

RETIRED EDUCATORS ASSOCIATION OF IDAHO, INC.

**By-Laws**

**ARTICLE I. NAME**

The name of this association shall be the Retired Educators Association of Idaho, Inc., hereinafter referred to as the REA of Idaho.

**ARTICLE II. PURPOSE**

The purpose of the association shall be to:

1. Promote the general welfare of its members.
2. Safeguard the Public Employees Retirement System of Idaho, PERSI.
3. Assist in the enhancement of strong educational systems in Idaho.
4. Establish a cooperative relationship with National Retired Teachers Association, NRTA, the education arm of the American Association of Retired Persons, AARP, and network with other organizations in matters related to the interests of REA of Idaho and not inconsistent with these By-laws.

**ARTICLE III. AFFILIATION**

The REA of Idaho shall be affiliated with the National Retired Teachers Association, a membership division of AARP.

**ARTICLE IV. MEMBERSHIP**

Section A. Unit Membership

Any retired or active educator at all levels, or any person interested in education, may become a member of REA of Idaho.

Section B. Honorary Member

1. Any retired teacher living in an Assisted Living Facility may be granted honorary membership with full membership privileges.
2. Any active member who reaches the age of 95 will be given the option of accepting an honorary membership.
3. Members who are experiencing long-term incapacitation but remain in their homes with the assistance of health care providers, are eligible for honorary membership.
4. State dues will be waived.
5. An Honorary Membership card shall be issued to the honorary member.

Section C. Member-at -Large

1. Upon application to REA of Idaho, any person may be granted Member-at-Large status by payment to the same amount as the annual State membership dues to the REA of Idaho Treasurer.
2. A Member-at-Large shall have full State membership privileges with a Delegate to be determined at convention: one (1) delegate for every ten (10) members-at-large.

**ARTICLE V. FISCAL YEAR AND FINANCE**

Section A. Fiscal Year

The fiscal year shall be from July 1 through June 30.

Section B. Dues

1. Annual State membership dues shall be a dollar amount agreed upon recommendation from Board of Directors to remain as current amount or to increase amount payable to the local Treasurer and remitted to the State Treasurer. Individual units determine their own dues that will be in addition to state dues.

Section C. Convention Registration Fee.

1. A Convention registration fee, to be established by the host unit and approved by the Executive Committee, shall be paid by each person attending the convention. These fees shall be used to defray convention expenses.
2. Regional conference fees will be established by the Regional Coordinator.

Section D. Expenses

If the budget permits, determined by the state treasurer, expenses of the State President for reasonable transportation, meals, and lodging during official visits to local associations shall be paid by REA of Idaho. Expenses of all State Officers, Committee Chairmen and/or authorized persons shall be paid as stated in the Standing Rules.

Section E. Travel

Travel reimbursement for delegates attending the State Convention See Standing Rules.

**ARTICLE VI. ELECTED OFFICERS**

Section A. Officers

1. The officers of this association shall be President, President-elect, Secretary, Treasurer, and immediate Past President. The President-elect shall automatically become President for the ensuing term.
2. Regional Coordinators shall be elected by the members from their respective regions.

## Section B. Nominations

Each unit within the region whose turn it is to select a President-elect may submit a candidate for that office. (Rotation goes as follows: Northern Idaho, Eastern Idaho, Western Idaho.) Notification of that nominee must be sent to the Executive Committee and Unit Presidents not later than one month before the convention at which an election is held. Secretary and Treasurer may continue to serve if they wish, with the President-elect's approval. Otherwise, positions will be filled by the President-elect.

## Section C. Nominations from The Floor.

Further nominations for State officers may be made from the floor at the election meeting provided the nominee is present or has given written consent.

## Section D. Elections.

1. Elections shall be held at the convention every two years in the odd numbered years.
2. Election shall be by ballot except when there is but one candidate for an office; a voice vote may be taken for that office.
3. A majority of votes cast by the Convention delegates shall be necessary for election.
4. A majority of votes cast by the delegates present from each region for their Region Coordinator shall be necessary for election.

## Section E. Term of Office

All state officers shall take office upon adjournment of the convention at which they were elected. Each shall serve for a term of two (2) years or until their successors are elected.

## Section F. Vacancies

In the event of a vacancy in the office of President-elect, the region from which the President-elect will come, will select their nominee. He or she shall then be approved by the Executive Committee at the earliest possible time through a conference call, email, text or letter.

