

**BYLAWS of the  
PORTAGE COUNTY RETIRED TEACHERS ASSOCIATION**

**Revised November, 2010**

**Article I: NAME AND PURPOSE**

**A. The name of this organization shall be Portage County Retired Teachers Association, hereafter referred to as the Association and as "PCRTA."**

**B. The purposes of the organization shall be:**

- 1. To function as a cooperative and active chapter of the Ohio Retired Teachers Association and to cooperate with the Retired Teacher Division of AARP and other organizations having similar purposes and aims.**
- 2. To help promote the interests and welfare of its members.**
- 3. To help retired teachers maintain identity with the teaching profession and further the cause of education.**
- 4. To provide opportunities for retired teachers to have meaningful contact with friends and associates of the active teaching years.**
- 5. To gather and disseminate information of value to members.**
- 6. To provide an organization framework through which retired educators can continue a life of service to the community, fellow members, and their active colleagues.**
- 7. To present the image of aging as one of dignity, independence, and purpose.**
- 8. To encourage active educators to prepare for retirement.**
- 9. To familiarize retired and active teachers with the benefits of membership in the local, state, and national associations.**
- 10. To provide scholarships to Portage County graduates planning careers in education.**

**ARTICLE II: GOVERNANCE**

**A. The Portage County RTA shall be governed by its own officially adopted bylaws. These bylaws shall in no way conflict with the Constitution and Bylaws of the Ohio RTA.**

### **ARTICLE III: MEMBERSHIP**

**A. ACTIVE MEMBERSHIP: Membership is open to any teacher or administrator retired from the public schools, state and municipal colleges and universities of Ohio; any teacher or administrator retired in any other state but living in Ohio; any spouse who becomes a benefit recipient of State Teachers Retirement System (STRS); and any person in Ohio interested in education and the issues of retirees.**

**B. DUAL MEMBERSHIP: Only dual membership in ORTA and PCRTA will be available. Current Associate Memberships will be grandfathered.**

**C. LIFE MEMBERSHIP: Any person of our membership or a retiree considering membership may choose Life Membership. The principle of the invested funds shall not be used other than to bring earnings to the Association. These earnings may be used by the Association for current expenses.**

**D. HONORARY MEMBERSHIP: A long-time member may be considered for honorary status if found in need by personal circumstances. Nomination may be by family or an Association member. Membership is subject to approval by the Executive Committee.**

### **ARTICLE IV: OFFICERS**

**A. The elected officers of the Association shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Assistant Treasurer.**

#### **B. Duties of the Officers**

##### **1. The President shall:**

**a. Preside at all general meetings and at Executive Committee meetings and call meetings as needed.**

**b. Appoint chairpersons of standing and special committees.**

**c. Serve as ex-officio member of all committees except the Nominating Committee.**

**2. The Vice President shall:**

**a. Work with the President and substitute for him/her when necessary.**

**b. Plan the programs and make all luncheon arrangements for the year in coordination with the Executive Board.**

**c. Perform such other duties as assigned by the President.**

**3. The Recording Secretary shall:**

**a. Record and keep a permanent file of the minutes of all general meetings and of the Executive Committee meetings.**

**b. Have available for reference at all meetings, a copy of the Association Bylaws and a list of officers and committees.**

**4. The Corresponding Secretary shall:**

**a. Have charge of such correspondence as delegated by the President and/or the Executive Committee.**

**b. Keep on file all incoming communications and copies of all outgoing correspondence.**

**5. The Treasurer shall:**

**a. Receive and disburse all funds of the Association.**

**b. Pay all bills provided for in the budget or confirmed by the President.**

**c. Be responsible for keeping a proper set of books.**

**d. Be responsible for rendering a financial report for each newsletter and at Executive Board meetings.**

**e. Serve on the Budget Committee.**

**f. Present books for annual audit.**

**g. Collect dues of all current members and forward members' state dues to the state RTA treasurer.**

**h. Notify Ohio RTA of the death of a member.**

**i. Make arrangements for the required tax forms to be filed.**

**j. Arrange bonding of the Treasurer and Assistant Treasurer.**

**6. The Assistant Treasurer shall:**

**a. Assist the Treasurer in the performance of his/her duties and function in his/her place in case of absence from a meeting.**

**b. Perform other duties as prescribed by the Treasurer**

#### **ARTICLE V: EXECUTIVE COMMITTEE/EXECUTIVE BOARD**

**A. The Executive Committee shall consist of the six (6) elected officers and the immediate Past President. The executive Committee and the committee Chairs shall be members of the Executive Board.**

**B. The Executive Board shall organize and establish the policies of the Association.**

**C. The Executive Board shall transact business for the Association between stated meetings, subject to review at the following regular meeting.**

**D. The Executive Board shall meet at the call of the President or on request of any three (3) members of the board.**

**E. A majority of the membership at the Executive Board shall constitute a quorum.**

#### **ARTICLE VI: ELECTIONS AND TERMS OF OFFICE**

**A. Nominations. A standing Nominating Committee of three members, appointed by the President, shall work on a year-round basis. 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 in writing to each member at least two**

weeks before the election. Nominations may be made from the floor provided prior consent of the nominee has been obtained.

