

## **A message from the Bylaws Committee Chair, Burt Phillips**

Discussion at the 2009 Annual Meeting showed a need for a wider understanding of the differences between a Bylaw, which governs a policy or procedure, and the details to be found in that policy or procedure.

### **Bylaws = broad strokes; details are found elsewhere...**

This will provide a “compare and contrast” explanation of how our detailed policies and procedures are set forth and how those statements differ from Bylaws.

**The Leaders’ Manual** (formerly known as the “President’s Handbook”) is the handbook of policies and procedures of The New York State Retired Teachers’ Association, Inc.

Its contents conform to the appropriate Bylaws, but are in much more detail than our Bylaws are written, and how bylaws are supposed to be written, according to “Roberts’ Rules of Order Newly Revised (10<sup>th</sup> Edition.)”

Our policies and procedures are subject to modification by the President or by the Executive Committee to meet changing conditions. The Leaders’ Manual is revised as necessary and the changed pages reprinted annually. The present edition is a loose-leaf book of 130 pages. Executive Committee members and the committee chairs have copies. There are no secrets in our policies and procedures. The contents of the Leaders’ Manual may be reproduced and are open to any member. You may contact your Zone President for access.

To illustrate the difference between a Bylaw and a statement of policy or procedure, you will find presented here pages 43 and 57 of the 2009 Leaders’ Manual, along with the applicable Bylaws.

## **FEDERAL LEGISLATION**

Article V, Section 4 of the **Bylaws** says: “The Vice President in charge of Federal Legislation shall:

- (a) Be Chair of the Federal Legislation Committee.
- (b) Perform such other duties as the President may direct.”

Article X, Section 6 of the **Bylaws** deals with the Federal Legislation Committee. It reads: “The Federal Legislation Committee shall consist of one (1) member from each Zone designated by the Zone and the Vice President in charge of Federal Legislation who shall be the chair. The functions of this committee are:

- (a) To work with other state and national organizations to promote federal legislation for the benefit of all active and retired educators and all other retirees.
- (b) To keep the membership informed of current legislation and concerns.”

## **The Leaders' Manual has this...**

### **RESPONSIBILITIES OF THE VICE PRESIDENT IN CHARGE OF FEDERAL LEGISLATION**

Bylaws: - ARTICLE V, Section 4

#### Elected Officer

Chair of the Federal Legislation Committee which consists of the zone Federal Legislation chairs.

1. Shall call and conduct all meetings of the Federal Legislation Committee necessary to carry out the development and preparation of the Association's legislative goals.
2. Shall coordinate federal legislation efforts through zone chairs.
3. Shall review congressional legislation programs, noting the measures which merit support or opposition by the Association.
4. Shall prepare reports and presentations on proposed legislation to each zone chair for consideration and/or action and thence to the Executive Committee.
5. Shall contact legislators, either personally or through zone chairs, seeking information as to their positions on bills that are being proposed and for their support for specific legislation.
6. Shall unite with other groups whose legislative aims are similar to those of the Association.
7. Shall organize and direct the activities of the members of the Federal Legislative Committee to the end that all zones of the Association will be fully informed for effective and appropriate action.
8. Shall call and conduct meetings of the Federal Legislative Committee as are necessary for planning and attaining the goals of the Federal Legislation Committee.
9. Shall direct and assist zone chairs in communicating Committee positions to the Federal Legislative chairs of units for their added support and reinforcement.
10. Shall report to the delegates at the Association's Annual Meeting and shall report to the membership at large through articles prepared for *YORK STATE*.
11. Shall attend meetings of the Resolutions Committee, serving as a non-voting advisor on proposed resolutions that affect Federal Legislation.
12. Shall perform such duties as the Association President may direct.

## **STATE LEGISLATION**

Article V, Section 7 of the **Bylaws** says “The Vice President in charge of State Legislation shall:

- (a) Be Chair of the State Legislation Committee and have direct charge of any action to promote and support favorable New York State legislation and any efforts to oppose or amend unfavorable New York State legislation.
- (b) Perform such other duties as the President may direct.”

Article X, Section 17 of the **Bylaws** deals with the State Legislation Committee. It reads: “The State Legislation Committee shall consist of one (1) member from each Zone designated by the Zone and the Vice President in charge of State Legislation who shall be the chair. The functions of this committee are:

- (a) To further New York State legislation for the benefit of active and retired educators.
- (b) To work with other organizations of New York State retirees to further legislation for the benefit of all retirees.
- (c) To keep the membership informed of current legislation and concerns.”

### **The Leaders’ Manual has this...**

## **RESPONSIBILITIES OF THE VICE PRESIDENT IN CHARGE OF STATE LEGISLATION**

Bylaws: ARTICLE V, Section 7

### **Elected Officer**

Chair of the State Legislation Committee which consists of the zone State Legislation chairs.

1. Shall call and conduct all meetings of the State Legislation Committee necessary to carrying out the development and preparation of the Association’s legislative goals
2. Shall have direct charge of any action to promote and to support any favorable New York State legislation and any effort to oppose or to amend any legislation that is unfavorable to the welfare of the Association’s membership.
3. Shall assist the ten Zone Chairs in disseminating legislative materials and information to all local units in each zone so that the entire membership is informed.
4. Shall report legislative matters to the Executive Committee as well as other relevant items that reflect the majority opinion of the State Legislative Committee concerning actions deemed necessary to fulfill the Association’s goals.
5. Shall keep the entire membership informed through articles in *YORK STATE* and other bulletins necessary in carrying out the State Legislative goals of the Association.

6. Shall report the year's State Legislative Committee activities at the Association's Annual Meeting.
7. Shall contact legislators to inform them of our bills, to answer their questions, and to ask for their positions on pending legislation and for their support for our legislative proposals.
8. Shall coalesce with other organizations whose goals are similar to the Association's.
9. Shall keep a file of materials, i.e. letters, fact sheets, Committee meetings, etc., to pass on to the next Vice President in charge of State Legislation.
10. Shall see to it that each zone president and/or State Legislative zone chair is provided with a DIRECTORY of all State Legislators early in February of each year.
11. Shall report to the delegates at the Association's Annual Meeting and shall report to the membership at large through articles prepared for *YORK STATE*.
12. Shall attend meetings of the Resolutions Committee, serving as a non-voting advisor on proposed resolutions that affect State Legislation.
13. Shall perform such other duties as the Association President may direct.

Revised March 2000