

BYLAWS OF SOUTH DAKOTA RETIRED SCHOOL PERSONNEL

(Revised May 3, 2006, May 3, 2023)
(Amended 2008, 2010, 2011, 2012, 2015, 2023)

ARTICLE I. NAME AND OBJECT

- Section 1. The name of this organization shall be the South Dakota Retired School Personnel. Hereafter, it shall be referred to as "organization or Association".
- Section 2. The object of this organization shall be:
- a. to promote the social, economic, and professional welfare of retired educational staff of the state;
 - b. to maintain affiliation with the National Retired Teachers Association (NRTA) Division of AARP and cooperate with it by promoting membership, legislation, national programs, and projects of NRTA;
 - c. to help members maintain identity with the educational profession and to promote improvements in education; and
 - d. to advocate for state and federal legislation to improve retirement benefits for members of SDRSP.

ARTICLE II. MEMBERSHIP

- Section 1. Active annual membership shall be open to any retired person formerly employed as a professional educator, administrator, or support staff, who, upon the payment of dues as set forth in Article II of the Standing Rules, shall be eligible to assume active membership with rights to vote, hold office and, when so authorized by the President or the Executive Board, represent the Association. The non-educator/school personnel spouse or significant other of a member may become a member upon payment of annual dues.
- Section 2. Life Membership shall be open to any person eligible for annual membership, who, upon the payment of dues, as set forth in Article II of the Standing Rules.
- Section 3. Associate membership may be offered to non-retired school personnel and spouses/or significant others who are interested in and support the objectives of SDRSP. They may become associate members upon payment of stipulated dues as set forth in Standing Rules, shall be eligible to assume active membership with all rights and privileges except the right to vote, or hold state office.

ARTICLE III. OFFICERS

- Section 1. The officers of this Association shall consist of a president, president-elect, vice president, secretary, and treasurer, all of whom shall maintain active membership in SDRSP during their term of office. Each officer shall be elected for a term of two years.
- Section 2. Officer elections shall be held in the even numbered years and conducted at the Annual Meetings of this Association and the term shall begin on the following June 1.
- Section 3. A quorum must be present to hold the election and a candidate must receive a majority of the votes cast to be elected to the office sought.
- Section 4. In the event a vacancy occurs in the office of the vice-president, secretary or treasurer during the two-year term, the president shall appoint an active member to fill the office so vacated to serve for the balance of the term.
- Section 5. In the event a vacancy occurs in the office of president-elect, the office shall remain vacant until the next Annual Meeting at which time an election shall be held to fill the vacancy for the term.

ARTICLE IV. DUTIES OF OFFICERS

- Section 1. **President:**
- a. Shall preside at all meetings of this Association.
 - b. With the advice and consent of the Executive Board, shall appoint active members to serve as chairman of Standing Committees; shall establish and appoint active members to serve on special committees when such

committees are deemed necessary or appropriate; the President shall be an ex-officio member of all committees except the nominating committee.

- c. Shall officially represent the Association at meetings of related organizations or designate another active member to serve in this capacity for specific occasions.
- d. Shall approve all information that goes on the SDRSP website (and as suggested by the Board of Directors).
- e. Shall be in charge of planning the annual convention including arranging speakers, notifying the treasurer of expenses, ask unit participation as needed, prepare recommended awards and send special invitations to past presidents and spouses/significant others to attend the convention. Additionally, assign others as needed to assist at the convention.

Section 2. President-Elect:

- a. Shall assume the office of President, without election at the Annual Meeting, upon the expiration of the current President's term.
- b. Shall represent SDRSP as director of the annual SDRSP Scholarship and announce the recipients at the convention.
- c. Shall perform other duties as may be designated by the President.

Section 3. Vice-President:

- a. Shall preside at all meetings in the absence of the President and in event a vacancy occurs in the office of the President, shall automatically assume the office of President for the duration of the term.
- b. Shall be responsible for the convention Memorial Tribute, to get the names from the membership chairperson and have printed programs ready.
- c. Shall officially represent this Association at meetings of related organizations in the absence of the President or his/her authorized designee.
- d. Shall perform such other duties as may be designated by the President.

Section 4. Secretary:

- a. Shall record and file the minutes of all meetings of the Executive Board, the Board of Directors and this Association and provide a duplicate copy for the President and provide copies of the minutes of the previous Annual Meeting for distribution at the Annual Meeting.
- b. Shall refer all correspondence relating to this Association to the President and shall respond to such correspondence as authorized by the President.
- c. Shall maintain on file a copy of the current Bylaws of this Association, actions taken by the Executive Board and the Board of Directors, reports of standing committees and special committees, and the annual financial report, all of which shall be readily available upon request, to any active member and all the above records shall be passed on to the succeeding Secretary.
- d. All records will be passed on to the new secretary when the term or terms ends.

