

**WILLIAMSON COUNTY UNIT #86  
ILLINOIS RETIRED TEACHERS ASSOCIATION  
BYLAWS**

(Amended October 16, 2006)

*Note: This version of the Williamson County Unit #86 Illinois Retired Teachers Association Bylaws was updated in November of 2015 to comply with the Illinois Retired Teachers Association Bylaws currently in effect showing that the fiscal year of the organization is to begin January 1 and end December 31 of each year. Dates were changed in Article III; Article VI Section 1 and Section 2.B.1; Article X Section 3; and Article XIV Section 3 so that this version of WCIRTA Bylaws complies with the current IRTA Bylaws.*

**ARTICLE I – NAME**

The name of this Association shall be the Williamson County Unit #86 of the Illinois Retired Teachers Association (IRTA), hereafter referred to as the Williamson County IRTA (WCIRTA).

**ARTICLE II – PURPOSE**

The purposes of the Williamson County IRTA shall be:

- A. To cooperate with the Illinois Retired Teachers Association;
- B. To cooperate with the NRTA Division of the American Association of Retired Persons;
- C. To maintain and improve the social, educational, economic and recreational welfare and status of retired educators in the local community, state and nation;
- D. To help retired teachers maintain identity with the teaching profession and to further the cause of education, and to provide opportunities for meaningful contact with friends and associates of the active teaching years;
- E. To gather and disseminate information of value to the members;
- F. To provide an organizational framework through which retired educators can continue a life of service to fellow members; their active colleagues, and the community;
- G. To respond to community needs and to encourage retired teachers to contribute their talents and experience to the decision-making processes in their local communities;
- H. To present the image of aging as one of dignity, independence and purpose;
- I. To encourage active educators to prepare for retirement; and to familiarize retired and active teachers with the benefits of membership in the local, state and national associations.

**ARTICLE III – GOVERNANCE**

The Williamson County IRTA shall be governed by its own officially adopted Bylaws. These Bylaws shall in no way conflict with the Constitution and Bylaws of the IRTA.

**ARTICLE IV – AFFILIATION**

The Williamson County IRTA shall be affiliated with the IRTA.

## ARTICLE V – MEMBERSHIP

**Section 1: Active.** Membership shall be open to any retired or former educator or administrator who has been employed in any educational institution or in the field of education. The spouse of any deceased member shall be eligible for active membership.

**Section 2: Associate.** Associate membership shall be open to any active teacher or other person interested in the work of the Association and approved for membership by the Board of Directors. An associate member shall have membership rights and privileges, except the right to vote, hold office or to represent the Association.

## ARTICLE VI – FINANCE

**Section 1: Fiscal Year.** The fiscal year of the Williamson County IRTA shall correspond with that of the IRTA and shall begin January 1 of each year.

**Section 2: Dues.**

- A. Amount of dues. The annual dues of the active and associate members shall be \$5.00 per year.
- B. Payment of dues.
  - 1. Continuing members. Dues of all continuing members are payable to the unit treasurer starting after the beginning of the fiscal year. (January 1).
  - 2. New Members. Dues of new members received by the treasurer within three months of the end of the unit fiscal year shall be credited to the following fiscal year.

**Section 3: Finances.** The unit shall provide for such audit and control of its finances as are necessary for the complete accounting and safe keeping. The Executive Committee shall appoint an audit committee annually, excluding the treasurer.

## ARTICLE VII – OFFICERS

**Officers.** The elected officers of the Williamson IRTA shall be President, Vice-President, Secretary, and Treasurer and any other Offices the IRTA deems necessary.

**Duties.**

- A. President. The President shall;
  - 1. Preside at all general meetings and at meetings of the Executive Committee and of The Board of Directors.
  - 2. Appoint, with the approval of the Executive Committee, chairpersons of standing and special committees, except the Nominating Committee and have the authority as incoming or continuing President to call a meeting of the Executive Committee and/or the Board of Directors prior to assuming office.
  - 3. Serve as ex-officio member of all committees except the Nominating Committee.
- B. Vice-President. There shall be a Vice-President of the unit to work with the President and substitute for him or her when necessary. The Vice-President shall perform such duties as are assigned by the President or Executive Committee. The Vice-President shall serve as Program Chair.

- C. **Secretary.** The Secretary shall:
1. Record and keep a permanent file of the minutes of all general meetings, of the Board of Directors, and of the Executive Committee.
  2. Have available for reference at all meetings a copy of the unit Bylaws, a list of officers and committees.
  3. Have charge of such correspondence as is delegated by the President or the Board of Directors.
  4. Keep on file all incoming communications and copies of all outgoing correspondence.
  5. Make sure that copies of relevant correspondence and other materials are sent to the appropriate IRTA offices.
  6. Forward to the IRTA State Office all appropriate information, including names and addresses of new officers and committee chairpersons.
- D. **Treasurer.** The Treasurer shall:
1. Be responsible for collecting and recording dues.
  2. Be responsible for recording any other monies.
  3. Be responsible for paying all bills.
  4. Be responsible for keeping a proper set of books.
  5. Be responsible for rendering a financial report at the annual meeting and at such other times as is requested by the Executive Committee or Board of Directors.
  6. Shall remit a \$10.00 donation to the IRTA Foundation as a memorial to any deceased member.
  7. Present the unit's books for an annual audit.
  8. Issue Membership cards.
  9. Forward members' dues to the IRTA treasurer.
  10. Forward all membership information to the Membership Committee Chairperson.

