

**By-Laws  
of the  
Jefferson County Retired Teachers Association**

**Article I      Government**

A. Executive Board. The elected officers of the association shall consist of a president, first vice-president, second vice-president, recording secretary, corresponding secretary, treasurer and KRTA representative. Each member will have voting rights. The president shall call meetings as needed.

B. Executive Council. The Executive Council shall consist of the elected officers and committee chairs appointed by the president. Members of the Executive Council shall share pertinent information with the general membership. The immediate past president shall attend board meetings and serve as parliamentarian. Each committee will have one vote. In the absence of the committee chair, the co-chair will vote.

C. Council Meetings. There shall be four meetings a year of the Executive Council.

D. Council Reports. The members of the executive board and committee chairs shall give a report at each council meeting.

**Article II      Duties of the Elected Officers**

**A. President.** The President shall:

1. Preside at all meetings of the association
2. Appoint committee chairpersons
3. Serve as ex-officio member of each committee
4. Attend to all matters pertaining to the business and management of the association
5. Attend meetings with KRTA as requested

**B. First Vice-President.** The First Vice-President shall:

1. Plan programs for the general meetings
2. Arrange for all necessary equipment for general meetings, including a flag and piano
3. Be responsible for the invocation and pledge of allegiance at all meetings.
4. Preside at meetings in the absence of the president
5. Perform other duties as assigned by the president

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

1. Be responsible for all aspects of reservations and registrations for the meetings
2. Preside at meetings in the absence of the president and first vice-president.
3. Perform other duties as assigned by the president

**D. Recording Secretary.** The Recording Secretary shall:

1. Record minutes of the general meeting, Executive Council and the Executive Board.
2. Provide a copy of the minutes to the president in a timely manner after a general meeting, Executive Board meeting or Executive Council meeting.
3. Provide minutes of general meetings, the Executive Board, and the Executive Council for approval
4. File copies of approved minutes of all meetings at the KRTA office by June 30.
5. Perform other duties as assigned by the president

**E. Corresponding Secretary.** The Corresponding Secretary shall:

1. Be responsible for all correspondence as directed by the President
2. Perform other duties as assigned by the president

**F. Treasurer.** The treasurer shall:

1. Collect all dues, pay approved bills and deposit all monies
2. Provide a current financial statement at each meeting of the Executive Board and general meetings
3. Prepare and submit all financial records to the audit/budget Chairperson by March 31
4. Maintain accurate and up-to-date financial records
5. Perform other duties as assigned by the president

**G. KRTA Council Representative.** The KRTA Council Representative shall:

1. Represent the Jefferson County Retired Teachers Association at the Council meetings of the Kentucky Retired Teachers Association
2. Share information with the Executive council and general membership
3. Perform other duties as assigned by the President

Article III **Elections**

- A. To be eligible for elected office, the person must be in good standing as a member of both JCRTA and KRTA for a period of not less than one year
- B. The officers, except for the treasurer, shall be elected for a term of two years and are eligible for re-election one time
- C. The President shall appoint a chairperson of the nominating committee. The committee chair shall appoint two other members to the nominating committee. All appointments shall be made by the December meeting. The committee shall present the proposed slate at the March meeting
- D. The election of officers shall be held at the May meeting
- E. The President, First Vice-President, and Treasurer shall be elected in odd years. The Second Vice-President, Recording Secretary, Corresponding Secretary and KRTA Council Representative shall be elected in even years

Article IV **Committees.**

The President shall appoint the following committee chairs: Audit/Budget, Community Liaison, Insurance, Legislation, KRTA Membership, KRTA/AARP, JCRTA Membership, Necrology, Nominating, Remembrance, Scholarship, Trips and Tours, and Technology. Other committees may be appointed as necessary

Article V **Meetings.**

There shall be at least four meetings of the association each year. The first meeting shall be a fall workshop presented by the KRTA. Subsequent meetings shall be held in December, March and May. Other meetings may be called by the president as necessary

Article VI **Dues.**

The annual dues of the association shall be recommended by the Executive Council and approved by the majority vote of the members present at a general meeting

Article VII **Amendments.**

The by-laws of the association may be amended by the Executive Council. The first reading of the by-laws will be presented at the next general meeting of the association. The second reading of the by-laws will be presented at the subsequent general meeting for a vote to approve by a majority of the members present

Article VII **Fiscal and Administrative Year.**

The fiscal and administrative year will begin July 1 and end June 30

Article IX **Parliamentary Authority.**

Roberts Rules of Order Revised shall govern all business meetings of the JCRTA except for matters that are covered by the provisions of these by-laws. The immediate past president shall serve as parliamentarian

Revised 2019