

By-Laws
for
Lake County Retired Teachers Association (LCRTA)
(Adopted May 2006)

Article I: Name

The name of this organization shall be Lake County Retired Teachers Association (LCRTA).

Article II: Affiliation

LCRTA shall be an affiliate of the Indiana Retired Teachers Association (IRTA) and the National Retired Teachers Association (NRTA).

Article III: Purposes

The purposes of LCRTA shall be:

- To serve and cooperate as a local unit of the IRTA.
- To sponsor and support legislation concerning teachers' pensions.
- To sponsor and support desirable legislation concerning education.
- To sponsor activities of special interest to retired teachers.

Article IV: Membership and Dues

Active Membership – Any retired educator or recipient of a disability or survivorship pension from the Indiana State Teachers Retirement Fund (ISTRF) shall be eligible for active membership. Active membership in LCRTA is separate from active membership in IRTA. Active membership becomes effective upon payment of dues.

Dues – The membership year in LCRTA shall extend from Sept. 1 through Aug. 31. Dues shall be recommended by the Executive Board and approved by the membership at a regular meeting. Dues for the membership year are payable beginning Sept. 1 and no later than Mar. 1 so that the Apr. 1 deadline for scholarship payment to IRTA may be met. Any dues received after Mar. 1 shall be applied to the next year's dues. Nonpayment of dues in LCRTA results in non-membership for that year.

Associate Membership – Currently active educators may become associate members of LCRTA upon payment of annual dues. Associate membership in LCRTA is separate from associate membership in IRTA.

Associate membership in LCRTA is available to anyone upon payment of annual dues. Associate members in LCRTA shall pay the same dues as active members. Associate members shall have all the privileges of membership except voting.

Article V: Officers

All elected and appointed LCRTA officers shall be members of IRTA.

The PRESIDENT, PRESIDENT-ELECT, and VICE PRESIDENT shall be elected at the spring meeting of odd-numbered years and are limited to two 2-year terms in the same office. The CORRESPONDING SECRETARY, RECORDING SECRETARY, and TREASURER shall be elected in even-numbered years and, with board approval, may serve unlimited terms in office.

Article VI: Duties of Officers

PRESIDENT – the president shall preside at all meetings, shall be a member ex-officio of all committees except the nominating committee, shall appoint all standing committees and special committees, shall call Executive Board meetings when needed and assume such other responsibilities as are generally considered to be the function of a president. The president shall appoint an auditing committee before a new treasurer takes office. The president shall appoint a parliamentarian.

PRESIDENT-ELECT – The president-elect shall, in the absence of the president, perform all duties of the president, schedule luncheon programs, work with the Community Service Committee, and arrange for the invocation at the luncheons. This officer is in line to become president.

VICE PRESIDENT –The vice president shall chair the Necrology Committee, schedule greeters for all luncheons, and perform any other duties as requested by the president.

RECORDING SECRETARY – The recording secretary shall record actions of the organization through the minutes and provide copies for all board members at the next scheduled board meeting.

CORRESPONDING SECRETARY – The corresponding secretary shall write to Lake County school superintendents for their lists of retiring teachers, handle bulk mailings, and conduct correspondence as directed by the president.

TREASURER – The treasurer, as custodian of the funds, shall keep in a permanent record an accurate account of all monies received and spent in both the general checking and youth accounts. The treasurer shall give an up-to-date report in each newsletter. The treasurer shall also keep an accurate account of paid memberships and be responsible for sending a portion of the dues to the state for the Scholarship Fund, and shall send donations to the state scholarship fund for deceased members. The treasurer shall file the form IT35AR annual gross income tax report for not-for-profit organizations. Auditing shall be completed each year by members of the board as appointed by the president.

Article VII: Executive Board

The Executive Board shall consist of elected officers, parliamentarian, chairpersons of standing committees and such other persons as the president shall designate. The retiring president shall serve on the Executive Board as an advisor. The board shall fill any vacancy of an elected office until the next regular election. The board shall meet at least four (4) times a year.

Article VIII: Meetings

The minimum number of regular membership meetings per year shall be three (3), one of which shall be in April. Quorum for a regular membership meeting shall be fifty (50) members and for an Executive Board meeting, five members.

Article IX: Committees

The standing committees shall consist of Associate Membership, Community Service, Courtesy, Decorations, Historian, Legislative, Member Concerns, Membership, Necrology, Publicity/Newsletter, Reservations, Retirement Planning, and Tours.

ASSOCIATE MEMBERSHIP – the Associate Membership Committee shall recruit active teachers into LCRTA and IRTA associate membership and may communicate with such members on education and educator issues and concerns.

COMMUNITY SERVICE – The Community Service Committee will encourage and coordinate volunteer member participation in community services, recognize members for outstanding volunteer efforts, sponsor special projects for LCRTA member participation (i.e. food drives, recycling, etc.), and file community service reports with the state.

COURTESY – The Courtesy Committee shall send cards to members who are ill or bereaved provided knowledge of the situation is known.

DECORATIONS – The Decorations Committee shall provide centerpieces at each membership luncheon for sale to members at a nominal cost.

HISTORIAN – The Historian and/or historical committee shall keep an up-to-date scrapbook covering activities of LCRTA members, officers, and Executive Board.

LEGISLATIVE COMMITTEE – the Legislative Committee shall be composed of district chairpersons, who shall organize a calling committee. The calling committee will advise the membership when communication with the state legislators should be made regarding the status of pending legislation. The committee will be supervised by co-chairmen, who will provide a legislative workshop.

MEMBER CONCERNS COMMITTEE – The Member Concerns Committee shall keep the membership informed of changes taking place in the areas of health, insurance, and other member services through workshops, seminars, etc.

MEMBERSHIP COMMITTEE -- The LCRTA Membership Committee shall encourage and recruit membership in the LCRTA and encourage membership in IRTA. The Membership Committee shall keep an accurate file of local memberships.

NECROLOGY – The Necrology Committee shall keep a record of members who have passed away and report same at regular luncheon meetings. This information shall be provided to the membership chair and the treasurer, who will forward names of deceased and donations to the IRTA Scholarship Foundation.

PUBLICITY/NEWSLETTER/WEB SITE – The Publicity/Newsletter/Web site Committee shall be responsible for providing the media with information regarding the activities of the LCRTA and publishing a newsletter for the membership at least twice a year. The webmaster shall update the county Web site as new information becomes available.

RESERVATIONS – The Reservations Committee shall receive and collect reservations for membership luncheons and contact the hosting restaurant concerning numbers. The Reservations Committee shall schedule luncheon dates with the hosting restaurant.

RETIREMENT PLANNING – The Retirement Planning Committee shall be responsible for presenting at least one retirement planning workshop in Lake County annually for active teachers.

TOURS – The Tours Committee shall offer extended and short-term trips, at reasonable costs to the membership. The Tours Committee shall file with the treasurer a not-for-profit organization form, IT35AR, annual gross income tax report.

Article X: Amendments

The By-Laws may be amended at a regular or called meeting of LCRTA by a two-thirds affirmative vote of those present and voting. By-Laws shall be adopted or amended upon third reading.

Article XI: Dissolution

Upon dissolution of LCRTA, all monies shall be turned over to the IRTA or other educational organization approved under the Internal Revenue Code as a not-for-profit organization and agreed upon by board quorum.

Article XII: Authority

Robert's Rules of Order shall be the accepted authority and shall govern the conduct of business meetings and will be overseen the parliamentarian.