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Appendix B - Guidelines for Membership

Appendix C - Annual Council Delegate List (SAMPLE)
Election Schedule
Expense Reimbursements Guidelines
Death Notice Report Form (SAMPLE)
Registration Schedule
Honor Points Defined
Honor Points (form) 2026-2027 (**This will also be posted online with a form for completion)**
Newsletter Information
Past Presidents
Unit Officers (Form) 2027-2028 (**This will also be posted online with a form for completion)**
WVARSE Installation Ceremony

Calendar 2026-2027

2026

September 21-25	WVARSE week
October 15	Deadline for Fall Newsletter
November 6	Executive Board Meeting, 10:00 A.M., Zoom

2027

March 2	Executive Board Meeting, 10:00 A.M., Zoom
March 15	Deadline for Spring Newsletter
April 1	County Officer lists due to WVARSE Regional Directors & Executive Director
May 4	Executive Board Meeting, 1:00 P.M.., Zoom
May 10	Deadline for sending Volunteer Hours to Unit Chairs
May 15	Membership determination for Annual Council delegates
May 25	Deadline for List of members attending WVARSE HUBS due to Executive Director
May 25	Deadline for sending Volunteer Hours to Regional Chairs
June 1	Deadline for sending Volunteer Hours to State Chair
June 1	Deadline for sending list of deceased to Regional I & P Chairs

WVARSE HUBS MEETINGS

June 2	Spencer	Heritage Park Community Building, 110 Church Street, Spencer WV
June 3	Mt. Clare	Quiet Dell United Methodist Church 96 Trinity Rd, Mount Clare, WV
June 9	ZOOM	
June 10	First Baptist Church 112 Virginia Ave, Petersburg, WV 26847	

July 1	Delegate letters mailed to County Presidents
July 8	Executive Board Meeting, 10:00 A.M., Zoom
July 15	Deadline for Summer Newsletter
July 15	Honor Points Checklist due to Executive Director
July 15	Annual Council Delegates list due to Membership Clerk
July 21	Deadline for sending list of members attending Annual Council to Executive Director
August 17	Executive Board Meeting, 1:00 P.M., Braxton Senior Center
August 18	Annual Council, Flatwoods (registration begins at 9:00 A.M.)
September 20-24	WVARSE week
October 15	Deadline for Fall Newsletter
November 4	Executive Board Meeting, 10:00 A.M., Zoom

WVARSE
2026-2027

Executive Board

Office	First Name	Last name	Address	City	State	Zip	Phone	E-Mail
President	Jo	Hendricks	715 Boso Ave	Ravenswood	WV	26164	304 687-1222	johendricks@suddenlink.net
President –elect	Kevin	Brown	406 Simpson Ave	Clarksburg	WV	26164	304-622-4293	Kebrown78@icloud.com
Recording Secretary	Jan	Phillips	118 South Aleander Ave	Clarksburg	WV	26301	304 669-4526	janphillips4526@gmail.com
Treasurer	Linda	Demoss	229 South Audrey Dr	Washington	WV	26181	304 481-0700	Ldemoss8182@suddenlink.net
Immediate Past President	John	Moyers	8180 Jordan Run Rd.	Maysville	WV	26833	304 749- 7547	jemoe@frontiernet.net
Executive Director	William G.	Milam	1587 Lee Street	Charleston	WV	25311	304 346-6079	williammilam.bm@gmail.com

WVARSE
2026-2027

Regional Directors

Region	First Name	Last name	Address	City	State	Zip	Phone	E-Mail
I	Kevin	Brown	406 Simpson Ave	Clarksburg	WV	26301	304-622-4293	kebrown78@icloud.com
II	Dennis	Stromberg	914 Stout Street	Bridgeport	WV	26330	(304) 838-4235	stromberg53@icloud.com
III	John	Riddle	146 Lynn Street	Evans	WV	25241	304 532-1139	jriddle@casinternet.net
IV	Denis	Chapman	32 Fairfax Dr	Huntington	WV	25705	304 544-0432	dhchapma@aol.com
V	Steve	Bailey	107 Oakwood Lane	Princeton	WV	24740	304 887-3723	se_bailey@yahoo.com
VI	Rowanne	Shockey	1930 AA Rogers Road	Augusta	WV	26704	540 539-1833	rlpshockey@gmail.com

WVARSE
2026-2027

STANDING COMMITTEE CHAIRPERSONS & OTHER OFFICERS

Office	First Name	Last name	Address	City	State	Zip	Phone	E-Mail
Membership Clerk	Lea Ann	Puckett	549 Woodland Drive	Millwood	WV	25262	304 377-2439	leaannpuckettmembershipclerk@gmail.com
Newsletter	Darlene	Milam	1587 Lee Street	Charleston	WV	25311	304 346-6079	billiemilam.bdm@gmail.com
Membership	Mary Ann	Ferris	1020 Matthew Street	Shinnston	WV	26431	304 592-2061	Maferris24@frontier.com
Legislative	John	Taylor	900N Pike St	Grafton	WV	26354	304 265-5514	Johntaylor1@comcast.net
Informative & Protective Services	Norma	Taylor	32 Black Oak Hollow Rd	Bridgeport	WV	26330	304 842-4213	nataylor61@hotmail.com
Historian	Jo Ann	Harman	5294 Patterson Creek Road	Lahmansville	WV	26731	304 749-7322	joannharman40@gmail.com
Scholarship	Patty	Adkins	23 Hillcrest Ct	Petersburg	WV	26847	304 538-4608	pdadkins72@gmail.com
Community Services	Charmel	Radcliff	199 Heron Dr	St Marys	WV	26170	304 684-2133	charmelr@hotmail.com
Parliamentarian	Danny	Gray	111 Foglesong Lane	Ronceverte	WV	24970	304 645-2529	Dp135gray@hotmail.com
AARP/WV President	**Roger**	**Calhoun**	431 Riggor Lane	Letart	WV	25253	304 674 -3308	calhounroger60@yahoo.com
AMBA Insurance	Garrett	Mowery	99 Manor Dr.	Dillsburg,	PA	17019	717-448-6048	gsmowery@moweryassoc.com

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
County Presidents 2026-2027

County	Name	Address	Phone	E-Mail
Berkeley	Sylvia Kesecker	103 South Rosemont Street Martinsburg WV 25401-2315		
	Julia Gates			juliagatesDAR@gmail.com
Boone	Kim Duty	P O BOX 339 Danville WV 25053	304-543-0945	Kimberly1@yahoo.com
Braxton	Mary "Boody" Talbott	PO Box 199, Burnsville WV 26335	304 853-2641	boodyt@frontier.com
Brooke	Teresa Taylor	172 Hawthorne Acres Wellsburg, WV 26070	304 737-2341	treilly22@frontier.com
Cabell	Linda Forinash	69 Cornerstone Circle, Culloden, WV 25510	304 743-4380	lsforinash@gmail.com
Fayette	Joel Davis	72 Dogwood Lane Oak Hill, WV 25901	304-322-6984	joel.davis1956@gmail.com
Gilmer	Marie Schimmel	68 Holt Run Road Glenville WV 26351	304 462-8564	mgschimmel@live.com
Grant	Patty Adkins	23 Hillcrest CT Petersburg, WV 26847-5511	304 538-4608	pdadkins72@gmail.com
Greenbrier	Danny Gray	111 Foglesong Lane Ronceverte, WV 24970-9720	304 645-2529	dp135gray@verizon.net
Hampshire	Carol Fultz	1770 Bethel Church Rd, Romney, WV 26757-7187	304 822-7049	cfultz@hardynet.com
Hancock	Melanie Donofe	218 Miami Ave, Weirton WV 26062	304 797-1123	madonofe@frontier.com
Harrison	Phil Brown	27 Lions den Fairmont WV 26554	304 476-3970	philipbrown48@icloud.com
Jackson	Jim Mahan	154 Walnut Street Evans, WV 25241	304 532-6456	jimmahan1961@gmail.com
Kanawha	Pat Schillings	40 Norwood Road #4, Charleston, WV 25314	304 546-1444	purrfectpat48@gmail.com
Lewis	Barbara Zirkle	913 Everwood Rd, Mt Clair WV 26408	304-624-0072	bobbyzirkl@aol.com
Marion	Diana Moore Yanero	4 Bel Manor Dr Fairmont WV 26554-1206	304 363-7706	yanero6@aol.com
Marshall	Linda Snodgrass	5858 Waynesburg Pike Rd. Moundsville WV. 26041	304 845-3107	sevenpineslks@comcast.net
	VP Mary Rose Bobbins	1712 Echo Valley, Glen Dale, WV 26038	304-650-6232	maryroserobbins@hotmail.com
Mason	Rick White	3009 Parrish Ave. Pt. Pleasant, WV 25550	304 675-3875	riwh4207@gmail.com
McDowell	James E Redmond	18 Mirable St., Welch WV 24801	304 436-6187	
Mercer	Steve Bailey	107 Oakwood Lane Princeton, WV 24740	304 887-3723	Se_bailey@yahoo.com
Mineral	Janie L Fout	PO Box 193 New Creek WV 26743	304 788-0182	jlfout@gmail.com
Mingo	Arlene Starr	4752 Rt. 52 Williamson, WV 25661	304-235-6161	honeyabcz@hotmail.com
Morgan	Dudley Cable	190 Lazy Bones Lane Berkeley Springs, WV 25411	304-261-0782	dewrite@gmail.com
Nicholas	John Staats	709 Bright Pond Rd., Summersville, WV 26651-1859	304 872-4757	john.staats2@shentel.net
Ohio	Lois Rutter	114 Breezy Drive Wheeling WV 26003	304 242-3922	Ler9948@yahoo.com
Pendleton	David L Sponaugle	PO Box 54, Circleville, WV 26804	304 567-2229	daveandkitty@spruceknob.net
Pleasants	Charmel Radcliff	199 Heron Drive, Saint Marys, WV 26170	304 684-2133 304 991-1223	charmelr@hotmail.com
Preston	Anita Mitter	307 Morgantown Street Apt 3 Kingwood WV 26537	681 406-7376	Amitts2@yahoo.com

