



OGLE-LEE COUNTY RETIRED TEACHERS ASSOCIATION
“a local unit of the Illinois Retired Teachers Association”
Its Constitution should reflect what an organization is and does.

CONSTITUTION AND BYLAWS
May 2022 edition (approved 5-11-2022)

ARTICLE I – NAME AND SCOPE

Section 1. This association shall be known as the OGLE-LEE AREA UNIT of the Illinois Retired Teachers Association.

Section 2. This Area Unit shall include all of Ogle and Lee Counties.

ARTICLE II – PURPOSE

Section 1. To promote and improve the professional, social, and economic status of the retired teachers, librarians, school nurses, and administrators formerly employed in the public schools of Illinois, and/or other persons eligible under the membership requirements.

Section 2. To work in cooperation with other organized groups in matters pertaining to the improvement of education and to the interest of retired teachers.

ARTICLE III- MEMBERSHIP

Section 1. Any former teacher, administrator, school nurse, librarian, or secretary formerly employed in the public or private schools or spouses of regular and deceased members shall be eligible for membership.

Section 2. Membership in either NRTA (National) or the IRTA (State) shall not be a prerequisite for membership.

Section 3. Teachers, administrators, school nurses, librarians, and secretaries from other states who are residing in this area may become members.

ARTICLE IV- OFFICERS AND ELECTION

Section 1. The officers shall be President (or Co-Presidents), Vice-President (or Co-Vice Presidents), Secretary, and Treasurer. Each officer may appoint an assistant if desired subject to Board approval.

Section 2. The Past-President (or Past Co-Presidents) shall be the consultant(s) for the present Executive Board and meet with the Board upon request.

Section 3. Nominations for President (or Co-Presidents), Vice-President (or Co-Vice Presidents), Secretary, and Treasurer shall be accepted at the May meeting of the odd- numbered years and the election shall be at the September meeting of the odd-numbered years. The officers shall serve a two-year term beginning January 1 of the even numbered years and may be subject to re-election.

Section 4. In the case of a vacancy of any officer or committee chairperson, the Executive Board shall appoint someone to fill the vacancy for the remainder of the term.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President (or Co-Presidents) shall preside at all meetings, shall call special meetings as may be directed by the Executive Committee, shall make such appointments as provided by the Constitution, be responsible for the content and publication of the newsletter, approve all content on the website, and approve all membership electronic communication and mailings. The President (or Co-Presidents) shall appoint all Standing Committee chairpersons who will function during the President (or Co-Presidents') term of office.

Section 2. The Vice-President (or Co-Vice Presidents) shall preside at meetings in the absence of the President (or Co-Presidents) and shall act as chairperson(s) of the Program Committee.

Section 3. The Secretary shall keep minutes of all Executive Committee, Executive Board, and Association meetings, print name tags and luncheon lists for membership meetings, and shall take care of the correspondence of the Unit, with the assistance of the Standing Committee members.

Section 4. The treasurer shall keep a record of all receipts and expenditures of the Association and make an itemized report of these at each regular meeting. The Treasurer shall make any payments authorized by the Association and/or the Executive Board, accept membership dues in coordination with the membership chairperson, collect luncheon fees, and suggest a comprehensive two-year budget at the close of the term of office. The books shall be reviewed annually by the Executive Board at the November meeting. The treasurer, when acting as a collecting agent, shall make appropriate payments without Executive Board approval (for example, ITRA dues and luncheon bills).

Section 5. The fiscal year shall start January 1 and shall end December 31.

ARTICLE VI – COMMITTEES

Section 1. The Executive Committee shall consist of the four officers of the Association, who shall be empowered to act in any emergency and transact necessary business between regular meetings. Selected Standing Committee members may participate in the plans of the Executive committee upon request. A quorum will consist of a majority of members of the Executive Committee.

Section 2. The Executive Board shall consist of the Officers of the Unit, the Standing Committee Chairpersons and the Contact Persons. The Executive Board shall conduct the business of the Unit, subject to approval or veto of the membership.

Section 3. Standing Committees may include Website, Program, Constitutional Revision, Membership, Legislative, Publicity, Contact Persons, Necrology and Benevolent, Finance (Review of Treasurer's Books and Budget), Retirement, Nominating, Social Arrangements, and others as may be needed and appointed by the President (or Co-Presidents).

Section 4. The chairpersons shall be appointed by the President (or Co-Presidents). The chairpersons shall select the other members of their respective committees.

Section 5. The President (or Co-Presidents) shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VII – AMENDMENTS

Section 1. An amendment to this Constitution and Bylaws may be made by a two-thirds vote of all members present, provided the proposed amendment has been approved by the Executive Committee and the members have been notified and given a copy of the change before the meeting.

ARTICLE VIII – PARLIAMETARY PROCEDURE

Section 1. The latest edition of Robert's Rules of Order, Revised shall be the authority on all rules of procedure not otherwise specified in the Constitution.

BYLAWS

BYLAWS ARTICLE 1 – MEETINGS

Section 1. The regular membership meetings shall be held two times a year during the second week of May and September.

Section 2. EXECUTIVE BOARD MEETINGS. Board meetings shall be held on the second Tuesday of March, July, and November. The President (or Co-Presidents) shall be given the power to have a “called meeting” at any time that is necessary. Board Meetings may be held in person or via electronic communication .

Section 3. LUNCHEON MEETING RESERVATIONS. Each member shall be contacted by his/her Contact Person and/or receive an electronic reminder to RSVP at least **10** days prior to the luncheon meeting. Members can RSVP to the Membership Chairperson via e-mail or call the Contact Coordinator. If the member must cancel his/her reservation, he/she is to call the Contact Coordinator or e-mail the Membership Chairperson prior to the luncheon meeting. Any person making a reservation and not attending without canceling is responsible for paying for the meal.

BYLAWS - ARTICLE II – DUES

Section 1. Annual dues are five dollars (\$5). Life local memberships are fifty dollars (\$50).

Section 2. Dues may be reviewed annually.

Section 3. Any current annual dues paying member over age 90 will be granted complimentary local membership upon Ogle-Lee RTA receiving age notification. If the member qualifies, IRTA will also be notified requesting complimentary state membership.

Section 4. Older members who are no longer able to attend meetings and/or pay dues may request or per Board Member recommendation be granted honorary membership with dues being waived.