

**MADISON COUNTY I UNIT 73  
RETIRED TEACHERS ASSOCIATION**

**CONSTITUTION AND BY-LAWS**

**ARTICLE 1 - NAME**

The name of the Unit shall be Madison County I Unit 73 Retired Teachers Association

**ARTICLE II - PURPOSE AND MISSION**

**Purpose:** The purpose of the Unit shall be to work to maintain and improve benefits to annuitants of TRS; to promote education and the professional, social, and economic status of all members; and to work in cooperation with IRTA, NRTA, AARP and other organizations to obtain these goals.

**Mission:** The Unit is a not-for-profit, non-partisan organization of retired teachers. The Unit serves the needs and interests of its members through advocacy, education, cooperation, and socialization in a flexible organizational structure.

**ARTICLE III - MEMBERSHIP - DUES**

Section 1 The Unit shall have three classifications of membership: active, associate, and pre-retirement.

- A. Active: Any retired certified staff member of public or private schools, colleges, or universities, or spouse/partner of a deceased member shall be eligible as an active member with full membership privileges.
- B. Associate: Any retired non-certified staff member shall be eligible as a member with full membership privileges.
- C. Pre-retirement: Any certified Illinois public or private school staff member is eligible as a pre-retirement member with full membership privileges.
- D. Any member who resumes their career in education may continue active membership.

Section 2 The dues of the Unit shall be determined by the membership and shall be payable on or before January 1 each year.

**ARTICLE IV - OFFICERS**

Section 1 The officers of the Unit shall be a president, a vice president, a secretary, and a treasurer.

Section 2 Qualification and term of officers:

- A. Officers must be active members of the Unit and the State Association
- B. Officers shall be installed at the December meeting following their election and assume office on January 1.
- C. Officers shall serve a term of two years.

Section 3 Vacancy: In the event of a vacancy in the office of president, the vice president shall assume the office for the remainder of the term. Should a vacancy occur in any office other than president, the president, with the approval of the Board, shall appoint a replacement for the remainder of the term.

Section 4 The duties of the officers shall be:

A. President:

1. The president shall preside at all Unit meetings and Board meetings, and shall represent the Unit as otherwise necessary.
2. The president shall appoint chairs and members of all committees and all other Unit representatives with the approval of the Board.
3. The president and the Board shall prepare a calendar of events.

B. The vice-president shall preside at meetings in the absence of the president and shall perform such other duties as assigned by the president or the Board.

C. The secretary shall keep the minutes of all meetings of the Board and shall perform such other duties as assigned by the president of the Board.

D. Treasurer

1. The treasurer shall receive and keep record of all monies paid into the Unit.
2. The treasurer shall pay all bills of the Unit upon authorization from the president.
3. The treasurer shall keep on file all vouchers and authorizations until instructed otherwise by the president.
4. The treasurer shall prepare all other financial reports of the Unit.

Section 5 Nominations and Elections

A. The nominating committee shall present a slate of officers to the Unit at the September meeting.

B. Nominations may be made from the floor.

C. Officers shall be elected at the September meeting and installed at the December meeting.

## **ARTICLE V - FINANCES**

Section 1 The fiscal year of the Unit is from January 1 to December 31.

Section 2 The Treasurer shall submit an annual budget to the Board for adoption by the Unit at the March meeting.

Section 3 The financial records of the Unit shall be reviewed and audited after January 1 of each year.

## **ARTICLE VI - MEETINGS**

Section 1 Meetings shall be held during the following months: March, September, and December. Elections of officers shall be in September with installation in December every two years. Other meetings may be held at the call of the president.

Section 2 New retirees shall be recognized at the September meeting.

## **ARTICLE VII - BOARD**

Section 1 The Board shall consist of the elected officers, the committee chairs, and the immediate past-president.

Section 2 The Board shall be responsible for managing the affairs of the Unit.

Section 3 The Board shall meet before each Unit meeting and as the President deems necessary.

## **ARTICLE VIII - COMMITTEES**

Section 1 The standing committees shall be:

Legislation,  
Member Benefits,  
Membership,  
Foundation Advisory,  
Informational Services.

Section 2 The responsibilities of the standing committees are:

- A. Legislation - shall be aware of both state and federal legislation and lead lobby efforts at the Unit Level, collect REPAC funds, and establish a Unit legislative advocacy team and an electronic notification system.
- B. Membership - shall develop and maintain ongoing plans and procedures to implement the enrollment of new members, the retention of current members, and to regain lost members; and shall assist the Unit treasurer in membership recruitment activities which shall include informing future retirees about state pension benefits, local resources, health concerns, and other retirement issues.
- C. Member Benefits - shall inform members of all current IRTA benefits.
- D. Informational Services - shall promote educational and service programs centered on health care, long-term care, preventive health care, and healthier life styles to members of the Unit; support and do community service and/or focus on one or more activities to meet community needs; promote the Unit in good media coverage through various media methods so that retired and active school professionals and associates, legislators and the general public know of the Unit, the Association and its purposes and accomplishments.
- E. Foundation Advisory - shall review and educate as to the needs of the Unit members, forward applications of assistance of any Unit member to the Association's Foundation, and send notes of cheer and condolence as necessary to members/families of the Unit.

Section 3 Other committees are:

Auditing	Newsletter	Telephone
By-Laws	Nominating	Programs and Social/Special Events

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

The current edition of *Robert's Rules of Order Newly Revised* shall govern all proceedings of the Unit unless inconsistent with these By-Laws or other rules adopted by the Unit.

## **ARTICLE X - AMENDMENTS**

Section 1 Proposed Amendments to the By-Laws must be printed in the newsletter prior to the meeting when voting on changes is to take place.

Section 2 A majority of the members present at any regular Unit meeting can amend the By-Laws

Section 3 Approved amendments to the By-Laws will be in effect immediately.

## **ARTICLE XI - DISSOLUTION**

Section 1 Upon dissolution of the Unit, its property and assets shall be distributed as follows:

- B. All liabilities and obligations of the Unit shall be paid, satisfied and discharged, or adequate provisions shall be made.
- C. Monetary assets held by the Unit shall be transferred to another one of the Madison County units as designated by the Board. Any remaining assets shall be transferred to the IRTA Foundation. All dues collected and other income of the Unit must be used for the purpose of the organization and shall not be to the benefit of any individual members.
- D. Membership of individuals in the Unit shall be transferred to one of the Madison County units as designated by each individual.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority