# Constitution and 

## Bylaws



Adopted, as amended: October 8, 2019
TRUMBULL RETIRED TEACHERS ASSOCIATION An Affiliate of the Ohio Retired Teachers Association

## THE CONSTITUTION

## ARTICLE I <br> NAME AND PURPOSES

Section 1 The name of this organization shall be the Trumbull County Retired Teachers Association hereafter referred to as the TRTA.
Section 2 Affiliation - TRTA shall be the Trumbull County Chapter of the Ohio Retired Teachers Association (ORTA) and the National Retired Teachers Association (NRTA).
Section 3 The purposes of the TRTA shall be:
a) To promote the interests and welfare of retired teachers;
b) To foster good fellowship among retired school personnel;
c) To aid the advancement of public schools;
d) To promote continued education through the scholarship fund; and
e) To assist and cooperate with programs of ORTA and NRTA.

> ARTICLE II MEMBERSHIP

Section 1 All members shall be a retired certified employee currently receiving benefits from the State Teachers Retirement System of Ohio or from any other state or local teachers' retirement system. Members are encouraged to hold unified membership with ORTA.

Section 2 Membership begins with the payment of TRTA dues.

## ARTICLE III DUES

Section 1 The dues of the TRTA for members shall be recommended by the Executive Committee and approved by the membership at a regular meeting of the Association.
Section 2 Life Membership dues shall be recommended by the Executive Committee.
Section 3 The fiscal year for TRTA shall be January 1 through December 31.

## ARTICLE IV <br> OFFICERS

Section 1 The Officers of TRTA shall be: President, President-elect and Program Chairman, Recording Secretary, Financial Secretary, and Treasurer. The term of office shall be two years.
Section 2 All Officers of TRTA shall be members of ORTA.
Section 3 The Financial Secretary may request that an assistant of her or his choosing be appointed by the President with the approval of the Executive Committee.
Section 4 The Recording Secretary, Financial Secretary and Treasurer may succeed themselves, with no term limitations.

## ARTICLE V <br> EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of the Elected Officers, the two immediate Past Presidents, and the chairpersons of the standing committees.
Section 2 The Executive Committee shall meet during the month preceding each regular meeting. Special meetings may be called by the President or by written request of five members of the Executive Committee.
Section 3 The Executive Committee shall have the power to transact business between scheduled meetings and shall formulate and recommend policies for approval by the membership.
Section 4 The Executive Committee shall adopt a budget at the first meeting of the new year.

## ARTICLE VI <br> ELECTIONS

Section 1 The President shall appoint a Nominating Committee in June of the second year of the term of office. The Nominating Committee shall recommend a slate of officers at the August meeting.
Section 2 Two-year elections shall be held at the October meeting. Nominations may also be made from the floor, with permission of the nominee. Officers shall be installed at the December meeting.

## ARTICLE VII MEETINGS

Section 1 There will be six regular general meetings each year: February, April, June, August, October, and December.
Section 2 There will be six Executive Committee meetings each year: January, March, May, July, September, and November. The President or the Executive Committee may call special meetings of the general membership when needed.

## ARTICLE VIII COMMITTEES

Section 1 TRTA Standing Committees are as follows: Audit, Communications, Community Participation, Dues Coordinator, Hospitality and Decorations, Informative and Protective Services, Legislation, Mailing, Membership, Name Tags, Necrology, Newsletter, Nominating, Organizational, Pre-Retirement Planning, Public Relations, 50/25/25 Raffle Scholarship, Spelling Bee, Telephone, and Web Master.
Section 2 All Standing Committee and Ad Hoc Committee chairmen must be members of Ohio Retired Teachers Association.
Section 3 Committees will normally consist of a Chairperson, appointed by the President, and two or more members selected by the Chairman.
Section 4 There may be additional Standing or Ad Hoc Committees as deemed necessary by the President or the Executive Committee.

## ARTICLE IX <br> VACANCIES

Section 1 Vacancies on Standing or $\operatorname{Ad} H o c$ Committees shall be filled by the President.
Section $2 \quad$ Vacancies in elected officers shall be filled by the President and approved by the Executive Committee. Appointees shall serve until the next election.

## ARTICLE X DISSOLUTION

Section 1 Upon dissolution of TRTA, a chapter of the Ohio Retired Teachers Association, all remaining assets shall be transferred to another 501 C 3 organization or to the Ohio Retired Teachers Association.

