

**BYLAWS  
OF THE  
LOUISIANA RETIRED TEACHERS ASSOCIATION, INC.**

**ARTICLE I: NAME OF THE ASSOCIATION**

The name of this organization shall be the Louisiana Retired Teachers Association, Inc.

**ARTICLE II: PURPOSES**

The purposes of the Louisiana Retired Teachers Association, Inc. shall be:

1. To afford opportunities for united action in solving problems relative to the needs of retired and active teachers.
2. To elevate the status of retired teachers.
3. To cooperate with the local units of the Louisiana Retired Teachers Association in solving problems of mutual concern.
4. To encourage retired teachers to use their talents, their training and their experience in furthering the educational, social, and civic growth of the community, the state, and the nation.

**ARTICLE III: MEETINGS OF THE ASSOCIATION**

Section 1: The Association shall hold semi-annual meetings: a Spring Meeting (April) and a Fall Meeting (October).

Section 2: Dates and locations of the Fall Meetings of the Association shall be fixed by the President and confirmed by the Executive Board.

**ARTICLE IV: OFFICERS**

Section 1: The officers of the Association shall be active members of the Association and shall be of two kinds: elective and appointive.

Section 2: The elected officers shall be President, First Vice-President, and Second Vice President.

Section 3: The appointive offices shall be Executive Director, Historian, and Parliamentarian. These officers shall be appointed in accordance with the Bylaws.

**ARTICLE V: ELECTIONS AND TERMS OF OFFICE**

Section 1: Elected officers of the Association shall be elected by majority vote on an official ballot. Official ballots, sent to voting members by direct mail, must be received in the Association office at least 30 days prior to the Association's Spring Meeting.

Section 2: The President, the First Vice-President, and the Second Vice-President shall be elected for two-year terms beginning at the close of the Spring Meeting in even-numbered years. The President shall not be eligible to succeed himself or herself. Vice-Presidents shall be eligible to succeed themselves for one term only.

Section 3: The elected officers of the Association shall assume their offices at the close of the Spring Meeting.

Section 4: A vacancy in the office of President shall be filled by elected officers in the following order: First Vice-President and then Second Vice-President. The person filling the vacancy shall be eligible for election to one additional two-year term as President.

Section 5: A vacancy occurring in any other elected office shall be filled for the remainder of the term by presidential appointment, subject to the approval of the Executive Board.

Section 6: No member may hold more than one elective office in the Association at the same time. A member may not occupy the office of District President and serve as a statewide elected officer of the association concurrently.

#### **ARTICLE VI: DUTIES OF OFFICERS—ELECTIVE AND APPOINTIVE**

Section 1: The President shall:

- a. Preside at all meetings of the Association, the Executive Board, and the Executive Committee.
- b. Appoint all Standing and Special Committees, with the approval of the Executive Board.
- c. Perform such other duties as may be needed to carry out the purposes of the Association.
- d. Serve as ex officio member of all committees of the Association, except the Nominating Committee.

Section 2: The First Vice-President shall:

- a. Serve as chairman of the Membership Committee.
- b. Preside at meetings in the absence of the President.
- c. Work with the District First Vice-Presidents in membership promotion.

Section 3: The Second Vice-President shall:

- a. Serve as chairman of the Program Committee.
- b. Preside at meetings in the absence of the President and the First-Vice President.
- c. Work with the District Second Vice-Presidents in program promotion.

Section 4: The Executive Director's responsibilities shall include:

- a. As Administrative Officer, the Executive Director shall:
  1. Keep an accurate record of the proceedings of meetings of the Association and the Executive Committee.

2. Carry on needed correspondence.
  3. Carry out such other duties and responsibilities as may be determined by the Executive Committee and the Executive Board.
- b. As Fiscal Officer, the Executive Director shall:
1. Have custody of the funds of the Association.
  2. Be placed under a surety bond with the amount of coverage to be fixed by the Executive Committee.
  3. Deposit all funds of the Association in a bank approved by the Executive Committee
  4. Pay all bills within budgetary limitations approved by the President.
  5. Keep accurate account of all receipts and disbursements.
  6. Maintain signature authority for the president, the executive director and the assistant director on all LRTA bank accounts. Ensure that two authorized signatures are affixed to any check written to negotiate payment for LRTA obligations. Obtain approval from the president prior to the negotiation of payment for any item(s) costing \$1,500, or more, which were not previously approved by the LRTA Executive Board in the LRTA operating budget for any given fiscal year. Maintain a surety bond on all employees who possess signatory authority.

