

Constitution & Bylaws

Iowa Retired School Personnel Association (IRSPA)

October 2015

| ORIGINAL | EDITED RECOMMENDATION <div style="text-align: left; font-size: small; margin-top: 5px;"> Editorial Addition is Highlighted in Yellow Editorial Deletion is Highlighted in Red </div> <div style="text-align: center; font-size: x-small; margin-top: 5px;"> Sections are only needed when information is dissected. Titles of positions or Committees need to be capitalized. </div> |
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| Approved May 20, 1976 Amended May 26, 1977 Amended October 18, 1979 Amended November 5, 1981 Amended May 5, 1983 Amended October 9, 1986 Amended October 5, 1989 Amended October 2, 1991 Amended October 2, 1992 Amended October 5, 1994 Amended October 3, 1996 Amended October 2, 1997 Amended October 5, 2000 Amended October 7, 2004 Amended October 5, 2005 Amended October 4, 2012 | Approved May 20, 1976 Amended May 26, 1977 Amended October 18, 1979 Amended November 5, 1981 Amended May 5, 1983 Amended October 9, 1986 Amended October 5, 1989 Amended October 2, 1991 Amended October 2, 1992 Amended October 5, 1994 Amended October 3, 1996 Amended October 2, 1997 Amended October 5, 2000 Amended October 7, 2004 Amended October 5, 2005 Amended October 4, 2012 TO BE AMENDED OCTOBER 6, 2016 |
| ARTICLE I – NAME Section 1. The name of the organization shall be Iowa Retired School Personnel Association. | ARTICLE I – NAME Section 1. The name of the organization shall be Iowa Retired School Personnel Association. |
| ARTICLE II – PURPOSE Section 1. The purpose of this Organization shall be the promotion of the educational, social and economic welfare of its members. | ARTICLE II – PURPOSE Section 1. The purpose of this organization shall be the promotion of the educational, social and economic welfare of its members. |

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| <p>ARTICLE III – MEMBERSHIP</p> <p>Section 1. Any retired employee of the nation’s schools shall be eligible for membership.</p> <p>Section 2. Associate membership shall be open to spouses of above and any person in the education field who wishes to affiliate with IRSPA.</p> <p>Section 3. Membership shall be extended to retired public librarians with associate membership offered to their spouses.</p> <p>Section 4. Life membership shall be open to any member eligible for active or associate membership upon payment of \$300 dues.</p> | <p>ARTICLE III – MEMBERSHIP</p> <p>Section 1. Active Member. Any retired employee of the nation’s schools shall be eligible for membership.</p> <p>Section 2. Associate Member. Associate membership shall be open to spouses of above and any person in the education field who wishes to affiliate with IRSPA Iowa Retired School Personnel Association.</p> <p>Section 3. Public Librarians. Membership shall be extended to retired public librarians with associate membership offered to their spouses.</p> <p>Section 4. Life Membership. Life membership shall be open to any member eligible for active or associate membership upon payment of \$300 dues.</p> |
| <p>ARTICLE IV – DUES</p> <p>Section 1. The annual dues of members and associate members of the Association shall be twelve dollars (\$12.00). New members paying dues after April 1 of their first year of membership shall be given credit as of having paid dues to October 1 of the following year.</p> <p>Section 2. A member whose dues remain unpaid after October 1 shall be dropped from membership.</p> <p>Section 3. A member whose membership has been terminated for non-payment of dues may be reinstated in good standing upon payment of dues for the current year.</p> | <p>ARTICLE IV – DUES</p> <p>Section 1. Annual Dues. The annual dues of members and associate members of the Association shall be twelve dollars (\$12.00). New members paying dues after April 1 of their first year of membership shall be given credit as of having paid dues to October 1 of the following year.</p> <p>Section 2. Terminated Membership. A member whose dues remain unpaid after October 1 shall be dropped from membership.</p> <p>Section 3. Reinstated Membership. A member whose membership has been terminated for non-payment of dues may be reinstated in good standing upon payment of dues for the current year.</p> |