## Section G. Duties of Officers

1. **President.** The President shall:
  - a. Preside at all meetings of the REA of Idaho Board, the Executive Committee, and the biennial convention.
  - b. Be ex-officio member of all committees,
  - c. Appoint all Committee Chairpersons necessary to carry out work of the association.
  - d. Appoint an auditor or auditing committee by May 1 to audit the treasurer's books and report to the President by May 30.
  - e. Appoint a parliamentarian to serve at all meetings.
  - f. Sign checks if the Treasurer is not available.
  - g. Shall attend the Regional Conferences held in even-numbered years and is encouraged to visit the units at least once during the term of office if possible and if the budget permits, to be determined by the state treasurer.
  
2. **President-elect.** The President-elect shall:
  - a. Assist the President as required,
  - b. In the absence or disability of the President, perform the duties of the President.
  - c. Be a member of the budget committee,
  - d. Perform such other duties as may be assigned.
  - e. Shall attend the Regional Conferences held on even-numbered years.
  
3. **Secretary.** The secretary shall:
  - a. Keep minutes of all meetings of the association and promptly provide copies to the Executive Committee and the Executive Director.
  - b. Forward to each unit a copy of the annual report, including convention and other pertinent information.
  - c. Have available for reference the Bylaws, Standing Rules, and rosters of officers and committees.
  - d. Keep a file of all proceedings of the association
  
4. **Treasurer.** The Treasurer shall:
  - a. Receive and record all monies paid to the association.
  - b. Pay all bills as authorized in the budget and any special expenditure authorized by the Executive Committee.
  - c. Keep a record of all members and issue membership cards to local association Treasurers for each paid member. Membership cards for honorary members will be provided.
  - d. Keep a proper set of books and prepare an annual Treasurer's report for the Executive Committee well enough in advance for the audit to be completed by May 30<sup>th</sup>.
  - e. Submit books and financial statements for audit on request of the Executive Committee or in the event a new Treasurer takes office.
  - f. Serve as Chair Person of the Budget Committee and prepare a budget for the fiscal year to submit to the Executive Committee for study by

March 1<sup>st</sup>. and for adoption at the Executive Committee post-convention meeting. The projected budget for each fiscal year shall be presented no later than May 31<sup>st</sup>.

- g. Send each officer, Committee Chairman, and Executive Director. a copy of the adopted budget.

5. **Region Coordinator.** A Region Coordinator shall:

- a. Serve as liaison between the state organization and local units.
- b. Keep members informed, provide help and guidance and encourage attendance and participation in local, region, and state programs.
- c. Emphasize the responsibility of everyone in building and maintaining membership and becoming active in legislative issues.
- d. Provide, annually, workshops for members. This can be done at the Regional Conferences and/or State Conventions.
- e. Regional Conferences shall be held in even numbered years; the dates for which are set at the biennial convention with the President-elect's approval.
- f. Plan the agenda and preside at region meetings,
- g. Appoint a Secretary to take minutes, conduct correspondence, and assist in any way requested.
- h. Be a member of the Executive Committee and attend those meetings,
- i. Attend at least one meeting of each unit within the region during the two-year term of office.

## **ARTICLE VII. COMMITTEE**

Section A.

Committee Chair Persons need to carry out the work of the Association and shall be appointed by the President.

Section B.

Each committee shall perform the duties outlined in the By-laws, Standing Rules, and those assigned to it by the Executive Committee. Additionally, Chairpersons shall report, in writing, to the Board of Directors and to the convention whenever the Board or convention shall meet.

## **ARTICLE VIII. BOARD OF DIRECTORS.**

Section A. Composition

The Board of Directors shall be composed of the Executive Committee, State Committee Chairpersons and local Unit Presidents.

Section B. Authority.

The Board of Directors shall conduct the business of the State Association in accordance with the articles of incorporation, which are kept in the state REA office, By-laws, Standing Rules, and directives adopted by the convention.

Section C. Meetings.

The Board of Directors shall meet during the convention, at the call of the President as approved by the Executive Committee, or upon request of a unit as approved by a three-fourths (3/4) vote of all units.

Section D. Quorum.

Fifty percent (50%) + 1 of the Board Directors shall constitute a quorum to conduct business.

As some members may hold more than one elected position at the local, regional, or state level, another named person from the lowest organizational level may carry a proxy to vote as directed by a Unit vote on an issue discussed at the Unit/Regional level. Both in-person and written proxies expressing the Unit's position are acceptable. In these cases, the Unit or Region may allow the proxy voting discretion if the delegate has participated in issue discussions. Proxies should contain specific instructions for a vote or for voting discretion.

