

# **Bylaws**

## **Boone County Missouri Retired Teachers Association and School Personnel Region 4**

### **BYLAWS**

The Boone County Missouri Retired Teachers Association and School Personnel (BooneRTA) is affiliated with the Missouri Retired Teachers Association and Public School Personnel (MRTA).

#### **ARTICLE I—NAME**

The name of this organization shall be Boone County Missouri Retired Teachers Association and School Personnel (BooneRTA).

#### **ARTICLE II—PURPOSE**

The purpose of BooneRTA shall be to:

1. Promote the economic, social, and professional status of retired teachers and other retired school personnel.
2. Monitor and provide input regarding legislation affecting retired teachers and other retired school personnel.
3. Promote the involvement of retired teachers and other retired school personnel in community affairs.
4. Foster good fellowship and concern for the well-being of retired teachers and other retired school personnel.
5. Promote continued interest in the teaching profession and issues of education.

#### **ARTICLE III—MEMBERSHIP**

1. Membership in BooneRTA shall be open to all retired personnel of public, private, and parochial schools.
2. Active teachers and others interested in education may become Associate members without the right to vote, hold office, or represent the association.

#### **ARTICLE IV—OFFICERS**

1. The elected officers shall be President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary or Co-Secretaries, and Treasurer or Co-Treasurers. The Vice President shall assume the office of President upon the conclusion of the President's term of office or in the event a President cannot complete the term.
2. There shall be an Executive Board consisting of the elected officers, Immediate Past President(s), coordinators, other Executive Board appointees, and the Region 4 officers and members (if a member of BooneRTA). All will serve as voting members of the Executive Board. In order to enact business, there must be a quorum, a majority plus one, at all Executive Board meetings.

- a. The Executive Board is responsible for establishing all policies governing BooneRTA.
- b. The Executive Board shall meet within a week prior to BooneRTA meeting or at the call of the President or Co-Presidents.
- c. The Executive Board shall evaluate and vote on requests for BooneRTA's support of community endeavors.
- d. The Executive Board shall be responsible for filling by appointment any elected position vacated by resignation, illness, death, or removal.

#### **ARTICLE V—DUTIES OF THE OFFICERS**

1. The President or Co-Presidents shall lead BooneRTA, preside at all meetings, and perform other duties that are consistent with the Bylaws.
2. The Vice President or Co-Vice Presidents shall assist the President(s) and in case of absence, death, or resignation assume the duties of a President. The Vice President(s) shall coordinate with the Membership Recruiting and Membership Chair.
3. The Secretary or Co-Secretaries shall keep the minutes of BooneRTA, the minutes of the Executive Board, and assume other duties as needed to keep a record for the association.
4. The Treasurer or Co-Treasurers shall be custodian of a debit card and all funds for BooneRTA.

#### **ARTICLE VI—DUES**

Membership dues for BooneRTA shall be set by the Executive Board, with the approval of the membership, through an electronic and/or in-person vote at a regularly scheduled meeting. The membership year shall be from January 1 to December 31. New members paying dues after May 1 may regard their dues paid through December 31 of the next year. Efforts for the renewal of dues should begin in September of each year.

#### **ARTICLE VII—ELECTIONS**

1. BooneRTA Officers
  - a. No later than September, the President(s) shall appoint a Nominating Committee.
  - b. The President(s) shall ask for nominations from the membership by the October meeting.
  - c. The Nominating Committee shall present for approval, a slate of nominees, to the Executive Board and membership by the November BooneRTA meeting.
  - d. The President(s), Vice President(s), Secretary(s), and Treasurer(s) shall be elected at the BooneRTA meeting by January.
  - e. These officers will be installed and take office by the January BooneRTA meeting.
2. Delegate(s) and Alternate Delegate(s) to MRTA Assembly of Delegates
  - a. BooneRTA will follow MRTA's guidelines regarding the election of delegates and alternate delegates for the MRTA Annual meeting.
  - b. The President(s) shall send the names of the delegate(s) and alternate(s) to MRTA by the required date.
  - c. Any necessary election issue may be conducted by email or electronic poll of membership and/or Executive Board with the deciding vote being the majority of members responding.

## **ARTICLE VIII—MEETINGS**

BooneRTA meetings shall be held the third Tuesday of each month and/or on other dates as determined by the Executive Board.

## **ARTICLE IX—COMMITTEES AND APPOINTED COORDINATORS**

The Standing Committees and Appointed Officials of BooneRTA shall be as follows: Audit, Courtesy, Emeritus, Historian, Informative and Protective Services\*, Legislative\*, Member Communication, Membership\* (Database and Recruitment/Retention), Nominating, Operations, Personal Contact, Program, Public Relations, Retirement Education\*, Scholarship, Volunteerism\*, and Webmaster.

