Constitution & Bylaws

Iowa Retired School Personnel Association (IRSPA)

October 2025

Approved May 20, 1976; Amended May 26, 1977; Amended October 18, 1979; Amended November 5, 1981; Amended May 5, 1983; Amended October 9, 1986; Amended October 5, 1989; Amended October 2, 1991; Amended October 2, 1992; Amended October 5, 1994; Amended October 3, 1996; Amended October 2, 1997; Amended October 5, 2000; Amended October 7, 2004; Amended October 5, 2005; Amended October 4, 2012; Amended October 6, 2016; Amended October 5, 2017; Amended October 4, 2018, Amended October 5, 2023, Amended October 2, 2025

ARTICLE I – NAME

The name of the organization shall be Iowa Retired School Personnel Association. The acronym **IRSPA** may be used in place of the full name of the association.

ARTICLE II – PURPOSE

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

ARTICLE III – MEMBERSHIP

Section 1. Active Member. Any retired employee of the nation's schools shall be eligible for membership.

Section 2. Associate Member. Associate membership may be offered to non-retired school personnel and spouses/or significant others who are interested in and support the objectives of IRSPA. They may become associate members upon payment of stipulated dues as set forth in Standing Rules, shall be eligible to assume active membership with all rights and privileges except the right to vote, or hold state office.

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

Section 4. Life Membership. Life membership shall be open to any member eligible for active or associate membership upon payment of $300 dues.

ARTICLE IV – DUES

Section 1. Annual Dues. The annual dues of members and associate members of the association shall be determined by the Executive Board and approved by a majority vote of members present at the Annual Meeting. Members will be notified of any proposed change in the newsletter just prior to the Annual Meeting.

A. Dues are for membership from October 1 through September 30.

B. Dues paid after April 1 shall be given credit as having paid dues to October 1 of the following year.

Section 2. Terminated Membership. A member whose dues remain unpaid after two years shall be dropped from membership.

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

ARTICLE V – ORGANIZATION OF UNITS

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

Section 2. Affiliation. A written application for affiliation with the Iowa Retired School Personnel Association together with the constitution of the local unit, which shall in no way conflict with the state association constitution, shall be sent to the President of the Iowa Retired School Personnel Association.

Section 3. Unit Membership in State Association. Twenty-five percent of the members in a local unit must be members of the state association.

Section 4. Attendance at District Workshop. Each local unit is encouraged to send representatives to the District Workshop.

ARTICLE VI – OFFICERS

Section 1. Officers

A. Elected Officers of this organization shall be President, President-Elect, Vice-President, Past President, and Secretary.

B. The President shall appoint the Treasurer, District Coordinators and Newsletter Editor and they shall serve on the Executive Committee.

Section 2. Elections

A. The Vice-President shall be elected annually and Secretary shall be elected in the odd numbered years.
B. Names of the members of the Nominating Committee shall be published in the Association Newsletter in time for members of Iowa Retired School Personnel Association to submit names of qualified nominees to the committee.
C. Officers so elected shall take office following the close of the Annual Meeting and serve until their successors are elected or appointed.

Section 3. Eligibility

To be eligible to hold an office in the Iowa Retired School Personnel Association, a person must be a member in good standing in a local unit, the Iowa Retired School Personnel Association and NRTA, AARP's Educator Community.

Section 4. Nominations, Elections, and Term

A. The Nominating Committee shall be all District Coordinators.
B. The nominations approved by the Nominating Committee and the candidates' pictures and profiles shall be included in the June Newsletter.
C. A ballot shall be sent to each member in the June Newsletter. There will be a space for a write-in candidate for both Vice-President and Secretary. There will be no nominations from the floor at the Annual Meeting.
D. All paper ballots must be postmarked by the July 15th deadline and mailed to the chair of the Nominating Committee. The ballots shall remain sealed until counted by at least two of the Nominating Committee by August 15th. Online ballots must be sent by the July deadline. In case of a tie, the tied candidates will participate in a draw, overseen by the Nominating Committee Chair.
E. When there is only one candidate for any elected office, that candidate will be appointed by the Executive Board.
F. When there is no candidate for a vacant office, one may be appointed by the President and/or Executive Board with his/her approval.
G. Officers so elected or appointed shall take office following the close of the Annual Meeting and serve until their successors are elected or appointed.

Section 5. Duties of Officers

A. Duties of the President.
1. Serve as chairman of the Executive Committee and Executive Board.
2. Preside at all meetings of the Association.
3. Call special meetings.
4. Appoint committees.
5. Provide opportunities for the President-Elect to become acquainted with IRSP Association and NRTA leaders, programs and goals.
6. Cooperate with the president-elect in developing plans and programs for Iowa Retired School Personnel Association the following year.
7. Authorize all checks drawn in the name of the Association.
8. Exercise all powers and authorities pertaining to the office.

