

By-Laws of  
Clinton County Retired Teachers Association, Unit 71

Article 1

Name

The name of the organization shall be Clinton County Retired Teachers Association

Article 2

Purpose

The purpose of the Association shall be:

- Section 1 To afford the opportunity for interchange of ideas related to education, pension benefits or other subjects of interest to all members and other senior citizens.
- Section 2 To promote education and the professional, social, and economic status of all members.
- Section 3 To furnish a practical basis for united action among those devoted to education and the well-being of all members.
- Section 4 To work in cooperation with other organized groups in matters pertaining to the improvement of education and to the interests of all members.
- Section 5 To maintain and improve retirement benefits to annuitants of TRS.

Article 3

Membership

Membership in the Association shall consist of three classifications:

- Section 1 Active Membership – Any retired certified staff member of public or private school or college or university and the spouse of deceased members shall be eligible for active membership with full membership privileges.
- Section 2 Associate Membership – Any person interested in education and approved for Membership in the Association by the Active members shall be eligible for Associate Membership without the right to vote or hold office.
- Section 3 Pre-retirement Membership – Any certified public or private school staff member who anticipated retirement in the next five years may request membership in the Association with full membership privileges.
- Section 4 The by-laws of this unit shall conform to the purposes as set forth in the IRTA Constitution.
- Section 5 These by-laws may be updated after each IRTC Convention and a copy filed with The state IRTA Constitution chairman by July 1 of the year following the convention.
- Section 6 Free membership
  - a. Free membership shall be given to a new retiree, for the year of retirement
  - b. Free membership shall be given to a member who enters an Assisted Living Residence or a Nursing home.
  - c. Free membership shall be given to a member who is 85 years or older

Article 4

## Elective Officers and Duties

Elective officers of the association shall be President, a Vice-President, a Secretary, and a Treasurer.

### Section 1 The President

- a. Shall preside at all regular and special meetings of the Association.
- b. Shall appoint all committees and all other CCRTA official representatives with the approval of the executive committee.
- c. Shall be a member ex-officio of all committees, except the nominating committee.
- d. Shall be responsible for the proper conduct of the affairs of the Association between meetings.
- e. Shall appoint officers and/or committee chairman.
- f. Shall act as treasurer should the treasurer become incapacitated.
- g. Shall be installed on the odd number years.
- h. Shall, with the executive committee, prepare and distribute early in the year a calendar of events, list of members, and plans for sending meeting notifications of meetings.

### Section 2 The Vice-President

- a. Shall assist the President and perform such duties as shall be assigned by the President.
- b. Shall perform all duties of the President in the event of the inability of the President to serve.

### Section 3 The Secretary

- a. Shall keep the minutes of all meetings of the Association.
- b. Shall assist the President in carrying on the correspondence of the Association.
- c. Shall submit a copy of the minutes to be approved at a unit meeting.

### Section 4 The Treasurer

- a. Shall receive and keep accurate record of all receipts and expenditures.
- b. Shall pay out funds only upon authorization of the President.
- c. Shall keep a record of all financial transactions.
- d. Shall receive all dues and present membership card to members.
- e. Shall assist the membership committee in fulfillment of its duties.
- f. Shall present accounts to be audited each year after January 1.
- g. Shall submit a timely financial report at a Unit meeting.
- h. Shall make a \$20 donation to the State IRTA Foundation in memory of a deceased Clinton County Retired Teacher Association member.

## Article 5

### Administration

The affairs of this Association shall be conducted by certain administrative units which shall be Drawn from dues-paying membership and which shall be designated as follows:

- a. Officers of the Association: President, Vice-President, Secretary, and Treasurer.
  - b. EXECUTIVE BOARD: Officers and Chairmen of all committees.
- Section 1 The Association shall consist of all dues paying active IRTA members in good Standing who are present at the meeting. It shall receive and act upon reports and recommendations of the officers and/or chairman of committees.
- Section 2 The Executive Board shall conduct the business between meetings and make recommendations concerning policies.
- Section 3 Standing committees will be determined by recommendations and/or request of the State Association (IRTA). The Chairman of these committees shall be Appointed by the President and shall serve for the biennium with the committee membership to be selected according to the needs of the committee.
- Section 4 The Executive Board shall meet twice a year, if necessary, and committee Groups shall meet as often as needed.
- Section 5 Committee chairmen shall study recommendations of the IRTA as to the specific duties and reports which they will render.

## Article 6

### Committees

Standing committees suggested by IRTA and used at the local President's discretion:

- Section 1 List of suggested committees
- a. Legislation
  - b. Membership
  - c. Finance
  - f. Other committees as needed for local activities and programs
  - g. History and archives
- Section 2 Committee personnel
- Chairmen and members of the committees shall be appointed by the President subject to approval of the Executive committee. Ad Hoc committees may be appointed by the President or Executive Committee for the performance of special responsibilities.

## Article 7

### Dues

The dues of the Local Unit 71 as determined by active members shall be \$10, payable annually in October of each year. IRTA dues may be paid through the Treasurer of the local association or directly to the IRTA Office. Dues are to be paid according to the by-laws of the IRTA. There are

Options for payment:

- a. Dues paid annually (IRTA notifies members of annual dues).
- b. Life dues
- c. Dues deduct as noted on the membership card with the amount deducted by TRS each month from the annuity check and forwarded to the central IRTA office.
- d. IRTA Associate Life member dues may also be paid through the local Treasurer or directly to the office.

Article 8

Nominations and Elections

Section 1 Nominations

- a. The Nominating Committee shall be appointed by the President.
- b. The Committee shall present a slate of Officers to the Association at the fall meeting, proceeding January 1 of the even numbered years.
- c. Nominations may be from the floor.
- d. Persons nominated must have given consent to serve.

Section 2 Election of Officers

The officers shall be elected at the fall meeting in off-numbered years for a Term of two years and shall assume office the following January 1.

Article 9

Meetings

Section 1 Time and Place

- a. The time of meetings will be determined by the Executive Committee, with a luncheon, subject to change by vote of the members at the preceding meeting.
- b. Planning meetings of the Executive Committee will be in November and also when needed.
- c. Dates and place of meeting shall be determined by a vote of membership at the preceding meeting should a change be necessary.

Section 2 Delegates to State IRTA Convention

- a. Any affiliated unit may choose one delegate for each 40 IRTA members or major fraction thereof.
- b. Delegates to the IRTA convention must be members of the IRTA in good standing.

- c. Names of the delegates shall be submitted to the executive director of the Association (State) at least one month prior to the biennial state convention.
- d. Any member of the Association may attend the state convention, but may not vote unless a delegate. Non-delegate members may be given the

privilege of speaking on matters before the Assemble with consent of the presiding officer.

#### Article 10

##### Rules of Order

Unless inconsistent with the IRTA Constitution, the latest revision of Robert's Rules of Order shall govern all meetings of the association.

#### Article 11

##### Amendments

The by-laws may be amended by a two-thirds vote of the active members present at any meeting.

#### Article 12

##### Adoption and Effective Dates

- Section 1      These by-laws may be adopted by the affirmative vote of 2/3 of the active Members present at any meeting to which they have been submitted for action.
- Section 2      These by-laws shall become effective immediately when acted upon favorably.

Revised March, 2014 by Cynthia O'Neill and Jan Kauling