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| <p>ARTICLE V – ORGANIZATION OF UNITS</p> <p>Section 1. A unit of the Iowa Retired School Personnel Association may be organized in any Iowa area in which members can conveniently meet.</p> <p>Section 2. A written application for affiliation with the Iowa Retired School Personnel Association together with the constitution of the local unit, which shall in no way conflict with the state association constitution, shall be sent to the President of the Iowa Retired School Personnel Association.</p> <p>Section 3. Twenty-five percent of the members in a local unit must be members of the state association.</p> <p>Section 4. Each local unit is encouraged to send representatives to the District Workshop.</p> | <p>ARTICLE V – ORGANIZATION OF UNITS</p> <p>Section 1. Unit. A unit of the Iowa Retired School Personnel Association may be organized in any Iowa area in which members can conveniently meet.</p> <p>Section 2. Affiliation. A written application for affiliation with the Iowa Retired School Personnel Association together with the constitution of the local unit, which shall in no way conflict with the state association constitution, shall be sent to the President of the Iowa Retired School Personnel Association.</p> <p>Section 3. Unit Membership in State Association. Twenty-five percent of the members in a local unit must be members of the state association.</p> <p>Section 4. Attendance at District Workshop. Each local unit is encouraged to send representatives to the District Workshop.</p> |

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ARTICLE VI – OFFICERS

Section 1. Officers

- A. Elected Officers of this organization shall be president, president-elect and recording secretary.
- B. The president shall appoint the treasurer, district coordinators and newsletter editor and they shall serve on the executive committee.

Section 2. Elections

- A. The president-elect and secretary shall be elected in the odd numbered years.
- B. Names of the members of the Nominating Committee shall be published in the Newsletter in time for members of IRSP Association to submit names of qualified nominees to the committee.
- C. Officers so elected shall take office the following November 1 and serve two years or until their successors are elected or appointed.

Section 3.

- A. To be eligible to hold an office on the Iowa Retired School Personnel Association Executive Board, a person must be a member in good standing in a local unit, the Iowa Retired School Personnel Association and NRTA, AARP's Educator Community.
- B. A member is eligible for re-election to the same office only once.

Section 4.

- A. Nominating committee shall be all District Coordinators.
- B. The nominations approved by the Nominating Committee and the candidates' pictures and profiles shall be included in the June Newsletter.
- C. A ballot shall be sent to each member in the June Newsletter. There will be a space for a write-in candidate for both president-elect and secretary. There will be no nominations from the floor at the annual meeting.
- D. All ballots must be postmarked by the July 15 deadline and mailed to the chairperson of the Nominating Committee. The ballots shall remain sealed until counted by at least two of the Nominating Committee by August 1. In case of a tie, the tied candidates will participate in a draw, overseen by the Nominating Committee chairperson.
- E. Officers so elected shall take office the following November 1 and serve until their successors are elected or appointed.

All other by-laws, not spoken to above, remain as printed in the State Directory of IRSPA Association, 2013-2014.

ARTICLE VI – OFFICERS

Section 1. Officers

- A. Elected Officers of this organization shall be **President**, **President-Elect** and ~~recording~~ **Secretary**.
- B. The **President** shall appoint the **Treasurer**, **District Coordinators** and **Newsletter Editor** and they shall serve on the **Executive Committee**.

Section 2. Elections

- A. The **President-Elect** and **Secretary** shall be elected in the odd numbered years.
- B. Names of the members of the Nominating Committee shall be published in the **Association** Newsletter in time for members of ~~IRSP~~ **Iowa Retired School Personnel** Association to submit names of qualified nominees to the committee.
- C. Officers so elected shall take office the following November 1 and serve two years or until their successors are elected or appointed.

Section 3. **Eligibility**

- A. To be eligible to hold an office **in** the Iowa Retired School Personnel Association ~~Executive Board~~, a person must be a member in good standing in a local unit, the Iowa Retired School Personnel Association and NRTA, AARP's Educator Community.
- B. A member is eligible for re-election to the same office only once.

Section 4. **Nominations, Elections, and Term**

- A. **The** Nominating **Committee** shall be all District Coordinators.
- B. The nominations approved by the Nominating Committee and the candidates' pictures and profiles shall be included in the June Newsletter.
- C. A ballot shall be sent to each member in the June Newsletter. There will be a space for a write-in candidate for both **President-Elect** and **Secretary**. There will be no nominations from the floor at the annual meeting.
- D. All ballots must be postmarked by the July 15 deadline and mailed to the ~~chairperson~~ **Chair** of the Nominating Committee. The ballots shall remain sealed until counted by at least two of the Nominating Committee by August 1. In case of a tie, the tied candidates will participate in a draw, overseen by the Nominating Committee ~~chairperson~~ **Chair**.
- E. Officers so elected shall take office the following November 1 and serve until their successors are elected or appointed.

~~All other by-laws, not spoken to above, remain as printed in the State Directory~~

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Section 5. Duties of Officers

Duties of the President

- (1.) Serve as chairman of the Executive Committee and Executive Board.
- (2.) Preside at all meetings of the Association.
- (3.) Call special meetings.
- (4.) Appoint committees.
- (5.) Provide opportunities for the president-elect to become acquainted with IRSP Association and NRTA leaders, programs and goals.
- (6.) Cooperate with the president-elect in developing plans and programs for IRSP Association the following year.
- (7.) Authorize all checks drawn in the name of the Association.
- (8.) Exercise all powers and authorities pertaining to the office.