Section 5. Treasurer:

- a. Receives, deposits, and is responsible for the safe keeping of all moneys of this Association.
- b. Records the source and amount of all moneys received and retains the names and addresses of all active members as their dues are received and expeditiously transmits a copy of the names and addresses to the Membership Chair.
- c. Prepares budget, receives vouchers and pays for all bills listed in the budget; keeps all vouchers and other records on file for a minimum of three (3) years.
- d. Shall appoint two members from the Board of Directors to serve on the audit committee; the committee will audit the accounts of the treasurer at the close of each fiscal year. Findings will be reported to the membership at the annual meeting and to the Board of Directors.

- e. Shall prepare and present an Annual Financial report to the membership at the Annual Meeting and interim financial reports as may be requested by the President, the Executive Board, or the Board of Directors.
- f. Shall pass on all records, reports, and moneys of this office to the office of the succeeding Treasurer.
- g. Shall also have the following duties:
 1. Shall appropriately invest funds not needed for the current operation of the Association. Such investments are to be held in certificates of deposit or dividend bearing certificate accounts of reputable banking or savings and loan institutions.
 2. Shall transfer funds from investment accounts to the General Operating Fund if it becomes necessary to meet current obligations, fund special projects or balance future budgets.

Section 6. Past-President:

- a. Immediate past president will prepare a slate of candidates for the next election cycle to fill the officer positions of this organization.
- b. Immediate past president will serve as Bylaws and Standing Rules chairperson.
 1. Prepare proposed amendments to the existing Bylaws and Standing Rules when changes are suggested by the membership and provide copies for the secretary and the Board of Directors.
 2. Revise the existing Bylaws and Standing Rules to reflect such changes adopted by the membership and provide copies for the secretary and Board of Directors.
- c. Shall perform such other duties as may be designated by the President.

ARTICLE V. EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the elect officers of this Association and shall meet as needed.
- Section 2. Shall be empowered to transact the business of the Association in the interim between annual meetings.
- Section 3. Shall hold special meetings upon the call of the President or upon petition to the President by a majority of the members of the Board of Directors.

ARTICLE VI. BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of the members of the Executive Board, the appointed Standing Committee Chairmen, and the immediate past president of this Association.
- Section 2. The Board of Directors shall hold a meeting within 90 days after the beginning of the fiscal year for the purpose of planning the year's activities, establishing policy and discussion of items of interest to this Association and such meeting shall be open to all members of the Association.
- Section 3. The President shall notify all members of the Board of Directors and the chairs of the Standing Committees as to the time and place of the meeting and provide each with a copy of the tentative agenda.
- Section 4. Voting privileges at meetings of the Board of Directors are limited to its members and each position shall have one vote; however, such meetings are open to all members of the Association of SDRSP to attend.
- Section 5. SDRSP members shall hold only one position while sitting on the Board of Directors. (Note: An exception would be if temporarily needed while finding a replacement should a position unexpectedly become vacant.)

ARTICLE VII. STANDING COMMITTEES

- Section 1. The Standing Committees of the Association shall be:
 - a. Legislative

- b. Membership
- c. Newsletter
- d. Community & Health Services **ARTICLE**

VIII. DUTIES OF STANDING COMMITTEESSection 1.

Legislative

- a. Act effectively to mobilize appropriate action on proposed legislation at all levels of government relating to the welfare of retired members.
Communicate to local units the importance of a strong unified response to legislative issues of the South Dakota Retirement System and acquaint the membership with the legislative priorities adopted and promoted by the AARP Government Affairs Committee.
- b. Designate the lobbyists (preferably from Pierre) to serve during the state legislative sessions and negotiate the compensation for such services in accordance with the adopted budget for this committee.

Section 2. Membership

- a. Shall keep computer record of all members.
- b. Communicate and cooperate with the Board and Committee members, especially with the treasurer regarding new and renewing memberships.

Section 3. Newsletter

- a. Shall publish a minimum of two editions of the SDRSP Newsletter each fiscal year.
- b. Shall maintain a file of newsletters and send an electronic copy to the President for publication on the website.

Section 4. Community & Health Services

- a. Encourage members to identify local and state needs and develop programs and projects that are recognizable as local RTA and SDRSP contributions to the respective levels.
- b. Serve as liaison between the local unit health care committees and encourage activities that will keep the membership informed about health care issues for all retired persons.
- c. Write articles for the SDRSP Newsletter.
- d. Collect and report unit community service hours and report at convention.
- e. When the service hours report is compiled, certificates may be awarded.
It is up to the Community & Health person to help determine the certificates and for what purpose, along with the President.

ARTICLE IX. EXECUTIVE DIRECTOR

Section 1. An Executive Director will be appointed by the Board of Directors and shall serve at its direction.

- a. Keep the Board of Directors apprised of any possible grants and specific grant money received.
- b. Prepare a report of past year's accomplishments for the Board Meeting at the annual convention.
- c. Attend the annual National ASRTE Conference.
- d. Serve on the AARP-SD Executive Council
- e. Attend the AARP Volunteer Event in the fall, and other AARP and SDRSP events as possible.
- f. Attend the annual SDRSP Convention and Board of Directors meetings as a non-voting member.
- g. Shall perform other duties as assigned by the Board of Directors or the President of SDRSP.

