

**BYLAWS OF THE MARION CITY/COUNTY
RETIRED TEACHERS ASSOCIATION**

ARTICLE I: NAME

The name of this Association shall be the Marion City/County Retired Teachers Association, hereafter referred to as the "Association" or the "MCCRТА."

ARTICLE II: PURPOSES

The purposes of the Association shall be:

1. to maintain and promote the general welfare of retired educators,
2. to promote good fellowship among members,
3. to support education where and when needed,
4. to encourage members to volunteer their talents and services for the benefit of the community,
5. to encourage active educators to prepare for retirement,
6. to familiarize educators with the benefits of membership in the local, state and national Associations.

ARTICLE III: AFFILIATION

The MCCRТА shall be affiliated with the Ohio Retired Teachers Association (ORTA) and the National Retired Teachers Association (NRTA), a division of the American Association of Retired Persons (AARP).

ARTICLE IV: GOVERNANCE

The MCCRТА shall be governed by its own officially adopted Bylaws. These bylaws shall in no way conflict with the Bylaws of the ORTA or the Bylaws of the NRTA.

ARTICLE V: STATUS

1. The Association is intended to be and remains a non-profit corporation, organized and existing for the mutual benefit of retired educators.
2. No membership lists shall be available to anyone except for Association purposes.

ARTICLE VI: MEMBERSHIP

1. **ACTIVE MEMBERSHIP:** Any educator retired from the public schools or state and municipal colleges and universities who is a beneficiary of STRS (State Teachers Retirement System) is eligible to be an Active Member with the right to vote and to

- hold elective office in MCCRTA. Active Members must join both ORTA and MCCRTA. They may be yearly members or life members.
2. ASSOCIATE MEMBERSHIP: Anyone interested in education and in retired educators may become an Associate Member without the right to vote or hold elective office in MCCRTA. Associate Members must join MCCRTA and may also join ORTA. They may be yearly members or life members.
 3. ANCILLARY MEMBERSHIP: Any currently active educator who will qualify for STRS benefits may join MCCRTA without paying dues. Ancillary Members cannot vote or hold elective office in MCCRTA.
 4. HONORARY MEMBERSHIP: Anyone who has been a member of MCCRTA for over fifteen years and is unable to attend meetings may be granted an honorary membership upon the recommendation of the Treasurer and approval by the Board. The MCCRTA dues for Honorary Members are waived. Membership in ORTA is optional.

ARTICLE VII: MEETINGS AND QUORUMS

1. Regular Meetings shall be held monthly in September, October, November, March, April and May unless otherwise decided by the Executive Board.
2. Special Meetings may be called by the President or at the request of five members.
3. In case of an emergency, the Executive Board may dispense with meetings.
4. A quorum consists of 10% of the Active Membership of the Association.

ARTICLE VIII: FINANCE AND DUES

1. The Fiscal Year of the MCCRTA shall be January 1st through December 31st.
2. The Board shall determine the MCCRTA Active, Associate and Life dues.
3. Dues shall be collected September through November for the coming fiscal year.
4. The Association shall provide for such audit and control of its finances as are necessary for their complete accounting and safekeeping.

ARTICLE IX: OFFICERS AND BOARD

1. THE ELECTED OFFICERS shall be President, Vice-President, Recording Secretary, Assistant Recording Secretary, Corresponding Secretary, Assistant Corresponding Secretary, Treasurer and Assistant Treasurer.
2. THE EXECUTIVE BOARD shall consist of the elected Officers, the immediate Past-President, the Chairs of the Standing Committees, and any other members appointed by the Board.
3. TENURE: The Elected Officers shall serve for a term of two years.

4. ELECTION AND INSTALLATION: The slate of officers shall be presented at the September general meeting of even-numbered years. The election shall take place at the October general meeting. The newly elected officers shall be installed at the November general meeting.
5. VACANCY: In case a vacancy occurs in the office of President, the Vice President shall automatically become president. The Executive Board shall fill other vacancies.
6. MEETINGS AND QUORUM: Meetings of the Executive Board shall be held at a time and place to be determined by the President or upon the request of three of its members. Five members shall constitute a quorum.
7. FUNCTIONS: The Executive Board shall have general supervision over the affairs of the Association between meetings and shall see that the purposes of the Association are accomplished. None of its acts shall conflict with action taken by the Association as a whole.

ARTICLE X: DUTIES OF THE OFFICERS

1. THE PRESIDENT shall:
 - A. preside at all Association and Executive Board Meetings,
 - B. appoint the Standing Committees with the approval of the Executive Board.
 - C. appoint Special Committees, as needed with approval of the Executive Board.
 - D. be an ex-officio member of all committees, except the Nominating Committee.
 - E. forward to ORTA and to NRTA all appropriate information, including the names and addresses of officers and committee chairs.
2. THE VICE PRESIDENT shall:
 - A. assume the office of president if the current president is unable to serve.
 - B. preside over meetings when the President is not present.
 - C. serve as Chair of the Program Committee.
3. THE RECORDING SECRETARY shall
 - A. record and keep a permanent file of the minutes of all Regular Meetings and all Executive Board meetings.
 - B. notify officers and committee chairs of their elections or appointments if they were absent from the meeting.
 - C. have available for reference at all meetings a copy of the Bylaws, a list of the officers and committees and the number of active members.
 - D. The Assistant Recording Secretary shall assume the duties of the Recording Secretary when necessary and assist the Recording Secretary as needed.

