CONSTITUTION AND BYLAWS

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES

CONSTITUTION

ARTICLE I - NAME

The name of this organization shall be the West Virginia Association of Retired School Employees (WVARSE) hereafter designated as the Association.

ARTICLE II - PURPOSE

The objectives of the Association shall be:

a. To promote the economic, social, and professional status of retired school employees.

b. To be an advocate for retired school employees on problems involving their welfare and personal needs.

c. To advocate for state and federal legislation to improve retirement.

d. To promote the organizing and strengthening of county associations for retired school employees.

e. To develop a cooperative and unified program of activities among retired school employees at the state, regional, and county levels.

f. To coalesce with other organizations in mutual efforts to advance education.

g. To promote membership in the NRTA Division of AARP and cooperate with the AARP state legislative program.

ARTICLE III - MEMBERSHIP

Membership in the Association shall consist of:

a. ACTIVE MEMBERSHIP: Retirees, or any designated beneficiaries, receiving an annuity from the West Virginia Teachers Retirement System (TRS) may become active members upon the payment of the stipulated dues.

b. ASSOCIATE MEMBERSHIP: Persons who support the objectives of the Association may become associate members upon the payment of the stipulated dues. They will be eligible to vote, but not eligible to hold an elective office at the state level.

ARTICLE IV - OFFICERS

The elected officers of the Association shall be a President, a President-elect, a Recording Secretary, and six Directors. The President and President-elect shall be elected by the Annual Council to serve no more than one two-year term. Three of the Directors shall be elected by each Annual Council to

serve no more than two consecutive two-year terms. The Recording Secretary shall be elected by the Annual Council every other year to serve no more than two consecutive terms.

The Treasurer, the Editor of the Newsletter, the Historian, and the Membership Clerk shall be appointed by the President, with Board approval.

ARTICLE V - EXECUTIVE BOARD

Section 1. The business of the Association shall be conducted by the Executive Board, hereafter designated The Board, consisting of the elected officers, the Treasurer, the Editor of the Newsletter, the Historian, Membership Clerk, chairmen of standing and special committees and the most recent active living Past President. The AARP/NRTA Division Coordinator, AARP President, AMBA Representative, Executive Director, and Parliamentarian shall be ex-officio members without a vote.

Section 2. The Board shall carry out the policies and directives of the Annual Council. The Board shall receive reports and recommendations of standing and special committees and take appropriate action.

Section 3. In the intervals between meetings of the Board, the President may call special meetings and /or poll members of the Board regarding business of the association and to fill vacancies. The results of such referendum shall be binding upon the Association.

Section 4. The Board of the Association may set up an Association office and may employ an Executive Director with duties, salary and expense allowance determined by the Board.

ARTICLE VI - ANNUAL COUNCIL MEETING

Section 1. A business meeting composed of official delegates from county units, members of the Board, and State Chairmen of Standing Committees shall be the legislative body of the Association. These delegates shall be seated in a reserved voting section.

Section 2. The Annual Council shall be held at a time and place designated by the Board.

Section 3. All sessions of the Annual Council shall be open to current dues-paying members.

ARTICLE VII - AMENDMENTS

The Constitution may be amended at the Annual Council meeting by a two-thirds vote of the voting delegates providing that the proposed amendments have been submitted to the Board for review and recommendation prior to July 1. The Board shall direct that a copy of each proposed amendment, with its recommendation, be submitted to each County Unit at least thirty (30) days prior to the Annual Council.

BYLAWS

ARTICLE I - DUES

Section 1. Beginning July 1, 2025, the annual dues of the Association shall be as follows:

A. Active and Associate membership: $30.00 for each member to be divided as follows: $25.00 per member for the state organization and $5.00 for the local (county) organization.

B. Local (county) units of the Association may assess a surcharge, provided that the surcharge is approved by a majority of local members voting in a special referendum.

Section 2. The fiscal year of the Association shall be from July 1 to June 30 of the following year.

Section 3. Membership forms shall be made available, upon request, to each County prior to the beginning of the fiscal year. These forms will be used in processing county and state memberships. The treasurer / membership designee of each county unit shall forward the portion for state dues to the Association Membership Clerk.