County	Name	Address	Phone	E-Mail
Putnam	Dianne Harrah	102 Lafayette Drive, Hurricane, WV 25526	304 549-0026	dianne.harrah1977@gmail.com
Raleigh	Mary Riner	483 Tank Branch Rd Glen Morgan WV 25847	304 673-3286	mary.j.riner@hotmail.com
Roane	John Gray	126 Missouri Fork Spencer WV 25276	304- 543-2372	jlgray2022@yahoo.com
Summers	Douglas Wayne Harvey	136 Southside Drive Hinton, WV 25951-8103	304 466 0429	
Taylor	John Taylor	900 N Pike St Grafton WV 26354	304 265-5514	Johntaylor1@comcast.net
Tucker	Eleanor Nester	7936 Dry Fork Rd, Hendricks, WV 26271-8016	304 866-4640	enestor2022@gmail.com
Tyler	Charlene Galluzzo	PO Box 162 Middlebourne, WV 26149-0162	304 758-4266	chargalluzzo@gmail.com
Upshur	Jo Ella Wills	2957 Bush Run Road French Creek, WV 26218	304 924-5749	jewills2@hotmail.com
Wayne	Vivian Atkinson	180 German Ridge Road Huntington WV 25701	304 633-3083	vatkinson@marshall.edu
Webster	Renee Anderson	824 Cleveland RD, Cleveland, WV 26215	304 493-6574	reneea@mountain.net
Wirt	Patricia Egbert	2312 Palestine Road Palestine WV 26160	304 275-3197	egbertpat@gmail.com
Wood	**Acting President** Diane McMicheal	6549 ST RT 550, Cutler Ohio 45724-5146	740-525-0078	mcmichael550@gmail.com
Wyoming	Donna Sue Dixon	P.O. Box 163 Jesse, WV 24849	304-682-0132	rdixon@shentel.net

PAST PRESIDENTS

* Nellie Howes (Cabell Co)…… 1957 - 1960
* Talmadge Nichols (Kanawha Co)……. 1960 - 1962
* Ada Lively (Kanawha Co)…… 1962 - 1964
* Eileen Bailey (Cabell Co) …… 1964 - 1966
* Ralph Moore (Barbour Co) …… 1966 - 1968
* Carrie Reardon (Raleigh Co)…….. 1968 - 1969
* Roy B. Shrout (McDowell Co) …….. 1969 - 1971
* Olen E. Marks (Preston Co).…… 1971 - 1972
* Lena B. Phillips (Mercer Co)……..... 1972 - 1974
* Bessie A. Stewart (Kanawha Co)……. 1974 - 1975
* E.E. Simonton (Pleasants Co) …….. 1975 - 1976
* William H. Wayman (Honorary) ……. 1976
* Mary Sturm (Marion Co) ……..1976 - 1978
* Daniel M. Jones (Berkeley Co) ……... 1978 - 1980
* C.C. Albaugh (Upshur Co) ……... 1980 - 1982
* Mabel Dick (Kanawha Co) …….. 1982 - 1984
* Beatrice Harvey (Greenbrier Co) ……... 1984 - 1986
* Virginia Baughman (Barbour Co) ……. 1986 - 1987
* Wilma Beckett (Wood Co) ……. 1987 - 1989
* Harry L. Cox (Ohio CO)…… 1989 - 1990
* Margaret Grizzell (Kanawha Co) …… 1990 - 1992
* Forrestine Wiegman (Hancock Co) ……. 1992 - 1994
* Dr. Robert Kirk (Jefferson Co) …… 1994 - 1996
* Irma Powell (Greenbrier Co) …….. 1996 - 1998
* Dr. Stanley J. Anderson (Webster Co) …… 1998 - 2000
Nancy Trotter (Kanawha Co) ……. 2000 - 2002
*Dr. Charles Akers (Fayette Co) …….……. 2002 - 2004
*Roscoe Keeney, Jr. (Kanawha Co) …….. 2004 - 2005
Betty Daugherty (Barbour Co) ……. 2005 - 2008
Arlene Decker Edgell (Taylor Co) ……2008 - 2010
*Garry Lynne Shearer (Lewis County ……2010 – 2012
John Riddle (Jackson County) ……...2012 – 2014
Danny Gray (Greenbrier County) ……..2014 – 2016
Jo Ann Harman (Grant County) …… 2016 – 2018
Mary Ann Ferris (Harrison County)…….. 2018 – 2020
* Irvin Scarberry (Cabell County) ……..….2020 - 2022
Charmel Radcliff (Pleasant County)……....2022-2024
John Moyers (Grant County) ……..……2024-2026

(* Deceased)

WVARSE
LEGISLATIVE COMMITTEE
2026-2027

State Chair

First Name	Last name	Address	City	State	Zip	Phone	E-Mail
John	Taylor	900 N Pike St	Grafton	WV	26354	304 265-5514 304 612-5835	johntaylor1@comcast.net

Regional Chairs

Region	First Name	Last name	Address	City	State	Zip	Phone	E-Mail
I	Pam	Schimmel	800 Blairs Ridge Rd.	Moundsville	WV	26041	304 843-5413 304 312-5357	pmschimmel@icloud.com
II	Rebecca	Rogers	217 Hill Croft Farm Road	Salem	WV	25462	304 669-1495	s2dmoonglow@gmail.com
III	Bruce	Wendelken	PO Box 27	Elizabeth	WV	26143	304 275-6507 304 917-2169	bwendelkel@hotmail.com
IV	Deborah	Chapman	32 Fairfax Drive	Huntington	WV	25705	304 697-2082 304 544-8293	dachapma@aol.com
V	Steve	Bailey	109 Christopher Ave	Princeton	WV	24740	304 887-3723 304 877-3723	se_bailey@yahoo.com
VI	Barbara	DiBeneditto	PO Box 601	Petersburg	WV	26847	304 668-2188	barb1@frontiernet.net

