INVITATION TO JOIN LETTER

Dear ____________________________:

On behalf of the, ____________________ , I want to welcome you to the next phase of your career as an educator.

Our local retired association is an affiliate of the ____________________ Education Association and the National Education Association. We are not three separate organizations as the names may imply. We just like the active organization we are—a unified, professional family working for the betterment of the education profession and public schools.

We are proud of the accomplishments we have made over the years, and there is much yet to be done. I would like to take this opportunity to formally invite you to join our organization.

I have attached a membership form and additional information regarding the benefits of our retired organization.

I would like to talk with you in detail about what the Retired Association has to offer you.

My contact information is as follows:

Email ____________________________

Home Phone ____________________________

I look forward to hearing from you soon.

Sincerely,

____________________________________

Signature
SAMPLE

Sample Bylaws for [Name of state affiliate]-Retired Locals

Article I
Name

The name of this Association shall be the __________________ Retired.

Article II
Purpose

(From NEA-Retired)

Section 1. To provide opportunities for NEA members to continue their membership and involvement in NEA following their retirement from active educational employment;

Section 2. To provide opportunities for educational employees not previously NEA members to become involved in NEA following their retirement from active educational employment;

Section 3. To establish opportunities for retired members to address and pursue issues of common concern, create avenues to safeguard and strengthen retirement benefits, and provide forums for information sharing and social interaction;

Section 4. To create ways and means for retired members to join with NEA in efforts to bring about positive support for public education and the achievement of NEA’s objectives;

Section 5. To become involved in the election of pro-education candidates to public office and to lobby for educational measures that agree with policy decisions made by NEA and its affiliates;

Section 6. To assist NEA in improving instruction and enhancing the image of teaching in America.
SAMPLE

(From Pennsylvania State Education Association-Retired)

PURPOSE: To protect and advance the interests of all public school retirees, support the general education welfare of the state, and support educational standards.

OBJECTIVES: To provide representation in PSEA for retirees.

To initiate and support legislation/legislative programs that are beneficial to retired and active public school employees.

To cooperate with other organizations for improving the welfare of retired persons.

To develop and provide experienced leadership on behalf of retirees and public education.

(From Michigan and Nebraska-Retired)

This Association shall be dedicated to the promotion of retirement with dignity, happiness, and adequate income through:

- Promoting the social, professional, and economic status as well as the general welfare of retired school employees;

- Furnishing a practical basis for united action with others who are devoted to the cause of education;

- Promoting voluntary participation by its members in civic and educational affairs.
SAMPLE

Chapter 7-4

Membership Organizing & Resource Handbook

Article III
Membership

(From Nebraska-Retired)

Section 1. Membership shall be open to any member who has retired and reached the age of 55 years or more, is eligible to receive benefits under a school retirement system, and has held active membership in the Association or in another state affiliate for at least one year immediately prior to retirement.

Section 2. NSEA members who currently hold life memberships as of July 1973 will continue to have all the rights and privileges of active members.

(From Pennsylvania SEA-Retired)

Any public school employee covered by the PPSERS and any retired school employee from the public schools in other states or from other Pennsylvania public educational institutions may become an annual member or a life member paying the stipulated dues.

Active PSEA members anticipating retirement may become life members without the privileges of voting or holding office.

(From Seattle EA-Retired)

Classes of membership:

Active: An active member is any retired SEA-R member who is a member of WEA-R and NEA-R.

Inactive: An inactive member is any person who has paid annual dues to SEA-R but has not yet retired. An inactive member automatically becomes active upon retirement. Inactive members also may be referred to as “pre-retired members.”
SAMPLE

Section 3. Rights and Responsibilities

(From NEA-Retired)

Required  (a) Right to Vote and Hold Office: All members shall have the right to vote, hold elective office or appointive position, and be counted toward representation entitlement for the NEA Board of Directors and the NEA Representative Assembly.

Required  (d) All members of the Association also shall be members of the [state association name] and the National Education Association.

Required  (e) Except for nonpayment of dues and assessments, no member shall be fined, censured, suspended, expelled, or otherwise disciplined without good and just cause and without full benefit of due process within the organization. Due process shall include the right to be formally charged, the right of representation, and the right to a fair and open hearing before the Executive Board. The decision of the Executive Board may be appealed to (CHOOSE ONE: the Representative Council OR the general membership).

Required  (f) The Association shall not deny membership to an individual on the basis or race, color, creed, national origin, sex, sexual preference, or handicap.

Section 3. Membership and Fiscal Year:

Required  The membership and fiscal year shall be September 1 through August 31.

