

# BYLAWS OF THE LAKE COUNTY RETIRED TEACHERS ASSOCIATION

May, 2016, proposed amendments to the Bylaws of March 14, 2006

Note: Annuitant\* as used throughout these Bylaws refers to an individual who is an annuitant of any retirement system for educators.

## ARTICLE I - NAME

The name of the organization shall be the Lake County Retired Teachers Association, hereafter called the Association.

## ARTICLE II - PURPOSE AND MISSION

Section 1. Purpose: The purpose of the Association shall be to maintain and improve benefits to annuitants\* of TRS; promote education and the professional, social, and economic status of all annuitants\*; and to work in cooperation with other organizations to obtain these goals.

Section 2. Mission: The Association is a non-profit, non-partisan organization of retired educators. The Association serves the needs and interests of its members through advocacy, education, cooperation, and socialization in a flexible organizational structure.

## ARTICLE III - MEMBERSHIP

Section 1. Membership of the Association shall consist of three (3) classifications: Active, Associate, and Pre-retirement.

- A. Active - Any retired certificated staff member of a public or private school, college or university, or the spouse of a deceased annuitant,\* shall be eligible for Active membership with full membership privileges.
- B. Associate - Any other person interested in education and approved for membership by the Officers of the Association or by the Board of Directors (hereafter called the Board) or an Active member's spouse shall be eligible for Associate membership without the right to vote or hold office.
- C. Pre-retirement membership - Any certificated staff member of a public or private school, college or university who anticipates retirement shall be eligible for Pre-retirement membership with all of the rights and privileges of Active members.

Section 2. Surviving spouses of deceased annuitant\* members.

- A. A surviving spouse who is already a lifetime Associate member upon becoming an annuitant\* shall automatically become a lifetime Active member without further dues payment.
- B. Other surviving spouses on becoming annuitants\* may become life Active members on payment of appropriate dues.

## ARTICLE IV - OFFICERS AND DUTIES

Section 1. The officers of the Association shall be President, Vice-President, Associate Vice-President (Program Chair), Secretary, and Treasurer.

Section 2. The President shall:

- A. Preside at all meetings of the Association.
- B. Appoint a Treasurer with the approval of the Board.
- C. Appoint, with the approval of the Board, all committees and such other functionaries as may be deemed necessary to accomplish the purpose and mission of the Association.
- D. Serve as ex-officio member of all committees except the nominating committee.
- E. Be responsible for the proper conduct of the Association between meetings of the Board.
- F. Prepare an annual calendar of events subject to Board approval and publicize said calendar well in advance of those events.
- G. Whenever a vacancy occurs in an office other than that of President or Vice-President, appoint with Board approval a replacement for the balance of the term.

Section 3. The Vice-President shall:

- A. Preside at meetings in the absence of the President and assume the office of the President if and when that office becomes vacant.
- B. Assist the President and perform such duties as the President or the Board shall assign.

Section 4. The Associate Vice-President shall:

- A. Assume the office of Vice-President if and when that office becomes vacant.
- B. Assist the President and the Vice-President and perform such duties as the President or the Board assign.
- C. Prepare programs, subject to the approval of the Board, and publicize them well in advance of meetings.

Section 5. The Secretary shall:

- A. Keep minutes of all meetings of the Association.
- B. Handle appropriate Association correspondence.
- C. Serve as the Association historian, updating the history from time to time.

Section 6. The Treasurer shall:

- A. Receive all monies of the Association, keep an accurate record of all receipts and expenditures, and pay out funds only as the Board authorizes.
- B. Present a statement of accounts at each Board and unit meeting and present the annual financial report at a spring luncheon meeting.
- C. Present accounts annually for an audit by an audit committee.
- D. Serve as chair of the Finance Committee.
- E. Disperse LCRTA scholarship monies to each recipient upon receipt of the first semester college transcript.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Composition and responsibilities:

- A. The Board shall consist of the Officers, the immediate Past-President, the Chairs of standing committees (see Article IX), the Chair of each Council, and any others the Board deems necessary to administer the affairs of the Association. Each individual serving on the Board shall have one vote.
- B. The Board shall be responsible for the administration of the affairs of the Association.

