

Pittsburgh Association of School Retirees
The Pittsburgh Chapter of the Pennsylvania Association of School Retirees

BY-LAWS

Revision March 16, 2023

Article I – Name

The name of this organization shall be the Pittsburgh Association of School Retirees (PghASR). The Pittsburgh Chapter of the Pennsylvania Association of School Retirees (PASR). Hereafter referred to as the “Chapter”.

Article II – Affiliation

The Pittsburgh Chapter (PghASR) is a non-profit, unincorporated association affiliated by chapter with the Pennsylvania Association of School Retirees (PASR).

Article III – Purpose

The objectives of the Chapter shall be:

1. To develop a cooperative and unified program of social and educational activities among and for retired school employees.
2. To provide opportunities for the presentation and exchange of opinions on subjects of interest to retired school employees.
3. To provide programs which assist retired school employees with their welfare and personal needs.
4. To inform its members and to support legislative programs for the improvement of public education and the economic status of retired school employees.
5. To support the Pennsylvania Association of School Retirees and the National Retired Teachers Association Division of AARP in matters pertaining to the interest, welfare and education of retired school employees, and the advancement of education in the Commonwealth of Pennsylvania.

Article IV – Membership

Membership in the Chapter shall be:

1. Active – Any person retired under the Pennsylvania Public School Employees’ Retirement System (PSERS), retired from a Pennsylvania State-related educational institution, or retired under a Public School Retirement System from another state, may become an active member by paying the stipulated dues.

2. Associate – Any person who is interested in the work of the Chapter, who is a retired school employee from a non-public school, who is an active school employee age 50 or older, or who is a spouse of an active member may become an associate member by paying the stipulated dues. Association members shall be eligible to vote and hold office in the Chapter.
3. Emeritus – Any member, or any spouse of a deceased member, in good standing who has reached the age of eighty (80) years of age. Emeritus membership may be granted either upon request and/or majority vote of the Executive Committee/Board.

Article V – Membership Dues

1. Annual and lifetime dues assessments for all membership classifications shall be established by the Executive Board and approved by a majority vote of the Executive Committee.
2. Any member who has not paid dues for two consecutive years --- and after efforts by the Membership committee to remind them to pay delinquent dues --- shall be dropped from the membership roster except for those who are found to be incapacitated by the Social Service Memorial Honor Fund Committee.
3. The Executive Board or Committee may vote, with a two-thirds or greater majority, to suspend the Chapter's dues payment requirements for members on an individual basis or under extraordinary circumstances.

Article VI – Officers and Duties

1. The elected officers of the Chapter shall be president, president-elect and/or vice president, treasurer, assistant treasurer, corresponding secretary, membership secretary/treasurer, recording secretary and immediate past president. The elected officers make up the Executive Board.
2. The Executive Committee is made up of the Executive Board (elected officers) and the committee chairpersons and committee members. Committee chairs and members are appointed volunteers.
3. The president shall preside at all meetings of the Chapter and the Executive Board/Committee; appoint a chair and members to each committee except the Nominating Committee; call meetings of the Chapter and of the Executive Board/Committee as the business of the Chapter requires; have authority to approve or disapprove each voucher for payment of authorized expenditures; and serve as an ex officio member of each committee except the Nominating Committee; assist in the production of the newsletter; present an annual budget and calendar of events to the Executive Board/Committee for consideration and/or approval; and serve as the official spokesperson for the organization.

4. The president-elect shall serve as presiding officer in the absence of the president; shall succeed to the office of president upon the expiration of the president's term of office; shall succeed to the office of the president and complete the current term of the president in the event of the resignation or death of the president; serve as ex officio member of all committees except the Nominating Committee; and perform such other duties as the president or the Executive Board/Committee may assign.
5. The immediate past president shall serve as presiding officer in the absence of the president and the president-elect, and shall perform such other duties as the president or the Executive Board/Committee may assign. Shall serve as chairperson of the Nominating Committee.
6. The corresponding secretary shall attend to all correspondence of the Chapter, be responsible for sending out all notices to the Executive Board/Committee regarding meeting dates if needed, and shall assist in the production of the newsletter and maintenance of the websites.
7. The membership secretary/treasurer shall be responsible for maintaining an accurate accounting of the membership status of all Chapter members; enter members into the Unified Data Base; receive and keep an accurate accounting of all dues and contributions; send membership cards; provide an accurate mailing list for the newsletter; maintain an accurate list of deaths for PASR, the newsletter and necrology list; attend PASR updates for membership secretaries.
8. The recording secretary shall be responsible for keeping a record of the proceedings of the General Membership Meetings if warranted, and the Chapter's Executive Board/Committee meetings and preserve/archive those records/proceedings for the Chapter and PASR.
9. The treasurer shall pay all bills of the Chapter which have been approved for payment by the president. The treasurer processes all social event monies collected. Maintains accurate records of all bank checking and savings accounts. Keeps the EIN number active with the IRS by filing the required paperwork in order to maintain tax-exempt status as a 501c4 Retired Employee Association. The treasurer may be bonded in an amount and manner approved by the Executive Board/Committee. Shall assist the president in developing the annual budget.
10. The assistant treasurer renders an accounting of all monies at the meetings of the Executive Board/Committee and at such other times as the president or the Executive Committee direct. Assists the Treasurer in keeping the EIN number active with the IRS by filing the required paperwork in order to maintain the tax-exempt status as a 501c4 Retired Employee Association. Shall assist the president in developing the annual budget.
11. In the event of the resignation, inability or unwillingness to assume and/or perform the duties and responsibilities of the office, or death of any officer, the president with the approval of the Executive Board/Committee, shall select a replacement to serve until the next Chapter election.