Section 5: The Historian shall keep a permanent record of the activities and the accomplishments of the Association.

Section 6: The Parliamentarian shall be familiar with the Articles of Incorporation and the Bylaws of the Association, and shall see that all meetings are conducted in accordance with *Roberts Rules of Order, Newly Revised*.

Section 7: Appointive officers shall be named by the President and confirmed by the Executive Committee.

**ARTICLE VII: COMPOSITION AND DUTIES OF THE EXECUTIVE BOARD AND THE EXECUTIVE COMMITTEE**

Section 1: The Executive Board shall be composed of the elected officers of the Association, plus the president of each district association, the Immediate Past-President, the retired teacher representative members of the Board of Trustees of the Teachers' Retirement System of Louisiana in an advisory capacity, the retired employee representative member of the Office of Group Benefits Policy and Planning Board in an advisory capacity, the state president or comparable official of AARP-Louisiana in an advisory capacity, and the incumbent president of the Louisiana Association of School Superintendents—Retired in an advisory capacity.

Section 2: If the president of a district association is unable to attend a meeting of the Executive Board, that president may petition, in writing, for the Executive Board to approve the president-elect or a vice-president of that district to serve as a voting member from that district during that meeting.

Section 3: The Executive Board, chaired by the President of the Association, shall transact business of the Association at the Association's semi-annual meetings, subject to these Bylaws, and may make recommendations on policies governing the operation of the Association at the semi-annual meetings of the Association, or at any other time the Executive Board may meet. The Executive Board shall carefully study the work and the programs of the Association and present a report at each of the semi-annual meetings.

Section 4: Special meetings of the Executive Board may be called by the President of the Association, or by a majority of the Executive Board at any time.

Section 5: The Executive Board shall annually conduct an external audit of the Association.

Section 6: The Executive Committee shall be composed of the elected officers of the Association and the Immediate Past-President, plus a District President to be elected by the District Presidents serving on the Executive Board. The District President representative shall be elected by nomination, from among the District Presidents serving on the Executive Board, at the time of the Spring Meeting of the Executive Board held in even-numbered years. The District President representative shall serve on the Executive Committee during his or her term of office as District President, and will vacate the seat on the Executive Committee when he or she is no longer serving as District President. A vacancy in the elected District President position on the Executive Committee shall be filled by election at the next meeting of the Executive Board.

Section 7: The Executive Committee, chaired by the President of the Association, shall meet to transact urgent business of the Association between semi-annual meetings of the Executive Board.

Section 8: Meetings of the Executive Committee may be called by the President of the Association, or by a majority of the Executive Committee members at any time.

#### **ARTICLE VIII: COMMITTEES**

Section 1: The committees of the Association shall be of three types: Standing, Special, and Elective.

Section 2: The standing committees shall be: Audit, Budget, Bylaws, Legislative, Membership, Program Planning and Development, and Public Relations.

Section 3: Special committees may be named by the President and activated as the need arises, with the consent of the Executive Board. When special committees are activated, duties and responsibilities of the special committee shall be set forth by the President.

Section 4: Standing and special committees shall be created as provided in these Bylaws.

Section 5: A Nominating Committee of five members shall be elected as established in these Bylaws.

## **ARTICLE IX: DUTIES OF STANDING COMMITTEES AND OF THE NOMINATING COMMITTEE**

Section 1: Each standing committee shall submit a written report to the Executive Board at each bi-annual meeting at the request of the President.

Section 2: Audit Committee: The Audit Committee shall provide for an annual external audit of all funds of the Association at each Fall Meeting.

Section 3: Budget Committee: The Budget Committee shall annually prepare a budget to be presented for Executive Board approval at the Spring Meeting.

Section 4: Bylaws Committee: The Bylaws Committee shall be charged with the revision of the Bylaws in accordance with instructions from the Association.

