

BYLAWS
SOUTH DAKOTA RETIRED TEACHERS' ASSOCIATION

(Revised May 3, 2006)
(Amended May 1, 2008)

ARTICLE I. NAME AND OBJECT

Section 1. The name of this organization shall be the South Dakota Retired Teachers' Association (SDRTA).

Section 2. The object of this organization shall be:

- a. to promote the social, economic and professional welfare of retired teachers of the state;
- b. to maintain affiliation with the National Retired Teachers Association (NRTA) Division of AARP and cooperate with it by promoting membership, legislation, national programs and projects of NRTA; and
- c. to help retired teachers maintain identity with the teaching profession and to promote improvements in education.

ARTICLE II. MEMBERSHIP

Section 1. Annual Membership shall be open to any retired person formerly employed as a professional educator, administrator, or support staff, who, upon the payment of dues as set forth in Article II of the Standing Rules, shall be eligible to assume active membership with rights to vote, hold office and, when so authorized by the President or the Executive Board, represent the Association. The non-educator spouse of a member may become a member upon payment of annual dues.

Section 2. Life Membership shall be open to any person eligible for annual membership, who, upon the payment of dues as set forth in Article II of the Standing Rules, shall be eligible to assume active membership with the rights to vote, hold office and, when so authorized by President or the Executive Board, represent the Association.

Section 3. Honorary Membership may be extended to any person upon a majority vote of the active members present at the Annual Meeting, provided such person shall be nominated by a local unit and approved by the Executive Board for such honor. The name of the nominee shall be presented to the membership through the NEWSLETTER preceding the Annual Meeting.

ARTICLE III. OFFICERS

Section 1. The officers of this Association shall consist of a president, president-elect, vice-president, secretary, and treasurer, all of whom shall maintain active membership in SDRTA during their term of office. Each officer shall be elected for a term of two years.

Section 2. Officer elections shall be held in the even numbered years and conducted at the Annual Meetings of this Association and the term shall begin on the following June 1.

Section 3. A quorum must be present to hold the election and a candidate must receive a majority of the votes cast to be elected to the office sought.

Section 4. In the event a vacancy occurs in the office of the vice-president, secretary or treasurer during the two-year term, the president shall appoint an active member to fill the office so vacated to serve for the balance of the term.

Section 5. In the event a vacancy occurs in the office of president-elect, the office shall remain vacant until the next Annual Meeting at which time an election shall be held to fill the vacancy for the term.

ARTICLE IV. DUTIES OF OFFICERS

Section 1. President:

- a. Shall preside at all meetings of this Association.
- b. With the advice and consent of the Executive Board, shall appoint active members to serve as chairman of Standing Committees; shall establish and appoint active members to serve on special committees when such committees are deemed necessary or appropriate; the President shall be an ex-officio member of all committees except the nominating committee.

- c. Shall appoint a parliamentarian to serve at each meeting held.
 - d. Shall appoint two members from the Board of Directors to serve on the audit committee; the committee will audit the accounts of the treasurer at the close of each fiscal year and report findings to the membership at the annual meeting.
 - e. Shall appoint a budget committee consisting of the treasurer and two members from the Board of Directors; the budget will be presented and approved at the annual meeting.
 - f. Shall officially represent the Association at meetings of related organizations or designate another active member to serve in this capacity for specific occasions.
- Section 2. President-Elect:
- a. Shall accumulate a talent bank of capable active members for the purpose of selecting key individuals to chair standing committees during his/her term of office as President.
 - b. Shall be responsible for receiving Reminiscent Teacher essays and compiling them for display at the Annual Meeting.
 - c. Shall assume the office of President, without election at the Annual Meeting, upon the expiration of the current President's term.
- Section 3. Vice-President:
- a. Shall preside at all meetings in the absence of the President and in event a vacancy occurs in the office of the President, shall automatically assume the office of President for the duration of the term.
 - b. Shall be responsible for the Memorial Tribute.
 - c. Shall serve as Program Chairperson with the following responsibilities: serve as a resource for local unit program committees, be aware of statewide issues that are of concern to retired persons, and contact local unit program chairs through direct mailings and the SDRTA NEWSLETTER, with suggestions and recommendations for local programs.
 - d. Shall officially represent this Association at meetings of related organizations in the absence of the President or his/her authorized designee.
 - e. Shall perform such other duties as may be designated by the President.
- Section 4. Secretary:
- a. Shall record and file the minutes of all meetings of the Executive Board, the Board of Directors and this Association and provide a duplicate copy for the President and provide copies of the minutes of the previous Annual Meeting for distribution at the Annual Meeting.
 - b. Shall refer all correspondence relating to this Association to the President and shall respond to such correspondence as authorized by the President.
 - c. Shall maintain on file a copy of the current Bylaws of this Association, actions taken by the Executive Board and the Board of Directors, reports of standing committees and special committees, and the annual financial report, all of which shall be readily available upon request, to any active member and all of the above records shall be passed on to the succeeding Secretary.
 - d. Shall maintain a list of names and addresses of all active members of this Association and the name, location and the name and address of the President and the Secretary of each affiliated local unit; and
 - e. Perform such other duties as may be provided herein.
- Section 5. Treasurer:
- a. Receives, deposits, and is responsible for the safe keeping of all moneys of this Association.
 - b. Records the source and amount of all moneys received and records the names and addresses of all active members as their dues are received and expeditiously transmits a copy of the names and addresses to the Membership Chair.

