

CONSTITUTION & BYLAWS

Hardin County Area Unit of Retired School Personnel Association

October 2019 (Previous 2005)

ARTICLE I-NAME

The name of this organization shall be **Hardin County Area Unit of Retired School Personnel Association.**

ARTICLE II-PURPOSES

- A. To promote the economic, social and professional status of its members.
- B. To cultivate friendship and goodwill among its members.
- C. To help retired school personnel maintain identity with education, continue a life of service to the community, to further the cause of education, and to provide opportunities for meaningful contact with friends and associates of the local schools.
- D. To gather and disseminate information of value to members.
- E. To present the image of aging as one of dignity, independence, and purpose.
- F. **To promote the passage of legislation beneficial to retired educators.**

ARTICLE III-AFFILIATION

The Hardin County Area Unit of Retired School Personnel Association shall be affiliated with the Iowa Retired School Personnel Association (hereafter referred to as IRSPA) and with the American Association of Retired Persons.

ARTICLE IV-MEMBERSHIP

Any retired person and/or spouse of school personnel formerly employed in the nation's schools shall be eligible for membership. **An active member is defined as a current member who is paying local dues.**

ARTICLE V-FINANCE

- A. The fiscal year of the Hardin County Area Unit of Retired School Personnel Association shall correspond with that of the IRSPA and shall begin June 1.
- B. The annual dues of the Hardin County Area Unit shall be determined at the May meeting. Dues of new members received by the treasurer within three months of the end of the current fiscal year shall be credited to the following fiscal year.
- C. A member whose dues remain unpaid after November 1 shall be dropped from membership, but may be reinstated upon payment of dues.
- D. Special assessments may be made by a majority vote of the members present at a regular business meeting.

ARTICLE VI-OFFICERS

- A. The elected officers of the Association shall be a President, Vice-President, Secretary, and Treasurer.
- B. The duties of the elected officers are:
 - 1. **President**-The President shall:
 - a. Preside at all general meetings and in meetings of the Executive Committee.
 - b. Appoint, with the approval of the Executive Committee, chairmen of standing and special committees, except the Nominating Committee.
 - c. Serve as ex-officio member of all committees except the Nominating Committee.

- d. **Be a liason to the state RTA, be the communicator and spokesperson for the Unit, and be the leader/inspirer of the Unit.**
2. **Vice-President**-the Vice-President shall:
 - a. Preside in the absence of the President.
 - b. Serve as chairman of the Program Committee
3. **Secretary**-the Secretary shall:
 - a. Record and keep a permanent file of the minutes of all general meetings and of the Executive Committee. Also maintain a permanent file of annual program booklets.
 - b. Be in charge of such correspondence as is delegated by the President or the Executive Committee.
 - c. Keep on file all incoming business communications, copies of all outgoing correspondence, and **keep a copy of the unit bylaws available at all meetings.**
 - d. Will send cards to members for illness or the loss of a family member.
 - e. Make sure copies of relevant correspondence and other materials are sent to the appropriate IRSPA offices and AARP officers and staff.
4. **Treasurer** – the Treasurer shall:
 - a. Be responsible for collecting and recording the receipt of dues.
 - b. Be responsible for recording any other monies.
 - c. Be responsible for paying all bills provided for in the budget or confirmed by the President.
 - d. Recommend (as needed) a budget for the Unit.**
 - e. Be responsible for keeping a proper set of books.
 - f. Be responsible for submitting a financial report at the monthly meetings.
 - g. Present the Unit’s books for an annual audit.
 - h. Issue membership cards.

- i. Forward member's dues to the state treasurer.
- j. Report names of deceased members to the state treasurer.
- k. Send a memorial to a local library upon the death of any active member. The choice of library will be made by the member or someone in his/her family.

ARTICLE VII-EXECUTIVE COMMITTEE

- A. The Executive Committee shall be composed of the elected officials.
- B. The Executive Committee shall:
 - 1. Conduct business of the Association during the interim between meetings.
 - 2. Provide for such audit and control of funds as necessary to assure their safekeeping and complete accounting.
- C. Meetings of the Executive Committee shall be called at the request of the President. The incoming President may call a meeting of the Executive Committee prior to installation for the purpose of approving appointments and making plans for the new year.
- D. A majority of the membership of the Executive Committee shall constitute a quorum.

ARTICLE VIII-ELECTIONS AND TERMS OF OFFICE

- A. **Nominations.** A standing Nominating Committee of three members serving three year terms shall be elected by the Unit. One new member is to be replace **via election** each year. The Nominating Committee shall prepare a slate of officers and one Nominating Committee member to be presented at the March

- meeting. Additional nominations may be proposed by the membership at that time.
- B. **Elections.** Elections shall be held at the April meeting. Installation of officers will be held at the May meeting. New officers will assume their duties immediately to facilitate summer planning for the upcoming year.
- C. **Terms of office.** The term of office for elected and appointed officers shall be two years. The President and Secretary will be elected in the even-numbered years. The Vice-President and Treasurer will be elected in the odd-numbered years. No Officer shall serve more than two successive terms.
- D. **Vacancies.** The Executive Committee shall fill all vacancies in office for any officer's unexpired term.