ARTICLE II - NOMINATION AND ELECTION OF OFFICERS

Section 1a. A Nominating Committee of three members shall be appointed annually by the President, with Board approval, at its first meeting. At least one member shall be retained from the previous committee.

Section 1b. The Nominating Committee shall submit to the Annual Council a candidate for each of the following offices: President-elect and Recording Secretary, and Regional Directors. With prior consent of the nominee, nominations may be made from the floor.

Section 2. The election of officers shall be by ballot cast by the delegates at Annual Council. A plurality of the votes cast shall be necessary to elect. Where there is only one candidate for office, a voice vote may be taken.

Section 3. The Treasurer appointed by the President, with Board approval, shall serve until a successor is duly qualified.

ARTICLE III - DUTIES OF OFFICERS

Section 1. The President, as the Executive Officer of the Association, shall perform the duties of the office as follows: 1) preside at all meetings; 2) present a report of the Association at the Annual Council meeting; 3) call special meetings and /or poll the members of the Board when necessary; 4) appoint all committees with the approval of the Board, and 5) serve as an ex-officio member of all committees, except the nominating committee.

Section 2. In the absence of the President, the President-elect shall perform the duties of that office.

Section 3. The Recording Secretary shall perform the following duties: 1) keep the minutes of all

meetings of the Association and the Executive Board; 2) perform such other duties as the Association shall direct; 3) submit promptly to the members of the Executive Board a copy of the minutes of each meeting.

Section 4. The Treasurer shall: 1) receive and keep an accurate account of all moneys paid to the Association; 2) pay all bills of the Association; 3) make a financial report at each Executive Board meeting and at the Annual Council; 4) submit the records at the end of each fiscal year for an audit by a committee of three members appointed by the President.

Section 5. The Newsletter Editor shall be responsible for publishing a Newsletter periodically.

Section 6. The Regional Directors shall monitor the Association's program in their respective regions assisting the county units in meeting statewide objectives. Should a county organization become inactive, it is the duty of the Director to make a determined effort to reorganize the County Association. Directors are expected to visit each unit one time during the two-year term.

ARTICLE IV - VACANCIES

The Board will determine when a vacancy exists and take appropriate action. The President, with Board approval, shall appoint a replacement. The appointee shall serve until the next annual election.

ARTICLE V - ANNUAL COUNCIL MEETINGS

Section 1. The policies and activities of the Association shall be determined by the delegates at the Annual Council.

Section 2. The basis for delegate representation for counties shall be as follows: The president of the local unit will be an automatic delegate, one delegate for the first twenty-five members or major fraction thereof; one delegate for the second twenty-five members or major fraction thereof; one delegate for each additional fifty members or major fraction thereof and one delegate for each additional one hundred members or major fraction thereof.

Section 3. The selection of delegates shall be made by duly organized county associations. Unorganized counties may have one delegate appointed by the Regional Director.

Section 4. The Membership Clerk of the Association shall certify to each county association the number of delegates to which it is entitled, based upon membership records.

Section 5. A credential Committee consisting of the membership chair, the membership clerk, and the treasurer shall validate all voting delegates.

Section 6. The Annual Council shall hear reports of officers and committee chairmen, vote on recommendations made by standing or special committees, elect officers, and

carry out any other business.

ARTICLE VI - STANDARDS FOR AN ORGANIZED COUNTY

1. Adopt a constitution and bylaws providing for an annual election of officers with length of term of office specified.

2. Maintain a file at the local level for the county constitution and bylaws and send a copy (also revisions) to the State office.

3. Have at least four meetings per year.

4. Promote membership including life membership in WVARSE.

5. Elect delegates to the Annual Council and report names of delegates on the form provided by the West Virginia Association of Retired School Employees by the date requested by the Executive Board.

6. Maintain the following standing committees: Legislation, Membership, Informative and Protective Services, Community Service, and Retirement Education. Special committees may be appointed as needed.

ARTICLE VII - REGIONAL ORGANIZATION

Section 1. With the Association there shall be established six regions, as follows:

Region I Brooke, Hancock, Marion, Marshall, Monongalia, Ohio, Pleasants, Tyler, and Wetzel counties.