Article VII – Election of Officers

1. The president-elect, treasurer, assistant treasurer, corresponding secretary, membership secretary, recording secretary shall be elected to terms of two (2) years, by ballot, in even-numbered years. Terms begin on January 1 of the first year and end on December 31 of the second year, or until their successors have been elected.
2. The president and president-elect shall be eligible to be re-elected, if circumstances warrant, subject to the approval of the Executive Board/Committee.
3. If the president and president elect do not wish to be re-elected after their two year term, and no other candidates are available, the president and president-elect may, with the approval of the Executive Board/Committee, remain in office until replacement candidates can be found and elected.
4. The treasurers and secretaries may serve consecutive terms through re-election.
5. The Nominating Committee shall present a slate of candidates (Fall Executive Board/ Committee Meeting/Fall Newsletter), consisting of one candidate for each office. Additional nominations for all offices may be made with the nominees' approval by contacting the Nominating Committee chairperson. Elections shall be conducted by ballot (unless suspended by a majority vote of members present) at the Fall/Winter General Membership Meeting & Luncheon/published in the Fall newsletter. Elections results will either be announced during that meeting/ballots counted at the Fall/Winter Meeting & Luncheon. Newly elected officers should be installed during that same meeting.

Article VIII – Meetings

1. A minimum of two (2) general membership meetings/luncheons of the Chapter shall be held per year, one in the Spring/Summer and one in the Fall/Winter.
2. A minimum of two (2) meetings/luncheons – Spring and Fall - will be held in conjunction with the Allegheny Chapter. Each chapter will alternate (fiscal year) as host of the two Region 12 luncheons.
3. General membership meetings/luncheons are open to all members of the Chapter and their guests and shall be combined business and social meetings.

4. Additional general membership meetings may be called: by the president; at the request of the Executive Board/Committee; or by written request of at least ten (10) active members of the Chapter.

Article IX – Executive Board and Executive Committee

1. The Executive Board shall consist of the elected officers – president, president-elect, treasurers and secretaries, immediate past president.
2. The Executive Committee shall consist of the Executive Board (elected officers) and the chairs and members of the standing committees. Committee chairs and members are appointed volunteers.
3. The Executive Board and/or Committee shall serve as the governing body of the Chapter.
4. The President shall prepare an annual operating budget and calendar of events for the Chapter, and submit them for ratification, to the Executive Board/Committee by September 1st of each year.
5. The Executive Board/Committee of the Chapter shall not be personally liable for monetary damages for any action taken, or any failure to take action, unless: the officer or committee chair/member has breached or failed to perform the duties of office as required under Section 8363 of the Pennsylvania Directors Liability Act relating to standard of care and justifiable reliance by a director, and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.
6. The president shall call at least two (2) meetings per year of the Executive Board/Committee. These meetings are open to all members. Five members of the Executive Board/Committee may, by written request, require the president to call a special meeting.
7. Two thirds (2/3) of the members of the Executive Board shall constitute a quorum, and each member shall have one (1) vote. An alternative is a majority of the Executive Board/Committee present.
8. Meetings of the Executive Board/Committee shall be conducted in accordance with Robert's Rules of Order-Revised. A parliamentarian will be selected by the Executive Board/Committee by majority vote of those present or appointed by the president.

Article X – Standing and or Ad Hoc Committees

1. The standing and/or ad hoc committees of the Chapter shall include: Community Service; Constitution/Bylaws; Educational Support Grant; Educational Support Scholarships; History/Archives; Member Benefits & Services; L/PEC; Membership/Retirement; Newsletter; Nominating; RECREO Planning; Social Service and Memorial Honor Fund.
 - a. The Community Service Committee's purpose shall be to identify and promote activities of volunteer service by the Chapter and its individual members for the benefit of local communities.
 - b. The By-Laws committee shall be the Executive Board/elected officers. Its purpose shall be to study and recommend revisions/updates of the Chapter By-Laws to the Executive Committee when needed.
 - c. The Educational Support Committee's (Grant & Scholarships) purpose shall be to establish relations with other organizations involved in public education at the local level, to evaluate proposals and programs proposed locally to improve or provide support to public education, to identify or develop programs providing support to public education in which members may be encouraged to participate, and to promote contributions to the PghASR/PASR Educational Support Fund.
 - d. Member Benefits and Services Committee's purpose shall be to gather and disseminate information to the members that they need for their well-being, and to render service to individual members needing help in solving the financial and personal problems of retirement. The Executive Board/Committee shall serve as this ad hoc committee.
 - e. The Legislative/Political Education Committee's (L-PEC's) purposes shall be: to inform the members of state and national legislative issues and to organize members of the Chapter in support of PASR's legislative programs; to inform the members of the positions of candidates for national and state offices on issues relating to the interests of retired public school employees; and to encourage member contributions to the PghASR/PASR L/PEC Fund.
 - f. The Membership/Retirement Planning Committee's purposes shall be to identify and encourage retired school employees, their spouses/partners, and other interested individuals to enroll as active or associate members of both the Chapter and State organization and to plan programs on various aspects of retirement planning for all school employees and their spouses/partners, with special efforts to enlist those persons who may be planning to retire within the next several years. Give suitable recognition to Chapter members who have been retired for twenty years.
 - g. The Nominating Committee's purpose shall be to solicit recommendations of individuals to serve as officers of the Chapter, review the candidates

