



SNO-KING SCHOOL RETIREES BY-LAWS

ARTICLE I – NAME

The name of this unit shall be Sno-King School Retirees (SKSR).

ARTICLE II – PURPOSE

The purpose of this non-profit association is to promote the general welfare of its members, public education and good citizenship by:

- A. Promoting the economic, social, and professional status of retired educators;
- B. Collaborating with and utilizing the support of the Washington State School Retirees Association (WSSRA) of which we are a participating unit and to whom we pay dues;
- C. Collaborating with and utilizing the support of the American Association of Retired Persons (AARP) and National Retired Teachers Association (NRTA), a division of AARP, in helping advance the interests and welfare of all retired persons;
- D. Providing information and support regarding legislation and legislative action that will enhance present and future school retirees' lives;
- E. Aiding in the advancement of education and helping retired educators maintain identity with their profession;
- F. Providing opportunity for meaningful contact with friends and associates and encouraging members to maintain interest and participation in Association, educational and community affairs;
- G. Providing active educators with appropriate information and access to sources of information in preparation for retirement.

ARTICLE III – MEMBERSHIP

Active membership shall be open to any active, retired or former school district employee, and employee of higher education institutions.

ARTICLE IV – MEETINGS

- A. There will be a minimum of five events per year as approved by the SKSR Board.
- B. If health or weather-related challenges make holding a face-to-face meeting unsafe, a virtual meeting via software, e.g., Zoom, that provides live visual pictures of members and full discussion and debate opportunities can replace one or more required board, committee and general meetings. In virtual meetings all

regular voting procedures (e.g., agenda approval) shall continue to be in effect as though the meeting were held in person.

ARTICLE V –OFFICERS

A. The Officers shall be: President(s), President-elect, Vice-President(s), Secretary and Treasurer. and Immediate Past President(s).

1. The term of office shall be one year.
2. The officers shall constitute the Executive Board and have emergency power to act between meetings if necessary.

B. Duties of the Officers shall be as follows including attendance to at least one NW-1 Coordinating Council meeting.

1. The President(s) shall:
 - a. Preside at all meetings or designate a presiding officer.
 - b. Designate all committees and appoint the chairs, with the approval of the SKSR Board.
 - c. Be an ex-officio member of all committees, (except the Nominating and Audit Committees).
 - d. Call special meetings of one or more committees when necessary.
 - e. Appoint Ad Hoc committees when necessary.
 - f. Make the annual report to ~~the~~ WSSRA.
 - g. Perform all other duties usually prescribed for this office, including, but not required:
 - 1) Attend WSSRA Convention in June.
 - 2) Attend three, minimum of one required, NW-1 Coordinating Council meetings in October, January and March.
 - h. Review and approve all public communication: articles, e-mail notices to membership, newsletters, etc.
 - i. Access the on-line SKSR bank account and print a monthly bank statement.
2. The President-elect shall: Assist the President in preparation to become the President the following year.
3. The Vice-President(s) shall:
 - a. Act for the president at his or her request or in his/her absence.
 - b. Assist the president in all responsibilities.
4. The Secretary shall:
 - a. Keep an accurate record of the proceedings of the Executive Board, SKSR Board and association business meetings and submit copies of the minutes to the SKSR Board.
 - b. Have charge of such correspondence as delegated by the president.
 - c. Maintain a permanent file of all minutes and a copy of the SKSR By-laws.
 - d. Submit copies of approved minutes to the Webmaster for posting on the SKSR website.

5. The Treasurer shall:
 - a. Keep an accurate set of financial books.
 - b. Oversee expenditures and pay approved bills, including scholarship funds.
 - c. Collect and record the receipt of dues and other income.
 - d. Prepare the annual budget stipulating income from dues and other sources, and stipulating projected approved expenditures.
 - e. File annual IRS and State reports.
 - f. Facilitate audits performed by an audit committee.
 - g. Maintain liaison with Membership Records chair.