ARTICLE X. QUORUM

Section 1. Active members present shall constitute a quorum at the business meeting of the

Annual Meeting.

ARTICLE XI. AMENDMENTS

- Section 1. These Bylaws may be amended at the Annual Meeting of this Association by a two-thirds affirmative vote of the members present, provided the proposed amendment has been presented to the membership via the SDRSP Newsletter at least thirty (30) days prior to the meeting.
- Section 2. These Bylaws and any amendments thereto shall become effective at the beginning of the fiscal year following the Annual Meeting at which adoption is accomplished.

ARTICLE XII. PARLIAMENTARY AUTHORITY

- Section 1. The rules found in the current edition of Robert's Rules of Order, Newly Revised, shall govern this Association as long as they are not inconsistent with these Bylaws and any Standing Rules that this Association may adopt.

ARTICLE XIII. NONPROFIT ORGANIZATION

- Section 1. This being a nonprofit organization, no part of the net earnings of this Association shall be for the benefit of, or be distributed to, its members, directors, officers, or other private person.
- Section 2. In the event of the dissolution of this Association, any remaining asset shall be distributed to organizations organized and operated exclusively for charitable, educational, or scientific purposes, as shall at the time qualify as exempt organizations under Section 501 c (3) of the Internal Revenue Code of 1954.

STANDING RULES SOUTH DAKOTA RETIRED SCHOOL PERSONNEL

ARTICLE I. FISCAL YEAR

- Section 1. The year of this Association shall be June 1 through May 31.

ARTICLE II. DUES

- Section 1. The dues for Annual membership shall be fifteen dollars (\$15.00).
- Section 2. The dues for life memberships shall be based upon the person's age as of July 1 of the year in which payment is made and in accordance with the following schedule:

Age 55 through 60.....	\$280.00
Age 61 through 65.....	\$220.00
Age 66 through 70.....	\$180.00
Age 71 through 75.....	\$120.00
Age 76 through 80.....	\$ 80.00
Age 81 through 85.....	\$ 40.00
Age 86 and older.....	\$ 20.00

ARTICLE III. ANNUAL MEETING

- Section 1. The Annual Meeting of this Association shall be held during the month of May, and the business of this Association shall be transacted at the time of the Annual Meeting.

ARTICLE IV. REIMBURSEMENT OF EXPENSES

- Section 1. All authorized and necessary travel by members of the Board of Directors, Standing Committee Chairs, Executive Director, and others accumulated in the performance of their duties or assignments shall be reimbursed at state rates, when travel is by their private car.
- Section 2. Expenses incurred by the chairs of the Standing Committees or committee members shall be reimbursed upon presentation of a claim to the Treasurer, provided the total of such claims does not exceed the amount approved for the committee at the previous Annual Meeting. Claims shall be made or approved by the chair of the

- committee.
- Section 3. Expenses, for other than travel, shall be supported by receipts attached to the claim, if obtainable and practical.
- Section 4. Expenses incurred by the elected officers and Executive Director shall be reimbursed upon the presentation of a claim to the Treasurer, provided the total of such claims does not exceed the amount authorized for the office at the previous Annual Meeting.

ARTICLE V. AMENDMENTS

- Section 1. These Standing Rules may be amended at the Annual Meeting of the Association by a majority affirmative vote of the members present. No prior notice to the Executive Board or the membership shall be required.
- Section 2. Any amendments to these Standing Rules shall become effective as of the beginning of the fiscal year following the Annual Meeting at which adoption is accomplished.

ARTICLE VI. MEMBERSHIP PROMOTION

- Section 1. The sum of \$500 will be budgeted annually for membership promotion.
- Section 2. Local units may submit requests for membership promotion funds to the SDRSP Treasurer.
- Section 3. Approval of the request must be made by the SDRSP Executive Board. If approved, the treasurer will disburse the money in a timely manner.

ARTICLE VII. PROCEDURE & CRITERIA FOR THE MEMORIAL TRIBUTE

- Section 1. The Membership Chair or the president of the local unit shall report the name and address of all deceased members of SDRSP, from the unit's service area to the Chair of the State Membership Committee and the chairperson of the Memorial Committee as the deaths occur.
- Section 2. The names of all deceased SDRSP members received prior to April 15th of the current year plus those names carried over from the previous year shall constitute the list of eligible members to be honored at the Annual Meeting for the current year.

ARTICLE VIII. ANNUAL RECOGNITION AWARDS

- Section 1. Annual recognition awards may be made as follows:
- a. Florence Krieger Award
 - b. Certificate of Outstanding Service
 - c. President's Award

Revised and Amended May 3, 2006

Amended May 1, 2008

Amended May 5, 2010

Amended May 4, 2011

Amended May 2, 2012

Amended April 29, 2015

Amended May 7, 2019

Revised and Amended May 3, 2023