltz, and System Administration
 - B. Long Island
Includes Farmingdale, Old Westbury, Stony Brook, and Stony Brook HSC
 - C. North Country
Includes Canton, Plattsburgh, and Potsdam
 - D. Western New York
Includes Buffalo Center, Buffalo HSC, Buffalo State, and Fredonia
 - E. Central New York
Includes Environmental Science and Forestry, Morrisville, Oswego, Polytechnic Institute, and Upstate Medical University
 - F. Metropolitan
Includes Downstate Medical Center, Maritime, Optometry, and Purchase
 - G. Southern Tier
Includes Binghamton, Cortland, Delhi, and Oneonta
 - H. Finger Lakes
Includes Alfred, Brockport, and Geneseo
- c. UUP's Membership Development Officer
- d. Two appointees of the President of UUP

Upon retirement from the post of RMGC chairperson, that individual will continue to serve, ex-officio, as a non-voting member of the RMGC for a period of three years from the date of said retirement, unless they are elected or appointed as a RMGC member.

Section 2. Duties

- a. Duties are those stated in the UUP Constitution. These are:
 1. To work to encourage and promote retired membership.
 2. To make recommendations with regard to organizational structure wherein retirees and the Union may continue their mutually beneficial relationships.
 3. To propose means whereby the interests of retired members are referred to appropriate bodies.
 4. To support actively, as a key partner, the advancement of UUP's policy, legislative agenda and report to the President, the Executive Board, and the Delegate Assembly.
 5. To consider such other matters as may be referred to it.
- b. Members of the RMGC shall assume responsibility for the following committees:
 1. The chair may appoint a chair and committee of retiree(s) for assistance, when necessary, with approval by the RMGC such as financial, outreach, newsletter, website, benefits, or any other ad-hoc committees.
 2. The chair shall serve as ex-officio member of all RMGC committees.
 3. Any committee chair, who is not a voting member of the RMGC will serve, ex-officio, as a non-voting member of the RMGC.
 4. Any appointed committee member and chair's position will end at the beginning of the next RMGC term.

Section 3. Meetings and Quorum

- a. The RMGC meeting shall be called by the chair or a majority of the RMGC voting members.
- b. The meeting may be held in-person, electronic conference (zoom or approved equal) or a hybrid (combo) of the two methods.
- c. A quorum is to be defined as a majority of voting RMGC members in good standing.

Article III: Purpose

- a. To promote and ensure the interests of the retired members of UUP both current and prospective.
- b. To support the mission of UUP according to its Constitution.
- c. To promote mutual assistance and cooperation with other organizations with which it is affiliated.

Article IV: Affiliations

UUP retirees are affiliated with the New York State United Teachers Retiree Councils 40, 41 and 42, the American Federation of Teachers, the National Education Association, the Alliance for Retired Americans, the New York Statewide Senior Action Council, and other appropriate retiree organizations.

Article V: Finances – Dues, Budget, and Disbursements

- a. All financial transactions will be in accordance with UUP fiscal policy standards and pre-approved by the RMGC.
- b. Dues for the membership shall be assessed each fiscal year (September 1st thru August 31st). Retiree dues (and other funds, if any) shall not be comingled with active membership funds and are spent only for the benefit of the retired membership. The joint RMGC / Finance Subcommittee will review the dues for needed changes, if any, and the subcommittee's chair or designee will submit the recommendation for a vote by the RMGC.
- c. The joint RMGC / Finance Subcommittee, in coordination with the UUP Finance Department, shall be responsible for development of the yearly RMGC budget. The subcommittee's chair will submit the recommended budget for a vote by the RMGC. Much of the information needed for budgeting will come from the UUP Finance Department, but some must be provided by the RMGC Chair and the Regional Representatives. The Chair must provide an estimate for expenses of governing and for travel to meetings. Regional Representatives, with consultation from the Officers for Retirees in their regions, must estimate the cost of regional meetings with the retirees they represent. A form for this purpose will be provided and must be turned in to the UUP Director of Finance.
- d. The Director of Finance will keep the financial records and approve disbursements.

Article VI: Terms of Officers and Election Procedures

Section 1. Chairperson

The chairperson of RMGC shall be elected at large by and from the retired membership of UUP in accordance with the UUP Constitution for a period of three years, starting June 1st as per UUP Constitution. The chairperson shall be eligible to serve for no more than three consecutive terms.

Section 2. Regional Representative

Each region shall elect a representative by and from the retired membership of UUP in that region in accordance with the UUP Constitution for a period of three years, starting June 1st as per UUP Constitution. The regional representative shall be eligible to serve for no more than three consecutive terms.

Section 3. Secretary

The secretary of RMGC shall be a member of the RMGC, nominated by the chairperson and approved by the RMGC for a period of up to three years or until the next RMGC election cycle, whichever is shorter.

Section 4. Resignation and Removals

- a. Any member of the RMGC may resign at any time giving written notice to the chair or secretary. Such resignation shall take effect at the time specified therein, if no time was specified, then upon receipt.
- b. Any member of the RMGC may be removed for cause by a vote of two-thirds of the RMGC voting members present, providing that the vote to remove shall represent a majority of the voting RMGC members.

