

**CONSTITUTION OF THE
TALBOT COUNTY PUBLIC SCHOOLS RETIRED PERSONNEL ASSOCIATION
REVISED NOVEMBER 2007**

ARTICLE I - NAME

The name of this association shall be the Talbot County Public Schools Retired Personnel Association.

ARTICLE II - PURPOSE

- Section 1. To operate as a non-profit, non-partisan, and nonsectarian organization as defined in section 501 (c) (4) of the internal revenue code.
- Section 2. To cooperate with the national and state retired teachers associations.
- Section 3. To promote and offer educational programs that will benefit all citizens, especially the retired.
- Section 4. To improve the well being of all members by considering and dealing with common problems affecting them.
- Section 5. To provide a forum through discussion, study, and publications of ideas on issues of concern to retired personnel.
- Section 6. To assist and provide information to those who deal with issues affecting the membership.

ARTICLE III - MEMBERSHIP

- Section 1. All teachers and other personnel who are receiving retirement allowances from Maryland State Retirement System are eligible for membership in this Association upon payment of annual dues.
- Section 2. Out-of-state retired teachers living in Maryland, Maryland retired teachers and other educational personnel receiving retirement allowances from the Maryland State Retirement System are eligible for membership in this Association upon payment of annual dues.
- Section 3. Emeritus membership shall be awarded to those members who have reached the age of ninety.
- Section 4. Honorary membership may be accorded to any person who has distinguished himself/herself in work related to the association or to all retired personnel. Honorary members shall be entitled to participate in all activities of the association except voting and holding office.

ARTICLE IV - AFFILIATION

Section 1. This Association shall be affiliated with the Maryland Retired School Personnel Association and the National Retired Teachers Association, a division of the American Association of Retired Persons.

Section 2. Any local organization of retired persons directly concerned with the educational programs of the State of Maryland and accepting for membership persons meeting qualifications under article III may be affiliated with this Association upon approval of the delegates at a business meeting.

ARTICLE V - FINANCE

Section 1. Fiscal year. The fiscal year of this association shall be July 1 to June 30.

Section 2. Dues.

A. The annual dues of the Association shall be recommended by the executive committee subject to the approval of the members at the annual meeting.

B. Dues shall be payable annually.

ARTICLE VI - OFFICERS

The elected officers of this Association shall be a president, vice president, a recording secretary, and a treasurer.

ARTICLE VII - EXECUTIVE COMMITTEE

The elected officers, committee chairmen, and the immediate past president constitute the executive committee.

ARTICLE VIII - MEETINGS

Section 1. The last meeting of the fiscal year shall be the annual meeting of this Association. It shall be held in the month of June.

Section 2. The executive committee shall meet at least one month prior to the annual meeting.

Section 3. The president shall be empowered to call special meetings whenever he/she or the majority of the executive board may deem them necessary.

ARTICLE IX - ELECTIONS

Section 1. Elections shall be held every two years at the annual meeting of the election year.

Section 2. The term of office for president, vice president, recording secretary, and treasurer shall be for two years.

ARTICLE X - AMENDMENTS

Section 1. This constitution may be amended by a majority vote of the delegates present and voting at the annual meeting, provided a copy of the proposed amendment has been presented in writing at least 30 days before the meeting.

**BY-LAWS OF THE
TALBOT COUNTY PUBLIC SCHOOLS RETIRED PERSONNEL ASSOCIATION
REVISED NOVEMBER 2007**

ARTICLE I - MEMBERSHIP

Section 1. Any member who has paid annual dues during a fiscal year shall be considered an active member during that year, eligible to participate in all association activities.

Section 2. Any member who, for a second consecutive fiscal year, has not paid annual dues shall be notified that he/she is subject to being dropped from membership and shall be so dropped if, by the end of the second fiscal year, dues remain in arrears. The provisions in tills section may be waived when the executive committee recognizes extenuating circumstances.

ARTICLE II - DUES

Any change in the annual dues shall be determined for the forthcoming year at the annual meeting.

ARTICLE III - DUTIES OF THE OFFICERS

Section 1. The PRESIDENT

A. Shall preside at the meeting of this Association and of its executive committee.

B. Shall represent this Association at meetings of civic, professional, and fraternal groups which invite representation from this Association or appoint a representative in his/her place.

C. Shall call to the attention of the members any situation influencing their well-being and ask support for activities required to meet such situations.

D. Shall be ex-officio member of all committees.

E. Shall, with the aid of the executive committee, fill any vacancy which shall occur among the officers of this Association.

F. Shall call the regular and special meetings of this Association.

G. Shall see that an annual budget is prepared.

Section 2. THE VICE PRESIDENT

A. Shall, in the absence of the president, perform the duties of the president.

Section 3. THE RECORDING SECRETARY

A. Shall take the minutes and maintain a full record of all business transacted at regular and special meetings and at meetings of the executive committee.

