

CONSTITUTION/BYLAWS
of
THE PUTNAM COUNTY RETIRED TEACHERS ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be The Putnam County Retired Teachers Association.

ARTICLE II. PURPOSES

The purposes of the organization are:

1. To study the problems of retired teachers
2. To help secure legislation which would be helpful for retired teachers
3. To provide representation at state and regional meetings
4. To provide a social contact for teachers
5. To provide better communication between individuals and county and state officers

ARTICLE III. MEMBERSHIP

Section 1

- a. Any former teacher or administrative officer of a public or private school system who is a member of a retirement plan for ten years and who pays annual dues to the Putnam County Retired Teachers Association may become an active member.
- b. Any active educator or interested person not eligible for active membership shall be eligible for association membership. Associate members shall be non-voting and shall not be eligible to hold any office in the association. Associate membership becomes effective upon payment of dues.

ARTICLE IV. DUES

The period for which State and Local dues for membership in the Association shall be payable is from September 1 to August 31. Active state membership dues shall be whatever the state organization establishes. Local dues will be established by the local chapter.

ARTICLE V. AFFILIATION

The Putnam County Retired Teachers Association is an affiliate of the Indiana Retired Teachers Association and pays the prescribed dues, if any, for membership.

ARTICLE VI. MEETINGS

There shall be six regular meetings each year in September, October, November, March, April, and May. The president may call special meetings as deemed necessary.

ARTICLE VII. OFFICERS

The following officers shall be elected at the April meeting: President and Secretary (even numbered years); Vice President and Treasurer (odd numbered years. Officer terms shall be two years, and officers may serve no more than two consecutive terms. These officers will be considered the Executive Committee. In the event an officer cannot complete his/her term, the president or the Executive Committee shall appoint a replacement until a special election can be held.

ARTICLE VIII. DUTIES OF OFFICERS

1. The President

- a. Shall preside at the meetings and have general supervision of all activities of the Association.
- b. Shall appoint the chairmen of the standing committees. After consultation with the chairman, other committee members shall be appointed.
- c. Shall make appointments to fill any vacancy in an elective office until the next regular meeting when the unexpired term shall be filled by election.
- d. Shall be a delegate to Regional and State meetings.
- e. Shall make himself/herself available, as necessary, to promote the general welfare of the Association.

2. The Vice-President

- a. Shall perform all of the duties of the president in the absence of the president, or under circumstances of the president's inability to perform such duties.
- b. In case of death, resignation, or permanent disability of the president, the vice-president shall complete term of office as president.
- c. Shall oversee all committees.
- d. Shall make himself/herself available, as necessary, to assist the president and to promote the general welfare of the Association.

3. The Secretary

- a. Shall record the minutes of all general and executive meetings, and read those minutes at the next chapter meeting.
- b. Shall preserve a copy of the Constitution/Bylaws and a list of all members.
- c. Shall record the financial report of the treasurer.

- d. Shall send out notices of the meetings and any other notices at the request of the president.
- e. Shall have charge of correspondence not belonging to other officers.
- f. Shall make himself/herself available, as necessary, to assist the president and to promote the general welfare of the Association.

4. Treasurer

- a. The treasurer shall receive all money paid to the Association and deposit same to the credit of its account.
- b. Shall keep a record of all receipts and disbursements.
- c. Shall pay all bills allowed by the Association, and file a receipt for each.
- d. Shall present at the September meeting a report of the previous fiscal year, and provide a copy of that report to the secretary.
- e. Shall make himself/herself available, as necessary, to assist the president and to promote the general welfare of the Association.

ARTICLE IX. REPRESENTATION

The officers and/or committee chairmen, or their designee, shall represent the Association at meetings (state and regional) called by the Indiana Retired Teachers Association.

ARTICLE X. QUORUM

A majority of the members present constitutes a quorum for transacting business at any general meeting or executive meeting.

ARTICLE XI. ELECTIONS

Election of officers shall be held at the April meeting with president and secretary being elected in the even-numbered years, and the vice-president and treasurer in the odd-numbered years. The procedure in preparation for this meeting shall be as follows:

- 1. At, or prior to, the March meeting preceding the election, the president shall appoint a Nominating Committee consisting of three members.
- 2. At the April meeting preceding the election, the Nominating Committee shall make a report of candidates that have been selected and who have consented to hold office. At this time the presiding officer should ask for additional nominations from the floor.
- 3. Officers shall be elected at the April meeting and assume the responsibilities of those offices on June 1.