

BYLAWS

Virginia Retired Teachers Association

Article I

Name and Purposes

Section A. Name

The name of the organization shall be the Virginia Retired Teachers Association (VRTA.) VRTA is an affiliate of the National Retired Teachers Association (NRTA) and the AARP and is a 501-(C) 4, social service organization.

Section B. Purposes

1. To promote the general welfare of retired educational personnel
2. To cooperate with the NRTA
3. To provide the opportunity for the interchange of information, ideas, and opinions
4. To assist district and local units in their activities

Article II

Unit and District Structure

Section A. Local Units

Local units are organized in cities, towns, counties or other areas where retired educators aspire

1. To promote the general welfare of local retired educational personnel
2. To cooperate with their districts, the VRTA and the NRTA
3. To provide the opportunity for the interchange of information, ideas, and opinions on local, district, state and national levels
4. To send voting delegates and other representatives to district and state meetings

5. To work within their communities as social service organizations

Units shall

1. Set their own dues and membership requirements
2. Develop bylaws compatible with those of the VRTA
3. Encourage members to join their district and the VRTA
4. Pay dues to their district and to the VRTA as set by the district and VRTA
5. Send delegates to the annual VRTA Spring Delegate Assembly and to the VRTA Fall Conference
6. Include in their bylaws a dissolution clause that provides for their total assets, after payments and cost of such dissolution, to be given to the district of which they are a member in accordance with current IRS regulations

Section B. Districts

The VRTA divides the state into districts.

Districts shall

1. Set their own dues and membership requirements
2. Be made up of units that share a common geographic area within the state
3. Provide communication between local units and the VRTA
4. Provide leadership for local units
5. Develop bylaws compatible with those of the VRTA
6. Include in their bylaws a dissolution clause that provides for their total assets, after payments and costs of such dissolution, to be disbursed to the VRTA or allotted to organizations of like purposes to be determined by the district's board of directors in accordance with current IRS regulations

Article III
Membership and Dues

Section A. Membership

1. Membership shall be open to all retired or current educational personnel 45 years of age or older.
2. Membership shall be annual or life.

Section B. Dues

1. The fiscal year for the Association shall be from July 1 to June 30.
2. Annual VRTA dues are payable on or before December 31 of each fiscal year.
3. Proposed changes in VRTA dues shall be made by the Executive Committee, approved by the Board of Directors, and approved by majority vote of the Spring Delegate Assembly.
4. Advance notice of proposed changes shall be distributed to members prior to the Spring Delegate Assembly.
5. The unit Treasurer shall submit district dues to the district Treasurer and VRTA dues to the VRTA Treasurer.
6. A certified financial professional endorsed by the Executive Committee and hired by the Treasurer shall review the Association's financial records annually.

Article IV Officers

Section A. Titles

The officers of the Association shall be President, President-elect, Vice-President, Secretary, and Treasurer.

Section B. Terms

Officers shall serve for a term of two years, beginning on July 1. They may be elected for one additional term. This limit does not apply to the Treasurer.

Section C. Qualification

Each officer shall be an active member of the VRTA and his/her local unit and district.

Section D. Elections and Installation of Officers

The President-elect, Vice-President, Secretary and Treasurer shall be elected and installed in even numbered years.

Section E. Vacancies

In the event of a vacancy in the office of President, the line of succession shall be President-elect and Vice-President. In the event of a vacancy of one of the other officers, the Executive Committee shall fill the vacancy until the next regular election.

Section F. Appointments

The President shall appoint a parliamentarian, a publication's editor, and a Webmaster.

Section G. Duties of the Officers

1. The President shall oversee the affairs of the Association, plan and preside over all meetings, appoint all committee

- chairs except Finance and Nominating, and may call special meetings of the Board of Directors and Executive Committee.
2. The President-elect shall serve in the absence of the President and secure speakers and entertainment for the Fall Conference and Spring Delegate Assembly.
 3. The Vice-President shall serve as chair of the membership committee, will coordinate with the Treasurer to maintain an updated membership list and enhance communication between VRTA and its members.
 4. The Secretary shall maintain a permanent record of the proceedings of the Association and shall provide an electronic copy of the minutes to the Executive Committee no later than two weeks after each regular or called meeting.
 5. The Treasurer shall maintain financial records, hire a certified financial professional annually and report the financial status to the Executive Committee, the Board of Directors, the Spring Delegate Assembly and the Fall Conference. As chair of the Finance Committee, the Treasurer shall select a committee of at least five people to serve on the Finance Committee. The Treasurer shall also present an annual budget for approval by the Executive Committee Board of Directors and the Spring Delegate Assembly.

Article V

Board of Directors and Executive Committee

Section A. Board of Directors

1. Members of the Board of Directors shall consist of the President, the President-elect, the Vice-President, Secretary, and Treasurer, all past VRTA Presidents, District Presidents, and VRTA committee chairpersons. The parliamentarian and

the editor of publications shall Nominating Committee at the Spring Delegate Assembly in odd numbered years.

2. The Board of Directors may meet **in person or electronically** and conduct business between regular meetings of the Association.

3. be ex-officio, non-voting members.

4. All members of the Board of Directors must be members of the VRTA.

5. The Board of Directors shall elect the Section B. Executive Committee

1. The Executive Committee of the Board of Directors shall consist of the President, President-elect, Vice-President, Secretary, Treasurer, and immediate Past President. The parliamentarian shall be a non-voting member.

2. The Executive Committee shall exercise the powers of the Board of Directors between regularly scheduled meetings.

3. The Executive Committee shall determine the duties for a lobbyist, hire a qualified person, negotiate his or her contract and salary, and conduct a yearly review of job performance. The recommendation of the Legislative Committee shall be a consideration when hiring a lobbyist. The Executive Committee shall approve legislative priorities as recommended by the Legislative Committee.