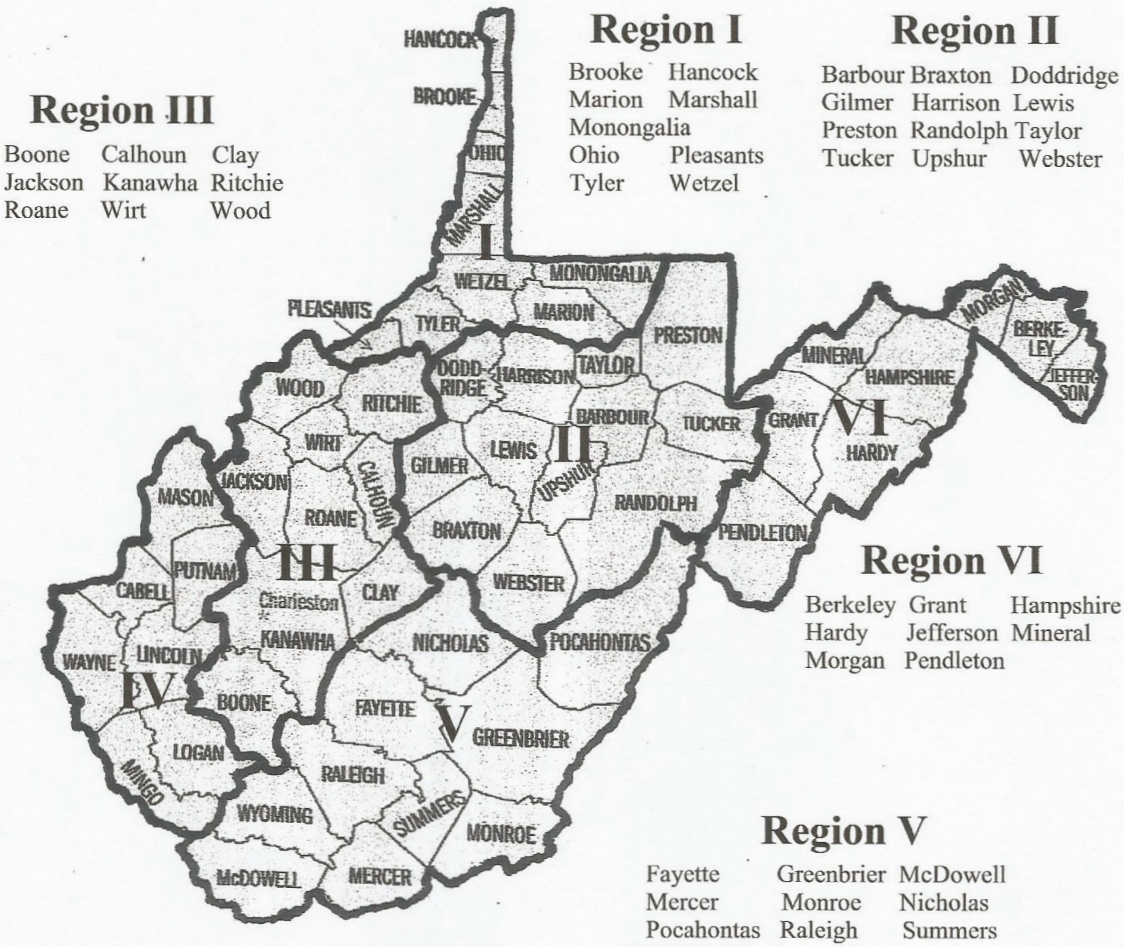
Ex-Officio Members

Office	First Name	Last name	Address	City	State	Zip	Phone	E-Mail
President	Jo	Hendricks	715 Boso Ave	Ravenswood	WV	26164	304 687-1222	johendricks@suddenlink.net
President – elect	Kevin	Brown	406 Simpson Ave	Clarksburg	WV	26301	304 622-4293	kebrown78@icloud.com
Immediate Past President	John	Moyers	8180 Jordan Run Rd	Maysville	WV	26833	304 749-7547	jemoe@frontiernet.net

Staff Liaison with Legislative Committee

Executive Director	William G.	Milam	1587 Lee Street	Charleston	WV	25311	304 610-0192	williammilam.bm@gmail.com

West Virginia Association of Retired School Employees



Region I

Brooke Hancock
Marion Marshall
Monongalia
Ohio Pleasants
Tyler Wetzel

Region II

Barbour Braxton Doddridge
Gilmer Harrison Lewis
Preston Randolph Taylor
Tucker Upshur Webster

Region III

Boone Calhoun Clay
Jackson Kanawha Ritchie
Roane Wirt Wood

Region IV

Cabell Lincoln Logan
Mason Mingo Putnam
Wayne

Region V

Fayette Greenbrier McDowell
Mercer Monroe Nicholas
Pocahontas Raleigh Summers
Wyoming

Region VI

Berkeley Grant Hampshire
Hardy Jefferson Mineral
Morgan Pendleton

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES

State Chairs

Committee	Name	Address	Phone	E-mail
Community Service	Charmel Radcliff	199 Heron Drive St. Marys, WV 26170	304 684-2133	charmelr@hotmail.com
I & P	Norma Taylor	32 Black Oak Hollow Rd Bridgeport WV 26330	304 842-4213	nataylor61@hotmail.com
Legislative	John Taylor	900N Pike St Grafton WV 26354	304 265-5514	Johntaylor1@comcast.net
Membership	Mary Ann Ferris	1020 Matthew Street Shinnston WV 26431	304 592-2061	Maferris24@frontier.com

REGIONAL CHAIRS
Region I

Committee	Name	Address	Phone	E-mail
Community Service	Charmel Radcliff	199 Heron Drive St. Marys, WV 26170	304 684-2133	charmelr@hotmail.com
I & P	Judy Szymialis	30 Beehaven Drive Wheeling, WV 26003	304 242-5423	judyszymialis@aol.com
Legislative	Pam Schimmel	800 Blairs Ridge Rd. Moundsville, WV 26041	(304)843-5413	pmschimmel@icloud.com
Membership	Kathy Henderson	109 Otter Run Road Fairmont, WV 26554	304 366-4001	hendernks@aol.com

Region II

Committee	Name	Address	Phone	E-mail
Community Service	Beckey Hall	2608 Frenchton Rd. French Creek, WV 26218	304-924-6455	beckeyhall32@gmail.com
I & P	Susan Marra	519 Persimmon Ln. Bridgeport, WV 26330	304-842-4043	smarra1950@gmail.com
Legislative	Rebecca Rogers	217 Hill Croft Farm Rd. Salem WV 25462	304-669-1495 (cell)	s2dmoonglow@gmail.com
Membership	Kandy Atkinson	202 Norma Ave Nutter Fort, WV 26301	304-622-0174	dandka1970@gmail.com

Region III

Committee	Name	Address	Phone	E-mail
Community Service	Patricia Egbert	2312 Palestine Road Palestine WV 26160	304 275-3197	egbertpat@gmail.com
I & P	Pat Schillings	40 Norwood Rd # 4 Charleston, WV 25314	304 345-9003	purrfectpat@suddenlink.net
Legislative	Bruce Wendelken	PO Box 27 Elizabeth, WV 26143	304 275-6507	bwendelkel@hotmail.com
Membership	John Riddle	146 Lynn Street Evans WV 25241	304 532-1139	jriddle@casinternet.net

Region IV

Committee	Name	Address	Phone	E-mail
Community Service	Patty Adkins	23 Hillcrest Ct Petersburg, WV 26847-5511	304 538-4608	pdadkins72@gmail.com
I & P	Rowanne Shockey	1930 AA Rogers Rd Augusta, WV 26704	540 539-1833	rlpshockey@gmail.com
Legislative	Deborah Chapman	32 Fairfax Drive Huntington WV 25705	304 697-2082	dachapma@aol.com
Membership				

Region V

Committee	Name	Address	Phone	E-mail
Community Service	Danny Gray	111 Foglesong Lane Ronceverte WV 24970-9720	304 645-2529	Dp135gray@hotmail.com
I & P	Judy Staats	709 Bright Pond Rd Summersville WV 26651	304-872-4757	judystaats@frontier.com
Legislative	Steve Bailey	107 Oakwood Lane Princeton, WV 24740	304 887-3723	se_bailey@yahoo.com
Membership	JoAnna Fredeking	1518 Walker Street Princeton, WV 24740	304 425-2368	jmfredeking@frontiernet.net

Region VI

Committee	Name	Address	Phone	E-mail
Community Service	Kathy Yost	430 Spring Valley Dr Berkeley Springs, WV 25411	304 258-1354 304 676-5477	kathyyost712@gmail.com
I & P	Betty Inskeep	1612 Kessel Rd Fisher WV 26818	304 434-2275 304 703-2059	bettyinskeep65@gmail.com
Legislative	Barbara DiBeneditto	PO Box 601 Petersburg, WV	304 668-2188	barb1@frontiernet.net
Membership	Erma B Moyers	8180 Jordan Run Rd Maysville, WV 26833	304 749-7547	jemoe@frontiernet.net

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
REGION I COUNTY CHAIRS 2026-2027

