



CEA-Retired Bylaws

I. Duties and Responsibilities of Advisory Council

- A.** Members of the Advisory Council shall attend all scheduled meetings of the Council.
- B.** The Advisory Council members shall organize, set dates and meeting places for their county retired meeting, and shall chair said meetings.
- C.** Minutes and an attendance sheet must be completed after each Advisory Council meeting and submitted to the CEA-Retired Staff Liaison and the CEA-Retired President before the next Advisory Council meeting.
- D.** Advisory Council members will keep attendees at Retired County meetings informed in regards to membership, legislative issues, social security, health benefits, member benefits and other relevant issues.

II. Duties and Responsibilities of Executive Committee

- A.** Prepare an agenda for each regular meeting of the Advisory Council.
- B.** Make recommendations on various items of business on which the Advisory Council should take action.
- C.** Serve as an executive body in all matters delegated to it by the Advisory Council.

III. Duties and Responsibilities of CEA-Retired Committee Chairs

- A.** Committee Chairs may be requested to attend meetings of the Advisory Council.
- B.** Committee Chairs will take attendance at each Committee meeting.
- C.** The Committee Chair will ensure that minutes of each meeting are taken and are forwarded to the CEA-Retired Staff Liaison for distribution to the Advisory Council.
- D.** Committee Chairs will complete all building use forms necessary for subsequent meetings.
- E.** The Chair of the CEA-Retired Legislative Committee shall attend meetings of the CEA Legislative Committee.
- F.** The Chair of the CEA-Retired Member Benefits Committee shall attend meetings of the CEA Special Services Committee.

IV. Duties and Responsibilities of CEA-Retired Standing Committees

A. Membership Committee

1. Develop plans for recruitment of potential members.
2. Coordinate CEA-Retired's participation in CEA retirement workshops.
3. Promote CEA-Retired membership at CEA functions.

B. Legislative Committee

1. Develop an annual Legislative Agenda with a focus on Connecticut Legislative activities.
2. Participate in CEA-Retired Lobby Day and other related Legislative activities.
3. Participate and assist in planning of Legislative workshops.

C. Finance Committee

1. Will work with CEA-Retired Treasurer to develop a proposed Annual Budget.
2. CEA-Retired Treasurer will communicate budget activities monthly to the CEA-Retired Advisory Council.
3. Month-to-month oversight of the budget shall be delegated to the Advisory Council.

D. Constitution Committee

1. Review annually the Constitution and Bylaws of the Association.
2. Review all actions of all CEA-Retired meetings for possible impact on the Constitution and Bylaws.
3. Review proposed changes to ensure that they are in compliance with CEA and NEA Constitutions, Bylaws, and policies.
4. Present to the CEA-Retired Advisory Council all proposed changes.
5. Present all proposed changes to the Constitution and Bylaws at the Annual Meeting for action.

E. Election Committee

1. Duties

- a. Review annually all CEA-Retired procedures and policies regarding elections and make recommendations to the Advisory Council.
- b. Oversee the election at the Annual Meeting and verify results.
- c. Hold hearings on violations and challenges.

2. Eligibility

- a. All members shall be members of CEA-Retired in good standing
- b. No member of this committee shall
 - hold an official position in a campaign
 - be a candidate for any office subject to the election at the CEA-Retired Annual Meeting
 - Participate in any Elections Committee activities related to any balloting for which he/she is a candidate.

3. Powers

Decisions reached by the Elections Committee regarding certification, violations, or challenges shall be final and binding. They must be submitted in writing to the Advisory Council and the parties of Interest within five calendar days after a hearing is completed.

F. Planning Committee

1. Plan and evaluate the Annual Meeting.
2. Plan and evaluate the Fall General Meeting.

G. Member Benefits Committee

1. Review current CEA Special Services and NEA Member Benefits.
2. Inform CEA-Retired Members of CEA/NEA Special Services.

3. Provide information for Newsletter and Website.
4. Investigate new services for CEA-Retired Members.

H. Newsletter/Communications Committee

1. Organize, plan, and edit CEA-Retired contributions to the CEA Advisor.
2. Communicate with officers, Advisory Council members, and committee chairs to ensure the appropriate content of the articles.

V. County Meetings

- A.** County Members shall be informed of all issues relevant to CEA-Retired.
- B.** Any county motions shall be forwarded to the Advisory Council and/or the appropriate committee.
- C.** All counties shall hold at least two meetings per year.