\*Those with a star are required for the Unit of Excellence Award of MRTA.

## **ARTICLE X—DUTIES OF COMMITTEES AND APPOINTED OFFICIALS**

1. Audit Coordinator shall audit the Treasurer's books following the December BooneRTA meeting.
2. Courtesy Coordinator shall represent the association by sending expressions of sympathy and support to members or families in cases of illness, death, or other situations of need.
3. Emeritus Coordinator shall present names of members who are no longer able to participate in BooneRTA activities due to age or medical conditions to the Board for consideration of emeritus status. Emeritus members are no longer required to pay dues.
4. Historian Coordinator shall be responsible for keeping an up-to-date history of BooneRTA.
5. Informative and Protective Services Coordinator shall promote the well-being of members by making them aware of the services and information they need to solve or avoid financial, personal, and health problems.
6. Legislative Coordinator shall inform members of legislative activities on the local, county, state, and national levels affecting BooneRTA and MRTA.
7. Member Communication Coordinator shall co-ordinate with Membership Database Coordinator to maintain a current membership database to be used for member communication regarding meetings, In Memoriam, and other BooneRTA announcements. The appointee shall edit, format, and submit the newsletter and BooneRTA regular meeting minutes, as submitted by the Secretary(s), to the Webmaster and notify the membership of the postings as well as the death of a member.
8. Membership Database Coordinator shall maintain the membership database in both electronic and hard copy formats, supply Webmaster and Member Communication Coordinator with changes in membership contacts, send the membership database to Vice-President(s) and the Membership Recruiting/Retention Coordinator, collaborate with the Vice President on the publication of the BooneRTA directory, and notify MRTA regarding the death of BooneRTA members.
9. Membership Recruitment/Retention Coordinator shall coordinate with the Courtesy Coordinator and the Vice President(s) to hold a gathering to welcome current members and new retirees to BooneRTA, send the list of new retirees from the Boone County school districts to the Region 4 Membership Chair, email information with invitations to join BooneRTA and MRTA to the new retirees, and send reminders to BooneRTA and/or MRTA members who have not renewed their memberships.

10. Nominating Coordinator shall prepare a slate of officers and report those names by the November meeting.
11. Operations Coordinator shall make the arrangements for the BooneRTA meeting room, including securing a contract for Executive Board's approval and sending Remind texts.
12. Personal Contact Coordinator shall notify members who do not have email about the next meeting and encourage them to attend.
13. Program Coordinator shall arrange programs for the association.
14. Public Relations Coordinator shall inform members and general public via the media of BooneRTA activities, community endeavors, and significant achievements of individuals.
15. Retirement Education Coordinator shall keep BooneRTA informed about matters concerning teacher retirement and inform active personnel of Boone County districts how retirement affects them and their families.
16. Scholarship Coordinator shall share information about BooneRTA's scholarship availability with area colleges, universities, professional groups, the membership, and online. The committee will meet to evaluate applications, choose recipient(s), and award funds to the winner(s).
17. Volunteerism Coordinator shall suggest and organize projects that the BooneRTA can undertake for the good of Boone County communities. Any proposals shall first be made to the Executive Board for approval.
18. Webmaster shall be the coordinator to administer the BooneRTA/MRTA website and keep it updated.

#### **ARTICLE XI—PARLIAMENTARY PROCEDURES**

Except as otherwise provided in the Bylaws, Robert's Rules of Order shall govern all questions of parliamentary procedure relating to BooneRTA.

#### **ARTICLE XII—BYLAWS AMENDMENTS**

1. The Bylaws should be reviewed as directed by the Executive Board at least every five years.
2. The Bylaws may be amended by a majority vote of the members present at any BooneRTA meeting or via an electronic poll, provided that notice of the proposed amendment has been given at the previous meeting.
3. Amendments would become effective January 1 of the year following approval, unless the Executive Board deems immediate implementation necessary.

Amended by a vote of the membership: January 1, 2022

Bylaws Revision Committee Members: Marilyn Andre, Paul Andre, Greg Grupe, Sandra Logan.

Approved by vote of the membership: March 15, 2016

Bylaws Revision Committee Members: Susan Fales, Cheryl Fadler, Pat Powell, Mary Ridge, Marilyn Skipper, Marilyn Stone. Job Duties Committee Members: Mary Suits and Kay Wallace.