Section 5: Legislative Committee: The Legislative Committee shall keep the Association informed on the implications of legislation as it relates to retired teachers, shall devise plans for cooperation with other educational organizations concerning legislation, and shall stimulate active interest in legislation particularly for retired teachers. Only those retirement bills adopted and endorsed by the Association shall be sponsored for adoption by the Louisiana Legislature. The Legislative Committee shall serve as liaison between local units of retired teachers and the Association regarding legislation. The committee shall meet at least once each year to prepare and recommend to the Executive Board the annual legislative priorities. The priorities must be approved and can only be amended by the Executive Board.

Section 6: Membership Committee: The Membership Committee shall be chaired by the First Vice-President and shall stimulate the organization of local units of the Association and NRTA: AARP's Educator Community. The chairman shall consult with the Executive Director from time to time about membership enrollment in the Association.

Section 7: Program Committee: The Program Committee shall be chaired by the Second Vice-President and shall seek to enhance the programs and services at the district and local levels. The committee shall plan programs for such special meetings as the Executive Board might direct.

Section 8: Public Relations Committee: The Public Relations Committee shall devise ways and means of interpreting the ideals and purposes of the Association to other educational groups and to the public. The committee shall keep the Association informed of civic and educational activities of other organizations. An emblem or decal shall be devised for use in Association activities.

Section 9: Nominating Committee: The Nominating Committee shall be chaired by a member of the committee elected by the committee membership. The committee shall nominate at least two active Association members for each statewide position to be filled according to these Bylaws, if at least two are nominated to the committee.

## **ARTICLE X: ELECTION OF THE NOMINATING COMMITTEE**

Section 1: The Executive Board shall establish five (5) areas of the state where membership numbers shall be corresponding to each other as nearly as possible. Before January of each odd-numbered year beginning in 2011, each district in an area shall submit one name of an active Association member in that district to be placed in nomination for a Nominating Committee member in the established area. One Nominating Committee member from each area shall be elected by a majority vote of official ballots for a two-year term beginning at the close of the Spring Meeting. Official ballots will be sent to all Association voting members by direct mail, and must be received in the Association office at least 30 days prior to the Spring Meeting.

Section 2: The five areas of the state are:

Area A: District X and District XI

Area B: District VII, District VIII, and District IX

Area C: District V and District VI

Area D: District III and District IV

Area E: District I and District II

Section 3: In case of a vacancy on the Nominating Committee, the candidate from the same area with the next highest number of votes in the last election for that position on the committee shall be named to the Nominating Committee. If no other candidate is available, the vacancy shall be filled by special election.

## **ARTICLE XI: MEMBERSHIP CLASSIFICATIONS**

Section 1: Members in this Association shall be identified as one of the following: Active Member, Lifetime Member, or Associate Member.

Section 2: Active Members: Any person retired from an educational institution in Louisiana is eligible to become a voting member of the Association provided that person is, (1) a member of the Teachers' Retirement System of Louisiana, or (2) retired from the teaching profession in Louisiana and has paid dues to the Association.

Lifetime Members: Any person retired from an educational institution in Louisiana who became a voting lifetime member of this Association during the period of April 1, 1996 through March 31, 2006, or after April 1, 2008.

Associate Members: Any person who is interested in education and who desires to promote the purposes of the Association as set forth in its Bylaws may become an associate member of the Association upon payment of dues to the Association. Associate members are not eligible to vote or to hold statewide or district office.

## **ARTICLE XII: FISCAL YEAR AND DUES**

Section 1: The fiscal year of the Association shall begin on April 1 of each year and shall end on March 31 of the following year.

Section 2: Active Members: The annual dues for active members of the Association shall be \$30.00. Membership dues for local units of the Association shall be fixed by each local unit.

Associate Members: The annual dues for associate members of the Association shall be \$12.00.

Lifetime Members: Dues for a lifetime membership in the Association shall be set at 20 times the amount of dues for active members.

## **ARTICLE XIII: QUORUMS**

Section 1: A quorum for the transaction of business at any semi-annual meeting of the Association shall be the registered members in attendance at the business session of the semi-annual meeting.

Section 2: A quorum of the Executive Board shall be a majority of the members of the board.

Section 3: A quorum of the Executive Committee shall be a majority of the members of the committee.

Section 4: A quorum of any other committee of the Association shall be a majority of the members of that committee.