## **ARTICLE IX. EXECUTIVE COMMITTEE**

Section A. Composition

The Executive Committee shall be comprised of the President, President-elect, Immediate Past President, Secretary, Treasurer, Executive Director, the three Regional Coordinators, and the GEMS Editor. The Web Master and Travel Coordinator may attend all Executive Committee meetings as non-voting members.

Section B. Authority

The Executive Committee shall have general supervision of affairs of the Association between meetings of the Board of Directors.

Section C. Appointments, Dismissals, Resignations.

1. The Executive Committee shall have the power to:
  - a. Appoint an Executive Director, a volunteer position, to be in charge of the central office and to act under the immediate direction of the Board of Directors and the Executive Committee. The Executive Director shall attend Regional and Bi-Annual Conferences.
  - b. Dismiss an appointee with notice.
  - c. Accept the resignation of an appointee.

Section D. Meetings.

The newly elected and appointed Executive Committee shall hold a post-convention planning meeting and any necessary meetings at the call of the President.

Section E. Quorum

50% of the Executive Committee plus one (1) shall constitute a quorum to conduct business.

As some members may hold more than one elected position at the local, regional, or state level, another named person from the lowest organizational level may carry a proxy to vote as directed by a Unit vote on an issue discussed at the Unit/Regional level. Both in-person and written proxies expressing the Unit's position are acceptable. In these cases, the Unit or Region may allow the proxy voting discretion if the delegate has participated in issue discussions. Proxies should contain specific instructions for a vote or for voting discretion.

**ARTICLE X. REGIONS**

Section A. Name.

The Regions shall be the Northern, Eastern, and Western Regions established by the Executive Committee.

Section B. Purpose.

The purpose of a region shall be to implement the purposes of the Association, to coordinate the activities and expansion of units within a region, and to assist the units in the solution of problems.

Section C. Governing Body.

The governing body of the region shall be the Region Coordinator and Unit Presidents located in that region.

Section D. Meetings.

Regional Conferences will be held in even numbered years in each region. Other meetings may be called at the Region Coordinator's discretion.

Section E. Planning.

Regions should rotate planning the Biennial Convention with one unit serving as host. Units within a region shall share responsibility for convention arrangements.

**ARTICLE XI. STATE CONVENTION**

Section A.

The State Convention shall be held biennially in odd numbered years. The Agenda, determined by the outgoing and incoming presidents, shall include times for a Board of Directors meeting, business meeting including officer and committee chair reports, region meetings, and other appropriate offerings such as PERSI, AMBA, AARP, etc. Written reports need to be supplied to the secretary by all who present reports.

Section B.

The President-elect, and/or the President and the Regional Coordinators of the hosting region, shall have the responsibility for all convention arrangements, including the convention date and location.

Section C.

Each local unit shall be entitled to one (1) delegate for each ten (10) state members or major portion thereof. The president of each local unit shall be an additional voting delegate. Delegates shall be identified.

**ARTICLE XII. CONVOCATION.**

The Executive Director or the President of REA of Idaho shall be the delegate, and the President-elect shall be the alternate, to any NRTA convocation or convention.

**ARTICLE XIII. COMMERCIAL ENDORSEMENT.**

The names and addresses of members shall be made available only by the action of the Executive Committee and only for Association purposes.

**ARTICLE XIV. PARLIAMENTARY AUTHORITY**

The Scott Foresman ROBERTS RULES OF ORDER NEWLY REVISED (current edition) shall govern this association in all instances to which they are applicable and in which they are not inconsistent with these By-laws.

**ARTICLE XV. AMENDMENTS.**

Section A. By-laws.

1. These By-laws may be amended at the Biennial Convention by a two-thirds (2/3) vote of the delegates.
2. Proposed amendments must be submitted to the Executive Committee through the State President at least three months prior to the convention; any proposal must be forwarded to the unit presidents for their unit's consideration at least two months prior to the convention.

Section B. Emergency Provision.

In an emergency where action is necessary between conventions, or because no convention is held, a vote by mail may be taken on proposed amendments, addressed to the Executive Committee and all unit presidents, not less than sixty (60) days before the proposed effective date of the amendment(s). The question shall be adopted if two thirds (2/3) of the total number of members responding give an affirmative vote.

Date Approved: 5/7/99

Date Amended: 5/2012

Date Amended: 4/12/2021