

# CONSTITUTION

## ARTICLE I - NAME

The name of this organization shall be: MASON CITY AREA RETIRED SCHOOL PERSONNEL ASSOCIATION.

## ARTICLE II - PURPOSE

The purpose of this association shall be:

1. To arouse public opinion in promoting the economic welfare of its members.
2. To promote the social welfare of its members.
3. To cultivate friendship and good will among its members.
4. To keep informed on current issues and, when appropriate, actively participate on such issues.

## ARTICLE III- MEMBERSHIP

1. Any retired school personnel formerly employed in our nation's schools may be an active member of this organization, including any public librarian.
2. Associate membership shall be open to interested spouses of members upon the payment of regular dues. An associate member shall have all membership rights and privileges except the right to hold office or to represent the association.
3. Honorary membership may be granted by the Executive Board.

## ARTICLE IV - AFFILIATION

The local association is affiliated with the National Retired Teachers Association and the State Retired School Association. There is a working relationship with the American Association of Retired Persons.

## ARTICLE VI - EXECUTIVE BOARD

The Executive Board shall consist of: (1) the elected officers, (2) the appointed chairpersons of the standing committees, and (3) the immediate past presidents.

## ARTICLE VII - AMENDMENTS

The constitution shall be amended as required to agree with the constitution and by-laws of related national and state associations.

### BY-LAWS OF THE MASON CITY AREA RETIRED SCHOOL PERSONNEL ASSOCIATION AS OF SEPTEMBER 16, 2019

## ARTICLE I - MEMBERSHIP DUES

The annual dues of the active and associate members of this association shall be fifteen dollars (\$15.00). Special assessments may be made by a majority vote of the members present at a regular business meeting.

## ARTICLE II - QUORUM

Fifteen active members shall constitute a quorum for the transaction of the business of this association.

## ARTILE III - ELECTIONS

Officers shall be elected in the odd numbered years for a two year term. The nominating committee's report shall be given in April at a regular business meeting; nominations from the floor may be made by any member for these offices. No nomination shall be made without the consent of the person named. Elections will be held at the regular May business meeting, with installation at the May meeting. Officers shall assume responsibilities June 1.

## ARTICLE IV - COMMITTEES

Section I - Chairpersons for the standing committees as listed below, shall be appointed by the president prior to September 1.

1. AUDITING - The auditing committee shall audit the books by July 1 each year.
2. BUDGET - The budget committee, of which the treasurer is the chairperson may submit a tentative budget for consideration and adoption at the September meeting of the association.
3. CONSTITUTION AND BY-LAWS - The constitution and by-laws committee shall review the constitution and by-laws annually.
4. MEMBERSHIP - The membership committee, assisted by the treasurer, shall obtain the names of all qualified persons, including possible associate members, and shall contact them for membership.
5. MERIT AWARD - The merit award committee shall contact area schools each spring and send a copy of the scholarship application form. They will receive and review the applications and select the awardees, who will be invited to the May Annual Meeting.
6. NOMINATING - The nominating committee shall obtain candidates for all positions which are to be filled each year. The chairperson of the nominating committee shall present the names of candidates for each office at the regular business meeting in April.
7. PARLIAMENTARIAN - The parliamentarian shall be responsible for checking on the procedure at each meeting and shall be a reference source for the chairperson.
8. PROGRAM - The program committee shall present a tentative program schedule to the president before July 31.
9. PUBLICITY - The publicity committee shall utilize the media to inform members of the activities of the association as reported by the president and the program committee chairperson.
10. SUPPORTIVE SERVICES - The purposes for this committee are: (1) to gather and disseminate to members information they need for their own wellbeing, (2) to render service to

those needing help in solving the financial and personal problems of retirement, (3) to encourage members to identify community needs, and (4) to develop and carry out programs of community service that are identifiable as Retired School Personnel Association contributions to community well-being.

11. TELEPHONE/E-MAIL - Members will be notified by telephone or e-mail stating the time, place, purpose and program of all regular meetings. Additional notification may be made for special announcements.

Section 2 - The chairperson of each committee, except the parliamentarian and the publicity chairperson, may appoint one or two additional persons to the committee. The names of the committee members shall be reported to the president and the secretary.

