

THURSTON COUNTY SCHOOL RETIREES' ASSOCIATION
An Affiliated Unit Of
WASHINGTON STATE SCHOOL RETIREES' ASSOCIATION

BYLAWS
(as amended May 2023)

ARTICLE I – NAME and AFFILIATION

Section 1. The name of this association shall be the Thurston County School Retirees' Association (TCSRA).

Section 2. TCSRA is Unit 28 of the Washington State School Retirees' Association (WSSRA). TCSRA is affiliated with WSSRA as an independent organization.

Section 3. TCSRA is a 501 (c) (4) organization.

ARTICLE II - PURPOSE

The purpose of this non-profit association is to promote the general welfare of its members while continuing the promotion of education and good citizenship.

ARTICLE III - MEMBERSHIP AND DUES

Section 1. All retired or active certificated or classified school personnel and/or their spouses, or surviving spouses, are eligible for membership upon payment of dues.

Section 2. The payment of dues shall be required for membership in this association. For automatic dues deduction, as required by the Washington State Department of Retirement Systems, state and local dues are established by the WSSRA Delegate Assembly and are the same for all units of WSSRA.

Section 3. The fiscal and tax year shall be July 1 through June 30. The membership year shall begin the month an individual joins.

Section 4. Dues for WSSRA/TCSRA may be paid in three different ways:

- a. annual dues paid by debit/credit card or check.
- b. deduction from the member's pension benefit paid monthly by the Washington State Department of Retirement Systems
- c. through district payroll for active (not-yet-retired) members

Section 5. Membership in the National Retired Teachers' Association Division/AARP is encouraged for all WSSRA/TCSRA members.

Section 6. Members authorizing deduction of dues from monthly member pensions paid by the Washington State Department of Retirement Systems or from school district

payrolls any time during the year shall be accepted as fully paid members effective with such authorization.

Section 7. In special circumstances, this unit may pay the WSSRA dues for an eligible person for one year. That person's WSSRA dues shall be deducted from the TCSRA share of the membership dues that are deposited monthly into the unit's bank account by staff at WSSRA. TCSRA shall forgo one year's unit dues for any of these individuals.

Section 8. Honorary membership may be extended to TCSRA members who have been active in both WSSRA and the local unit for the preceding twenty (20) years upon attaining the age of ninety (90) years. Such honored members shall retain all rights and privileges of regular membership without payment of WSSRA and TCSRA dues. Upon recommendation of the Membership Committee, the Executive Board may forward the names of members determined to be eligible for honorary membership to WSSRA, requesting that honorary membership be granted.

ARTICLE IV - OFFICERS

Section 1. The elective officers shall be a president, a president-elect, a secretary, a fiscal treasurer, a membership treasurer, and an immediate past president. In the event that no nominee can be found for the vice president/president-elect position, a nominee for vice president may be elected.

Section 2. The terms for officers shall be one year and shall coincide with the dates of the fiscal year. Officers may be re-elected.

Section 3. Vacancies occurring in any office shall be filled by Executive Board appointment.

Section 4. Officers may simultaneously hold committee chair positions, with the exception of the Finance Committee and the Nominating Committee.

ARTICLE V - EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the elected officers, the immediate past-president, and the chairs and co-chairs of standing committees.

Section 2. The Executive Board shall meet at least nine times during the period of August through May on a schedule established by that board. Additional meetings may be called by the president or a majority of the board.

Section 3. A majority of the Executive Board members present shall constitute a quorum for the transaction of business.

Section 4. Voting will be one member, one vote. Voting will be conducted remotely through postal mail, email, or other remote means.

Section 5. Decision-making in the conducting of unit business may use consensus when appropriate.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. The **president** shall preside at all TCSRA meetings, shall be ex-officio member of all committees except the Nominating Committee, may call meetings of committees at his/her discretion, shall appoint chairpersons of all committees unless otherwise specified, and shall be responsible for representation and participation in the state delegate assembly.

Section 2. The **president-elect or vice president** shall act in the place of the president when the president is unable to be present. The president-elect or vice president shall perform any other duties as assigned by the bylaws and the Executive Board. The president-elect automatically succeeds the presidency when that term expires. The president-elect or vice president shall also coordinate with the chairpersons as described in the TCSRA Job Descriptions under duties of the president elect or vice president.

Section 3. The **secretary** shall record the minutes of the meetings of the unit membership and the Executive Board and report the minutes to members at the next Executive Board meeting. In the absence of the president, president-elect, or vice president, the secretary shall act in the place of the president.