Community Service

COUNTY	CHAIR	ADDRESS	Email	PHONE
Brooke	Sandi Anderson	850 Donegal Drive East Follansbee, WV 26037	slanders111@yahoo.com	304 748-1248
Hancock	Mishel Robinson	905 Donegal Dr. W. , Follansbee, WV 26037	robinson905comcast.net	304 748-6686
Marion	Sue Garcia	205 Naomi St Fairmont WV 26554	sueanngarcia@gmail.com	304 363-1254
Marshall	Phyllis Wharton	136 Scenery Road, Wheeling WV 256003		304 280-1694
Monongalia				
Ohio	Joyce McCord	2 Greentree Road Wheeling WV 26003	JBM124@aol.com	304 242-4647
Pleasants	Margaret White	103 Donald Street St Marys, WV 26170	markei22@yhoo.com	304 684-3827
Tyler	Thelma Layfield	208 Westchester Ave. Middlebourne, WV 26149		304 758-4674
Wetzel				

Informative & Protective Service Committee

COUNTY	CHAIR	ADDRESS	Email	PHONE
Brooke	Valerie Smith	17 2nd St. Box 245. Beech Bottom, W.V.26030	v9752@frontier.com	304 394-5816
Hancock	Rita Orler	101 Lexington Court, Weirton WV 26062	rorler@comcast.net	304 748-7735
Marion	Barbara McDougal	334 Flaggy Meadow Rd Mannington WV 26582	robbarmac@aol.com	304 986-3122
Marshall	Nicki Melissinos	1902 Canter St, Moundsville WV 26041		304 845-7017
Monongalia				
Ohio	Edie Fuller	318 W. Cardinal Avenue, Wheeling, WV 26003		304 233-3770
Pleasants	Charmel Radcliff	199 Heron Drive St. Marys WV 26170	charmelr@hotmail.com	304 684-2133
Tyler	Renee Hickman	108 Quinif Lane Sistersville WV 26175		304 652-2803
Wetzel				

Legislative Committee

COUNTY	CHAIR	ADDRESS	Email	PHONE
Brooke	Grace Calvarese	211 Chapman Dr, Wellsburg , W.V. 26070	lgcalvares@aol.com	304 737-1863
Hancock	Debra Sue Marino	355 Country Club Blvd, Weirton WV 26062	debra.marino@comcast.net	304 670-6896
Marion	Nellie Orsburn	109 Horners Rd, Shinnston WV 26431	nelors1@hotmail.com	304 387-0627
Marshall				
Monongalia				
Ohio	Ivan Myles	314 Long Vue Acres Wheeling, WV 26003	ivanmyles13@gmail.com	304 281-2815
Pleasants	Joseph Oliverio	515 Triplett St. Belmont, WV. 26134	josepholiverio@hotmail.com	304 482-9202
Tyler	Charles Delauder	210 Underwood St Middlebourne WV 26149		304-758-2079
Wetzel				

Membership Committee

COUNTY	CHAIR	ADDRESS	Email	PHONE
Brooke	Susan Cullinan	563 Mahan Ave, Follansbee, WV 26037	cullinansusan@yahoo.com	304 527-0753
Hancock	Rita Orler	101 Lexington Ct Weirton WV 26062	roiler@comcast.net	304 748-7735
Marion	Kathy Henderson	103 Otter Run Rd Fairmont, WV 26554-9024	hendersnks@aol.com	304 366-4001
Marshall	Nicki Melissinos	1902 Canter St, Moundsville WV 26041		304 845-7017
Monongalia				
Ohio	Mary Ellen Cook	122 Brook Street Wheeling WV 26003	fourbmama@comcast.net	304 639-8910
Pleasants	Cynthia Alkire	112 Laurel Lane St. Marys WV 26170	scalkire@frontiernet.net	304 684-3626
Tyler	Michele Burkhardt	512 Linden Avenue, Sistersville, WV 26175		304 771-8867
Wetzel				

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES

REGION II COUNTY CHAIRS 2026-2027

Community Service Committee

COUNTY	CHAIR	ADDRESS	Email	PHONE
Barbour				
Braxton	Coleen Mahon	1484 Tesla Road, Little Birch, WV 26629	tesslink54@yahoo.com	304 678-3025
Doddridge				
Gilmer				
Harrison	Holly Williams	12 WOODBROOK LN Bridgeport, WV 26330-1048	meanmom41@Frontier.com	304 669-5572
Lewis	Becky Hall	2608 Frenchton Road French Creek WV 26218	beckyhall32@gmail.com	304 924-6455
Preston	Anita Mitter	307 Morgantown Street Apt 3 Kingwood WV 26537-1047	amitts2@yahoo.com	304 435-2227
Randolph	Sandra Dibacco	337 Gramham St Elkins Wv 26241	s_dibacco@suddenlink.net	304 636-6540
Taylor	Donna Hause	1331 E Grafton Rd. Fairmont, WV 26554	hause.donna8@gmail.com	304 435-5815
Tucker	Linda Bonner	214 Highland Lane, Parsons WV 26287	**snoopyteach33@gmail.com**	304 478-2912
Upshur	Mildred Beer	484 Red Knob Road Buckhannon WV 26201	mbeer484@gmail.com	304 472-6940
Webster	Cathy McCroskey	403 Bennett Ave, Webster Springs, WV 26288	McCros7366@aol.com	304-847-7366

Informative & Protective Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Barbour	Anna L Stemple	96 Reger Rd, Philippi, WV 26416	stemple0512@hotmail.com	304 457-4431
Braxton	Patricia McPherson	1136 Stony Creek Sutton WV 26601-3833	pjy82pjm@hotmail.com	304 765-7873
Doddridge				
Gilmer	Brenda McCartney	786 Newberne Rd, Coxs Mills WV 26342	rafarm75@hughes.net	304-462-7566
Harrison	Kevin Brown	406 Simpson Avenue Clarksburg, WV 26301-4015	kebrown78@icloud.com	304-622-4293
Lewis	Carol Bennett	222 South Main Ave Weston WV 26452		304 269-7822
Preston	Dixie Adams	PO Box 505 Arthurdale WV 26520-0505	dix24fan@yahoo.com	304 864-5493
Randolph				
Taylor	Donna Hause	1331 E Grafton Rd. Fairmont, WV 26554	hause.donna8@gmail.com	304 435-5815
Tucker	Deborah Chapman	PO Box 293, Parsons, WV 26287	dgchapman90@gmail.com	304 621-4930
Upshur	Sandra Bennett	PO BOX 2675 Buckhannon WV 26201	sdaisysue@gmail.com	304 642-1501
Webster	Linda Pugh	645 Airport Road Webster Springs WV 26288	pughjoseph34@gmail.com	304 847-2639

Legislative Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Barbour	Betty Daughtery	7 Buckboard Lane, Philippi, WV 26416		304 457-2174
Braxton				
Doddridge				
Gilmer	Frances Fitzwater	1807 WV Hwy 5E Glenville, WV 26351	francesfitzwater1@gmail.com	304-462-8205
Harrison	Mary Ann Ferris	1020 Matthew Street Shinnston, WV 26431	Maferris24@frontier.com	304 592-2061
Lewis	Debby Walker	529 Broad Run Road, Jane Lew, WV 26378	debbywalker61@gmail.com	304-884-8870
Preston	Sharyn Urey	307 Morgantown Street, Apt. #4 Kingwood, WV 26537-1062	sharynteach1@yahoo.com	304 329-1500
Randolph	Donna Auvil	PO Box 2674 Elkins, WV 26251	cvauvil@frontier.com	304 636-6468
Taylor	John Taylor	900 N Pike St, Grafton, WV 26354	johntaylor1@comcast.com	304-265-5514
Tucker	Rebecca A Moore	511 Walnut St Parsons WV 26287	Moore551@hotmail.com	304 478-2208
Upshur	John Puffenbarger	417 Rohr Ave. Buckhannon, WV 26201 326	jlpuff@cebridge.et	304 472-3658
Webster	Deb White	First Street. Webster Springs WV 26288	debwhite57@gmail.com	304 644-0517