- c. Receives vouchers and pays all bill and keeps all vouchers and other records on file for a minimum of three (3) years.
- d. Shall serve as a member of the Budget Committee and appropriately invest such funds on hand not needed for the current operation of this Association.
- e. Shall prepare and present an Annual Financial report to the membership at the Annual Meeting and interim financial reports as may be requested by the President, the Executive Board, or the Board of Directors.
- f. Shall pass on all records, reports and moneys of this office to the office of the succeeding Treasurer.
- g. Shall also have the following duties:
 - 1. Shall establish a Life Membership Reserve Fund for the receipt of all dues from persons qualifying for Life Membership and such fund to be held in an interest bearing savings account of a reputable savings and loan or banking institution and moneys in the savings account may be withdrawn and reinvested in certificates of deposit in increments of \$500.00 or more.
 - 2. Shall transfer, during the fiscal year, from the Life Membership Reserve Fund to the General Operating Fund an amount equal to the product of the number of living life members times the average cost of services for all members as determined by the Board of Directors.

Section 6. Past-president

- a. Immediate past president will serve as chairperson of the nominating committee, with other past SDRTA presidents as committee members.
 - 1. The committee will prepare a slate of candidates for the offices to be filled at all elections held by this association.
- b. Immediate past president will serve as Bylaws and Standing Rules chairperson.
 - 1. Prepare proposed amendments to the existing Bylaws and Standing Rules, when changes are suggested by the membership and provide copies for the secretary and the Board of Directors.
 - 2. Revise the existing Bylaws and Standing Rules to reflect such changes adopted by the membership and provide copies for the secretary and Board of Directors.

ARTICLE V. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elective officers of this Association and shall meet at least once each fiscal year.

Section 2. Shall be empowered to transact the business of the Association in the interim between annual meetings.

Section 3. Shall hold special meetings upon the call of the President or upon petition to the President by a majority of the members of the Board of Directors.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the members of the Executive Board, the appointed Standing Committee Chairmen, and the immediate past president of this Association.

Section 2. The Board of Directors shall hold a meeting within 90 days after the beginning of the fiscal year for the purpose of planning the year's activities, establishing policy and discussion of items of interest to this Association and such meeting shall be open to all members of the Association.

Section 3. The President shall notify all members of the Board of Directors and the chairs of the Standing Committees as to the time and place of the meeting and provide each with a copy of the tentative agenda or program at least twenty (20) days prior to the date of the meeting.

Section 4. Voting privileges at meetings of the Board of Directors are limited to its members; however, such meetings are open to all members of the Association.

ARTICLE VII. STANDING COMMITTEES

Section 1. The Standing Committees of the Association shall be: a. Legislative; b. Membership; c. Newsletter; d. Community & Health Services

ARTICLE VIII. DUTIES OF STANDING COMMITTEES

Section 1. Legislative

- a. Act effectively to mobilize appropriate action on proposed legislation at all levels of government relating to the welfare of retired teachers. Communicate to local units the importance of a strong unified response to legislative issues of the South Dakota Retirement System and acquaint the membership with the legislative priorities adopted and promoted by the AARP Government Affairs Committee.
- b. Designate the lobbyist(s)(preferably from Pierre) to serve during the state legislative sessions and negotiate the compensation for such services in accordance with the adopted budget for this committee.

Section 2. Membership

- a. Recruit new members and remind delinquent members to pay their dues.
- b. May keep a card file or computer record of members, both active and deceased.
- c. Communicate and cooperate with the chair of NEWSLETTER Committee and Vice-President.

Section 3. NEWSLETTER

- a. Shall publish a minimum of two editions of the SDRTA NEWSLETTER each fiscal year and submit pertinent articles for publication in state and local news media.
- b. Shall maintain a file of NEWSLETTERS, as a history of SDRTA.

Section 4. Community & Health Services

- a. Encourage retired teachers to identify local and state needs and develop programs and projects that are recognizable as local RTA and SDRTA contributions to the respective levels.
- b. Serve as liaison between the local unit health care committees and encourage activities that will keep the membership informed about health care issues for all retired persons.

