

Revised RTA  
Constitution and Bylaws  
03/16/07  
Reviewed 10/23/21

## North Dakota Retired Teachers Association

### CONSTITUTION

- ❖ Article I. The **name** of this association shall be the
  - **NORTH DAKOTA RETIRED TEACHERS ASSOCIATION (NDRTA).**
  
- ❖ Article II. The **purpose** shall be to:
  - Bring all retired educators in North Dakota into closer relationship with each other in order to work for mutual interest and advancement of common goals.
  - Work for better legislation to maintain and improve the status of social welfare of retired educators.
  - Establish local units which will help strengthen the status of retired educators and disseminate through them information of value to members.
  - Cooperate with the National Retired Teachers Association (NRTA) and the American Association of Retired Persons (AARP) by promoting membership, legislation, national projects and programs.
  - Encourage and support any movement to improve educational opportunities in the state.
  - Preserve the history and heritage of education in North Dakota through the accounts of and about its teachers.
  
- ❖ Article III. **Membership** shall include retired and former educators. Members who reenter teaching are eligible for continued membership. Membership shall consist of three categories:
  - **Active members** shall be retired educators or surviving spouses of retired educators.
  - **Associate membership** shall be open to spouses of active and former NDRTA members and active educators.
  - **Honorary membership** certificates may be awarded to nonmembers by the Executive Committee or Board of Directors to persons they deem worthy of the honor.

- ❖ Article IV. **The elected officers of the NDRTA shall be:**
  - **President,**
  - **First vice-president,**
  - **Second vice-president,**
  - **Secretary,**
  - **Treasurer and**
    - **Each shall serve two years**
      - **or until a successor is appointed.**
  - **Appointed officers shall be: historian, newsletter editor, and the**
  - **Chairperson of each of the NDRTA standing committees: and**
    - **Each appointed officer shall serve two years**
      - **or until a successor has been appointed.**
  
- ❖ Article V. **The NDRTA shall meet in convention once a year**
  - **At a time and place selected by the Executive Committee.**
  - **A quorum shall consist of the members in attendance.**
  
- ❖ Article VI. **A local association (local unit) of retired educators may become affiliated with the NDRTA upon written request, ratification of this Constitution and Bylaws, and adoption of a constitution not in conflict.**
  - **A certificate of affiliation shall be issued.**
  
- ❖ Article VII. **The Executive Committee shall be composed of**
  - **Elected officers of the NDRTA plus the**
  - **Immediate Past President.**
  - **The Board of Directors shall be the members of the Executive Committee plus the Editor, Historian, and committee chairpersons.**
  
- ❖ Article VIII. **This constitution may be amended**
  - **At an annual meeting, by a majority vote of the members in attendance.**
    - **Notice of the proposed amendment shall be submitted in writing to the President early enough for publication in the issue of the NDRTA Newsletter printed prior to the convention.**

## **BYLAWS**

- ❖ Article I. **Officers and Duties**
  - President:** The President shall
    - **Call meetings of the Association, the Executive Committee and the Board of Directors** as provided in the bylaws, and preside at such meetings.

- **Represent the NDRTA at meetings and in correspondence** with other agencies, but shall have the authority to delegate said duty to other specified persons.
- **Appoint committees and/or chairpersons of committees** in accordance with the Bylaws and serve as an ex officio member of the same.
- **Approve vouchers for payment by the Treasurer** (or co-sign check).
- **Confer with the Editor of the Newsletter.**

**First Vice-President:** The first Vice-President shall:

- **Assist the President** in the performance of his/her duties and preside over meetings in his/her absence.

**Second Vice-President:** The Second Vice-President shall:

- **Assist the president** in the performance of his/her duties.
- **Serve as chairperson** of the public relations committee and as a member of other committees as assigned by the president.

**Secretary:** The Secretary shall be responsible for:

- **Recording and filing minutes of all meetings** of the Association, Executive Committee and the Board of Directors.
- **Maintaining a current membership list.**
- **Preparing the directory of officers of NDRTA, state AARP and local Retired Teachers Associations (RTAs) units as soon as feasible after the annual convention and distribute copies to NDRTA officers and chairpersons, Area VIII AARP office, NRTA state officers, and all unit presidents.**

**Treasurer:** The Treasurer shall be responsible for:

- **Receiving and depositing in an appropriate account all monies**, including membership dues, paid to the Association.
- **Payment of all bills for expenses** included in the budget or specifically authorized by the president or the Executive Committee.
- **Keeping an appropriate account book**, which shall be the property of the Association and open for inspection by authorized officials at all reasonable times. The books shall be audited by an auditing committee at the close of the fiscal year.

**Historian:** The Historian shall be responsible for:

- **Collecting data pertaining to the history of the NDRTA and RTA units** and shall keep such records, including necrology, up-to-date.
- **Preserving the heritage of North Dakota teachers** by encouraging members to submit personal histories and other information.

**Editor:** The Editor shall:

- **Be in charge of the publication of the NDRTA Newsletter.**

**Executive Committee and Board of Directors:** The Executive Committee and the Board of Directors each shall

- **Meet at least once during the year** to consider the program and business of the Association.
- In addition, the **Executive Committee shall meet in the interim at the call of the President** to consider pressing business.

