

HENRICO RETIRED SCHOOL PERSONNEL ASSOCIATION

CONSTITUTION AND BYLAWS^[2010]

Amended March, 2009

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ARTICLE I - Name and Purposes

Section 1. Name

The name of the organization shall be Henrico Retired School Personnel Association (HRSPA), referred to as "the Association", and affiliated with Virginia Retired Teachers Association and with the National Retired Teacher Association, a division of the American Association of Retired Persons.

Section 2. Status

This Association shall be and is tax-exempt under 501(c)(3) of the Internal Revenue Tax Exempt Code, or the corresponding section of any future federal tax code. The Association is a non-profit local unit of VRTA. [2010]

Section 3. Purpose

- A. To enhance the quality of life for retired school personnel by promoting the interests, the continuance of education, and the welfare of Henrico County Public School retirees and members of HRSPA in particular;
- B. To provide leadership in determining the roles of retired school personnel in society;
- C. To facilitate the interchange of information, ideas, and opinions;
- D. To utilize the talents, skills, judgment, and experience of retired school personnel through participation in local, regional, and statewide service activities;
- E. To familiarize retirees and HRSPA members with the benefits of local, state, and national associations.
- F. HRSPA is organized exclusively for charitable, and educational purposes, including for such purposes, the making of distribution to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. [2010]

ARTICLE II - Membership

Section 1.

The organization is open to all former school system employees to include full retirees, early retirees, persons on disability retirement, and those who resigned from the system.

Section 2.

A member in good standing is one whose current dues are paid. A member may be reinstated by paying the current dues.

Section 3.

The dues may be paid annually or in three-year increments. The membership will be forfeited if the dues are not paid by June 30. The amount of dues is determined by the Board of Directors and stated in the Standing Rules.

Section 4.

A specified portion of the dues is designated for the Scholarship Fund by the Board of Directors and stated in the Standing Rules.

Section 5.

The membership year shall be from July 1 through June 30 of each calendar year.

ARTICLE III - Officers

Section 1. Titles

- A. The elected officers of the Association shall be President, Vice-President, Secretary, and Treasurer.
- B. Each officer shall be an active member in good standing.

Section 2. Nominations

- A. A Nominating Committee of three active members shall be selected by the Board at the August Board meeting. At least one of the committee members shall be from the Board. The President shall appoint one member of this committee to serve as chairperson.
- B. The Nominating Committee shall consider the quality of service by the members and present one name for each office to be filled, after consent has been obtained. A slate of the nominated officers shall be published in the newsletter prior to the summer meeting and presented for election by the membership at the summer meeting.

Section 3. Elections and Terms of Office

- A. The officers shall be elected by the membership present at the summer meeting. Nominations from the floor shall be in order at this meeting and the vote may be by voice.
- B. The officers shall be elected to serve a term of two years. The officers shall be eligible for re-election for 2 terms only. A former officer may be reconsidered for the same office after a one year absence. [2010]
- C. The President, Vice-President, Secretary and Treasurer shall be elected in even-numbered years. [2010]
- D. The officers shall assume their duties as of July 1 of the year of their election. [2010]
- E. If the office of President becomes vacant, the Vice-President shall assume the office until the Board of Directors designates the next election. The Board shall appoint the Vice-President to serve the unexpired term. The Executive Committee shall fill vacancies in all other positions.

Section 4. Duties of Officers

- A. President
 - 1. The President shall organize the affairs of the Association and shall designate and coordinate those activities with the Board and the committees.
 - 2. The President shall preside at all meetings, appoint committee chairs and special committees as needed with the approval of the Executive Committee. [2010]
 - 3. The President shall serve as the official representative and spokesperson for the Association and shall also serve in an advisory capacity as an ex-officio (non-voting) member of all committees, except the nominating committee.[2010]

B. Vice-President

1. The Vice-President shall serve as President in the absence of the President and fill the vacancy of President if that position becomes vacant before the end of the normal term until such time as a new President is elected.
2. The Vice-President shall serve as Chair of the Program Committee and assist the President in handling arrangements for meetings.

C. Secretary

1. The Secretary shall record the proceedings of all Executive, Board, and General meetings and provide a copy of the minutes to the President and the Website Master within a few days of the meeting.
2. The Secretary shall maintain records and correspondences of association activities, including those requested by the President.
3. The Secretary shall print and distribute General meeting programs.
4. The Secretary shall have available for reference at all meetings a 3-ring binder containing a copy of unit bylaws, a list of officers and committees, the annual budget, all current year minutes and treasurer's reports. [2010]

D. Treasurer

1. The Treasurer shall be custodian of all funds and financial records of the Association and present a financial report at all Board and General meetings and submit the necessary records for approval.
2. The Treasurer shall collect and disperse membership dues and other monies as determined by the Board and/or membership.
3. The Treasurer shall pay bills promptly, requiring authorized signed receipts or requests for payment of bills, and maintain an accurate record of those receipts and disbursements.
4. The Treasurer shall serve as Chair of the Budget Committee and present to the Board of Directors and the General membership an annual budget for approval at the annual meeting. The Budget for the year must include all projected income and expenses and all monies coming into the bank account as part of the gross income. All money used for charity, scholarships and/or education must also be included. [2010]
5. The Treasurer shall utilize a fiscal year from July 1 through June 30 of each calendar year.
6. The Treasurer shall initiate a fiscal review internally on a bi-annual basis and by an outside resource when a new Treasurer is elected.
7. The Treasurer shall file for Group Exemption for IRS under section 501(c)(3) Form 990-EZ as a non-profit charitable organization in the Commonwealth of Virginia. E-postcards or electronic filing must be completed by November of each year for the fiscal year ending in June. Failure to comply with the required e-Postcard or electronic filing for three consecutive years will result in the association losing its tax-exempt status with the IRS. All filing records must be kept. [2010]