Region II Barbour, Braxton, Doddridge, Gilmer, Harrison, Lewis, Preston, Randolph, Taylor, Tucker, Upshur, and Webster counties.

Region III Boone, Calhoun, Clay, Jackson, Kanawha, Ritchie, Roane, Wirt, and Wood counties.

Region IV Cabell, Lincoln, Logan, Mason, Mingo, Putnam, and Wayne counties.

Region V Fayette, Greenbrier, Mercer, Monroe, McDowell, Nicholas, Pocahontas, Raleigh, Summers, and Wyoming counties.

Region VI Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton counties.

Section 2. Requests for changes in a regional assignment must be submitted by the

concerned county for Board approval before January 1.

Section 3. Each region shall have a Director elected to serve as a member of the Board not to exceed two consecutive two-year terms.

Section 4. Directors for Regions I, III, and V shall be elected in odd years, and Directors in Regions II, IV, and VI shall be elected in even years. If a Director does not complete a two-year term, another director shall be appointed by the President, with Board approval, to serve until the next annual election.

ARTICLE VIII - FUNDS

Section 1. All assets of the association shall be deposited into a unified account with designated line items.

Section 2. Funds not immediately required for annual expenses shall be deposited into Interest bearing accounts. All Lifetime Membership dues shall be placed in a sustaining fund. One twentieth of this fund shall be used each year in lieu of dues for life members.

Section 3. The Board shall determine all allowances and disbursements.

Section 4. Scholarships, which shall be partly funded with contributions from the annual memorial service, will be available to persons interested in careers in West Virginia Public Schools. The Board shall determine the number and amounts of scholarships to be awarded. The Scholarship committee shall review and evaluate scholarship applications to determine qualified winners.

ARTICLE IX - QUORUM

Section 1. A Quorum of the Board shall consist of a majority of the voting members.

Section 2. The duly accredited delegates present at the Annual Council meeting shall constitute a quorum.

ARTICLE X - STANDING AND SPECIAL COMMITTEES

Section 1. The standing committees of the Association shall be Legislative, Membership, Informative and Protective Services, and Community Service.

Section 2. Standing committee chairmen shall serve at the will and pleasure of the President, with Board approval.

Section 3. Special committees, appointed annually, shall include Nominating, Audit, Scholarship, and Budget and Finance.

ARTICLE XI - DISSOLUTION OF ORGANIZATION

In the event the Association ceases to function, after a period of two years and after all obligations of the Association are paid, the remaining funds, if any, shall be given to an organization or institution which provides for the welfare of the elderly. This determination shall be made by members of the last Board of in cooperation with the Executive Secretary of the State Teachers Retirement Board.

ARTICLE XII - PARLIAMENTARY PROCEDURE

The rules contained in Robert's Rules of Order (Revised), latest edition, shall govern the Association in its procedures. The President shall appoint, with Board approval, a Parliamentarian, who shall serve at the will and pleasure of the President. The parliamentarian shall enforce the rules of parliamentary procedure and that of the Constitution and assist the President in maintaining parliamentary procedure during the meetings.

ARTICLE XIII - AMENDMENTS

These Bylaws may be amended by a two-thirds vote of the voting delegates at the Annual Council meeting. The proposed amendment(s) shall be submitted for review and recommendation to the Board prior to the Annual Council. The Board shall direct that a copy of the proposed amendment(s) with its recommendation(s), be submitted to each County Unit President at least thirty (30) days prior to the Annual Council.

Constitution/Bylaws Amended: 1986, 1990, 1991, 1992, 1995, 1996, 1997, 1999, 2002, 2003, 2005, 2007, 2016, 2017
Edited and updated by the Constitutional and Bylaws committee – 2005
Wanda Simpkins – Chairman, Roscoe Keeney, Betty Daugherty, Gail Ratliff, and Geraldine Hawkinberry
Edited and updated by the Constitutional and Bylaws committee – 2009
Wanda Simpkins – Chairman, Arlene Edgell, Joann Beer, Darlene Milam, and Bill Milam
Updated by Annual Council – 2011
Updated by Annual Council - 2016
Updated by Annual Council – 2018
Updated by Annual Council – 2023