Membership Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Barbour	Carolyn Davis	1 Todd Lane Philippi WV 26416	cadavis@citynet.net	304 677-2874
Braxton				
Doddridge				
Gilmer	Mary Strickland	301 E Main St Glenville, WV 26351-1120	mstrick@shentel.net	304 462-7750
Harrison	Kandace Atkinson	202 Norma Ave., Nutter Fort, WV 26301	datkinso@ma.rr.com	304 622-0174
Lewis	Debbie Myers	3134 Life Run Rd Jane Lew, WV 26378	dcmyers50@gmail.com	304-476-3100
Preston	Brenda Smith	2159 Mountain Run Road Masontown, WV 26542		304 864-5781
Randolph	Luanna Moore	PO Box 1023 Elkins, WV 26241	lu.moore@hotmail.com	304-636-0619
Taylor	Sandra Boyard	292 Bailey Hill Rd Independence WV 26374	sandikb52@gmail.com	304 265-2617
Tucker	Janice Kyle	205 Government Rd, Parsons WV 26287-9801	jlynnkyle@outlook.com	304 478-3805
Upshur	Carol Schultz	64 Jackson St Buckhannon, WV 26201-8834	rl_schultz@hotmail.com	304 472-9172
Webster	Terry Brackett	1391 Low Gap Road Webster Springs WV 26288	westisland70@hotmail.com	304 644-1568

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
REGION III COUNTY CHAIRS 2026-2027
Community Service Committee

COUNTY	CHAIR	ADDRESS	Email	PHONE
Boone	Angela Price	509 King Ave. Madison, WV 25130	ariandlynx@hotmail.com	304 369-5344
Calhoun				
Clay				
Jackson	John Riddle	146 Lynn St, Evans, WV 25241	jriddle@casinternet.net	304 375-3896
Kanawha	Pat Schillings	40 Norwood Road #4, Charleston, WV 25314	purrfectpat48@gmail.com	304 546-1444
Ritchie				
Roane	Loretta Duncan	3973 Lick Fork Rd Spencer WV 25276		304 577-6189
Wirt	Susan Smith	PO Box 128 Elizabeth, WV 26143	ssmithbus@yahoo.com	304 483-0179
Wood				

Informative & Protective Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Boone				
Calhoun				
Clay				
Jackson	Ellaine Farra	413 Farra Lane Sandyville, WV 25275		304 273-4694
Kanawha	Pat Schillings	40 Norwood Road #4, Charleston, WV 25314	purrfectpat48@gmail.com	304 546-1444
Ritchie				
Roane	Carol Williams	128 Locust Avenue, Spencer, WV 25276	tandcwilliams@suddenlink.net	304 927-1539
Wirt	Sharyn Sims	78 Garfield Hgts. Leroy WV 25252	wellssharyn@hotmail.com	304-273-2822
Wood				

Legislative Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Boone				
Calhoun				
Clay				
Jackson	Don Smith	127 Willamson St. Ravenswood WV 26164	donsmith@suddenlink.net	304 440-4014
Kanawha	Fred Albert	3800 Staunton Ave SE Charleston WV 25304	fralbert@msn.com	304 552-5555
Ritchie				
Roane	Roberta Board	554 Clay Road, Spencer, WV 25276	bobbiboard@yahoo.com	304-927-4065
Wirt	Dan Metz	6880 Holly Dr Elizabeth, WV 26143	dcmetz.metz@gmail.com	304 482-0141
Wood				

Membership Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Boone	Nancy Bias	PO Box 332 Madison, WV 25130-0332	nancyleabias@hotmail.com	304 369-4424
Calhoun				
Clay				
Jackson	Denise Blandford	79 Mt. Alto Road Mt.Alto, WV 25266	denise_blandford@yahoo.com	304 531-0136
Kanawha	Darlene Milam	1587 Lee Street, Charleston, WV 25311	billiemilam.bdm@gmail.com	304 610-2935
Ritchie				
Roane	Melinda Walker	104 Burgess Drive, Spencer, WV 25276	melindar@suddenlink.net	304 927-4418
Wirt	Bruce Wendelken	PO Box 27 Elizabeth, WV 26143	bwendelken@hotmail.com	304 275-6507
Wood				

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
REGION IV COUNTY CHAIRS 2026-2027

Community Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Cabell	Peggy Saunders	6321 Roberto Drive, Huntington, WV 25705		304 736-5715
Lincoln				
Logan				
Mason	Phyllis Hesson	924 Mossman Circle Point Pleasant WV 25550		304 675-3173
Mingo	Pat Tingler	355 RT. 65 Williamson, WV		304 475-3088
Putnam	Dianne Harrah	102 Lafayette Drive Hurricane, WV 25526	Dianne.harrah1977@gmail.com	304-549-0026
Wayne	Vivian Atkinson	180 German Ridge Road, Huntington, WV 25701	vatkinson@marshall.edu	304-633-3083

Informative & Protective Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Cabell	Peggy Saunders	6321 Roberto Drive, Huntington, WV 25705		304 736-5715
Lincoln				
Logan				
Mason	Sherry Wright	1204 Meadowbrook Drive, Pt Pleasant WV 25550	beats4u51@hotmail.com	304 675-5047
Mingo	Betty Parsley	PO Box 26, Lenore WV 25676		
Putnam	Marlene Beckett	43 Western Hills Hurricane, WV 25526-9547	MarleneBeckett98@gmail.com	304-562-3702
Wayne	Lynda Davis-Logan	3457 Blue Sulpher Gardens, Ona, WV 25545		304-733-9553

Legislative Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Cabell	Debbie Chapman	32 Fairfax Dr Huntington WV 25705	dachapma@aol.com	
Lincoln				
Logan				
Mason	Rick Handley	2103 Mt. Vernon Ave., Pt. Pleasant, WV 25550	rhandley35@yahoo.com	304 675-2533
Mingo	Freddie Newsome	147 West 5th Ave., Williamson, WV 25661		304 235-1994
Putnam	Rhonda Wheeler	3120 Virginia Ave. Hurricane, WV 25526	rhondawheelerwv@gmail.com	304 542-3336
Wayne				

Membership Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Cabell	Sharon Rowsey	111 Larkspur Drive, Huntington, WV 25705	srowsey4@gmail.com	304 675-5394
Lincoln				
Logan				
Mason	Cyndi Spradling	505 28 Street, Point Pleasant WV 25550	c_spradling@yahoo.com	304 593-2731
Mingo	Patricia Tingler	Rt 1 Box 142 Williamson, WV 25661	ptingler2002@yahoo.com	304 475-3088
Putnam	Marlene Beckett	43 Western Hills Hurricane, WV 25526-9547	MarleneBeckett98@gmail.com	304-562-3702
Wayne	Karlene Hunt	146 Buckskin Drive Prichard, WV 25555		304 486-5833

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
REGION V COUNTY CHAIRS 2026-2027

Community Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Fayette	June Bell	239 Quiet Oak St, Beaver, WV 25813		304 640-2152
Greenbrier	Mike Gabbert	292 Watts Dr Lewisburg WV 24901-5308	munkey02@frontiernet.net	304 661-3455
McDowell	Wendy Brewster	PO Box 1082, Welch, WV 24801		304 436-6942
Mercer	Jo Anna Fredeking	1518 North Walker Street Princeton WV 24740	Jmfredeking@fronteirnet.net	304 425-2368
Monroe				
Nicholas	Sharon Ward	480 Schindel Rd Craigville WV 26651	duffydoodle1@yahoo.com	304 742-3758
Pocahontas	Gary Taylor	3300 Brownsburg RD Marlinton, WV 24954	smidget19532000@yahoo.com	304 799-4426
Raleigh	Della Tolliver	PO Box 262 Bolt, WV 25817		304 943-5469
Summers	Michael Tabor	1451 Marie Road Wayside, WV 24985	kwtabor59@hotmail.com	304-673-6361
Wyoming				

Informative & Protective Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Fayette	Darlene Allen	31 Allen Rd Oak Hill, WV 25901		304 469-4859
Greenbrier	Mike Gabbert	292 Watts Dr Lewisburg WV 24901-5308		304 661-3455
McDowell				
Mercer	Carolyn Kay Monohan	205 Planet Dr Princeton, WV 24739	Kmonohan@frontiernet.net	304 920-9867
Monroe				
Nicholas	Judy D Staats	709 Bright Pond Rd, Summersville, WV 26651	jdstaats52@gmail.com	304 872-4757
Pocahontas	Dianne Smith	398 GREENBRIER HILL Marlinton, WV 24954		
Raleigh	Eddiena Schoolfield	119 Smith St Beckley, WV 25801	dschoolfield@frontier.com	304 252-3126
Summers	Pam Lyons	78 Johnson Street Hinton, WV 25951-4578		304 466-5318
Wyoming				