Section 4. Voting on Issues: All issues brought to the general membership by the Executive Board for voting will be done by secret ballot.
SAMPLE

Article IV
Dues, Fees and Assessments

Section 1. Dues

Required Dues shall be established by vote of the membership. Dues shall include the amounts necessary for the [name of state affiliate]-Retired, the National Education Association-Retired, the ________________ (fill in name) UniServ Unit, and the local association.

Section 2. Special assessments may be levied by a two-thirds vote of the membership, provided such propositions include a termination of the special assessment in either dollar amounts or a specific date.

(From Penn-SEA-Retired)

Those eligible for membership shall become members upon payment of $5.00 per annum or a life membership fee of $25.00. Life membership payment shall be deposited in a reserve fund within the unit. The interest from this life membership reserve fund shall be paid periodically to the general fund of the unit.

Article V
Meetings

Section 1. There will be at least (fill in number) _________________ general meetings of the membership each year. These meetings will be held in (fill in month) _________________ and (fill in month) _________________ of each Association year. Dates for these meetings will be determined by the Executive Board.

Required: One general membership meeting per year. (Two are recommended—to be held in November and April.)
(From Michigan-Retired)

The annual business meeting of the Association shall be a one-day meeting and shall occur at least one week prior to the MEA Spring Representative Assembly. The date and location shall be determined by the MEA-Retired Board of Directors.

Section 2. Special meetings of the membership may be called by the Executive Board at any time or within 20 days of the receipt of a petition to the president signed by 25 percent of the members.

Section 3. All meetings of the membership, except emergency special meetings, shall be announced by a written notice to each member at least seven (7) days in advance of said meeting.

Article VI
Officers

Section 1. Composition: The officers of the Association shall consist of (SELECT FROM THE FOLLOWING: a president, a vice president, a secretary, a treasurer, or a secretary-treasurer).

Section 2. Terms of Office: The term of office shall be for __________________ (fill in number) year(s), beginning __________________ (first day of month) following election. Any officer shall have the right to succeed him/herself.

Section 3. Duties of Officers

(a) The president shall preside over all meetings, shall be the executive officer of the Association, and shall be the liaison representative to the __________________ (fill in name of teacher’s association). The president shall represent the Association before the public and shall perform such duties customarily associated with this office. The president shall appoint and/or discharge all chairpersons and members of all committees, with the approval of the Executive Board, and shall be an ex officio member of all committees.
SAMPLE

Article VI Cont.

(b) The vice president shall assist the president, and shall assume the duties of the president in absence of the president. The vice president shall be the representative to the (fill in name) UniServ Unit Council.

(c) The secretary shall keep minutes of the meetings, shall maintain official Association files, and shall assist the president with Association correspondence.

(d) The treasurer shall oversee the collection and disbursement of all dues, fees, and assessments; shall deposit all monies in a checking and/or savings account in the name of the Association; shall disburse all monies in accordance with the adopted budget or upon the authorization of the Executive Board; shall countersign all checks with the president and/or vice president; and shall guarantee compliance with the NEA bonding plan. The treasurer shall regularly report to the Executive Board, shall prepare an annual financial report that shall be distributed to the members, and shall assist the Executive Board with the preparation of the annual Association budget.

Section 4. Vacancies: Vacancies shall be filled by the Executive Board for the remainder of the vacated term.

Section 5. Recall: Whenever a majority of the members agree that an officer has been negligent in his/her duties as an officer, they shall conduct a recall election of that officer by a vote of the membership. Recall voting shall be by secret ballot. An officer shall be recalled by a majority of those voting.

(From Penn-SEA-Retired)

An officer of the Association who is judged derelict in the fulfillment of duties may be removed from office by a two-thirds vote of the PSEA-R Board of Directors subject to legal review.
SAMPLE

Article VII

Nominations and Election of Officers and Representatives

Section 1. The president shall appoint a Nominations and Elections Committee consisting of _______________ (fill in number) members who shall complete a slate of candidates for presentation at the _______________ (fill in month) meeting.

Section 2. In addition to the provisions of Section 1 above, nominations from the floor shall be called for and received at the _______________ (fill in month) meeting. Following the adjournment of the meeting, nominations shall be closed.

Section 3. The slate of nominees shall include candidates for each office and [name of state affiliate] and NEA delegates. All officers and [name of state affiliate] and NEA delegates shall be elected at-large.

Section 4. Election.

Required Elections shall be by secret ballot. The election shall be conducted by the Nominations and Elections Committee. To win, a candidate must receive a majority of the votes cast. In the event of a plurality or a tie, the Executive Board shall hold a run-off election, within 15 days, between the two (2) candidates receiving the most votes.
Article VIII
Executive Board

Section 1. **Composition**: The Executive Board shall consist of the officers.