6. The Immediate Past President(s) shall:
 - a. Assist the president with advice and counsel as requested.
 - b. Act for the president at his or her request in his/her absence.

ARTICLE VI –SKSR BOARD

- A. The SKSR Board shall be composed of the officers, committee chairs and others appointed with the Board’s approval.

- B. The SKSR Board shall:
 1. Adopt an annual budget subject to approval by the membership at the first general meeting of the fiscal year.
 2. Provide for audit and control of funds as necessary to assure their safekeeping and complete accounting.
 3. Perform other such duties as may be expedient or necessary to carry out the purpose of the organization.

- C. The SKSR Board shall meet monthly, except June and December, and unless otherwise determined.

- D. Special meetings may be called by the President or by the request of three (3) SKSR Board members.

- E. Two of the ~~five~~ elected officers shall be present to have a meeting of the SKSR Board.

- F. One-third (1/3) of the SKSR Board shall constitute a quorum to do business.

ARTICLE VII – ELECTIONS

- A. The Nominating Committee shall be selected by the SKSR Board.

- B. A slate of proposed officers shall be presented to the membership prior to election in the May/June issue of *The SKSR Bulletin*.

- C. Officers shall be elected for a one-year term by a majority of those present at the May general meeting. Their term will begin July 1.

- D. Any vacancies in elected officer positions shall be filled by the Executive Board.

ARTICLE VIII – COMMITTEES

A. Standing Committees: (Duties/Charges defined in Appendix A.)

1. Budget Committee
2. Communication Committee
3. Grants Committee
4. Health Services Committee
5. Hospitality Committee
6. Legislative Committee
7. Membership Committee
8. Membership Records Committee
9. The Nominating Committee
10. Program Committee/SKSR Board
11. Retirement Planning Committee
12. Scholarship Committee
13. Scholarships Finance Committee
14. Sunshine Committee

B. Ad Hoc Committees:

1. Audit Committee
2. Other Ad Hoc Committees

ARTICLE IX – AFFILIATION

This organization must be an affiliated member of the Washington State School Retirees Association and the National Retired Teachers Association, a division of the American Association of Retired Persons.

ARTICLE X – DELEGATES

Delegates and alternates to the WSSRA Annual Convention shall be selected at the April meeting up to the number provided for in the WSSRA Constitution. The President, President-Elect, Vice-President, Secretary, and Treasurer shall be delegates unless they are unable to attend. SKSR Board members who are available to attend shall have priority to serve as delegates. Additional delegates shall be selected to complete the delegate roster. Local unit members are encouraged to attend the Annual Convention to enhance their knowledge of WSSRA.

ARTICLE XI – PARLIAMENTARY AUTHORITY

Roberts Rules of Order (Revised) shall apply to the conduct of the meetings of this association insofar as they are applicable to and not inconsistent with these By-Laws.

ARTICLE XII – QUORUM

A quorum shall consist of a minimum of two elected officers and those members present at a regular or special meeting.

ARTICLE XIII – DUES

The dues of members shall be determined by WSSRA. The dues year shall begin on July 1 and extend to the following June 30. Dues shall be due and payable on or before the beginning of the dues year or as indicated by WSSRA for cash members.

ARTICLE XIV – DISSOLUTION

Upon the dissolution of the Sno-King School Retirees organization, all assets remaining after debts have been satisfied shall be distributed equally between the Foundation for Edmonds School District, a 501c3 organization; the Northshore Schools Foundation, a 501c3 organization; and the Shoreline Public Schools Foundation, a 501c3 organization, pursuant to a plan of distribution as provided by law.

ARTICLE XV – AMENDMENTS

The By-Laws may be amended by the majority vote of the membership present at any regular or special meeting of the Sno-King School Retirees Unit.

Originally Adopted November 18, 1977; 14 Revisions; Current Revision—Adopted July 15, 2021