## **ARTICLE VIII – BOARD OF DIRECTORS**

**Section 1: Membership.** The Board of Directors shall include the officers, chairpersons of the standing committees, and the immediate past president.

**Section 2: Duties.** The Board of Directors shall:

1. Carry on the business of the unit.
2. Have the general power to administer its affairs between general business meetings and shall report its actions to the membership in the Newsletter.
3. Be subject to the orders of the unit and none of its actions shall conflict with action taken by the membership.
4. Recommend, when feasible, establishment of additional standing and special committees.

**Section 3: Meetings.** Meetings of the Board shall be held at least 3 times a year. Special meetings may be called at any time by the President or upon written request of 4 members of the Board of Directors. The incoming or continuing President may call a meeting prior to taking office for making plans for the coming year.

**Section 4: Quorum.** A majority of the membership of the Board of Directors shall constitute a quorum.

**Section 5: Replacement of Officers.** In the event that an officer{s} fails or is unable to perform their appointed duties, the Board of Directors shall appoint a replacement until the next election.

#### **ARTICLE IX – EXECUTIVE COMMITTEE**

**Section 1: Membership.** The Executive Committee of the Board of Directors shall be composed of the elected officers.

**Section 2: Duties.** The Executive Committee shall:

1. Have emergency power to act for the Board of Directors between meetings of the Board.
2. Approve committee chair appointments.

**Section 3: Meetings.** Meetings of the Executive Committee shall be called at the request of the President.

**Section 4: Quorum.** A majority of the membership of the Executive Committee shall constitute a quorum.

#### **ARTICLE X – ELECTIONS AND TERMS OF OFFICE**

**Section 1: Nominations.** A standing Nominations Committee, consisting of the 3 immediate Past Presidents, shall work on a year-round basis. In the event that a member cannot or will not serve, the remaining members shall appoint the necessary member. At least one month prior to election, this committee shall prepare a slate of nominees to be presented at the annual meeting. This slate shall be announced at the meeting. Nominations can be made from the floor provided prior consent of the nominees has been obtained.

**Section 2: Elections.** Elections shall be held at the annual meeting. A majority of the votes cast shall be necessary for election. In cases where there is but one nominee for office, a voice vote can be taken.

**Section 3: Terms of Office.** All officers shall take office on January 1. All officers shall serve for a term of 2 years or until their successors are elected and take office. They shall be eligible for reelection for one term only.

**Section 4: Vacancies.** All vacancies shall be filled for the unexpired term by the Board of Directors.

#### **ARTICLE XI – COMMITTEES**

**Section 1: Committees.**

A. Standing Committees. There shall be unit standing committees as follows:

- Legislation
- Membership
- Information Services
- Member Benefits
- Finance

B. Additional Committees. There shall be additional standing and special committees as shall be considered necessary to carry on the work of the unit.

**Section 2: Duties of the Chairpersons.** Chairpersons of committees shall:

1. Establish a regular meeting schedule and develop committee objectives.
2. Develop committee activity reports for the unit President, Board, and membership.
3. Serve as channels of communication in the respective fields with the IRTA, and coordinate work with that of the IRTA.
4. Motivate members to carry out their responsibilities, involve all committee members.

**ARTICLE XII – MEETINGS AND QUORUM**

**Section 1. Meetings.**

- A. Regular meetings. Regular meetings of the unit shall be held 4 times each year. They shall be held as designated by the Board of Directors.
- B. Special Meetings. Special meetings may be called by the President, By the Board of Directors, or by written request of ten percent (10%) of the active membership.  
NOTICE. Notice of the date and the business to be brought before the special meeting shall be communicated in writing to the members at least 30 days in advance. Only business for which notice has been given shall be transacted.
- C. Annual Meeting. This annual meeting shall be the final meeting of the fiscal year and shall be for the purpose of electing officers, receiving reports of officers and committees, and for such other business as may properly arise.

**Section 2. Quorum.** Ten percent (10%) of the dues paying Membership of the unit shall constitute a quorum.

**ARTICLE XIII – RULES OF ORDER, PARLIAMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order, Revised, shall govern this unit in all cases which they are applicable and in which they are not inconsistent with these Bylaws.

**ARTICLE XIV – AMENDMENTS**

**Section 1:** All proposed amendments to these bylaws from the membership must be submitted to the Board of Directors in writing 60 days prior to the next annual meeting of the unit and shall be published in the issue of the unit newsletter prior to the annual meeting.

**Section 2:** These bylaws shall be amended by a two-thirds (2/3) vote of the members present at an annual meeting.

**Section 3:** All amendments approved by the vote of the unit members shall become effective on January 1 following the annual meeting.