

Summit County Retired Teachers' Association
Constitution and Standing Rules

SUMMIT COUNTY RETIRED TEACHERS' ASSOCIATION
CONSTITUTION

ARTICLE I
NAME

The name of this Association shall be SUMMIT COUNTY RETIRED TEACHERS' ASSOCIATION (SCRTA).

ARTICLE II
PURPOSE

The purposes of this Association shall be

1. To promote the interests and welfare of retired educators.
2. To familiarize retired teachers with the benefits of membership.
3. To encourage retired teachers to participate in local (SCRTA) and state (ORTA) Associations.

ARTICLE III
MEMBERSHIP

SECTION A Membership shall be open to

1. Any educator who is retired from a public school system located in Summit County.
2. Any retired educator receiving benefits from any state teachers' retirement system.

SECTION B Types of membership

1. Active membership shall be on an annual basis.
2. Associate
 - a. The spouse or surviving spouse of an active member.
 - b. All Associate members are ineligible to vote or hold office or represent the Association.
3. Honorary
 - a. Selected by the Management Board for their contributions to the Association.
 - b. Pay no dues.

SECTION C Dues

1. Dues shall be set by a vote of the membership upon the recommendation of the Management Board.
2. Active and associate dues shall be the same.
3. The membership year shall be January 1 through December 31.

ARTICLE IV
OFFICERS

SECTION A The officers shall be President, First Vice-President, Second Vice-President, Administrative Assistant, Treasurer, and Assistant Treasurer.

SECTION B Officers shall be elected from the active membership.

SECTION C Term of Office

1. Officers shall be elected for a two (2) year term.
2. The President and the First Vice-President shall serve only two (2) consecutive terms but may be elected to that office after an interim of one term.
3. All other officers may serve continuing terms in their respective offices.

SECTION D Nominations and Elections

1. Nominating Committee
 - a. The Nominating Committee shall consist of five (5) members: the at-large members of the Management Board and three elected from the membership.
 - b. The term of office shall be two (2) years.
 - c. The Committee itself shall select the Chairman.
 - d. A slate of six (6) officers, two (2) members-at-large of the Management Board, and three (3) members of the Nominating Committee shall be presented to the membership for vote in odd-numbered years. A slate of two (2) members-at-large shall be presented to the membership for vote in even-numbered years.
 - e. The slate shall be published in the August SCRTA newsletter.
2. Election The election shall be held at the September meeting.
3. Installation The installation of the new officers shall be held at the November meeting.

SECTION E Duties of Officers

1. The President shall
 - a. Preside at all meetings of the Association and the Management Board.
 - b. Appoint Committee Chairmen with the approval of the Management Board.
 - c. Serve as ex-officio member of all committees except the Nominating Committee.
2. The First Vice-President shall
 - a. Preside at all meetings of the Association and Management Board in the absence of the President.
 - b. Serve as Program Chairman.
3. The Second Vice-President shall
 - a. Preside at all meetings of the Association and the Management Board in the absence of both the President and the First Vice-President.
 - b. Serve as Legislative Chairman.
4. The Administrative Assistant shall
 - a. Record the minutes of all meetings of the Association and the Management Board and keep those records in a suitable permanent file.
 - b. Be responsible for other secretarial duties of the Association.
5. The Treasurer shall
 - a. Receive, disburse, and invest funds of the Association as approved by the Board.
 - b. Substitute for the Assistant Treasurer, when necessary.

6. The Assistant Treasurer shall
 - a. Serve as Membership Chairman.
 - (1) Collect and deposit dues from members.
 - (2) Keep a record of membership.
 - (3) Report all deposits to the Treasurer.
 - (4) Report names of all Life Members to the Treasurer.
 - b. Substitute for the Treasurer, when necessary.

ARTICLE V

MANAGEMENT BOARD

SECTION A The Board of Directors shall consist of the President, First Vice-President, Second Vice-President, Administrative Assistant, Treasurer, Assistant Treasurer, Immediate Past President, ORTA Trustee, four (4) Members-at-Large, and Chairmen of the Standing Committees.

SECTION B Elected at-large members of the Management Board shall serve for two (2) years with two (2) members being elected each year.

SECTION C The Management Board shall

1. Organize and establish the policies of the Association.
2. Transact the business of the Association between general Association meetings.
3. Schedule dates of general and Management Board meetings.

SECTION D A quorum shall consist of a majority of the elected officers of the Management Board.

ARTICLE VI

MEETINGS

SECTION A General Meetings

1. A minimum of four (4) luncheon/business meetings shall be held each year.
2. The Management Board may schedule additional meetings.

SECTION B Management Board Meetings

1. The Management Board shall meet prior to each general meeting.
2. Special meetings may be called by the President and/or the Administrative Assistant at the written request of five (5) members of the Management Board.

ARTICLE VII

COMMITTEES

SECTION A The Standing Committees shall be

1. Program.
2. Legislative.
3. Public Relations.
4. Membership.
5. Scholarship.
6. Community Service.
7. Newsletter.
8. Travel.

9. Finance.
10. Financial Review.
11. Nominating.
12. Webmaster.
13. Parliamentarian.

SECTION B Special committees shall be appointed as needed.

SECTION C The President shall appoint all committee chairmen.

SECTION D The respective committee Chairmen shall select committee members.

