

## OKANOGAN COUNTY SCHOOL RETIREES' ASSOCIATION

### UNIT 15 BY-LAWS

#### ARTICLE I - Name, Purpose, Affiliations, and Geographic Area

- A. Name: This organization shall be the Okanogan County School Retirees' Association (OCSRA).
- B. Okanogan County School Retirees Association (OCSRA) is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. OCSRA shall promote the general welfare of all active and retired public school employees in Okanogan County, in Washington State, and in the nation in cooperation with affiliated organization of the Washington State School Retirees' Association (WSSRA) and the National Retired Teachers Association (NRTA), a division of American Association of Retired Persons (AARP).
- D. OCSRA members shall be encouraged to maintain interest and participation in Association, educational, and community affairs.
- E. OCSRA shall aid in the advancement of education and help retired educators to maintain identity with the educational profession.
- F. OCSRA shall develop a program of activities for members through efforts of the standing and special committees of the Association.
- G. OCSRA shall foster good fellowship among all retired persons.
- H. OCSRA shall fund grants for school programs in Okanogan County.
- I. OCSRA shall fund scholarships for potential educators in Washington State.
- J. Geographic area: OCSRA shall be represented geographically by the school districts in Okanogan County, but it may include school districts in other counties and current members who reside elsewhere.
- K. Address: The official address of this Unit shall be the current address of the OCSRA Treasurer.

Page 2 of 5

Revised November 1, 2016

#### ARTICLE II – Membership and Dues

- A. Membership: Any member of the Washington State Teachers' Retirement System (TRS), Public Employees Retirement System (PERS), or the Washington State Employees Retirement System (SERS)

and any person whose occupation is or was closely related to schools and education may become a member of WSSRA. In addition, any person who supports the goals of OCSRA may become a member of OCSRA by paying local dues, but are precluded from the greater membership of WSSRA.

B. Dues: Dues will be adjusted according to decisions rendered by WSSRA.

#### ARTICLE III – Meetings

A. General meetings of the Association shall be held in the months of September, October, January, February, March, April, and May. Additional meetings may be called as needed. One more than half of the members present shall constitute a quorum at a general meeting.

B. Executive Board members shall meet at least 4 times a year at the discretion of the President of OCSRA. Additional meetings may be called as necessary. Three officers shall constitute a quorum of the Executive Board.

#### ARTICLE IV – Officers and Executive Board

Officers and Executive Board will be President, Vice-president, Secretary, Treasurer, and Past President. The President, Vice President, Secretary, and Treasurer shall be elected each March and take office after installation following the business meeting in May.

A. Duties of officers:

1. The President shall preside at all meetings.

a. The President shall appoint all Standing Committees.

b. The President shall appoint all Ad Hoc Committees.

2. The Vice-President shall act for and assume the duties of the President when that officer is unable to serve. The Vice-President shall also be the Program Chairman.

3. The Past President shall act as a resource for the Executive Board.

4. The Secretary shall keep the proceedings of the Association and be responsible for association correspondence.

Page 3 of 5

Revised November 1, 2016

5. The Treasurer shall:

a. Record the receipts and expenditures of all monies of the Association.

b. Provide an annual financial budget in May for the next fiscal year.

- c. Re-instate annually State Incorporation with the Secretary of State of Washington.
- d. File a 990N e-postcard yearly with the IRS.
- e. Shall submit the books annually to a committee of at least two members for review.
- 6. Two Executive Board members' signatures, in any combination of Treasurer, Secretary, Vice President, or President, are required on OCSRA checks.

B. Executive Board:

- 1. Dispose of interim problems and detail work of OCSRA.
- 2. Act in an advisory capacity to the President.
- 3. Assist in determining and carrying out the OCSRA policies.
- 4. Choose a member to finish term of a vacated office.
- 5. Meet four times per year including June and January.
- 6. At least two Executive Board members shall assist the Treasurer in preparing the OCSRA annual budget.

ARTICLE V – Scholarship Trustee Board

A. The Scholarship Trustee Board shall be responsible for the scholarship funds and shall be composed of three members with one member elected each year to a three-year term rotating by tenure to chair the Board.

B. The Scholarship Trustee Board is responsible for the invested funds of the OCSRA scholarship account, scholarship fund raising, and determination of the scholarship award amount annually and shall operate independently of the Unit Treasurer. The Unit Treasurer is an advisor to the Board as a non-voting member and is responsible for Board receipts and expenditures. The Scholarship Trustee Board shall meet by August 15 and January 15 to prepare progress reports annually.

C. The Scholarship Trustee Board is separate and independent of the OSCRA Scholarship Committee.

Page 4 of 5

Revised November 1, 2016

ARTICLE VI – Committees

Standing committees shall be Communications, Community Service, Grants, Health, History, Legislative, Membership, Retirement, and Scholarship. Committee Chairmen will act as a liaison with State Committees and E-6 Coordinating Council.

- A. Communications Chairman shall oversee distribution of Unit news to area media, updating the Unit's website, writing JOURNAL articles and producing/distributing the Unit's newsletter.
- B. Community Service Chairman shall be responsible to coordinate all community service programs adopted by the Unit.
- C. Grant Committee shall advertise the grants and coordinate the selection of grant recipients.
- D. Health Chairman shall be responsible to the membership for updates on health practices and policies relating to Unit members.
- E. History Chairman shall collect and keep records relating to the history of OCSRA.
- F. Legislative Chairman shall act as liaison to the members for information descending from the State Legislative committees and other groups or organizations.
- G. Membership Chairman shall be responsible for membership expansion by contacting and recruiting potential members and making contact with non-renewal members.
- H. Retirement Chairman shall promote and coordinate pre-retirement seminars.
- I. Scholarship Chairman shall coordinate the publicity, notifications, and application forms, as well as the selection of the recipient for OCSRA scholarship.

Page 5 of 5

#### ARTICLE VII—Dissolution of Funds

Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the International Revenue Code, to the Washington State School Retirees Foundation, a 501(c)(3) non-profit organization with exempt purpose for scholarships in the educational field, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

#### ARTICLE VIII – Amendments

Amendments to the Bylaws shall be submitted in writing to the Executive Board who shall present them with recommendations at the succeeding general meeting. Adoption of the amendments shall require a two-thirds vote of members in attendance at the general meeting of the Association.

Revised February 22, 2019 (The latest edition of Robert's Rules of Order shall be the parliamentary authority)