- c. If a RMGC voting member is removed, it takes effect immediately. No RMGC member will be removed without written cause and will be notified prior to a RMGC meeting that will discuss removal. The notification will include the written cause and offer the opportunity to reply to that document in writing and/or at that RMGC meeting.

Section 5. Vacancies

- a. In the case of a vacancy, the candidate receiving the next largest number of votes in the most recent election (either chair or regional representative) shall assume the position. If there is no such person or all the eligible persons decline, the RMGC chair may propose a temporary appointment for a regional representative position with the approval of the RMGC, for the remainder of the term for such position.
- b. If the vacancy is the RMGC chair, the position must be filled by the order of the statewide election results. If no one accepts the position then a statewide special election must be conducted to fill the position, since this position occupies a seat on the UUP Executive Board.
- c. If the vacancy is from one of the UUP President's appointments, the RMGC chair will notify the President of that vacancy and request a new appointment from the UUP President.

Article VII: Duties of Officers

Section 1. Chairperson

- a. The chair shall serve as the Elected Retiree Delegate to the UUP Delegate Assembly, the NYSUT Representative Assembly and the AFT Convention.
- b. The chair shall convene and preside over at least three RMGC meetings per year (September 1st thru August 31st) and may convene and preside at retiree retreats as appropriate.
- c. The chair shall conduct the business pertinent to retiree affairs and shall report those activities to the President, Executive Board, Delegate Assembly of UUP, and retiree membership as appropriate, with assistance from UUP's central office for printing and mailing, as necessary.
- d. The chair shall recommend to the President of UUP a retiree liaison for these statewide committees: Outreach, Finance, Membership, and any ad-hoc committees formed that may deal with retiree issues.
- e. The chair shall work with the RMGC and UUP retiree services coordinator(s) to keep the *RMGC & Officer for Retiree Handbook* up to date and coordinate retiree leadership retreats at least every two years in line with chapter officer for retiree elections.
- f. The chair shall edit and solicit articles for *The Active Retiree* newsletter and other retiree publications and submit to UUP's central office in Albany for statewide printing and mailing.

Section 2. Regional Representatives

- a. The regional representatives shall represent their respective regions and develop and maintain a working relationship and network of communication with their chapter Officers for Retirees to assist with retiree activities in their regions.
- b. The regional representatives shall report back to the RMGC all activities and needs from their respective regions.

- c. The regional representatives shall submit regional communications to UUP's central office in Albany for printing and mailing.

Section 3. Secretary

- a. The secretary shall take minutes of RMGC meetings and retreats and provide copies of them to the RMGC. In addition, the secretary shall send a summary of the minutes to the editor(s) of the retirees' newsletter, *The Active Retiree*, for publication and the posting of that newsletter on the retiree website.

Article VIII: Nomination and Election of Officers

Nominations and election procedures for elected officers of the RMGC shall be in accord with the UUP Constitution.

Article IX: Amendments

Section 1. Initiation

Amendment to these Operating By-Laws may be proposed by any retiree member to the RMGC for consideration and possible adoption. Any amendment shall be considered at the next regularly scheduled meeting of the RMGC.

Section 2. Procedure

Publication and electronic announcement of such amendment to the membership shall be necessary, at least 21 days prior to consideration by the RMGC.

Section 3. Adoption

Adoption of any amendment shall be by a two-thirds vote of the RMGC members present, providing that an affirmative vote shall represent at least a majority of the voting RMGC members and if passed the revised Operating By-Laws will be effective immediately and be posted on the RMGC website as soon as possible.

Section 4. Operating By-Laws Review Task Force

A review task force shall be formed at least every **six** years by the chairperson and approved by the RMGC to review these operating by-laws and propose any amendments for consideration in accordance with Article IX Amendments.

Article X: NYSUT Regional Division of Retiree Membership

- a. Regional division of retiree membership shall be in accord with the UUP Constitution and these operating by-laws Article V, Section 1.b: A thru H.

- b. The eight regional representatives and one chairperson will be divided into the three NYSUT retiree councils as follows to conform with the three NYSUT retiree votes per retiree council:
 1. Retiree Council #40 three primary delegates are the elected RMGC regional representatives from D-Western New York, E-Central New York & H-Finger Lakes. The two retiree alternates from RC 40 are chosen from elected chapter Officers for Retirees and RMGC members from those three regions and approved by the RMGC.
 2. Retiree Council #41 three primary delegates are elected RMGC regional representatives from A-Capital District, C-North Country & G-Southern Tier. The two retiree alternates from RC 41 are chosen from elected chapter Officers for Retirees and RMGC members from those three regions and approved by the RMGC.
 3. Retiree Council #42 three primary delegates are the elected RMGC chair and elected regional representatives from B-Long Island & F-Metropolitan. The two retiree alternates from RC 42 are chosen from elected chapter Officers for Retirees and RMGC members from those two regions and approved by the RMGC.

Article XI: Newsletter and Website

A retiree newsletter, *The Active Retiree*, shall be published at least three times a year and be posted on the UUP website. The RMGC will work with UUP to maintain a retiree page(s) on the main UUP website and have it accessible from the NYSUT retiree website.

Article XII: Parliamentary Authority

The current edition of Roberts Rules of Order shall govern the conduct of meetings and the transactions of this organization in all matters not specifically provided for in the UUP Constitution and in these Operating By-Laws.