Section 2: **Duties**: The Executive Board shall establish the policies of the Association, shall develop a program for the Association, shall adopt a budget for the Association, shall conduct necessary business, and shall call general membership meetings as necessary.

Section 3. **Meetings**: The Executive Board will meet each month during the school year. The dates will be determined by the Executive Board during the first meeting at the start of each new school year.

Section 4. **Quorum**: In order for the Executive Board to meet and make binding decisions, a quorum of members of said board must be present. A quorum is defined as a simple majority. Each member has one vote and issues will be decided by voice vote. Simple majority of those members voting will constitute acceptance of an issue.

Article IX
Committees

Section 1. There shall be the following committees:

(a) Nominations and Elections Committee
(b) Membership Committee
(c) Other committees shall be formed as necessary.

*(From Michigan-Retired)*

The Standing Committees shall be Legislative-Political Involvement, Budget, and Pre-Retirement.
SAMPLE

(From Pennsylvania-SEA-Retired)
Chairpersons shall be appointed by the president unless otherwise designated.

The following shall be standing committees: Retirement and Welfare, Communications, PACE, Legislative, and Special Services.

Section 4. Membership Committee.
The Membership Committee shall organize and conduct membership promotion and enrollment campaigns at times directed by the Executive Board.

(From Pennsylvania-SEA-Retired)
The following committees shall perform the following objectives:

Legislative/PACE:
To keep the Executive Committee informed on all legislation affecting education, teachers, and retired school employees;
To coordinate the activities with the unit and with other locals to affect that legislation;
To inform the Executive Committee of pending action in the legislature.

Retirement and Welfare:
To inform members of the Executive Committee of pending changes in PPSERS that may affect them;
To assist them in obtaining answers to their questions;
To investigate any welfare care that might arise in the local.

Communications: To further good public relations between the educational community and the public in any way possible;
To serve as an intermediary for the flow of useful ideas and practices among this unit and other units;
To undertake those projects of communications that are relevant to the unit.
SAMPLE

Special Services:

To keep the local informed concerning PSEA-endorsed special services programs;
To bring to the PSEA Special Services Board questions, concerns, and interest of local members.

Social:

The social committee shall organize such social activities as may serve the needs of the members and promote fellowship within the local.

Membership:

This committee shall enlist membership for the local and inform potential PSEA-Retired members of PSEA-R’s programs.

Nominations:

To seek out qualified nominees for elected positions within the local;
To accept nominations for elected positions from members of the local;
To conduct local elections.

Article X

Affiliation

Required

The Association shall be affiliated with the [name of state association] (state affiliate acronym) and the National Education Association (NEA) as a Retired affiliate.
SAMPLE

Article XI
Amendment

This document may be amended by a majority vote of the members voting in a special election. Proposed amendments may be brought before the membership at any of the regularly scheduled general membership meetings or Executive Board meetings. Such proposed amendments shall be in writing. The special election shall be held no earlier than 10 days and not later than 15 days following the presentation of the proposed amendment at either a general membership meeting or an Executive Board meeting.

Article XII
Parliamentary Rulings

In matters not specifically covered by these Bylaws, Robert’s Rules of Order, Revised shall govern this Association.

(From Michigan-Retired)

Any part of these Bylaws that is in conflict with the NEA or [state affiliate name] Constitution and Bylaws shall be declared null and void.

Note: NEA-Retired Bylaws can be found at: www.nea.org/retired
http://www.nea.org/home/LegislativeActionCenter.html
http://www.nea.org/home/1669.html
SAMPLE

http://sites.nea.org/home/JoinNea/

How to Join the Association

Start by selecting your membership type.

☐ Active Professional/Certified
  For individuals employed in public education in a certified position in a
  public school district or institution of higher learning or whose job is
  primarily education. [More]

☐ Active Education Support Professional (ESP)/Classified
  For individuals who are employed in public education in a support
  position in a public school district or institution of higher learning or
  whose job is primarily in education. [More]

☐ Retired
  For individuals no longer employed in public education and who are eligible to receive a pension from
  an educational employment institution. [More]

☐ Pre-Retired Subscription
  For individuals who are currently working and are an NEA Active Professional or ESP, you may join as
  a pre-retired member in advance of retirement. [More]

☐ Student Membership
  Student Membership is available if you are enrolled in a postsecondary program that is preparatory
  for employment in a position that will make you eligible for Active (teacher) membership in the NEA.
SAMPLE

http://www.nea.org/home/29409.html