Section 2. Meetings:

- A. The Board shall meet prior to the regular meetings of the Association.
- B. A quorum shall consist of one-half of the members of the Board plus one.
- C. The President or four (4) members of the Board may call a special meeting of the Board by telephone or by sending a written (mail or electronic) notice to each of the members of the Board.

Section 3. Convention delegates:

- A. The President shall appoint, with the approval of the Board, delegates to appropriate conventions and conferences.
- B. The Board may allot funds to cover delegate expenses.

## ARTICLE VI - NOMINATIONS AND ELECTIONS

### Section 1. Nominations:

- A. The President shall appoint the Chair of the Nominating Committee. The President and the Chair of the Nominating Committee shall appoint four (4) additional members to serve on the Nominating Committee.
- B. The Nominating Committee shall submit the name(s) of the nominees for each elective office and shall present its formal report at the annual fall luncheon in each odd numbered year. The committee shall announce the slate well before the luncheon meeting and in the Association newsletter.
- C. Members may make nominations for all elective offices from the floor.
- D. Persons nominated must have given consent to have their names placed on the ballot.

### Section 2. Election of officers:

- A. Elections for President, Vice-President, Associate Vice-President, and Secretary shall occur at the annual fall luncheon meeting in odd-numbered years. Election shall be by ballot except if there is but one nominee for an office, election may be by voice vote.
- B. Newly elected officers shall assume their duties January first of the following year.
- C. Each elected officer shall serve no more than two consecutive terms of two (2) years for any one office, except that the Board of may remove the two term limit in a specific instance for reasons which the Secretary shall record in the minutes. The limits shall be automatically restored at the end of the excepted term.

## ARTICLE VII - MEMBERSHIP MEETINGS

At its discretion, the Board shall arrange luncheon meetings for members, usually on the second Tuesday, at places, times, and dates it determines; it shall also arrange at least one special luncheon meeting annually.

## ARTICLE VIII - FINANCES

Section 1. The Board shall determine the annual dues and life membership dues. Any change shall become effective the following January first.

Section 2. The fiscal year of the Association, involving terms of office, membership, and accounting shall be from January first to December thirty-first.

Section 3. An ad hoc Audit Committee consisting of three (3) active members shall review the financial records of the Association after January first.

## ARTICLE IX - COMMITTEES

Section 1. The chair of each standing committee shall serve on the LCRTA Board.

Section 2. Standing committees and their functions:

- A. The Membership Committee shall recruit, retain, and regain members. To that end, the Membership Committee, in cooperation with the Treasurer and Data Base Manager, shall up-date and compile accurate membership records.
- B. The Legislative Committee shall provide leadership in promoting and monitoring legislation that will affect members and all older persons. It is the task of the committee to mobilize the members to take timely action by whatever appropriate means to influence desired legislative outcomes.
- C. The Information Services and Publications Committee shall inform the members and the community-at-large regarding activities of the Association and about issues of interest to its members, including, but not limited to, questions of public policy at any level, economic welfare of members, health and wellness information, member benefits (including any benefits available to them through the IRTA, the LCRTA, federal or state governments, or community organizations or businesses that offer benefits), and opportunities for community service and socialization in keeping with Article II of these Bylaws. The committee may employ any means of disseminating information the Board deems appropriate including updates to the LCRTA website.
- D. The Finance Committee shall receive all monies of the Association, keep an accurate record of all receipts and expenditures, and pay out funds only as authorized by the Board; present a statement of accounts at each Board and unit meeting; present the annual financial report at a spring luncheon meeting; and present accounts annually for an audit by an Audit Committee.
- E. The Program Committee shall arrange for Board and unit meeting venues and, if appropriate, menus; arrange for unit programs, subject to the approval of the Board; and publicize programs well in advance of meetings.
- F. The Hospitality Committee shall establish and maintain a system of registration, issue badges, see to amenities such as decorations, and arrange for a flag and public address services for meetings.
- G. The LCRTA Scholarship Committee shall seek contributions to sustain the Association-sponsored scholarship program and shall establish rules for participation and selection of recipients. The committee shall also solicit readers to judge scholarship applications.
- H. The Database Manager shall maintain records for and about members.

