



Northwest Retiree Association

Bylaws

Section 1. Responsibilities.

The Board of Directors shall

- A. direct activities of the Association between meetings;
- B. formulate and recommend policies of the Association;
- C. negotiate with any group or organization in the interest of the Association;
- D. establish policies for expenditure of Association funds;
- E. perform such other duties as may properly pertain to the activities of the Association or as may be provided in the Constitution or Bylaws.

The President, with advice and consent of the Board of Directors, shall

- A. establish the agenda for, and preside at, the meetings of the Association and of the Board of Directors;
- B. oversee the appointment of the membership of all committees;
- C. foster programs and activities to accomplish the purpose of the Association and provide leadership for the officers and committees;
- D. arrange for the writing, printing, and mailing of all Association newsletters, notices and other communications;
- E. provide leadership in efforts to recruit and retain members of the Association;
- F. create necessary ad hoc or special committees and assign specific duties to Board members;
- G. serve one year as a voting member of the Board, after completing the term of Office;
- H. assure that the financial records of the Association be audited in conformance with the Northwest Foundation practices every year.

The Vice-President/President Elect shall

- A. fulfill such responsibilities as may be agreed upon by the President and the Vice-President;
- B. assume the responsibilities of the President in his/her absence;

The Secretary shall

- A. be responsible for the records of the Association and shall maintain permanent records of the Association and the Board of Directors;
- B. keep a current membership list with contact information;
- C. record and publish minutes of Board and Association meetings;
- D. register members at Association meetings;
- E. keep on file a copy of the current Association Constitution and Bylaws.

The Treasurer shall

- A. manage the funds of the Association in cooperation with the Northwest Foundation;
- B. conduct the financial affairs of the Association by providing information and advice to the Board of Directors and implementing the policies and procedures set by the Board of Directors;
- C. deliver a written report at each Board of Directors Meeting;
- D. deliver a financial report to the membership of the Association at general meetings.

Additional Appointees

As needed, the President, with advice and consent of the Board of Directors, shall appoint members to fulfill the following roles. Additional roles may be added by the Board of Directors as needs arise.

The Newsletter Editor shall

- A. assist the officers in preparing and mailing of all Association newsletters, notices and announcements;
- B. assist the Web Manager by maintaining the accuracy, currency and relevance of the news pages and copies of the newsletters on the Association Website.
- C. deposit copies of all official Association documents with the Association Archives once a year;
- D. assist the Web Manager by maintaining the accuracy of the Association Website Archives.

The Corresponding Secretary shall assist the officers by preparing and mailing all Association correspondence.

The Web Manager shall oversee the content and format of the Association web site.

Section 2. Committees.

As provided above, committee members shall be appointed by the President with advice and consent of the Board of Directors. Committee functions shall be as established in the Bylaws, or as appropriate, by the President, with notification to the Board of Directors and to the committee members as they assume their duties. The Chair of each committee shall summarize quarterly committee activities in a written report to the President before each regular Board meeting.

Section 3. Standing Committees.

Each Standing Committee shall

- i. have at least three members, including the Chairperson, who shall provide the agenda for and preside over at least one meeting each quarter;
- ii. maintain a Procedures Guide which details the ways in which the committee discharges its responsibilities;
- iii. send newsworthy articles about committee activities to the Board of Directors for inclusion in Association Newsletters and for posting on the website.

Addendum of May 9, 2019

Pursuant to the instructions of NWRA membership at its general meeting of May 2, 2019, the Board of Directors determined the following at the meeting of the Board on May 9, 2019: Annual Dues for Association Membership: \$10 per year; \$15 per year for couple
Committees established: Program Committee, Benefits Committee, and Communication Committee