Legislative Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Fayette	Gary Ray	166 Avian Way Fayetteville WV 25040		304-719-0782
Greenbrier	Danny Gray	111 Foglesong Lane, Lewisburg WV 24901	dp135gray@hotmail.com	304 645-2529
McDowell	Doug Vance	P. O. Box 39 Paynesville, WV 24845		304 967-7963
Mercer	Julia "Ann" Pauley	1609 Christopher Ave, Princeton, WV 24740	a_pauley4@hotmail.com	304 913-4109
Monroe				
Nicholas	Alva Casto, Sr	1012 Orndorff Rd Nettie WV 26651	agcasto75@yahoo.com	304 846-6888
Pocahontas	Becky Taylor	3300 Brownsburg RD Marlinton, WV 24954	bekka701@live.com	304 799-4426
Raleigh	Sam Intterdonato	513 Bostic Ave Beckley WV 25801		304 523-1476
Summers	Roy Cooper	31 Pam's Way Wayside, WV 24985	marilyncooper2000@yahoo.com	304 466-5523
Wyoming	Donna Sue Dixon	P.O. Box 163 Jessee, WV 24849	rdixon@shentel.net	304 682-0132

Membership Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Fayette	Sylvia Allen	615 Central Ave Oakhill WV 25901-2403		304-542-1928
Greenbrier	Jo Ellen Gabbert	292 Watts Dr Lewisburg 24901-5308	jogabbert665@gmail.com	304 661-3455
McDowell				
Mercer	Jo Anna Fredeking	1518 North Walker Street Princeton WV 24740	Jmfredeking@fronteirnet.net	304 425-2368
Monroe				
Nicholas	Twilla Lykins	26 Arbordale Dr., Summersville, WV 26651	tglykins@outlook.com	304 619-3873
Pocahontas	A. Zane Taylor	PO Box 6, Green Bank, WV 24944		304 456-4361
Raleigh	Evelyn McGhee	220 McGhee Pl. , Eccles, WV 25836		304 252-2479
Summers	Karla Tabor	1451 Marie Road Wayside, WV 24985	kwtabor59@hotmail.com	304-673-6361
Wyoming				

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
REGION VI COUNTY CHAIRS 2026-2027

Community Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Berkeley	(Mary) Kay Payne	2720 RIDGE ROAD SOUTH MARTINSBURG WV 25403		304 754-3068
Grant	Rosanne Glover	P.O. Box 668 Petersburg, WV. 26847-0668	rhglover@shentel.net	304-668-0716
Hampshire	Tammy Cowgill	PO Box 574, Romney, WV 26757	dandtcowgill@frontiernet.net	304 261-0803
Hardy	Judith Heishman	579 Lower Arkansaw Rd Baker, WV 26801		304 897-5534
Jefferson				
Mineral	Lark Anderson	181 Sunrise Circle, Cumberland MD 21502	misslark23@gmail.com	304 813-9320
Mineral	Judy Ohara	94 Orchard St Keyser WV 26726	16ohara@hotmail.com	304 788-5112
Morgan	Kathy Yost	430 Spring Valley Road Berkeley Springs, WV 25411	Kathyyost712@gmail.com	304 676-5477
Pendleton	Kitty Sponaugle	PO Box 54 Circleville, WV 26884		304 567-2229

Informative & Protective Service Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Berkeley	Beverly Murphy	134 Peach Drive, Romney, WV 26757-6256	phmurphy48@apl.com	304 263-0586
Grant	Brenda Sites	4227 Corner Rd Maysville WV 26833-7578	bbsites@frontiernet.net	304 749-7211
Hampshire	Martha Bloom,	134 Peach Drive, Romney, WV 26757-6256	teacherrms115@yahoo.com	304 703-7487
Hardy				
Jefferson				
Mineral	Fran Cook	1847 Madison Dr Moon PA 15108	fran_cook_0873@hotmail.com	304 813-7953
Morgan	Mary Jane Russell	15 Rock Well St, Berkley Spgs. WV 25411	mjayrussell@frontier.com	304-258-1204
Pendleton				

Legislative Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Berkeley	Beverly Murphy	1044 Trent Arden Court Martinsburg WV 25405	phmurphy48@apl.com	304 263-0586
Grant	Barbara DiBeneditto	PO Box 601 Petersburg, WV	barb1@ frontiernet.net	304 668-2188
Hampshire	Ruth Rowan	4070 Slanesville Pike, Points, WV 25437	Ruth.rowan48@outlook.com	3047031407
Hardy	Annabelle Vance	296 Hill Cir, Mathias, WV 26812	belle35@hardynet.Com	304 897-5634
Jefferson				
Mineral	Robert D Harman	1090 Carolina Ave Keyser WV 26726-9603	robert.harman1937@gmail.com	304 813-6665
Morgan	Vicki Jenkins	743 Caledonia Dr, Martinsburg, WV 25405	jenkinsvicki00@gmail.com	304 886-2006
Pendleton	David Sponaugle	P. O. Box 54, Circleville, WV 26884	daveandkitty@SpruceKnob.net	304 567-2229

Membership Committee

COUNTY	CHAIR	ADDRESS	EMAIL	PHONE
Berkeley	Linda Sponaugle	724 Hallmark Drive Martinsburg WV 25401	lindasponaugle352@gmail.com	304 839-5696
Grant	Erma B Moyers	8180 Jordan Run Rd Maysville, WV 26833	jemoe@frontiernet.net	304 749-7547
Hampshire	Beth Parsons	PO Box 1021, Romney, WV 26757-4021	bethWV2@gmail.com	304-822-5033
Hardy	Linda Kesner	158 Kent Street, Rig WV 26836	ljkesner@yahoo.com	304 434-2474
Jefferson				
Mineral	Lark Anderson	181 Sunrise Circle, Cumberland MD 21502	misslark23@gmail.com	304 813-9320
Morgan	Linda Martin	107 Sarah Ann Lane, Berk Springs WV 25411	dellinmart@frontier.com	304 258-3037
Pendleton	Vickie Skavenski	825 Roots Run Road Riverton WV 26814	vvelac_2000@hotmail.com	304 567-2213
WV Deaf &Blind	Maureen Wysopal	1367 Ed Arnold Rd Augusta,WV 26704		304 496-9371

FREQUENTLY USED TELEPHONE NUMBERS

NAME	TELEPHONE
WVARSE Office	
Bill Milam, Executive Director ……..	1-304-610-0192(cell)
Consumer Product Safety (Complaints) ……...	1-800-638-2772
State of WV Office of Attorney General ……..…	1-304-558-2021
Days Inn, Flatwoods ……	1-304-765-5055
NRTA ……...…	1-202-434-2380
Internal Revenue Service ……..……	1-877-829-5500
Legislature (Information and Lobbying) …….	1-304 347-4820
PEIA ……..……..	1-304-558-7850
Public Retirement Board	
(To report death of retired employee) ……	1- 304-558-3570
Public Service Commission ……...	1-800 344-5113
Social Security ……	1-800-772-1213
Teachers Retirement Board	
(Concerns regarding checks) ……..……..	1-800 654-4406
AMBA (Benefits) ……..…….....	1-800-258-7041
Garrett Mowery … ……717 448-6048	
Veterans Administration …….	1-800-827-1000
West Virginia Health & Human Services ……..	1-800-642-8589

Executive Board

E-mail Addresses 2026-2027

Patty Adkins	pdakins72@gmail.com
Steve Bailey	se_bailey@yahoo.com
Kevin Brown	kebrown78@icloud.com
Roger Calhoun	calhounroger60@yahoo.com
Denis Chapman	dhchapma@aol.com
Linda DeMoss	ldemoss8182@suddenlink.net
Mary Ann Ferris	maferris24@frontier.com
Danny Gray	dp135gray@hotmail.com
Christopher Gluck (AMBA)	christopher.gluck@getamba.com
Jo Ann Harman	jsharman@frontiernet.net
Amy Hart (AMBA)	ahartsuper@yahoo.com
Jo Hendricks	johendricks@suddenlink.net
Garrett Mowery (AMBA)	garrett.mowery@amba.info
Bill Milam	williammilam.bm@gmail.com
Darlene Milam	billiemilam.bdm@gmail.com
John Moyers	jemoe@frontiernet.net
Jan Phillips	janphillips4526@gmail.com
Lea Ann Puckett	leaannpuckettmembershipclerk@gmail.com
Charmel Radcliff	charmelr@hotmail.com
John Riddle	jriddle@casinternet.net
Rowanne Schockey	rlpshockey@gmail.com
Dennis Stromberg	stromberg53@icloud.com
John Taylor	Johntaylor1@comcast.net
Norma Taylor	nataylor61@hotmail.com

HISTORY OF THE
West Virginia Association of Retired School Employees

The organizational meeting of the West Virginia Association of Retired School Employees was held in the West Virginia Education Association Building, Charleston, on February 6, 1957. Nine individuals from four counties attended, namely:

Blanche H. Dodrill, Cabell
Nell Howes, Cabell
Bertha Rider, Cabell
Harry K. Curry, Mingo
Martha G. Johnston, Logan
Grover Legg, Logan
J. A. Vickers, Logan
Goldie Bostick, Raleigh
Alfred McKinney, Raleigh

The officers elected were: Nell Howes, Cabell, President; Harry K. Curry, Mingo, Vice President; and Blanche H. Dodrill, Cabell, Secretary/Treasurer.