- I. The Publicity and Public Relations Committee shall send to news media notices of upcoming meetings and programs as well as pictures of our scholarship winners and members of the Association.
- J. The LCRTA Foundation Committee shall be responsible for promoting the fund-raising efforts of the Illinois Retired Teachers Foundation as well as disseminating information from the Foundation regarding assistance to retired educators, providing college scholarships to aspiring teachers, and providing grants to educators.
- K. Any unit member serving as an IRTA officer or committee member shall also serve on the LCRTA Board.
- L. Council Chairs and the immediate Past-President, while not committees, also serve on the Board.

Section 3. Committee Personnel: The President shall appoint each committee chair (other than those serving as a function of their office), subject to the approval of the Board. When there is a vacancy, or in the case of the removal of a committee chair, the President shall appoint a replacement, subject to the approval of the Board.

Section 4. The President may appoint ad hoc committees for the performance of special responsibilities such as audit and nominations.

#### ARTICLE X - RULES OF ORDER

The most recent revision of Roberts Rules of Order shall govern all meetings of the Association unless inconsistent with the IRTA Constitution.

#### ARTICLE XI - AMENDMENTS

Section 1. The Bylaws of the Association may be amended by a two-thirds (2/3) vote of the members present at any legally constituted meeting.

Section 2: When any member suggests a need for an amendment to these Bylaws, the President shall appoint an ad hoc Bylaws Committee which shall include the person suggesting the change. The committee shall submit proposed changes in writing to the Board at least one month before presenting said changes to the members present at a unit meeting for their vote.

Section 3. Amendments shall become effective on the first day of the month after enactment.

#### ARTICLE XII - COUNCILS

Section 1. Active members living in geographical areas designated by the Association Board may form councils of the Association.

Section 2. All of the limitations incumbent on the Association shall bind such councils, which may not operate contrary to the interest of the Association or IRTA.

Section 3. The chair of each council shall serve as a member of the Association Board.

Section 4. Councils may elect such officers as they deem useful and may maintain such standing committees as their interests require.

Section 5. Each council may hold meetings in accordance with its rules, but not on the dates on which Association meetings are scheduled.

#### ARTICLE XIII - AUTHORIZATION & LIMITATIONS

Section 1. Notwithstanding any other provision of these Bylaws, the Association shall not carry on any activities not permitted an association exempt from Federal Income Tax.

Section 2. The Association maintains the power and authorization to do such other things as are incidental to the foregoing or are necessary or desirable in order to accomplish the foregoing.

Section 3. The Bylaws of the Association shall conform to the purpose and mission statement as set forth in the IRTA Constitution.

Section 4. The Association shall update its Bylaws after each IRTA convention and file a copy with state IRTA Constitution Chairman by July first of the following year.

#### ARTICLE XIV - DISSOLUTION

Section 1. The life of the Association is perpetual.

Section 2. However, if there is a dissolution some time in the future, the Board shall distribute its property and assets as follows:

- A. All liabilities and obligations of the Association shall be paid, satisfied, and discharged.
- B. Assets held by the Association upon condition requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements.
- C. Remaining assets and all dues collected shall be distributed among such charities as may be designated by the Board.

Section 3. No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons, except that the Association shall pay reasonable compensation for services rendered and expenses incurred and make payments and distribution in furtherance of the purposes set forth in the Bylaws of the Association.