4. THE CORRESPONDING SECRETARY shall

- A. conduct the general correspondence of the Association concerning bereavement or health of members,
- B. conduct such correspondence as delegated by the Executive Board.
- C. maintain a record of all incoming and outgoing correspondence.
- D. The Assistant Corresponding Secretary shall assume the duties of the Corresponding Secretary when necessary and shall assist the Corresponding Secretary as needed.

5. THE TREASURER shall:

- A. distribute the dues notices in August.
- B. collect and record the receipt of dues.
- C. forward members' dues to the ORTA Treasurer.
- D. be responsible for recording any other monies.
- E. be responsible for paying all bills provided for in the budget.
- F. keep a record of money spent for scholarship grant(s).
- G. submit a report at each regular meeting. A written report shall be filed with the Recording Secretary, the President and the Treasurer.
- H. close the books on December 31st of even-numbered years and submit them to the Audit Committee. The fiscal year is from January 1st through December 31st.
- I. notify the Membership Committee and the Executive Board concerning members who have not paid dues as well as the names of new members.
- J. issue membership cards to paid members on request.
- K. provide the Recording Secretary with the number of active members as reported to ORTA.
- L. assist in collecting money for the meals and the scholarship.
- M. utilize the Assistant Treasurer to assume the duties of the Treasurer when necessary and to assist the Treasurer as needed.

ARTICLE XI: STANDING COMMITTEES

The Board shall appoint the following Committees:

- 1. MEMBERSHIP COMMITTEE shall work to recruit, retain and regain members. The committee is in charge of ordering and distributing name tags to those who wish to purchase them.
- 2. TELEPHONE COMMITTEE shall make personal contact with all members advising them of meetings, programs, and chapter activities.
- 3. HOSPITALITY COMMITTEE shall welcome members to all meetings, collect meal payments and record volunteer hours.

4. RETIREMENT PLANNING COMMITTEE shall implement a program for active teachers with essential and appropriate information concerning retirement.
5. COMMUNITY SERVICE COMMITTEE shall keep members informed of needed volunteer services in the community, track the volunteer hours reported by members and submit the total hours to ORTA.
6. NEWSLETTER COMMITTEE shall publish a newsletter two or more times a year to keep members informed of the Association's activities and meetings. The fall newsletter will be included in the membership mailing. For additional publications, members will be provided the choice of a hard copy or electronic mailing
7. LEGISLATIVE COMMITTEE shall keep members informed and active in supporting or opposing legislation important to retired educators.
8. PROTECTIVE SERVICES COMMITTEE shall inform members of social, financial, and other services available to them in the community. The committee shall also provide members with developing health information including options and changes in medical care coverage.
9. NECROLOGY COMMITTEE shall honor deceased educators at general meetings throughout the year.
10. PUBLIC RELATIONS COMMITTEE shall promote the Association in the newspaper, on the radio and via other public media.
11. WEBSITE COMMITTEE shall maintain an internet site for the Association.
12. PROGRAM COMMITTEE shall provide educational, informational or cultural programs as needed for general membership meetings.

ARTICLE XII: SPECIAL COMMITTEES

1. NOMINATING COMMITTEE: Three people shall be nominated and elected at the May general meeting in even-numbered years. They shall present the slate of officers at the following September general meeting.
2. AUDIT COMMITTEE: The Executive Board shall appoint an Audit Committee in August of even numbered years who shall audit the books of the previous year after December 31st and submit a report at a following general meeting.
3. BUDGET COMMITTEE: Following the audit report, the Executive Board shall appoint a Budget Committee to assist the treasurer in preparing a proposed budget. The committee shall present the proposed budget for approval by the Executive Board at its next meeting.
4. BYLAWS COMMITTEE: The Executive Board shall appoint a Bylaws Committee every five years to review the Bylaws. Upon completion, they shall submit a report at the next Executive Board meeting. Board approved changes will be voted on in accordance with Article XIII of the Bylaws.

5. SCHOLARSHIP CHAIR: The Executive Board shall appoint a Scholarship Chair who shall present the scholarship to the student(s) at the recipient school.

ARTICLE XIII: AMENDMENTS

The Bylaws of the MCCRTA may be amended by an affirmative vote of two-thirds of the Active members present at any general meeting providing that prior notice was given and a quorum is present. All proposed changes shall be submitted in writing or shall be available on line.

ARTICLE XIV: RULES OF ORDER

Robert's Rules of Order, Revised, shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XV: DISSOLUTION

1. The Association may be dissolved by an affirmative vote of at least two-thirds of the Active members of the MCCRTA.
2. Any funds in the treasury shall be turned over to the Marion Public Library.

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