Duties of president-elect

- (1.) Assist the president.
- (2.) Assume the duties of the president in the event the president is unable to serve.
- (3.) Serve as program chairman of the Association's general meeting
- (4.) Become acquainted with the IRSP Association and NRTA programs, leaders, materials, and goals.
- (5.) Attend Executive Board Meetings and Executive Committee Meetings.
- (6.) Cooperate with the president to develop programs and plans for the following year

Duties of secretary

Keep the minutes of all meetings of the Executive Committee, the Executive Board, and of the Association, and submit a copy of these to the state officers and unit presidents as quickly as convenient.

Duties of treasurer

- (1.) Receive and keep a record of all monies paid into the Association
- (2.) Pay all bills authorized by the president.
- (3.) Make a quarterly financial report to the elected officers of the State Association
- (4.) Make an annual financial report at the October meeting
- (5.) Work closely with the Membership Chairman

Section 5. Duties of Officers

Section 5. A. Duties of the President

- (1.) Serve as chairman of the Executive Committee and Executive Board.
- (2.) Preside at all meetings of the Association.
- (3.) Call special meetings.
- (4.) Appoint committees.
- (5.) Provide opportunities for the **President-Elect** to become acquainted with IRSP Association and NRTA leaders, programs and goals.
- (6.) Cooperate with the president-elect in developing plans and programs for IRSP Association the following year.
- (7.) Authorize all checks drawn in the name of the Association.
- (8.) Exercise all powers and authorities pertaining to the office.

Section 5. B. Duties of President-Elect

- (1.) Assist the **President**.
- (2.) Assume the duties of the president in the event the president is unable to serve.
- (3.) Serve as **Program chairman** **Chair** of the Association's **general Annual Meeting**.
- (4.) Become acquainted with the **IRSP Iowa Retired School Personnel** Association and NRTA programs, leaders, materials, and goals.
- (5.) Attend Executive Board Meetings and Executive Committee Meetings.
- (6.) Cooperate with the **President** to develop programs and plans for the following year.

Section 5. C. Duties of Secretary

Keep the minutes of all meetings of the Executive Committee, the Executive Board, and of the Association, and submit a copy of these to the state officers and **Unit Presidents** as quickly as convenient.

Section 5. D. Duties of Treasurer

- (1.) Receive and keep a record of all monies paid into the Association
- (2.) Pay all bills authorized by the president.
- (3.) Make a quarterly financial report to the elected officers of the State Association.
- (4.) Make an annual financial report at the **October Annual Meeting**.
- (5.) Work closely with the Membership **Chairman** **Chair**

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| <p>ARTICLE VII – COMMITTEES</p> <p>Section 1. Standing Committees of the organization shall be:</p> <ul style="list-style-type: none"> A. Membership B. Legislative C. Supportive Services D. Public Relations (Publicity) E. Historian F. Health-Care Advocacy G. Budget & Finance Committee <ul style="list-style-type: none"> a. Active President, Past President, President-Elect, and Treasurer H. Constitution & Revision Committee I. Insurance Committee <p>Section 2. Such other committees as the Executive Committee or Board deems necessary or expedient.</p> <p>Section 3. The chairmen of these committees shall be appointed by the president.</p> | <p>ARTICLE VII – COMMITTEES</p> <p>Section 1. Standing Committees. Standing Committees of the organization shall be:</p> <ul style="list-style-type: none"> A. Membership B. Legislative C. Supportive Services D. Public Relations (Publicity) E. Historian F. Health-Care Advocacy G. Budget & Finance Committee <ul style="list-style-type: none"> a. Active President, Past President, President-Elect, and Treasurer H. Constitution & Revision Committee Bylaws (October 7, 2015) I. Insurance Committee J. Nominating <p>Section 2. Other Committees. Such other committees as the Executive Committee or Board deems necessary or expedient.</p> <p>Section 3. Committee Chairs. The chairmen Chair of these committees shall be appointed by the president.</p> |
| <p>ARTICLE VIII – MEETINGS</p> <p>Section 1. The regular meeting of the Association shall be in October of each year and shall be known as the Annual Meeting.</p> <p>Section 2. The Executive Board Meeting shall precede the regular meetings; only Executive Board members are eligible to vote.</p> <p>Section 3. Special meetings may be called whenever the president or the Executive Committee deems it necessary.</p> <p>Section 4. Twenty-five active members shall constitute a quorum at any regular or general Association meeting.</p> | <p>ARTICLE VIII – MEETINGS</p> <p>Section 1. Annual Meeting. The regular meeting of the Association shall be in October of each year and shall be known as the Annual Meeting.</p> <p>Section 2. Executive Board Meeting. The Executive Board Meeting shall precede the regular meetings Annual Meeting; only Executive Board members are eligible to vote.</p> <p>Section 3. Special Meetings. Special meetings may be called whenever the President or the Executive Committee deems it necessary.</p> <p>Section 4. Quorum. Twenty-five active members shall constitute a quorum at any regular or general Association meeting Annual Meeting.</p> |