Section 4. THE TREASURER

A. Shall receive the annual dues and special activity fees paid by members of this Association.

B. Shall deposit funds of this Association in the appropriate Association accounts.

C. Shall pay by check all financial obligations of this Association provided for in the budget or approved by the executive committee. In the absence of the treasurer, checks may be signed by the president or vice president whose signature is authorized with the bank of deposit.

D. Shall submit a complete financial record at each annual meeting and at all times as

requested by the president or executive committee.

E. Shall prepare a budget to be presented to the executive committee, if so desired, he/she may request the assistance of two or more members.

ARTICLE IV - THE EXECUTIVE COMMITTEE

Section 1. Shall be composed of the officers of this association, immediate past president who shall act in advisory capacity, and the committee chairmen.

Section 2. Shall conduct the business of this association between meetings.

ARTICLE V. - DELEGATES

Section 1. The president of each local association shall serve as a delegate at the annual meeting of the state in addition to the other delegates.

Section 2. Delegates will be chosen in accordance with the quotas set by the state.

ARTICLE VI - MEETINGS

Section 1. The annual meeting shall provide opportunity for election of officers, consideration of dues, treasurer's report, committee reports and consideration of all matters pertaining to the welfare of the association.

Section 2. The place of the annual meeting shall be selected by the executive committee.

Section 3. Special meetings may be called by the president.

Section 4. There shall be a minimum of four regular meetings per year.

ARTICLE VII - ELECTIONS

Section 1. A slate shall be prepared by the nominating committee for presentation at the annual meeting.

Section 2. Following the report of the nominating committee, additional nominations may be received from the floor with the approval cast by the members.

ARTICLE VIII - COMMITTEES

Section 1. The president in consultation with members of the executive committee shall appoint the chairman of each committee. Each committee chairman shall in turn select its own committee members.

Section 2. Standing committees

A. Archives. This committee shall attempt to collect memorabilia from educational personnel, institutions, or from other sources to preserve the history of the Talbot County Public School Retired Personnel Association. The archives annual files shall contain the following: board minutes; copy of constitution (when revised); newsletters; annual committee reports; annual necrology report; updated list of presidents; annual directory; yearly budget; MRTA listing of local and state leadership personnel; and any newspaper articles, pictures, etc.

B. Board of education liaison. This committee will act as a liaison between TCPSRPA and the board of education. Topics of mutual interest will be discussed as well as advocating for benefits and services for retired members. This committee may also assist members with benefit questions.

C. Community services. This committee shall advise and assist the local association with planning and executing community service projects.

D. Educational and protective services. This committee shall advise and assist local association in matters of health, (and casualty) insurance, retirement housing, social security, Medicare, consumer education, and other related matters.

E. Legislation. This committee shall keep abreast of information concerning the general welfare of retired personnel and make it available to the membership.

F. Membership. This committee shall invite all personnel about to retire and retired personnel not enrolled in this association to become members, and keep membership rolls up to date.

G. Necrology. This committee shall take note of deceased members and express sympathy to survivors. It shall notify the state necrology chairman of the names of our deceased members along with other requested data.

H. Nominating. The president shall appoint a nominating committee of three members. This committee shall nominate at least one person for each of the elected offices provided for in this constitution. It shall secure the consent of each of the nominees to serve and shall submit the names to the president in sufficient time for him/her to notify the nominees before the annual meeting.

I. Publication and publicity. This committee shall endeavor to keep before the members the on-going activities of this association. This committee shall encourage the dissemination of information concerning the activities of this association and its affiliates by publishing a newsletter and by other means.

J. Social/Program. This committee shall be in charge of all social events, shall arrange for them and plan for all their related activities.

K. Sunshine. When an active member of the association becomes deceased the chairperson of the sunshine committee shall send an appropriate card to the family of the deceased

member. In the event an active member of the executive board of Talbot County Public Schools Retired Personnel Association becomes deceased, a card and a donation of \$25.00 shall be sent to an appropriate memorial fund. In the event a local retired or active superintendent becomes deceased, a card and a donation of \$25.00 shall be sent to an appropriate memorial fund.

L. Telephone tree. This committee shall notify members of the meetings and other obligations or requests.

M. Travel. This committee shall plan for all trips desired and requested by the membership.

Section 3. Civic recognition contribution

A. The executive board shall select on an annual basis an individual or organization to be the recipient of this civic contribution. The amount to be awarded shall be determined at the time the selection is made.

ARTICLE IX - AMENDMENTS TO THE BY-LAWS

Section 1. The by-laws of this association may be amended by a majority affirmative vote of the members present and voting at the annual meeting.

ARTICLE X-PARLIAMENTARY PROCEDURE

Section 1. Quorum. The total number of members present at the annual meeting shall constitute a quorum for the transaction of business.

Section 2. A majority vote of approval of members present at any meeting shall be required for passage of any motion.

Section 3. Parliamentary guide. In situations not otherwise provided for, the latest edition of Robert's Rules of Order shall be the parliamentary guide for this association.