ARTICLE IX-COMMITTEES

The President with the approval of the Executive Committee shall appoint the following standing committees. The duties of the committees are further described in the RTA Handbook for Local Retired Teachers Association Unit Leaders.

The standing committees shall be:

- **Community Involvement Committee**

In general, this committee is to lead the Unit in providing needed services for the community. The committee provides an opportunity for retired school personnel to continue their involvement in the community and initiates involvement of the Unit on community boards, councils, and other local groups that affect older people in the community.

Responsibilities of Community Involvement Committee:

- 1. Establish contacts with service agencies and organizations within the community.**
 - 2. With the input of the membership, establish a yearly community service project. Evaluate the project, and write a summary of the project that shall be presented at the September meeting.**
 - 3. Starting in September, encourage members to volunteer and keep monthly logs in their program booklets of their volunteer hours for the year.**
 - 4. At the May meeting, all members shall submit their logs of volunteer hours so a total of the Unit's volunteer hours may be reported at the September meeting.**
- **Legislation Committee**
In general, the legislation committee is to update the membership, and promote and monitor legislation that will affect Unit members and all senior citizens.
Responsibilities of Community Involvement Committee:
 1. Keep members informed of legislation affecting education and senior citizen issues.
 2. **Be knowledgeable about the legislative process.**
 3. **Establish a Unit presence in county meetings, city councils, and other governing bodies that affect educators and senior citizens.**
 - **Membership Committee**
In general, the purpose of the Membership Committee is to recruit, retain, and regain members.
Responsibilities of the Membership Committee
 1. Recruit members: **Set membership goals, develop a list of prospective members, develop a list for joining the organization, develop methods for contacting**

- prospective members, work to retain members that have been recruited, and report on and evaluate the membership process.**
2. **Promote IRSPA through publicity by keeping members and the community informed about the activities of the Unit through news releases to the local newspapers and radio stations.**
- **Program Committee**—Consists of the Vice-President as chair and two appointed members. **In general, the committee prepares a yearly plan of programming which will meet the purposes and goals of the Unit, interests of the members, and for attraction of new members.**
Responsibilities of Program Committee:
 1. Plan the year's programs and make any program special arrangements.
 2. Prepare the annual program booklet to be distributed at the September meeting.
 3. **Initially invite and then remind upcoming speakers in advance of their approaching speaking responsibilities. (See standing rules regarding speaker honorariums.)**
 4. Introduce the programs at the meeting.
 5. Contact area newspapers to publish monthly notices of upcoming meetings.
 - **Publicity Committee**
 1. After each meeting, write a brief summary of the meeting and submit the summary to the newspapers in the area. Photos may be included with permission when possible.
 2. Publicize the presentation of annual scholarships with article and photo in same newspapers.

- **Scholarship Committee**

Responsibilities of the Scholarship Committee:

- 1. Promote interest and support for scholarships.**
- 2. Design application forms.**
- 3. Evaluate and award Unit scholarships.**
- 4. Report scholarship winners to the membership and publicize scholarship winners in local media.**
- 5. Evaluate the Unit's scholarship program and make recommendations as needed to the Unit.**

- **Telephone Committee**

Responsibilities of Telephone Committee:

1. The telephone committee shall call members for meal reservations as needed.
2. The committee shall keep members informed of relevant Unit information between meetings.

ARTICLE X-MEETINGS

The first regular meeting of each year shall be held in September. There will be at least seven meetings with NONE in January or February. The program committee will arrange the meeting dates. The President may call Executive Committee meetings. The telephone committee will notify members of changes in time or place of meetings.

ARTICLE XI-AMENDMENTS

This constitution shall be amended at a regular business meeting by a majority vote of those present. Members shall be notified in advance that amendments will be on the meeting agenda by the telephone committee.

ARTICLE XII-DISSOLUTION

Disposition of assets in the event of dissolution of the Hardin County Area Unit of Retired School Personnel Association shall be transferred to the state treasurer of IRSPA.

Standing Rules of the Hardin County Area Unit of Retired School Personnel Association

1. The President will appoint an auditing committee. The audit will be conducted annually and a report submitted to the Executive Committee by September 1. No member of the Executive Committee shall serve on the auditing committee.
2. An honorarium as designated by the Unit will be given to any non-member presenting a program.
3. The Unit will pay the expenses of its representative to the state convention which exceed the amount paid by the state association.
4. The Treasurer will send a \$20 gift to a local library upon the death of any past or present member. Any other members wishing to add to the memorial in a timely fashion may do so.
5. Contributions to charitable organizations will be voted upon by the membership. Only those organizations which benefit the wider Hardin County Area will be considered.