In addition to electing officers, the group discussed legislative problems with the aim to get a better, fairer deal for the retired school employees.

On February 19, 1957, Nell Howes, Blanche H. Dodrill, and Harry K. Curry, officers and other members appeared before the State Legislature and requested a $5.00 increase per month for each year of service. This was the first organized legislative activity of the Association. The fifty-third Legislature in 1957 approved a 50 cent per month increase per service year to a maximum of $192.00.

The formation of the state organization was an outgrowth of two meetings held by a Cabell County group of thirteen members on September 8, 1956, and in December 1956 when E. W. Taylor was elected president of the Cabell County Association of Retired School Employees.

The first state meeting of the West Virginia Association of Retired School Employees was held on October 5, 1957, in the West Virginia Education Building, Charleston. Nell Howes, President, presided. Forty-three members from 14 counties attended.

Dues were $1.00 per year and the treasury showed a balance of $439.20.

From: *Chronological History of the West Virginia Association of Retired School Employees* - 1957 - 1974. Compiled by W. H. Wayman, Treasurer.

HANDBOOK FOR OFFICERS AND COMMITTEE CHAIRMEN

I. INTRODUCTION

This Handbook has been prepared for the following purposes:

A. To help incoming state officers and committee chairmen with their official duties and responsibilities
B. To help leaders in developing potential strength of Retired School Employees
C. To provide accurate information for dissemination to local Associations

II. MEETINGS

A. A Business Meeting, hereby known as the Annual Council, shall be held annually. The time and place will be designated by the Executive Board.

1. The Annual Council shall be composed of delegates selected by local units, plus members of the Executive Board, the Chairmen of the Standing Committees, and the Past State Presidents.
2. The basis for delegate representation shall be:
   a. The President of the local unit will be an automatic delegate
   b. One (1) delegate for the first 25 members or major fraction thereof
   c. One (1) delegate for the second 25 members or major fraction thereof
   d. One (1) delegate for each additional 50 members or major fraction thereof.
   e. One (1) delegate for each additional 100 members or major fraction thereof.
3. The Annual Council shall:
   a. hear reports of officers and committee chairmen
   b. vote on recommendations
   c. elect officers
   d. act on new business

B. Leadership Conference

1. The place and date of the Leadership Conference shall be determined by the Executive Board.
2. The purposes of the Leadership Conference are:
   a. to train and instruct incoming officers and Regional committee chairmen
   b. to inspire local leadership
   c. to allow committees time to formulate objectives and goals to be presented at Annual Council.
   d. to prepare Regional Chairmen of Standing Committees to present goals of each committee to the county unit chairmen within the regions at the Regional Meetings.

C. Regional Meetings

1. The purposes of the Regional Meetings are:

a. to inform local units of the State goals for each committee
b. to exchange profitable procedures and experiences
c. to instill enthusiasm among unit members
d. to allow unit chairmen of State parallel committees and unit presidents to attend at no cost to WVARSE.

2. The Regional Director's responsibilities are:
   a. to set the date and location of the regional meeting, with approval of the Executive Board.
   b. to plan and arrange the program
   c. to arrange for registration, luncheon, and committee rooms for the five (5) Standing Committees
   d. to certify attendance at regional conferences for NRTA funding.
   e. to notify county unit presidents, as well as all program participants, well in advance
   f. to send forms to each county in the region for luncheon reservations
   g. to advise counties to refer to the WVARSE Reimbursement Sheet to see whose expenses will be reimbursed by the NRTA.
   h. to remind counties that a check should be sent to the Regional Director prior to the meeting for all other persons from that county who are planning to attend the luncheon.

D. Legislative Meetings (One Day)

1. The Regional Chairman of Legislation may hold a one (1) day Regional Meeting in the Fall if Annual Council is held in September.
2. The State Legislative Committee will plan the program for these meetings, centered entirely on Legislation.
3. The Regional Chairman of Legislation will be totally responsible for notifying county units and for presiding at his/her Regional Meeting.
4. A report of the meeting, including number of counties represented, interest shown, and major recommendations for implementing the program, shall be sent to the State Legislative Chairman.

E. Executive Board Meetings

1. The President shall determine the places and dates of the Executive Board meetings.
2. Voting members of the Executive Board shall include all elected officers, the Treasurer, editor of the Newsletter, the Historian, and the Immediate Past President. Any State Chairman attending the official Executive Board Meeting may make motions, enter discussions, and vote on issues. (Authorized by the Board at the November 1991 meeting.)
3. The decision of the Executive Board shall be binding (when not in conflict with Annual Council action) until the next Annual Council meeting.
4. The Executive Board shall carry out the policies and actions of the Annual Council.
5. The Executive Board shall hear reports and recommendations of Standing and Special Committees and take action when deemed necessary.
6. The Executive Board may be polled by the President on issues between meetings, if necessary.

III. ELECTED OFFICIALS

A. The President and President-elect are elected for one two-year term. Regional Directors and the recording secretary are elected for two-year terms and eligible for re-election.

B. Regions I, III, and V Directors shall be elected in odd-numbered years. Regions II, IV, and VI Directors shall be elected in even-numbered years.

C. All elections shall be by ballot if more than one candidate is running for an office.

D. The elected officers shall assume their duties at the Annual Council installation.

IV. APPOINTED OFFICERS

A. The Parliamentarian shall be appointed by the President, with approval of the Executive Board.

B. The Treasurer, Editor of the Newsletter, Membership Clerk, and Historian shall be appointed by the President and approved by the Executive Board.

West Virginia Association of Retired School Employees
Description of Duties

Duties of the President:

- Presides at all state meetings, according to Robert's Rules of Order, Revised.
- Plans and executes, along with the Executive Director, all Association meetings.
- Prepares and follows an Agenda for each meeting, starting and ending on time, keeping the meeting moving, and providing for discussion of proposed motions, before asking for a vote.
- Appoints all standing State Committee Chairs, a three-member Nominating Committee, a three-member Auditing Committee and a three-member Budget Committee.
- Appoints the following officials, with the approval of the Executive Board: Treasurer, Newsletter Editor, Historian, and Membership Clerk.
- Serves as an ex-officio member of all committees, except the Nominating Committee.
- Develops policies and activities approved by the Board which will lead the organization to greater accomplishments.
- Presents a State of the Association report at the Annual Council.
- Facilitates president's training sessions at the State Leadership Conference and Regional Leadership meetings.
- Represents the Association at NRTA meetings and other meetings of value to the Association.

- Submits a "Message From the President" for each Newsletter.
- Serves on the Executive Council of AARP and attends meetings when requested to do so. Gives a report of WVARSE to the Council.

Duties of the President-elect:

- Works with the President.
- Substitutes for the President, when necessary.
- Becomes President upon completion of current President's term of office.
- Attends meetings and presents status reports.
- Facilitates president's training at Regional Leadership meetings.
- Assists with any other matters assigned by the President and the Board.

Duties of the Executive Director:

- Keeps a current mailing list of state and regional officers and committees, as well as local unit officers and committee chairs.
- Maintains copies of official files and records of the Association.
- Officially notifies appropriate persons of meetings.
- Receives and handles Association mail and refers it or answers it without delay.
- Represents the Association at meetings of the NRTA Association of Executive Directors.
- Serves as a lobbyist for the Association during the Legislative Session and the Interim Sessions, particularly representing the Association at Finance and Pensions Committees.
- Maintains the Association webpage, keeping pertinent information of meetings and activities.
- Assists Regional Directors in the performance of their duties.
- Assists the State Legislative chair in the promotion of the Annual Day at the Legislature, by coordinating the local arrangements.
- Presents oral and written reports at scheduled meetings of the Board and the Annual Council.
- Plans and executes, along with the President, the Annual Council and the Spring Leadership Conference.
- Attends Regional Leadership Meetings.
- Assists with any other matters assigned by the Association President and the Board.