Section 4. The **fiscal treasurer** shall receive and keep a record of all moneys received and shall pay all bills authorized in the budget of the unit. The fiscal treasurer shall provide a monthly report of all accounts to the board. The treasurer shall be ex-officio member of the Finance Committee.

Section 5. The **membership treasurer** shall maintain membership records and disburse information regarding membership to appropriate committees.

Section 6. The **immediate past president** shall serve as a member of the Executive Board and complete duties as requested by the president.

ARTICLE VII - DUTIES OF COMMITTEES

Section 1. **Standing Committees** shall consist of those that function all year long. Nonelective committee chairs shall be appointed by the president with the concurrence of the member. Co-chairs may be appointed, if necessary, to conduct the committee's responsibilities. In the event of co-chairs, both may vote at board meetings.

A. Finance Committee: The Finance Committee shall prepare a budget of proposed expenditures for the unit to be presented and acted upon at the March Executive Board meeting. Voting by the general membership shall take place in May. Any expenditure made by the Treasurer beyond the line-item budget amount but within the total budgeted amount must have prior approval of the Executive

Board. Any expenditure beyond the total budgeted amount must be within available funds and must be approved by the Executive Board.

B. Legislative Committee: The Legislative Committee shall keep the membership informed on matters affecting the welfare of retired members, shall organize participation in legislative meetings both in-person or on Zoom, and shall assist in attaining the legislative objectives of the Washington State School Retirees' Association. The Legislative Committee may communicate with members at board and general membership meetings as well as by using *Bits & Pieces*, email, social media such as Facebook, and other available forms of communication, relying on information and/or articles from WSSRA.

C. Membership Committee: The Membership Committee chair shall receive a membership roster of names, addresses, telephone numbers, and email addresses of members from WSSRA every month. The Membership Committee shall promote the recruitment of additional members and shall submit to WSSRA the names of members who may be eligible for honorary membership.

D. Communications Committee: The Communications Committee shall be **responsible** for communicating with the TCSRA membership about meetings, luncheons, and other important issues. This committee includes the following:

1. Email manager
2. Directory editors
3. *Bits & Pieces* editor
4. Proofreaders
5. Website liaison/editor
6. Social media—for example, Facebook—administrator

E. Retirement Planning Committee: The Retirement Planning Committee shall conduct and/or cooperate with other groups, including WSSRA, in implementing programs to inform educators who are approaching retirement age of the value of membership in WSSRA/TCSRA and shall provide other information needed for adjustment to a life of retirement.

F. Hospitality/Luncheon Committee: This committee has responsibility to:

1. Plan programs; invite, confirm, and thank speakers
2. Recruit greeters
3. Plan menus
4. Secure venue and coordinate plans
5. Provide printed programs, as requested

G. Community Service Committee: The Community Service Committee shall propose and coordinate the membership's participation in volunteer efforts and shall work with the Communications Committee in reporting accomplishments of such service to the community.

H. Member and Health Services Committee: The Member and Health Services Committee shall provide consumer and health information to members to promote their well-being. This information shall be provided through articles in *Bits & Pieces*

and at Executive Board meetings. The chair, co-chairs, or a designee may report to the members at board and general membership meetings, as appropriate.

I. Mini-Grant Committees: The Mini-Grant Committees shall solicit grant proposals from Thurston County public school employees and select those that will be offered awards. The fiscal treasurer shall serve as an ex-officio member.

1. Elementary Mini-Grant Committee
2. Secondary Mini-Grant Committee

The unit shall strive to sustain a viable mini-grant program through fiscal planning and judicious allocation of the number of grant recipients. Mini-grants are funded through member dues, donations, and TCSRA funds designated as the Spendable Balance held at the Community Foundation of South Puget Sound, a 501 (c) (3) organization. Occasional special fundraisers must be authorized by the board.

J. The Education Committee: The Education Committee shall keep the membership informed on pertinent issues affecting public education and encourage members to maintain their identity and involvement with the active education profession. The chair or co-chairs shall provide written materials for the TCSRA newsletter, *Bits & Pieces*.

Section 2. Special Committees shall consist of those that meet as needed.

A. Audit Committee: The Auditing Committee shall consist of three members. The committee shall audit the books of the Treasurer at the end of each fiscal year and report the audit to the first meeting of the Executive Board after the audit. The Auditing committee will conduct the audit using a form recommended by the committee and approved by the Executive Board.