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| <p>ARTICLE IX – EXECUTIVE BOARD</p> <p>Section 1. The elected officers of the Association and the Treasurer, the District Coordinators, and the Newsletter Editor shall be the Executive Committee of the Executive Board.</p> <p>Section 2. The Executive Board shall consist of the Executive Committee, the immediate Past President, the AARP Representative to Retired School Personnel, and Chairmen of the Standing Committees.</p> <p>Section 3. Quorum</p> <p style="margin-left: 20px;">A. Five members constitute a quorum for the Executive Committee.</p> <p style="margin-left: 20px;">B. Ten members constitute a quorum for the Executive Board.</p> <p>Section 4. Duties of the Executive Committee</p> <p style="margin-left: 20px;">A. Conduct the business of the Association during the interim between meetings.</p> <p style="margin-left: 20px;">B. Fill vacancies in elected offices. If because of a death or disability, an officer is unable to complete a term, the Executive Committee by majority vote shall fill the unexpired term. In case of a vacancy in the presidency, the president-elect shall fill the unexpired term, and the office of the president-elect shall be filled by appointment of the Executive Committee.</p> | <p>ARTICLE IX – EXECUTIVE BOARD</p> <p>Section 1. Executive Committee. The elected Officers of the Association and the Treasurer, the District Coordinators, and the Newsletter Editor shall be the Executive Committee of the Executive Board.</p> <p>Section 2. Executive Board. The Executive Board shall consist of the Executive Committee, the immediate Past President, the AARP Representative to the Iowa Retired School Personnel Association, and Chairmen Chairs of the Standing Committees.</p> <p>Section 3. Quorum</p> <p style="margin-left: 20px;">A. Five members constitute a quorum for the Executive Committee.</p> <p style="margin-left: 20px;">B. Ten members constitute a quorum for the Executive Board.</p> <p>Section 4. Duties of the Executive Committee</p> <p style="margin-left: 20px;">A. Conduct the business of the Association during the interim between meetings.</p> <p style="margin-left: 20px;">B. Fill vacancies in elected offices. If because of a death or disability, an officer is unable to complete a term, the Executive Committee by majority vote shall fill the unexpired term. In case of a vacancy in the Presidency, the President-Elect shall fill the unexpired term, and the office of the President-Elect shall be filled by appointment of the Executive Committee.</p> |
| <p>ARTICLE X – AFFILIATION</p> <p>Section 1. The Iowa Retired School Personnel Association maintains a close relationship with the Iowa State Education Association and is affiliated with the National Retired Teachers Association.</p> | <p>ARTICLE X – AFFILIATIONS</p> <p>Section 1. The Iowa Retired School Personnel Association maintains a close relationship with the Iowa State Education Association and is affiliated with the National Retired Teachers Association.</p> |

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| <p>ARTICLE XI – AMENDMENTS</p> <p>Section 1. The Constitution and Bylaws may be amended by a majority vote of its IRSPA members present at the Annual October Meeting. The written notice of the proposed amendments, the time and place of the meeting, shall be presented to the members not less than two weeks previous to the final vote.</p> | <p>ARTICLE XI – AMENDMENTS</p> <p>Section 1. The Constitution and Bylaws may be amended by a majority vote of its IRSPA Iowa Retired School Personnel Association members present at the Annual October Meeting. The written notice of the proposed amendments, the time and place of the meeting, shall be presented to the members not less than two weeks previous to the final vote.</p> |
| <p>ARTICLE XII – PARLIAMENTARY AUTHORITY</p> <p>Section 1. In all matters not specifically expressed in this Constitution, the parliamentary authority shall be <i>Robert’s Rules of Order, Revised</i>.</p> | <p>ARTICLE XII – PARLIAMENTARY AUTHORITY</p> <p>Section 1. In all matters not specifically expressed in this Constitution, the parliamentary authority shall be <i>Robert’s Rules of Order, Revised</i>.</p> |