recommended, and present a slate of nominees to the members prior to the election being held.

- h. The RECREO Committee's purpose shall be to develop, coordinate, and promote travel, social, educational and/or recreational opportunities for Chapter members. This committee will assist the president in developing the annual calendar of events.
- i. The Social Service and Memorial Honor Fund Committee's purpose shall be to encourage contributions to the PghASR/PASR Memorial Honor Fund in memory of or in honor of members of the Chapter, and to assist members who, due to illness or old age, are confined to their homes, hospitals or nursing homes.
- j. The Newsletter Committee's purpose shall be to establish regular contact with members via publication of at least two newsletters (Spring & Fall). Shall collect, edit, and publish news and information regarding retirees and activities of the Chapter, Region and State.
- k. The History and Archives Committee's purpose shall be to maintain and archive items of historical significance to the Chapter.

2. All committee chairs and members shall serve terms concurrent with the term of the president, and at the discretion of the president. Chairs may recruit as many members as reasonably needed to fulfill the purpose of the committee.

Article XI – Fiscal Year

The fiscal year and the membership year of the Chapter shall be from July 1 to June 30 of the following year.

Article XII – Funds

1. The Executive Board is authorized and empowered to establish and maintain (a) a general fund for the deposit of dues and other contributions, and the payment of authorized expenditures, and (b) a life membership reserve fund for the deposit and investment of life membership dues.
2. Signatories on the General Fund and Life Membership Reserve Fund shall be the treasurer and president. President-elect or assistant treasurer may be signatories as needed.
3. The life membership reserve fund shall be invested in a savings account or other securities legal for trust funds. When, and if needed, funds from the Life Membership Reserve Fund may be transferred into the General Fund with the approval of the Executive Board.

4. The Social Service Memorial Honor Fund shall include all monies from memorials and other donations given to that fund and shall be used by that committee after approval from the Executive Board.
5. The Educational Support Scholarship Fund shall include all monies donated to that fund and shall be used by that Committee after approval from the Executive Board.
6. In the event that the Chapter is disbanded, all funds remaining, after all obligations have been met, shall be transferred to the Pennsylvania Association of School Retirees (PASR).
7. In the event that the Chapter merges with another Chapter, the president and the treasurer shall sign a letter committing the transfer of all funds remaining in all accounts, after all obligations have been met, to a single account consolidating the funds of the merging chapters.

Article XIII – Revision and/or Amendments to By-Laws

1. A revision/amendment to the By-Laws may be proposed by the Executive Board or submitted in writing and signed by any ten (10) active members of the Chapter.
2. After review by the Executive Board/Committee, adoption of the revision/amendment will require a majority vote by the active members present at the general membership meeting or a majority vote of the Executive Board/Committee.
3. The revision/amendment shall be available to the general membership either by publication on the website (PghASR.org) or newsletter. A request to the Executive Board/Committee for a copy may also be made.
4. Amendments/revisions of the By-Laws will become effective immediately upon adoption unless otherwise stated.

Article XIV – Parliamentary Authority

The Parliamentary Authority for these By-Laws and for conducting the affairs of the Chapter shall be Robert's Rules of Order-Revised.

Article XV – Restrictions on Providing Information

All information on members and non-members maintained at PASR headquarters and by state and local PASR membership volunteers is the exclusive property of PASR.

The release and/or use of said information by PASR headquarters staff or any other individuals in possession of said information shall be in accordance with the Policy established by the PASR Board of Directors. The aforementioned Policy is available at PASR headquarters and from Region Directors and Regional Representatives.

Individuals who release PASR member and non-member data to individuals, organizations, or companies not specifically authorized by the PASR Board of Directors to receive such information will be subject to legal action by the State Association.

Date Approved: August 22, 2023

Signatures of Elected Executive Board:

President – Glory A. Getty

President Elect – Anita Walker

Treasurer – Eileen Gavin

Membership Secretary – A. Jay Gross

Recording Secretary – Kathy Moran

Corresponding Secretary – LaVerne Anthony

Past President – Debbie Rucki

Signatures of Executive Committee Members

James White – Absent

Joseph R. Poerio –

Denyse Littles-Cullens –

Donna Vlassich –

Ellen Estomin –

Diana Armstrong –

Jackie Blakey-Tate -

Toni Kendrick –

Ernestine Reed -