## **ARTICLE XIV: DISTRICT ASSOCIATIONS**

Section 1: Function: The purpose and function of the district associations shall be to implement the purposes of the Association as contained in its Articles of Incorporation and its Bylaws. This shall be done by promoting the organization of local units of retired teachers in areas where retired teachers reside.

Section 2: Governance: District associations shall adopt a set of bylaws that coincide with and conform to the provisions of the bylaws adopted by the Association. These bylaws may also include other necessary provisions for the operation of the district association. The district bylaws shall be adopted by a majority vote of the district association membership at a duly-called regular meeting. A copy of the current

bylaws of each district association must be furnished to and maintained by the state office.

Section 3: Meetings: District associations shall have a minimum of two meetings per year at a place and time suitable to the membership of the district association. The last meeting of the year shall be held no later than one month prior to the Spring Meeting of the Association.

Section 4: Each district association shall elect officers and appoint committees in accordance with the organizational structure of the Association. Each district association may determine other officers and committees to be appointed and the duties to be performed in accordance with the district needs.

Section 5: In the event of the failure of retired teachers in any district to elect a president for the district, or if a vacancy exists through other causes, the Executive Board shall request the Association President to call a meeting of retired teachers in the district for the purpose of organizing and electing their own officer(s).

Section 6: Presidents of district associations that have common boundary lines shall have, in concert with the Executive Board, the responsibility and duty to adjust such boundary lines, moving territory from one district to another, in order to better serve the convenience of retired teachers to attend district meetings. All retired teachers living in an area that is transferred from one district to another district shall have full rights of membership in the district association to which their area has been transferred.

Section 7: District presidents shall be elected for a two-year term and may be elected for one additional term, if permitted by the district bylaws. Even-numbered districts shall elect presidents to begin serving a two-year term in even-numbered years. Odd-numbered districts shall elect presidents to begin serving a two-year term in odd-numbered years.

Section 8: Louisiana shall be divided into eleven Association districts, each composed of certain parishes, as follows:

District I: Orleans, Plaquemines, St. Bernard

District II: Assumption, Jefferson, Lafourche, St. Charles, St. James, St. John the Baptist, Terrebonne

District III: Livingston, St. Helena, St. Tammany, Tangipahoa, Washington

District IV: Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, West Baton Rouge, West Feliciana

District V: Evangeline, Iberia, Lafayette, St. Landry, St. Martin, St. Mary, Vermilion

District VI: Acadia, Allen, Beauregard, Calcasieu, Cameron, Jefferson Davis



District VII: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon  
District VIII: DeSoto, Natchitoches, Red River, Sabine, Winn

District IX: East Carroll, Franklin, Madison, Richland, Tensas, West  
Carroll

District X: Caldwell, Jackson, Lincoln, Morehouse, Ouachita, Union

District XI: Bienville, Bossier, Caddo, Claiborne, Webster

## **ARTICLE XV: LOCAL UNITS OF RETIRED TEACHERS**

Section 1: Local units of retired teachers act autonomously from the Association and its districts.

Section 2: Local units are encouraged to affiliate with the Association provided that there is no conflict with the Association's Bylaws.

## **ARTICLE XVI: AMENDMENTS TO THE BYLAWS**

Section 1: An amendment to these Bylaws may be proposed in writing to the Executive Board by the Bylaws Committee, or by any Active or Lifetime Member.

Section 2: These Bylaws may be amended by a majority vote on an official ballot. Official ballots will be sent to voting members of the Association by direct mail and must be received in the Association office at least 30 days prior to the Spring Meeting. A copy of the proposed amendments shall accompany the ballot.

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## **BYLAWS OF THE LOUISIANA RETIRED TEACHERS ASSOCIATION, INC.**

Adopted November 19, 1973

Amended April 14, 1982; April 26, 1989;

April 23, 1991; April 29, 1992; and March 1994.

Edited by Executive Board Action October 28, 1996;

Amended April 1997; and April 98;

Edited by Executive Board October 26, 1998

Amended April 2005; April 2006; April 2014; and April 2017

Amended April 28, 2009 to incorporate the Constitution of the Louisiana Retired Teachers Association, Inc. into one consolidated document to be known as the Bylaws of the Louisiana Retired Teachers Association, Inc. and to provide for the procedures of the Nominating Committee.