

# **Constitution of the Northwest Suburban Retired Teachers Association (IRTA Unit 90)**

## **Article I -- Name**

The name of the organization shall be the Northwest Suburban Retired Teachers Association, hereafter called the IRTA Unit 90.

## **Article II -- Purpose**

The purpose of the Association shall be to:

1. Cooperate with the Illinois (State) Retired Teachers Association.
2. Cooperate with the NRTA Division of the American Association of Retired Persons (AARP) by promoting membership, legislation, projects and programs.
3. Maintain and improve the social, educational, economic and recreational welfare and status of retired educators in the local communities, the State of Illinois and the United States.
4. Help retired teachers maintain identity with the teaching profession and to further the cause of education through opportunities to stay in contact with friends and associates with whom they served during their active teaching years.
5. Gather and disseminate information of value concerning retirement to members.
6. Provide an organizational framework through which retired educators can continue a life of service to fellow members, their active colleagues and the community.
7. Respond to community needs and to encourage retired teachers to contribute their talents and experience to the decision-making processes in their local communities.
8. Present the image of aging as one of dignity, independence and purpose.
9. Encourage active educators to prepare for retirement.
10. Familiarize retired and active teachers with the benefits of membership in local, state, and national associations.

## **Article III -- Governance**

The IRTA Unit 90 shall be governed by its own officially adopted bylaws. These bylaws shall in no way conflict with the constitution and bylaws of the Illinois Retired Teachers Association.

## **Article IV -- Affiliation**

The IRTA Unit 90 shall be affiliated with the Illinois Retired Teachers Association.

## **Article V -- Membership**

### **Section 1. Active**

Membership shall be open to any retired certified staff member of a public or private school, college, or university. The spouse of a deceased member shall be eligible as an active member with full membership privileges.

### **Section 2. Associate**

Associate Membership shall be open to any active teacher or other person interested in the work of the IRTA Unit 90 and approved for membership by the Board of Directors. An Associate member shall have membership rights and privileges with the exception of the right to vote, hold office or to represent the IRTA Unit 90.

## **Article VI -- Finance**

### **Section 1. Fiscal Year**

The fiscal year of the IRTA Unit 90 shall begin January 1 of each year.

### **Section 2. Dues**

The amount of annual dues for active and continuing members shall be established by the Board of Directors. New members who make payment during September, October, November or December will have their payment apply to the upcoming dues year.

### **Section 3. Finances**

The IRTA Unit 90 Treasurer shall provide the Executive Committee with a current annual financial statement at the January Board Meeting.

## **Article VII -- Officers**

The elected officers of the IRTA Unit 90 shall be a President, Vice-President(s), Secretary, Treasurer and any other officers the IRTA Unit 90 Board deems necessary.

### **A. The President shall:**

- (1) Preside at all general meetings and at meetings of the Executive Committee and of the Board of Directors.
- (2) Appoint, with the approval of the Executive Committee, chairpersons of standing and special committees, except the Nominating Committee.
- (3) Serve as ex officio member of all committees except the Nominating Committee.

### **B. The Vice-President shall:**

- (1) Work with the President and substitute for him/her when necessary.
- (2) Perform such duties as are assigned by the President or Executive Committee.

### **C. The Secretary shall:**

- (1) Keep a permanent file of the minutes of all general, Board of Directors and Executive Committee meetings.
- (2) Have available for reference at all meetings a copy of the IRTA Unit 90 bylaws, a list of officers and committees.
- (3) Have charge of such correspondence as is delegated by the President or the Board of Directors.
- (4) Keep on file all incoming communications and copies of all outgoing correspondence.
- (5) Be responsible for sending copies of relevant correspondence and other materials to the Illinois (State) RTA officers and staff.
- (6) Forward names and addresses of new officers and committee chairpersons to the Illinois (State) RTA offices.

### **D. The Treasurer shall:**

- (1) Be responsible for collecting and recording the receipts of dues and expenditures of the IRTA Unit 90.
- (2) Be responsible for paying all bills provided for in the budget or confirmed by the President.
- (3) Be responsible for keeping a proper set of financial records.
- (4) Be responsible for providing a financial report at the annual meeting and at such other times as is requested by the Executive Committee or Board of Directors.
- (5) Serve on a Budget Committee, if necessary.
- (6) Issue membership cards, unless any other members have already given cards out during membership requests and collected checks to be deposited and recorded by the Treasurer.

## **Article VIII -- Board of Directors**

### **Section 1. Membership**

The Board of Directors shall include the elected officers and chairpersons of the standing committees.

### **Section 2. Duties**

The Board of Directors shall:

- (A) Monitor the business of the IRTA Unit 90.
- (B) Have the general administrative authority to administer decisions related to the IRTA Unit 90 according to the Illinois (State) IRTA Constitution and shall report those decisions to the IRTA Unit 90 membership.
- (C) Be subject to the orders of the IRTA Unit 90 and none of its actions shall conflict with actions taken by the membership.
- (D) Deliver an annual report for the previous year to the Board of Directors in January.
- (E) Recommend, when feasible, the establishment of additional standing and special committees.

### **Section 3. Meetings**

Meetings of the Board shall be scheduled monthly (except in July and December) by the President or upon written request by four members of the Board -

### **Section 4. Quorum**

A majority of the membership of the Board of Directors shall constitute a quorum.

## **Article IX -- Executive Committee**

### **Section 1. Membership**

The Executive Committee of the Board of Directors shall be composed of the elected officers.

### **Section 2. Duties**

The Executive Committee shall:

- (A) Have emergency power to act for the Board of Directors between meetings of the Board.
- (B) Perform such other duties as may, from time to time, be expedient.
- (C) Provide for such audit and control of funds as are necessary to assure their safekeeping and complete accounting.

### **Section 3. Meetings**

Meetings of the Executive Committee may be called at the request of the President. The incoming or continuing President may call a meeting of the Executive Committee prior to a regular meeting.

### **Section 4. Quorum**

A majority of the membership of the Executive Committee shall constitute a quorum.

## **Article X -- Elections and Terms of Office**

### **Section 1. Nominations**

A Nominating Committee selected by the IRTA Unit 90 Board shall prepare a slate of nominees to be presented biannually in odd-numbered years. Nominations can be made from the floor provided prior consent of the nominees has been obtained.

### **Section 2. Elections.**

Elections shall be held biannually in odd-numbered years. A majority of the votes cast shall be necessary for election. In cases where there is but one nominee for office, a voice vote can be taken.

### **Section 3. Terms of Office**

All officers shall take office at the first Executive Meeting of the new year and shall serve for a term of two years. If there are no other nominations, the current officer may serve another term.

### **Section 4. Vacancies**

All vacancies in office shall be filled for the unexpired term by the Executive Committee or Board of Directors, or by the IRTA Unit 90 President with the approval of the Executive Committee.