Article VI Standing Committees and Duties

Section A. Standing Committees and Duties

1. Arrangements: process registration for annual meetings and report numbers of expected participants to the **Board of Directors and the membership**
2. Awards: prepare and present awards to enhance the overall program of the Association
3. Bylaws and Structure: develop and make proposed changes to the VRTA bylaws; study and propose structural changes to the organization
4. Community Service: encourage units to participate in projects in their communities
5. Directory: compile and publish a directory to be distributed at the direction of the Executive Committee
6. Finance: propose an annual budget to the Executive Committee, the Board of Directors and the Spring Delegate Assembly
7. Historian: keep an ongoing history of the VRTA
8. Insurance: review and recommend insurance programs
9. Legislative: keep abreast of legislation related to retirement and education issues, disseminate information to the membership, and encourage lobbying
10. Membership: coordinate with the Treasurer and Vice President to maintain membership records and promote membership growth
11. Nominating: procure and present the name of one candidate for VRTA President-elect, VRTA Vice President, VRTA Secretary, VRTA Treasurer, VRTA Nominating Committee Chair and the members of VRTA Nominating Committee. **The Nominating Committee Chair and all**

committee members may serve for any number of terms, but must be nominated by the current nominating committee and reelected by the Board of Directors during each odd numbered year.

12. Technology: work with the President, Executive Committee and Webmaster to foster better communication on all levels of the organization

Section B. Committee Governance

1. The President shall appoint chairs of all standing committees as positions become vacant, except Finance and Nominating.
2. There shall be no term limits on service as a committee chair.
3. The Treasurer is the chair of the Finance Committee. The Treasurer, with the advice of the President, shall appoint members of this committee.
4. The Board of Directors shall elect the Nominating Committee in odd numbered years at the Spring Delegate Assembly. The nominating committee shall consist of a chair and at least two additional VRTA members.
5. The President shall be an ex-officio member of all committees except the Nominating Committee.

Article VII Meetings

The Association shall have a Spring Delegate Assembly and a Fall Conference.

Section A. Spring Delegate Assembly

The agenda of the Spring Delegate Assembly shall include the election of officers by registered delegates and these officers' installation during even numbered years. The Assembly shall also adopt a budget, which has been previously distributed to voting members. Delegates shall hear or read committee reports and conduct any other business as needed. The Board of Directors will elect a nominating committee during odd numbered years to serve for the next term, and these committee members will be announced to the assembly.

Voting members of the Spring Delegate Assembly shall be members of the Executive Committee, district presidents, unit presidents, and two delegates from each local unit. If a unit has over 100 VRTA members, it shall have an additional delegate for each 50 VRTA members or fraction thereof. All voting delegates to the Spring Delegate Assembly must be members of the VRTA. The Legislative committee shall report on legislative activities.

Section B. Fall Conference

The agenda of the Fall Conference shall include the President's statement of objectives and a program of action. The Treasurer shall make a report on finances and membership. A Memorial Service shall be held during the Fall Conference. The Secretary shall submit the minutes of the Spring Delegate Assembly. The

legislative chair shall present the legislative priorities. Awards, recognitions and various presentations shall be given.

Section C. Occurrence

The Executive Committee shall determine the dates and sites of meetings.

Section D. Quorum

A quorum for the Spring Delegate Assembly shall consist of a majority of the registered delegates. A quorum for the Board of Directors shall be nineteen (19) members. A quorum for the Executive Committee shall be three (3) voting members of the committee.

Article VIII Rules of Procedure

ROBERT'S RULES OF ORDER, NEWLY REVISED shall be the parliamentary authority for all matters of procedure not specifically covered in these Bylaws.

Article IX Bylaws Amendments and Revisions

These Bylaws may be revised or amended by an affirmative two-thirds vote of the Spring Delegate Assembly. The proposed amendments shall be disseminated on the VRTA website to state officers, local presidents and members prior to the Spring Delegate Assembly.

Article X Dissolution

In the event of the dissolution of the Virginia Retired Teachers Association, the total assets remaining after the payment of all costs and expenses of such dissolution shall be liquidated and allotted to organizations of like purposes to be determined by the VRTA Board of Directors in accordance with current IRS regulations. No portion of its funds shall inure in the benefit of, nor be distributed to any individual member.

STANDING RULES Virginia Retired Teachers Association

1. Effective fiscal year 2016-17, annual dues shall be \$20.00, and lifetime dues shall be \$200.00.
2. Mileage for members of the Board of Directors for the Fall Conference and the Spring Delegate Assembly shall be recommended by the Executive Committee, approved by the Board of Directors, and approved by the delegates present at each Spring Delegate Assembly.
3. If members of the Board of Directors car pool, only the driver shall be reimbursed.
4. Members of the Executive Committee shall be reimbursed at the rate designated at the preceding Board of Directors meeting.
5. Unit Presidents must send the VRTA President the names of delegates to the Spring Delegate Assembly prior to the meeting.

6. The Executive Committee and the Board of Directors shall meet **in person or electronically** prior to the Spring Delegate Assembly and the Fall Conference. Standing Rules may be revised by a majority vote of the delegates during the Spring Delegate Assembly.
7. **The Nominating Committee Report will be presented to the Executive Committee in odd numbered years.**
8. **Standing Rules may be revised by a majority vote of the delegates during the Spring Delegate Assembly.**

These Bylaws and Standing Rules, as revised, were adopted at the Spring Delegate Assembly, April **2018** by Bylaws Committee members Mary Collins, Rebecca Goshorn, Ben McCartney, Bea Morris, Helen Tippie [Chair], and Mary Lou Trimble.