B. Bylaws Committee: The Bylaws Committee shall consider amendments to the bylaws and prepare amendments for presentation to the Executive Board with recommendations, as need arises. Proposed bylaw amendments shall be published and presented to the general membership, with Executive Board recommendation, as provided in Article XIII.

C. Care and Concern Committee: The Care and Concern Committee shall send appropriate messages to members in their time of need or to acknowledge their good news or celebrations.

D. Historian: The historian shall organize and preserve the significant records of the achievements and functions of TCSRA and its members so that a permanent record can be maintained. Records will be submitted to the Lacey Museum to be archived. The historian will communicate via social media.

E. Scholarship Committee: The Scholarship Committee readers shall receive the Unit 28 Thurston County applications for the WSSR Foundation Scholarships and the Robert J. Handy (PEMCO) Scholarships from WSSRA to score and submit the top two scorers for consideration together with the top two from each of the other units in District SW 4. The readers from the SW 4 units shall read and score all of the top applications to pick the final scholarship recipients for the district. TCSRA

shall also award \$1,000 scholarships annually, selected from Thurston County applicants who have not received awards from District SW 4.

F. Nominating Committee: See Article IX

Section 3. The Executive Board may authorize ad hoc committees and shall determine their responsibilities.

Section 4. All committee chairs and members shall serve for one year or until their successors have been appointed.

Section 5. Each year a WSSRA handbook (officers), TCSRA Bylaws, and TCSRA Job Descriptions shall be provided to each officer, committee chair, and other members with assignments explaining their responsibilities and duties.

ARTICLE VIII - MEETINGS

Section 1. General meetings of this unit shall be held nine times a year, September through May.

Section 2. Special meetings may be called by the Executive Board.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. The nominating committee shall consist of three members. One member shall be elected each year for a three-year term. The nominating committee is responsible for recruiting a new nominee to be elected to the nominating committee for the following year.

Section 2. Nominations for all elective positions shall be presented to the members at the March meeting of the unit. At that time nominations may be made from the floor with consent of the nominee.

Section 3. Elections shall take place in April by remote voting, and persons elected shall be installed at the May meeting.

ARTICLE X - DELEGATES

Section 1. The Thurston County School Retirees' Association shall send delegates to the Washington State School Retirees' Association Delegate Assembly.

Section 2. The president and the president-elect or vice president shall be two of the delegates to that Delegate Assembly.

Section 3. Other delegates shall be approved by the Executive Board.

Section 4. Expenses are reimbursed for delegates only.

ARTICLE XI - FISCAL YEAR

The fiscal year shall be July 1 through June 30.

ARTICLE XII - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised shall govern the unit in all instances to which the rules are applicable, so long as they are not inconsistent with the bylaws of the unit.

ARTICLE XIII - AMENDMENTS

Section 1. Proposed amendments to these bylaws shall be sent to the Bylaws Committee, which shall present them to the Executive Board with recommendations at a subsequent meeting following receipt.

Section 2. The Executive Board shall publish proposed amendments with recommendations to the membership for voting remotely by a designated date.

Section 3. An affirmative vote by two-thirds of the members voting remotely shall be necessary for the adoption of any proposed amendment.

ARTICLE XIV - DISSOLUTION

In case TCSRA dissolves, all assets remaining after debts have been satisfied shall be distributed to the WSSR Foundation within the scope of Internal Revenue Service (IRS) 501(c) (3) or any amendment thereto.

ARTICLE XV - WHISTLEBLOWER POLICY

Section 1. As representatives of TCSRA, members must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations, and WSSRA and TCSRA policies. It is the responsibility of all members to comply with the governance documents and policies and to report violations. There shall be no retaliation of any member who in good faith reports a violation of policies.

Section 2. Reporting a violation or suspected violation shall be made to someone who can address them properly, such as an Executive Board member or officer.

Section 3. An Executive Board member will consult with the WSSRA Executive Director about necessary next steps.

Section 4. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the violation occurred.

Section 5. Any reports of violations or suspected violations will be kept confidential to the extent possible.

ARTICLE XVI - NONDISCRIMINATION POLICY

The Thurston County School Retirees' Association complies with the applicable Federal civil rights laws and shall not discriminate in regard to race, color, religion, national origin, disability, age, gender, or sexual orientation of any persons served by the organization. This policy shall be provided to all Board members and volunteers.

ARTICLE XVII - FINANCIAL LIABILITY PROTECTION

Executive Board Officers shall be indemnified by a Washington Dishonesty Bond, financially protecting Unit 28 from illegal activity by an officer up to the limits of the bond.