**B. Elections.** Elections shall be held at the annual meeting in November. Officers shall be elected by a majority vote of those present at the annual meeting.

**C. Term of Office.** All officers shall take office on January 1. They shall serve for a period of two years with the President, Corresponding Secretary, and Assistant Treasurer being newly elected during the even numbered years, and the Vice President, Recording Secretary, and Treasurer being newly elected during the odd numbered years. They shall be eligible for re-election.

**D. Vacancies.** All vacancies in office shall be filled for the unexpired term by the Executive Committee or by the President with approval of the Executive Committee.

## **ARTICLE VII: COMMITTEES**

**A. Standing committees should be reviewed by the Executive Committee and the Bylaws Committee each year.**

**B. Committees are:**

<b>Archival</b>	<b>Community Services</b>
<b>Informative &amp; Protective Services</b>	<b>Legislative</b>
<b>Membership</b>	<b>Memorial &amp; Sunshine</b>
<b>Newsletter</b>	<b>Nominations</b>
<b>Pre-retirement Planning</b>	<b>Proctoring</b>
<b>Public Relations</b>	<b>Reservations</b>
<b>Scholarship</b>	<b>Social/Travel</b>
<b>Transportation and Communications</b>	<b>Website</b>

**C: Additional Committees:**

**Special Ad Hoc Committees may be appointed when considered necessary to carry on the work of the Association. Audit Committee, By Laws Committee, and Budget Committee are examples of AdHoc committees.**

**D. Duties of Committee Chairmen**

- 1. Establish a regular meeting schedule and develop committee objectives.**
- 2. Complete committee activity reports in a timely fashion.**
- 3. Serve as channels of communication in their respective areas with with their respective areas with the Ohio RTA.**
- 4. Motivate members to carry out their responsibilities.**
- 5. Review job descriptions and goals in the ORTA Handbook and fulfill the duties of the committee.**
- 6. Maintain a listing of activities, contacts, duties and responsibilities to assist future committee chairs.**

#### **ARTICLE VIII: MEETINGS**

- A. Six general meetings shall be held each year. Unless otherwise determined by the Executive Board, these meetings shall be luncheon-program meetings held on the third Thursday of March, May, July, September, November, and December.**
- B. Special meetings may be called by the President or by the Executive Committee at any time such a meeting is deemed advisable.**
- C. The annual meeting shall be held in November and shall be for the purpose of electing officers, receiving reports of officers and committees, and for such other business as may properly arise.**
- D. Quorum. At least twenty (20) voting members must be present to constitute a quorum.**

#### **ARTICLE IX: DUES**

- A. The dues shall be determined by a recommendation of the Executive Board and a majority vote in favor of the change by members present at any general meeting.**
- B. State dues are determined by the Ohio RTA.**

**C. Local dues may be increased or decreased on recommendation of the Executive Committee and a majority vote in favor of the change at any regular meeting.**

#### **ARTICLE X: SCHOLARSHIPS**

**A. The Portage County Retired Teacher's Association may award one or more scholarships to graduating seniors in any of the eleven high schools in Portage County, namely: Aurora, Crestwood, Field, Garfield, Kent Roosevelt, Ravenna, Rootstown, Southeast, Streetsboro, Windham, and/or Waterloo. The amount of the scholarship will be determined annually.**

**B. Scholarship recipients will be chosen on the basis of their standardized test scores, leadership ability, recommendations, community service, plus college and professional goals.**

**C. Recipients and two chaperones will be invited as our guests to the July PCRTA luncheon meeting.**

**D. Fundraising projects may be sponsored periodically.**

**E. Monies donated for scholarships will go into the general Scholarship Fund.**

**F. A scholarship may be named for a donor or deceased member when the donations equal at least the amount of a full scholarship.**

**G. A collective memorial scholarship may be named for deceased members when the donations are less than the amount of a full scholarship.**

#### **ARTICLE XI: AMENDMENTS**

**A. These bylaws may be amended by a two-thirds vote of members present at any stated meeting, provided the proposed amendment has been distributed in writing to all members at least two weeks prior to the meeting at which it is to be voted upon.**

**B. These bylaws may be amended to accommodate any changes in ORTA bylaws which have a direct effect on these bylaws by a majority vote at a regularly scheduled meeting of the Executive Board.**

**This addendum was voted on, passed unanimously, and added to our By-Laws on July 12:**

**In event of dissolution of the Portage County Retired Teachers Association, the Executive Committee shall, after Paying and making provisions for the payment of all liabilities, distribute all the assets of the Portage County Retired Teachers Association over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501(c)(3) organization by the Internal Revenue Service.**

**Signed by:**

<b>President:</b>	<b>Ronald Snowberger</b>
<b>Vice President:</b>	<b>Georgia Darrah</b>
<b>Secretary:</b>	<b>Ruth Weigand</b>
<b>Treasurer:</b>	<b>Darlene Fetterhoff</b>
<b>Corresponding Secretary:</b>	<b>Barbara Cribbs</b>