ARTICLE VIII **VACANCIES**

SECTION A The Management Board, by a majority vote, may declare an office vacant for one of the following reasons:

1. Failure to attend a majority of Management Board and general meetings in a year.
2. Failure to fulfill the responsibilities of the office.
3. Resignation, long-term illness, or death.

SECTION B The Management Board shall fill the vacancy for the remainder of the term.

ARTICLE IX **NEWSLETTER**

SECTION A A newsletter containing necessary information for a General Meeting shall be mailed to each member prior to the meeting.

SECTION B A summary of pertinent committee reports and current projects should be included.

SECTION C All newsletters shall include a membership form.

ARTICLE X **AMENDMENTS**

SECTION A Proposed amendments shall originate with the Management Board or a written petition to the Management Board, signed by a minimum of twenty (20) members

SECTION B The Management Board shall review and present proposed amendments to the General membership for voting.

SECTION C Amendments shall require a two-thirds vote of the members present for passage, after such proposed amendments have been published in the SCRTA NEWSLETTER prior to the General Meeting at which a vote is to be taken.

ARTICLE XI
PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, shall prevail where this Constitution and the Standing Rules are not applicable.

ARTICLE XII
DISSOLUTION

Upon the dissolution of the Association, the Management Board, after paying or making provision for the payment of the Association's liabilities, shall determine the disposition of the remaining assets in a manner which will carry out the purposes of the Association.

Adopted April 14, 1997
Revised May, 2000
Revised April, 2009
Revised June 2013
Revised April 2023

SUMMIT COUNTY RETIRED TEACHERS' ASSOCIATION
STANDING RULES

MEETINGS

1. Board meetings shall be held four (4) times each year at the Akron Education Association building.
2. When weather, or other circumstance, necessitates canceling a Management Board Meeting, information shall be disseminated via email and local radio and TV stations.

PUBLIC RELATIONS

1. All luncheon reservations should be paid in advance, with no refunds unless cancellations are made in advance according to deadlines.
2. There shall be no refunds to "no-shows."
3. Luncheon costs are set for a year with the restaurant.
4. The Management Board shall determine the deadline for meal reservations. This is currently the Friday before the luncheon.
5. Announcements for the general meetings will be sent to local media.

FINANCES

1. SCRTA dues shall be \$20 based on the calendar year.
2. All dues shall be payable, beginning in September, for the following year with December 31 being the deadline each year.
3. The budget shall be prepared by the Finance Committee to be presented for approval at the February meeting of the Board.
4. The Financial Review Committee shall audit the books of the organization between December 31 and the February meeting of the Board. A special financial review meeting shall be held at the discretion of the Financial Review Committee.

COMMITTEES

1. Files shall be kept for four (4) years, except for financial records which shall be kept for seven (7) years. Historic records shall be kept indefinitely.
2. Past files and records shall be kept in a filing cabinet at the AEA building.
3. Complete committee files, including procedures, shall be transferred from the outgoing chairman to the incoming chairman before the February meeting of the Board.

PROGRAM COMMITTEE

1. The First Vice-President, as Program Chairman, shall present tentative program suggestions for the calendar year at the November meeting of the Board and have confirmations of these at the February meeting of the Board.
2. A member of STRS or ORTA may be invited to present the program at a September General Membership meeting.

LEGISLATIVE COMMITTEE

1. The Second Vice-President, as Legislative Chairman, shall keep the membership informed of pending legislation on the state and national levels, which affects SCRTA members.
2. The chairman shall provide members with a list of local, state, and national legislators that includes their home and office addresses and telephone numbers.
3. The chairman shall mobilize support for legislation at the local, state, and national levels by communicating with the members.

SCHOLARSHIP COMMITTEE

1. The Scholarship Chairman shall select committee members.
2. The committee will meet annually to select scholarship recipients.
3. Cash donations shall be collected at every luncheon meeting.
4. Private donations received to the scholarship fund, with permission from the donor, will be acknowledged in the SCRTA newsletter.

COMMUNITY SERVICE COMMITTEE

Each year the Community Service Committee shall select an ongoing project and have it approved by the Management Board.

INFORMATIVE AND PROTECTIVE SERVICES COMMITTEE

1. This Committee shall obtain and distribute to SCRTA members information concerning their safety, consumer protection, and the environment.
2. This Committee shall obtain general information for SCRTA members concerning their health and well-being.
3. Information to help enhance retirees' lives shall be reported in the SCRTA quarterly newsletter or distributed to the general meeting attendees.
4. In coordination with the Program Chairman, safety programs shall be welcomed from the local uniformed services, the prosecutor's office, the Ohio Consumer Council, and other sources.
5. Other pertinent information obtained from ORTA, from the internet, and from periodicals shall be distributed to the membership.

TRAVEL COMMITTEE

1. The Travel Committee may be activated if there is enough interest from the membership.
2. Guests will always be welcomed, but they will pay a slightly higher fee than the members.
3. Refunds can be made only if the reservation is canceled by the deadline date.

AMENDMENTS

1. Proposed amendments to the Standing Rules shall originate with the Management Board and be reviewed by the Management Board.
2. Amendments shall require a majority vote of the Management Board for passage.

January, 1997
Revised May, 2000
Revised April, 2009
Revised June 2013
Revised October 2017
Revised March 2023