### **Vacancy**

**Should a vacancy occur in any office during the year, the president, with the approval of the Executive Committee, shall appoint a member to fill that office until next annual meeting,** at which time it shall be filled by election for the remainder of the term.

**With Our Youth State Chair:** The State Chair should have the ability to

- **Learn** how the NDRTA With Our Youth Organization operates.
- **Understand** the national goals of With Our Youth
- **Cooperate** with the Board of Directors, all of the units within North Dakota, and NRTA in Washington, DC.
- **Communicate** and **coordinate** by phone, e-mail, and ground mail.
- **Initiate** and **complete** projects.
- **Attend** Board of Director meetings and Advisory Council meetings at State Convention.
- **Publicize** achievements of With Our Youth projects through the media.

❖ Article II. **Elections and Terms of Office**

**The following officers shall be elected at the annual meeting of the Association by the members in attendance:**

- **President,**
- **First vice-president,**
- **Second vice-president,**
- **Secretary (elected in odd-numbered years), and**
- **Treasurer (elected in even-numbered years).**

**All shall be elected for a two year term.**

**The following officers shall be appointed by the President with approval of the Executive Committee:**

- **Historian and Editor of the NDRTA Newsletter.**
  1. Each shall serve for two years or until a successor has been appointed.
- All officers shall **begin their terms of office** at the end of the annual convention.

❖ Article III. **Finance**

- **The fiscal year shall begin July 1 of each year.**

The amount of **annual membership dues** will be determined by the annual convention. The dues are payable annually:

  1. By unit members to the treasurer of the unit, who will transmit the dues to the NDRTA Treasurer or
  2. By non-unit members to the NDRTA Treasurer
  3. Notice for having dues deducted by the Teachers Fund for Retirement (TFFR) shall be June 15, and shall be deducted by the most efficient way compatible with the TFFR office and equipment.
- **Special funds may be established for specific purposes**, e.g., promotion of legislation, education or cultural projects, etc. Monies contributed to such funds must be kept apart from the general fund. At the request of the Executive Committee monies may be placed in a savings account if designated for an educational or cultural purpose.

❖ Article IV. **Committees**

- **Each committee shall consist of the appointed chairperson and at least two more members**, selected by the chairperson.
  - Anticipated **committee expenses** (telephone, mailing, traveling, etc.) must be submitted in writing to the Budget committee at the beginning of the fiscal year. Unless included in the budget,

expenses must be approved by the Executive Committee.

- **Nominating Committee**
  - Six months before the annual meeting (convention) of the Association the **President shall appoint a Nominating committee consisting of two NDRTA Executive Committee members and the presidents of three NDRTA units**. This committee shall select a slate of officers whose terms of office will expire at the conclusion of the convention. This report shall be made at the annual meeting. No one shall be nominated whose consent to serve has not first been obtained. Voting shall be by ballot except in cases where there is only one nominee for an office. A majority vote of those present shall elect a candidate for office.
  
- **Resolutions Committee**
  - The **president shall appoint** a Resolutions committee to present ordinary and courtesy resolutions to the convention body.
  
- **Legislative Committee**
  - **The president shall appoint** a Legislative committee of **three active members**. **The NDRTA officers and immediate past president shall be ex officio members**. **This committee shall be appointed in the odd-numbered year annual meeting for a two-year term**.
  
- **Budget Committee**
  - A budget committee of three members, including the **treasurer**, shall be appointed at the beginning of the fiscal year (July 1). Allocation of funds shall be based on budget requests submitted by the committee chairpersons.
  
- **NDRTA Committees**
  - The president shall appoint NDRTA committee chairpersons to work with the corresponding NDRTA committees. Ad hoc committees may be appointed as the need arises.
- **Retirement Planning Committee**: This committee is to encourage active educators to begin to prepare well in advance of retirement.
  1. **Information and Protective Services**: This committee is to promote the well-being of retired educators by using a resource of available services.

2. **Community Service:** This committee is to encourage retired educators to identify community needs for which projects and programs may be developed and to develop a positive image of aging by being active participants in the community.
3. **Membership:** This committee is to encourage and contact prospective membership.
4. **Public Relations:** This committee is to provide accurate and comprehensive information to the media relative to the activities of the Association.
5. **Constitution Revision Committee:** This committee is to study the constitution and bylaws of NDRTA to determine what changes, if any, are needed to keep the constitution and bylaws abreast with the needs of NDRTA. This committee will also be responsible to forward any proposed changes to the editor of NDRTA Newsletter so that any proposed changes will be in the hands of membership prior to the NDRTA annual convention.

❖ **Article V. Amendments**

- These Bylaws may be amended at an annual meeting (convention) in the fall by a majority vote of the members in attendance.
- Notice of the proposed amendment shall be submitted in the summer issue of the NDRTA Newsletter.

The Constitution and Bylaws revision was submitted by the Constitution and Bylaws Committee for consideration at the 1980 convention. Final adoption was acted on the 1981 convention and amended at the 29 September 1982, 25 September 1987, 21 September 1989, 16 September 1992, and 21 September 1994 conventions.