

SAMPLE CONSTITUTION AND BYLAWS FOR GOVERNING BY COMMITTEE

Adapted from Columbiana County (2016)

Article I. Name and Purpose

Section 1. Name

The name of the organization shall be The _____ County Retirement for Teachers Association. (_CRTA)

Section 2. Purpose

The purpose of the association shall be to improve and develop members' capabilities to meet the social and economic changes and problems subsequent to their retirement; to be informed about legislation and encourage legislation intended to contribute to members' well-being locally, statewide, and nationally; and to cooperate with the State and National Retired Teachers Associations and other organizations having similar purposes and aims.

Section 3. Status

- a. The association is intended to be and remain a non-profit organization, existing for the mutual benefit of retired educators.
- b. The association and its board shall refrain from any action or activity that might harm its status as an organization whose receipts are exempt from taxation of every kind, as specified by Federal Income Tax Section 501 of the Internal Revenue Code.
- c. The association shall be dedicated to educational, social, charitable and beneficial purposes.
- d. No membership lists or directories shall be available to anyone except for association purposes.

Section 4. Assets

- a. No part of assets or earnings of the association shall be distributed to members, officers, or other private persons except to pay reasonable compensation for services.
- b. Upon dissolution of the chapter, if it should occur, the executive board shall, after paying or making provision for the payment of all bills and liabilities and community commitments, distribute all assets to NRTA/AARP Andrus Fund, 1909 K Street NW, Washington, DC 20049, which is a tax exempt fund.

Article II. Membership

Section 1. The term, “retired teacher” shall mean anyone who has been certified/licensed to teach in the schools of the nation at any educational level.

Section 2. Active membership shall be open to any retired teacher or administrator formerly employed in the nation’s schools or in a federally sponsored school.

Section 3. Association membership shall also be open to anyone interested in the work of the association and approved for membership by the executive board. Upon payment of dues, he/she shall assume all rights and privileges except the right to hold office or to represent the association.

Section 4. Current life members of _CRTA shall retain life membership; however, the option of purchasing life membership shall be discontinued as an option for purchase as of the adoption of this constitution.

Section 5. Membership shall be determined by annual payment of dues.

Article III. Board of Directors

Section 1. Officers shall consist of a Board of Directors of at least five members including a designated Treasurer and Recording Secretary.

Section 2. The Board shall be elected at the general May meeting and shall take office the following September for a term of two years.

Article IV. Executive Board

Section 1. Members

- a. The Executive Board shall consist of the Board of Directors and the chairpersons of standing committees.
- b. They must all be members of ORTA and _CRTA.
- c. In case of a tie in voting of the Executive Board, the issue will be decided by the flip of a coin.

Section 2. The Executive Board shall meet a minimum of two times per calendar year.

Section 3. A majority shall constitute a quorum.

Section 4. Vacancies on the Executive Board shall be filled by an appointment of the Board of Directors.

Article V. Standing Committees and Duties

The Board of Directors shall appoint the chairpersons for the following standing committees:

Membership: Notify new retirees of the opportunity to become active members and the benefits of membership.

Scholarship: Determine the process of application and select the recipients of grants and scholarships.

Legislative: Update members on changes or potential changes to STRS.

Public Relations: Promote publicity and service projects.

Nominating: Provided a slate of candidates for the Board of Directors, including Treasurer and Recording Secretary.

Article VI. Amendments

The Constitution and Bylaws of this organization may be amended at any general meeting by two-thirds vote of the members present, provided written notice of the proposed changes have been sent to the members at least ten days prior to the meeting.

Article VII. Rules of Order

Except in matters provided in its constitution and bylaws, this constitution shall be governed by Robert's Rules of Order, Latest Revised Edition.

Article VIII. Effective date of Constitution

The constitution, as revised, shall become effective immediately upon adoption provided, however, that nothing in this constitution shall be deemed to impair any acts of proceedings heretofore undertaken by, or on behalf of, the association.

Article IX. General Membership Meetings

Section 1. There shall be a minimum of five meetings each year.

Section 2. The time and place of the Executive Board meetings shall be at the discretion of the Board of Directors

Section 3. Members should be encouraged to attend ORTA state and regional meetings.

Article X. Yearly Dues

Section 1. Dues shall be determined by the Executive Board of _CRTA.

Section 2. The treasurer shall collect ORTA dues and _CRTA dues and will remit ORTA dues to the state organization.

Section 3. Dues are due and payable for ORTA and _CRTA no later than December 31 for the following year.

Section 4. NRTA will bill members directly.

Article XI. Board of Directors Duties

Section 1. The Board of Directors shall preside at all meetings of the association, appoint members and designate chairpersons of all committees, assume active leadership of the association and have one member present at all committee meetings.

Section 2. The Recording Secretary shall record minutes of all meetings; these shall be kept in a suitable file.

Section 3. The Treasurer shall receive and disburse all funds of the association; collect unified dues and send checks to the proper associations; keep an itemized record of all money received and disbursed; and make periodical reports to the association.

TEMPLATE FOR A LOCAL CHAPTER MEETING

Example Only-Modify as Needed

DATE __/__/__

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

ANNOUNCEMENTS

LUNCH

INTRODUCTIONS

A. SPECIAL GUESTS B. RETIREES ATTENDING FOR THE FIRST TIME

PROGRAM

MINUTES

(APPROVED AS READ IN THE BELLRINGER OR AS CORRECTED BY MEMBERS)

NO MOTION TO ACCEPT MINUTES IS NEEDED

TREASURERS' REPORT IS ONLY RECEIVED OR FILED

OLD BUSINESS

NEW BUSINESS

LEGISLATIVE REPORT

NECROLOGY

DRAWING FOR TWO(2) FREE MEALS OR OTHER PRIZES

NEXT MEETING REMINDER

NAME TAG REMOVAL

ADJOURNMENT BY CHAPTER PRESIDENT

NO MOTION NECESSARY