ARTICLE IV – Board of Directors & Executive Committee

Section 1. Duties of Board of Directors and Executive Committee

A. Board of Directors

1. The Board of Directors shall be comprised of the elected officers, immediate past president, committee chairs, and other persons designated by the President and the Board.
2. Each director shall be an active member in good standing.
3. The Board of Directors shall conduct Association business between regular General membership meetings, convening as needed, but no less than two times annually, preferably summer and winter.
4. The Board of Directors shall appoint the Nominating Committee in August and determine business that should be considered by the membership.
5. The Board of Directors shall present an annual budget to the membership and recommend service projects in which the association would participate.
6. The quorum for all Board meetings shall be the number of members in attendance, but no less than 25% of its members, with notice having been duly given two weeks in advance. No business shall be conducted in the absence of a quorum.

B. Executive Committee

1. The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and immediate Past President.
2. The Executive Committee shall be responsible for the business of the Board or the Association between regular meetings, convening as needed in person, by phone, email or postal mail.
3. The Executive Committee shall plan meeting agendas for Board and General meetings and report all decisions at the next Board or General meeting.
4. The Executive Committee shall provide for such audit and control of funds as are necessary to assure their safekeeping and complete accounting.[2010]

ARTICLE V - Meetings

Section 1. Dates

- A. Regular meetings of the Association shall be held at least 3 times annually, preferably spring, summer, and fall, with dates to be determined by the Board of Directors.
- B. Proper notice of dates and topics and voting issues shall be given to the membership in a timely fashion.

Section 2. Purpose

- A. Each Executive, Board, and General meeting shall include committee reports, particularly Membership, Treasury, Legislative, VRTA, and shall conduct other committee or association business as deemed necessary.
- B. Each General meeting/luncheon shall include a program topic.
- C. The fall General meeting shall include a memorial service. The summer General meeting shall include the election of officers and/or presentation of the annual report. [2010]
- D. A quorum of the membership shall be the number of those in attendance at General meetings.

ARTICLE VI - Committees

Section 1. General Information

- A. The President shall appoint the chairpersons of standing committees with the approval of the Executive Committee and serve as an ex-officio (non-voting) member of all committees, except the Nominating Committee.
- B. The President shall be notified of meetings of all committees and shall be given upon request copies of correspondence, minutes, and progress reports of the committees.
- C. All committee chairpersons shall present plans for work or projects to the Board, or Executive Committee, for approval before implementation and file annual reports.
- D. Committee chairs shall choose the necessary number of members of all committees and fill vacancies occurring in all committees, except the Nominating Committee. Committee Chairs shall also choose the necessary members from general membership. [2010]

Section 2. Standing Committees and Duties

- A. Budget: assist treasurer in preparation of annual budget.
- B. Bylaws: monitor and recommend changes in Association rules
- C. Contact: secure representatives for each school or group and maintain system for generating new and renewal memberships and collaborate with the Membership Records Committee
- D. Historian: maintain records of Association activities
- E. Hospitality: receive luncheon reservations and maintain luncheon roster, provide and maintain nametags for General and special meeting attendees, and serve as "greeter"
- F. Legislative: coordinate lobbying efforts at the local, state, and federal levels and keep membership informed
- G. Mailing: collate, stamp, label, and mail newsletters
- H. Membership Records: maintain membership data base and collaborate with the Contact Committee and Treasurer
- I. Newsletter: gather information, edit and print newsletter prior to each General meeting and assist Mailing Committee
- O. Nominating: prepare a slate of candidates for appropriate offices and present to the Board of Directors and to the membership
- P. Parliamentarian: monitor and apply Robert's Rules of Order to the proceedings of the Association
- J. Photography: take pictures at Association events and provide photographs for photo album
- K. Program: plan topics, secure speakers or entertainment, assist in handling arrangements for General meetings
- L. Publicity: arrange for meeting notices to be posted in the media
- M. Raffle: organize and conduct raffle at luncheon meetings
- N. Remembrance: send cards in acknowledgement of illness, death, etc.
- O. Scholarship: devise and implement the scholarship procedure
- P. Social: provide refreshments and decorations for special meetings and collaborate with the Hospitality Committee
- Q. Website: update and maintain the Association website

ARTICLE VII - Parliamentary Procedure

Robert's Rules of Order (current edition) shall govern all matters of procedures of this Association not covered by these Bylaws and the Parliamentarian shall have a copy of Robert's Rules of Order at each meeting of the Association.

ARTICLE VIII - Amendments and Ratification

These Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any General meeting of the Association. Notice will be provided in writing at the general meetings and/or by electronic form via our posted website. Posting by website must take place at least ten (10) days prior to the specified meeting, otherwise voting may not take place on the proposed amendments. The Bylaws are moved and seconded by the committee chair or chairperson. No additional second is needed. [2010] These amended Bylaws shall become effective immediately upon adoption.

ARTICLE IX - Dissolution

In the event of the dissolution of the Henrico Retired School Personnel Association, the total assets remaining after the payment of all costs and expenses of such dissolution shall be liquidated and allotted to organizations of like purposes, exempt under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code. The selection of said organizations will be determined by the Board of Directors. No portions of its funds shall be distributed to or benefit any individual member. Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county/city in which the principal office of the Association is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. The Board of Directors shall determine the distribution funds in accordance with appropriate current tax laws.[2010]

Standing Rules (March, 2009)

1. Dues shall be \$8 annually or \$20 for three years.
2. A portion of the dues is designated for the Scholarship Fund (\$1 of the \$8 or \$3 of the \$20).
4. Optional membership dues are: VRTA - \$15 per year or \$200 Lifetime.
5. The Treasurer shall send State dues to the District or State Treasurer.