

# **DuPage - Illinois Retired Teachers' Association Constitution**

## **ARTICLE I – Name**

The name of this unit of the Illinois Retired Teachers' Association shall be DUPAGE COUNTY UNIT.

## **ARTICLE II – Purposes**

The purposes of the unit shall be as follows:

1. To foster fellowship among members of the unit
2. To provide informative programs in the interest of the membership
3. To work constructively for the welfare of the unit
4. To cooperate with the State and National organizations

## **ARTICLE III – Membership**

Membership eligibility in this unit will be in accordance with membership rules of the Illinois Retired Teachers' Association.

## **ARTICLE IV – Officers**

The officers of this unit shall be: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Past President (ex-officio).

Standing Committees: Membership, Legislative, Health, and Insurance

These officers and chairman of the standing committees shall constitute the Executive Board.

## **ARTICLE V – Duties of Officers**

### **A. President:**

1. To preside at all regular meetings and Executive Board meetings
2. To appoint standing committee chairmen
3. To appoint ad hoc committees
4. To prepare bulletins announcing regular and special meetings
5. To arrange for publication of annual unit membership roster

### **B. Vice President:**

1. To preside at all regular meetings and Executive Board meetings in the absence of the President
2. To assume the duties of the program chairman

### **C. Recording Secretary:**

1. To keep minutes at all meetings, both regular and Executive Board meetings
2. To present these minutes at succeeding regular and Executive Board meetings

**D. Corresponding Secretary:**

1. To take care of the correspondence for the Unit
2. To serve as the welfare chairman of the Unit

**E. Treasurer:**

1. To keep an accurate file of records for all unit memberships
2. To pay all local unit bills
3. To make a treasurer's report whenever called for by the President
4. To submit financial records for audit at the termination of office

**F. Membership chairman (named by President):**

1. To collect all annual dues and deposit those dues with the Treasurer;
2. To issue local unit membership cards with the President

**G. Legislative Chairman (named by President):**

To keep informed regarding pending legislation and to make a report at each regular meeting of the unit

**H. Health Information and Protective Services Chairman (Named by President):**

To advise unit members regarding health and financial services available to IRTA members and other retirees.

**I. Insurance Committee:**

To advise unit members of developments affecting TRS insurance and Medicare coverage

**ARTICLE VI – Terms of Office**

Officers shall hold office for a term of two years, or for one more term of two years if re-elected. The President, Vice President, and Treasurer shall be elected in odd numbered years; Recording Secretary and Corresponding Secretary in the even numbered years. Committee chairmen shall be appointed to serve during the term of the President who has appointed them.

**ARTICLE VII – Number of Meetings**

There shall be at least four general meetings a year, at times and places designated by the Executive Board. Additional meetings may be called by the President at his discretion. The Executive Board meetings shall be held at least once between general meetings at a time designated by the President.

**ARTICLE VIII – Fiscal Year**

The fiscal year of this unit shall be from January 1 to December 31. The annual dues shall be payable at the time of the regular meeting in December for the ensuing year. Members may

affiliate with the local, state and national organizations. However, they may elect to join any one, two, or three of the organizations.

#### **ARTICLE IX – Reimbursement to Delegates**

Partial payments shall be made to official delegates to area, regional, state or national meetings. Amount of payment shall be determined by the Board.

#### **ARTICLE X – Amendments**

Amendments to this Constitution may be made at a regular meeting of the unit by a two-thirds vote of the members present. An announcement and description of the proposed amendments shall be announced at the meeting immediately preceding the vote and in a newsletter prior to the meeting.

Revised: May 5, 2004 general membership meeting

Last printed: 1997 DuPage IRTA Membership Directory and Constitution