B. Duties of President-Elect
1. Assist the President.
2. Assume the duties of the president in the event the president is unable to serve.
3. Serve as Program Chair of the Association's Annual Meeting.
4. Serve as a member of the Constitution and Bylaws Committee.
5. Become acquainted with the Iowa Retired School Personnel Association and NRTA programs, leaders, materials, and goals.
6. Attend Executive Board Meetings and Executive Committee Meetings.
7. Cooperate with the President to develop programs and plans for the following year.

C. Duties of Vice-President
1. Assist the President and the President-Elect.
2. Assume the duties of the President-Elect in the event the President-Elect is unable to serve.
3. Serve as co-chair of the Constitution and Bylaws Committee.
4. Assist with Parliamentary Procedures during meetings.

5. Become acquainted with the Iowa Retired School Personnel Association and NRTA programs, leaders, materials, and goals.
6. Attend Executive Board Meetings and Executive Committee Meetings.
7. Cooperate with the President and President-Elect to develop programs and plans for the following year.

D. Duties of Secretary

1. Keep the minutes of all meetings of the Executive Committee, the Executive Board, and of the Association, and submit a copy of these to the state officers and Unit Presidents as quickly as convenient.
2. Maintain the records of the organization as its Historian, i.e. working with the Iowa AARP to maintain a file of IRSPA records.

E,. Duties of Treasurer

1. Receive and keep a record of all monies paid into the Association.
2. Pay all bills authorized by the president.
3. Make a quarterly financial report to the elected officers of the State Association.
4. Make an annual financial report at the Annual Meeting.
5. Work closely with the Membership Chair.

ARTICLE VII – COMMITTEES

Section 1. Standing Committees. Standing Committees of the organization shall be:

A. Benefits
B. Budget & Finance
C. Constitution & Bylaws Public
D. Health-Care Advocacy Relations (Publicity)
E. Legislative
F. Membership
G. Nominating
H. Public Relationsl
I. Scholarship
J. Supportive Services

Section 2. Other Committees. Such other committees as the Executive Committee or Board deems necessary or expedient.

Section 3. Committee Chairs. The Chair of these committees shall be appointed by the president.

ARTICLE VIII – MEETINGS

Section 1. Annual Meeting. The regular meeting of the Association shall be in October of each year and shall be known as the Annual Meeting.

Section 2. Executive Board. The Executive Board shall consist of the Executive Committee, the AARP Representative to the Iowa Retired School Personnel Association, and Chairs of the Standing Committees.

Section 3. Special Meetings. Special meetings may be called whenever the President or the Executive Committee deems it necessary.

Section 4. Quorum. Twenty-five active members shall constitute a quorum at any Annual Meeting.

ARTICLE IX – EXECUTIVE BOARD

Section 1. Executive Committee. The Officers of the Association and the Treasurer, the District Coordinators, and the Newsletter Editor shall be the Executive Committee of the Executive Board.

Section 2. Executive Board. The Executive Board shall consist of the Executive Committee, the AARP Representative to the Iowa Retired School Personnel Association, the AMBA Representative to the Iowa Retired School Personnel Association, and Chairs of the Standing Committees.

Section 3. Quorum

A. Five members constitute a quorum for the Executive Committee.
B. Ten members constitute a quorum for the Executive Board.

Section 4. Duties of the Executive Committee

A. Conduct the business of the Association during the interim between meetings.
B. Fill vacancies in elected offices. If because of a death or disability, an officer is unable to complete a term, the Executive Committee by majority vote shall fill the unexpired term. In case of a vacancy in the Presidency, the President-Elect shall fill the unexpired term, and the

office of the President-Elect shall be filled by appointment of the Executive Committee.

ARTICLE X – AFFILIATIONS

The Iowa Retired School Personnel Association maintains a close relationship with the Iowa State Education Association and is affiliated with the National Retired Teachers Association.

ARTICLE XI – AMENDMENTS

The Constitution and Bylaws may be amended by a majority vote of its Iowa Retired School Personnel Association members present at the Annual Meeting. The written notice of the proposed amendments, the time and place of the meeting, shall be presented to the members not less than two weeks before the final vote.

ARTICLE XII – PARLIAMENTARY AUTHORITY

In all matters not specifically expressed in this Constitution, the parliamentary authority shall be *Robert's Rules of Order, Revised*.

ARTICLE XIII - DISSOLUTION

Disposition of assets in the event of dissolution of the Iowa Retired School Personnel Association shall be transferred to AARP Foundation as part of the National Retired Teachers Association.