ARTICLE IX. EXECUTIVE DIRECTOR

Section 1. An Executive Director may be appointed by the Board of Directors and shall serve at its direction.

ARTICLE X. QUORUM

Section 1. Active members present shall constitute a quorum at the business meeting of the Annual Meeting.

ARTICLE XI. AMENDMENTS

Section 1. These Bylaws may be amended at the Annual Meeting of this Association by a two-thirds affirmative vote of the members present, provided the proposed amendment has been presented to the membership via the NEWSLETTER at least thirty (30) days prior to the meeting.

Section 2. These Bylaws and any amendments thereto shall become effective at the beginning of the fiscal year following the Annual Meeting at which adoption is accomplished.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any Standing Rules this Association may adopt.

ARTICLE XIII. NONPROFIT ORGANIZATION

Section 1. This being a nonprofit organization, no part of the net earnings of this Association shall be for the benefit of, or be distributed to, its members, directors, officers, or other private person.

Section 2. In the event of the dissolution of this Association, any remaining asset shall be distributed to organizations organized and operated exclusively for charitable, educational or scientific purposes, as shall at the time qualify as exempt organizations under Section 501 c (3) of the Internal Revenue Code of 1954.

**STANDING RULES
SOUTH DAKOTA RETIRED TEACHERS ASSOCIATION**

ARTICLE I. FISCAL YEAR

Section 1. The fiscal year of this Association shall be June 1 through May 31.

ARTICLE II. DUES

Section 1. The dues for Annual membership shall be fifteen dollars (\$15.00).

Section 2. The dues for life memberships shall be based upon the person's age as of July 1 of the year in which payment is made and in accordance with the following schedule:

Age 55 through 60.....	\$280.00
Age 61 through 65.....	\$220.00
Age 66 through 70.....	\$180.00
Age 71 through 75.....	\$120.00
Age 76 through 80.....	\$ 80.00
Age 81 through 85.....	\$ 40.00
Age 86 and older.....	\$ 20.00

Section 3. Dues are due and payable as of July 1 for Annual Memberships and become delinquent if not paid by October 30 of each fiscal year.

ARTICLE III. ANNUAL MEETING

Section 1. The Annual Meeting of this Association shall be held during the month of May, and the business of this Association shall be transacted at the time of the Annual Meeting.

ARTICLE IV. REIMBURSEMENT OF EXPENSES

Section 1. All authorized and necessary travel by members of the Board of Directors, Standing Committee Chairs, Executive Director, and others accumulated in the performance of their duties or assignments shall be reimbursed at state rates, when travel is by their private car.

Section 2. Expenses incurred by the chairs of the Standing Committees or committee members shall be reimbursed upon presentation of a claim to the Treasurer, provided the total of such claims does not exceed the amount approved for the committee at the previous Annual Meeting. Claims shall be made or approved by the chair of the committee.

Section 3. Expenses, for other than travel, shall be supported by receipts attached to the claim, if obtainable and practical.

Section 4. Expenses incurred by the elected officers and Executive Director shall be reimbursed upon the presentation of a claim to the Treasurer, provided the total of such claims does not exceed the amount authorized for the office at the previous Annual Meeting.

ARTICLE V. AMENDMENTS

Section 1. These Standing Rules may be amended at the Annual Meeting of the Association by a majority affirmative vote of the members present. No prior notice to the Executive Board or the membership shall be required.

Section 2. Any amendments to these Standing Rules shall become effective as of the beginning of the fiscal year following the Annual Meeting at which adoption is accomplished.

ARTICLE VI. ENDOWMENT FUND FOR MEMBERSHIP PROMOTION

Section 1. The Treasurer shall establish a MEMBERSHIP ENDOWMENT FUND to promote membership.

Section 2. The fund is to be kept in a separate savings account or invested in certificates of deposits.

Section 3. Request for moneys from the fund shall be initiated by the Chair of the Membership Committee and approved by the Executive Committee.

ARTICLE VII. PROCEDURE & CRITERIA FOR THE MEMORIAL TRIBUTE

Section 1. The Membership Chair or the president of the local unit shall report the name and address of all deceased members of SDRTA, from the unit's service area, to the Chair of the State Membership Committee and the chairperson of the Memorial Committee as the deaths occur.

Section 2. The names of all deceased, paid-up, SDRTA members received prior to April 15th of the current year plus those names carried over from the previous year shall constitute the list of eligible members to be honored at the Annual Meeting for the current year.

ARTICLE VIII. ANNUAL RECOGNITION AWARDS

Section 1. Annual recognition awards may be made as follows:

- a. Florence Krieger Award
- b. Certificate of Outstanding Service
- c. Reminiscent Teachers' Certificate
- d. President's Award

Revised May 3, 2006
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