## THE BYLAWS

## ARTICLE I DUES

Section 1 The annual chapter dues shall be twenty dollars (\$20.00) and are payable prior to January 1.

Section 2
Section 3 Two dollars ( $\$ 2.00$ ) of the annual dues shall be allocated to the Scholarship Fund. The annual dues for ORTA will be set by that Association.

## ARTICLE II LIFE MEMBERSHIP FUND

Section 1 The Life Membership Fund is to provide service to Trumbull Retired Teachers by permitting a lump sum payment of dues for life.
Section 2 The cost of Life Membership shall be One hundred fifty dollars (\$150.00).
Section 3 Seventy-five dollars (\$75.00) of each Life Membership shall go to operating expenses.
Section 4 The income from the Life Membership Fund may be used for operating expenses and/or the Scholarship Fund.

## ARTICLE III STIPENDS

Section 1 The Recording Secretary, Financial Secretary, Treasurer, Newsletter Editor, Membership Chairman and Legislative Chairman may receive a stipend, to be determined by the Executive Committee.

## ARTICLE IV DUTIES OF THE OFFICERS

## Section 1 The President shall:

a) Preside at all meetings of the membership and at the Executive Committee.
b) Appoint all committee chairmen.
c) Serve as an Ex-officio member of all committees, except the Nominating Committee.
d) Be a member of ORTA.

Section 2 The President-elect shall:
a) Preside at all meetings in the absence of the President.
b) Serve as Chairperson of the Program Committee.
c) Be a member of ORTA.

Section 3 The Recording Secretary shall:
a) Keep minutes of all meetings of the general membership and the Executive Committee.
b) Distribute copies of the minutes as directed by the Executive Committee.
c) Keep a permanent file of all minutes and correspondence.
d) Be a member of ORTA

Section 4 The Financial Secretary shall:
a) Receive all funds of the Chapter and prepare the Financial Secretary's Accounting Sheet for the Treasurer.
b) Receive lunch reservation forms/phone calls for the General Meetings.
c) Compile an alphabetical list of reservations and have it ready for the Name Tag person, as arranged.
d) Call the restaurant before the General Meeting and make the reservations - allow for a 10 percent under or over number.
e) Collect money for unpaid reservations/walk-ins.
f) Notify Name Tag person of the walk-ins so name tags can be located.
g) Add receipts of the day to the Financial Secretary's Account Sheet for the Treasurer.
h) Verify with the Treasurer the actual number of meals to be paid.
i) Make a record of the person receiving the Free Lunch and the date that it will be used.
j) Be a member of ORTA.

Section 5 The Treasurer shall:
a) Maintain Chapter accounts/investments with the financial institution(s); keep all changes of officer information/signatures up-to-date.
b) Receive Accounting Sheets from the Financial Secretary.
c) Deposit all funds in the approved financial institutions(s).
d) Pay bills as ordered by the Executive Committee.
e) Forward to ORTA all membership forms and dues payments.
f) Pay the restaurant bill.
g) Arrange for the annual audit of the books in January of each year.
h) Complete Internal Revenue forms when required.
i) Maintain documentation of Scholarship information for IRS purposes.
j) Make bi-monthly Treasurer's Report to the Executive Board and provide copies for the bimonthly General Meetings.
k) Prepare a yearly budget with the President and President-elect.
l) Be a member of ORTA.

## ARTICLE V AMENDMENTS

Section 1 Amendments to the Constitution and Bylaws may be made at any regular meeting by a motion and two-thirds vote of those Active Members present and voting.
Section 2 Amendments may be proposed by the Executive Committee or by fifty members, in writing, to the Recording Secretary, at least thirty (30) days before a regular meeting.
Section 3 All Amendments to the Constitution and Bylaws of the Ohio Retired Teachers Association (ORTA) that affect the Constitution and Bylaws of Trumbull Chapter of ORTA will automatically become effective upon notification from ORTA. (That is, neither Sections 1 nor 2 of Article V AMENDMENTS of the Constitution and Bylaws of TRTA need to be followed.)

ARTICLE VI RULE OF ORDER

Section $1 \quad$ This chapter shall be governed in its procedures by The Constitution and Bylaws.
This Constitution and Bylaws was first adopted in February 1965; amended in September 1965, February 1975, December 1973, September 1977, September 1986, March 1988, September 1993, September 1995, December 2001, September 2006, October 2007, August 2010, September 2015, September 2018 and October 2019.