All committee chairpersons and officers shall attend an organizational meeting which is to be held before the September meeting with the purpose of setting the goals for the year.

The chairperson of each committee shall be appointed by the president unless otherwise provided for in the by-laws and shall be a voting member of the executive council.

Special committees may be appointed by the president.

#### ARTICLE V - TERM OF OFFICE

The term of office for all officers shall coincide with the fiscal year, October 1 through September 30, following their election.

#### ARTICLE VI - DUTIES OF ELECTED OFFICERS

Section 1 - The president shall preside at all meetings of the association and the executive board. The president shall be an ex-officio member of all committees except the nominating committee.

Section 2 - The president-elect presides in the absence of the president and performs all the duties of the office.

Section 3 - The secretary shall keep a correct record of the transactions of all meetings of the association and of the executive board. The secretary shall keep a file of the yearbooks of the association.

Section 4 - It shall be the duty of the treasurer to receive all money paid to the association; collect both state and local dues from the members; forward state dues to the treasurer of the Iowa Retired School Personnel Association on or before October 1 each year. Also send dues notices, if necessary; pay all debts of the association as ordered by the executive board or by vote of members; and serve as chairperson of the budget committee.

Section 5 - Acting officers for the business account at bank are the elected President and Treasurer. After election, a meeting will be scheduled with the bank in a timely manner to add new officers to the account and remove retiring officers.

#### ARTICLE VII - EXECUTIVE BOARD

The executive board shall act as an advisory group to the president. They shall make decisions and recommendations on questions of importance before these are introduced in the regular business meetings of the association. Five members of the executive council shall constitute a quorum.

#### ARTICLE VIII - MEETINGS

The regular meeting of the Association shall be in May each year and shall be known as the Annual Meeting. Special meetings of the association or of the executive board may be called by the president. Members will be notified of changes in time or place of meetings. Social coffees, lunches, or trips will be held on the third Monday of the month when there is no regular meeting.

#### ARTICLE IX - FISCAL YEAR

The fiscal year of this association shall begin on the first day of October and end on the thirtieth day of September of the succeeding year.

#### ARTICLE X - AMENDMENTS

The by-laws of this association may be amended by a majority vote of the active members present at a regular business meeting.

#### ARTICLE XI - ORDER OF BUSINESS

The order of business shall be:

1. Call to Order
2. Quorum check
3. Reading and approval of the minutes
4. Treasurer's report
5. Reading of communication
6. Reports of standing committee chairpersons
7. Reports of special committee chairpersons
8. Unfinished business
9. New business
10. Announcements
11. Adjournment

#### ARTICLE XII – DISSOLUTION

Disposition of assets in the event of the IRSPA unit Mason City Area Retired School Personnel Association shall be transferred to IRSPA, the AARP Foundation, a local scholarship fund, or any educational or civic nonprofit entity.

#### ARTICLE XIII - RULES OF PROCEDURE

In all questions of procedure not specifically stated in this constitution and these by-laws, Roberts Rules of Order, latest revision, shall constitute the parliamentary authority for the conduct of meetings of this association.

## ARTICLE XIV - EFFECTIVE DATE

This constitution and by-laws shall become effective on May 16, 2022.

## POLICIES

1. Anyone who has been a MCARSPA member for at least ten years who goes to a Nursing Home or anyone over 90 years of age will be considered an Honorary Member of MCARSP.
2. Five dollars will be set aside for a memorial for only those who are members or honorary members at the time of death. The treasurer shall keep the memorial record of deceased members, and, if possible, shall inform the family of the deceased about the memorial. The funds will be placed in the Merit Fund.
3. Whenever a group from our area schools present a program, \$50 will be given to the department of the school who provides the program. Payment for any other program will need to be approved by the board.
4. MCARSPA will pay for the meal of a speaker and spouse who is on the program.
5. Registration, meals, and room will be paid by MCARSPA for the president or a representative to attend the IRSPA Annual Meeting. Mileage is paid by IRSPA.
6. A Merit Award Scholarship of \$500 will be given to a high school senior in the area who is going into the field of education, not necessarily teaching. Additional Merit Award Scholarships may be given.