

**CONSTITUTION AND BY-LAWS
HENRY COUNTY RETIRED SCHOOL PERSONNEL ASSOCIATION**

Article I: Name

Section 1. The name of this organization shall be Henry County Retired School Personnel Association (HCRSPA).

Article II: Purpose

Section 1. The purpose of this organization shall be the promotion of the social and economic welfare of its members.

Article III: Membership

Section 1. Any retired employee in the nation's schools shall be eligible for membership in HCRSPA upon payment of dues.

Section 2. Associate membership shall be open to spouses of above.

Section 3. Membership shall be extended to retired public librarians with associate membership offered to their spouses.

Article IV: Dues

Section 1. The annual dues of this Association shall be \$5 starting May, 2000.

A. New members paying dues after May 1 of their first year of membership, shall be given credit as paying dues to October 1 of the following year.

B. Dues may be paid between June and September.

Section 2. A member whose dues remain unpaid after October 1 shall be dropped from membership.

Section 3. A member whose membership has been terminated for nonpayment of dues may be reinstated in good standing upon payment of dues for the current year.

Article V: Organization of Units

Section 1. A unit of the Iowa Retired School Personnel Association (IRSPA) may be organized in any Iowa area in which members can conveniently meet.

Section 2. A written application for affiliation with IRSPA, together with a copy of the Constitution of the local unit, which in no way shall conflict with the IRSPA Constitution, shall be sent to the president of IRSPA.

Section 3. Twenty-five percent (25%) of the members of the local unit must be members of IRSPA.

Section 4. Unit privileges

A. Each local unit is entitled to a representative on the IRSPA Executive Board.

B. The name of the representative must be filed with the secretary of IRSPA to qualify as a voting delegate.

Article VI: Officers

Section 1. Officers

A. The officers of this organization shall be president, vice-president, secretary, and treasurer.

Section 2. Elections

A. Officers shall be elected for a term of two (2) years.

B. Election of officers shall take place in May, and they shall be installed in September.

Section 3. Qualifications of Officers

A. To be eligible to hold an office, a person must be in good standing in the local unit and in IRSPA.

Section 4. A nominating committee of three (3) shall be appointed in March.

Section 5. Duties of the officers

A. Duties of the president

1. Serve as chairman of the executive committee and the advisory board.

2. Preside at all meetings of HCRSPA.

3. Call special meetings.

4. Appoint committees.

5. Cooperate with the vice-president in developing plans and programs for HCRSPA for the following year.

6. Authorize all checks drawn in the name of HCRSPA.

7. Exercise all powers and authorities pertaining to the office.

B. Duties of the vice-president

1. Attend advisory board and executive committee meetings.

2. Cooperate with the president to develop programs and plans for the following year.

3. Assist the president.

4. Assume the duties of the president in the event the president is unable to serve

5. Serve as program chairman for the Association's meetings.
- C. Duties of the secretary
 1. Keep the minutes of all meetings.
 2. Submit an account of each meeting to all Henry County newspapers.
- D. Duties of the treasurer
 1. Receive and keep a record of all the monies paid to HCRSPA and IRSPA.
 2. Make a financial report at each meeting.
 3. Pay all bills authorized by the president.
 4. Work closely with the membership chairman.

Article VII: Committees

Section 1. Standing committees of the organization may include

- A. Membership
- B. Legislative
- C. Supportive Services (Volunteer Hours)
- D. Community affairs (Old Threshers)
- E. Nominating
- F. Courtesy
- G. Historian
- H. Public Relations
- I. Health-Care Advocacy
- J. Parliamentarian

Section 2. Such other committees as the executive committee and advisory board deem necessary may be created.

Section 3. The chairmen of these committees shall be appointed by the president and shall be members of the advisory board.

Article VIII: Meetings

Section 1. The regular meetings of the HCRSPA shall be held on the first Wednesday of the month or as specified in the program booklet.

- A. Meetings may be held each year in October, November, March, April, May, June, July, and September.
- B. The new officers shall be installed by the retiring president at the September meeting and assume their duties for the next meeting.
- C. Prospective members are always welcome.

Section 2. Special meetings may be called whenever the president or the executive committee deems it necessary.

Section 3. Twenty percent (20%) of active members shall constitute a quorum.

Article IX: Executive Committee

Section 1. The executive committee shall consist of the president, vice-president, secretary, and treasurer.

Section 2. Duties of the executive committee

- A. Conduct the business of HCRSPA during the interim between meetings.
- B. Fill vacancies in elected offices.
 1. If, because of death or disability, an officer is unable to complete a term, the executive committee, by a majority vote, shall fill the unexpired term.
 2. In case of a vacancy in the presidency, the vice-president shall fill the unexpired term, and the office of the vice-president shall be filled by appointment by the executive committee
 3. A simple majority shall constitute a quorum.

Article X: Advisory Board

Section 1. The advisory board shall consist of the officers and the standing committee chairs.

Section 2. Duties of the advisory board

- A. Serve as a planning committee.
- B. Serve as a budget committee.

Section 3. A simple majority shall constitute a quorum.

Article XI: Affiliation

Section 1. HCRSPA maintains a relationship with IRSPA and with the National Retired Teachers Association.

Article XII: Amendments

Section 1. This Constitution and By-Laws may be amended by a majority vote of the attending members at a regular or special meeting. The written notice of the proposed amendment and the time and place of the meeting shall be presented to members not less than two (2) weeks prior to the final vote.

Article XIII: Parliamentary Authority

Section 1. In all matters not specifically expressed in this Constitution and By-Laws, the parliamentary authority shall be Robert's Rules of Order, Revised.

Article XIV: Dissolution

Section 1. Disposition of assets in the event of dissolution of HCRSPA shall be transferred to IRSPA.

Revised September 6, 2017