Duties of the Treasurer:

- Receives and keeps an accurate account of all money.
- Pays all bills when properly submitted and documented.
- Attends meetings and presents financial status reports to the Board and to the Annual Council.
- Submits the Treasurer's records to an Audit Committee of three. (Committee to be appointed by the President prior to the Annual Council)
- Serves as chairman of Budget Committee appointed by the President.
- Makes and manages the investments of the Association.
- Prepares payroll which includes making all necessary reports and calculations.
- Files all government required documents.
- Assists with any other matters assigned by the President and the Board

Duties of the Recording Secretary:

- Attends meetings, recording the business of the Association.
- Keeps an accurate and permanent file of the minutes of each Board Meeting and the Annual Council Business Meeting.
- Promptly sends an accurate copy of the Board and Annual Council minutes to each Board member and the chairs of each standing committee.
- Makes the minutes available for reference at each Board meeting, along with a copy of the state Constitution and the By-laws.
- Keeps on file the Executive Director's correspondence to Board members.
- Provides sympathy and "thinking of you" cards and has them available at each Board meeting.
- Assists with any other matters assigned by the President and the Board.

Duties of the Parliamentarian:

- Serves at the will and pleasure of the President.
- Uses the Robert's Rules of Order, Revised, to enforce the rules of parliamentary procedure and that of the Constitution and By-laws during Board meetings and Business meetings at the Annual Council.
- Attends designated meetings.
- Assists with any other matters assigned by the President and the Board.

Duties of the Membership Clerk:

- Becomes familiar with the Membership Program and becomes proficient with the operation of said program.

- Receives all memberships, records payments and sends membership card to member.
- Alphabetizes members by county and digitally stores records.
- Notifies each county membership clerk of all members received by any source (Newsletter, Direct Mail, the Executive Director, email from AMBA, the AMBA insurance program and STRIPE). Provides membership information and a voucher for county dues within one (1) month of receipt of said information.
- Prepares and presents (in person) a written report at all state meetings.
- Deposits money received for memberships and provides documentation to the Treasurer.
- Works with the State Membership Chair to promote membership.
- Works with County Membership Chairs to promote accurate county and state membership records.
- Works with the Executive Director to order and deliver membership materials.
- Provides each county with a membership list by June 1 and any other time as requested by the county.
- Provides a thumb drive of member information to the Executive Director each month.
- Assists with any other matters assigned by the President and the Board.

Duties of the Scholarship Chair:

- Updates college contact information on a yearly basis.
- Revises application as needed.
- Notifies participating colleges and universities of scholarship availability.
- Works closely with committee members.
- Mails applications to participating colleges and universities in a timely manner.
- Mails reminder letters.
- Receives and checks applications carefully.
- Copies and mails applications to committee members.
- Schedules committee meeting to choose winners.
- Notifies winners and all applicants in writing.
- Keeps all applications on file for five years.
- Writes article for spring Newsletter on scholarship winners.
- Attends Board meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Historian:

- Develops a written and pictorial record of Association events.
- Displays these materials at all appropriate events.
- Records dates, locations and persons' names on all pictures.

- Keeps copies of minutes of Board meetings, bulletins, financial records, newspaper articles, Newsletters, membership reports and any important Association documents.
- Attends meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Newsletter Editor:

- Gathers articles, pictures, etc., from local, regional and state officers for publication in the Newsletter.
- Collates and organizes the above materials into newspaper format.
- Ensures that all materials reach the publisher by deadlines.
- Attends meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Regional Director:

- Contacts all Unit Presidents as soon as elected.
- Requests a copy of each unit's meeting, including the dates, locations and time of meetings.
- Emphasizes the honor points list.
- Promotes membership.
- Makes every attempt to reactivate any inactive unit.
- Is readily available to each unit.
- Appoints a regional chair for each of the standing committees.
- Is responsible for the registration table and the hospitality room once every three years and becomes familiar with the duties required.
- Secures location for the Regional Meeting.
- Plans and arranges the program, registration, luncheon and committee rooms for the five standing committees for the Regional Meetings.
- Sends forms to each Unit President for luncheon reservations, reminding them that a check should be sent to the Regional Director prior to the meeting for all other persons attending.
- Visit each unit within the Region at least once during a two-year term.
- Attends Board meetings and presents status reports.
- Interprets goals of the Association to the county units.

Duties of the Community Service Chair:

- Develops and disseminates a timeline for reporting volunteer hours.
- Collects and tabulates volunteer hours from Regional Community Service Chairs and sends to President, Executive Director and Newsletter Editor.
- Publicizes the monetary value of volunteer service.
- Conducts the training session for the six Regional Community Service Chairs at Leadership Conference.
- Maintains contact with the Regional Community Service Chairs.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Informative and Protective Services Chair:

- Maintains an accurate list of deceased retired education employees compiled from the reports submitted by local chairs and reports these names to the Membership Clerk and the Executive Director.
- Maintains contact with local and Regional Chairs to disseminate information that is beneficial to retirees.
- Conducts the training session for the six Regional Informative and Protective Services Chairs at Leadership Conference.
- Prepares and conducts the annual Memorial Service for deceased retirees at the Annual Council with the assistance of the Executive Director and the Regional Chairs.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Legislative Chair:

- Establishes and maintains contact with Regional Legislative Chairs.
- Conducts training session for Regional Legislative Chairs at Leadership Conference.
- Meets in June with Regional Chairs to evaluate previous goals and activities and to formulate new legislative goals.
- Promotes legislative concerns and issues.
- Communicates with all Regional Chairs as necessary throughout the year.
- Communicates with legislators to assure passage of Association supported bills.
- Writes a summary of legislative action for each Newsletter.
- Plans and executes, with Executive Director, the Association's Day at the Legislature.
- Attends designated meetings and presents status reports.

- Assists with any other matters assigned by the President and the Board.

Duties of the Membership Chair:

- Coordinates membership goals and develops a membership campaign.
- Conducts a training session for the six Regional Membership Chairs at Leadership Conference.
- Maintains contact with Regional Membership Chairs.
- Promotes associate and life memberships.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Retirement Education Chair:

- Emphasizes the importance of Retirement Education.
- Helps prospective retirees become knowledgeable regarding State Retirement System, Legal and Tax Aspects of Retirement, Health Programs, Pension Plans, etc.
- Establishes working contacts with knowledgeable persons on retirement planning issues and disseminates material to Regional Chairs.
- Attends Leadership Conference to conduct a training session for the six Regional Retirement Education Chairs.
- Maintains contact with Regional Retirement Education Chairs.
- Emphasizes to Regional Chairs the importance of media in their planning for local seminars on retirement.
- Attends designated meetings and presents status reports.
- Assists with any other matters assigned by the President and the Board.

Duties of the Nominating Committee Chair:

- Seeks individuals dedicated to the goals and purposes of the Association.
- Works closely with Nominating Committee to secure a broad selection of members for leadership positions.
- Contacts individuals to determine their willingness to serve in appropriate positions.
- Presents the Nominating Committee report at Annual Council for the approval of the membership.

Prepared in 1977 by: Chalmers Ault Madge McDaniel

Revised 1978:
Daniel Jones
Madge McDaniel

Revised 1983:
Madge McDaniel with help of
Executive Board

Revised 1992:
Beatrice Harvey
Mabel Dick
Madge McDaniel

Revised 1995:
Dr. Robert L. Kirk
Doris Cameron
Hazel Durst

Revised 1999:
Arlene L. Decker
Doris Cameron
Irma Powell

Revised 2002:
Action by Annual Council

Revised 2003:
Action by Annual Council – Recommendation from Task Force
Roscoe Keeney, Chair

Revised 2010: Action by Executive Board – Recommendation from Handbook for Officers and Committee Chairmen Revision Committee
Garry Lynne Shearer, Chairman, Loretta Thompson, Myrna Bolyard, Mary Ann Ferris and Rita Hammond

STANDING RULES

Annual Council

1. The date and place of the Annual Conference shall be determined by the Executive Board and announced in the Newsletter.
2. Any retired school employee or guest of a retired school employee may attend the Annual Council - but only delegates may vote.
3. The privilege of the floor may be extended to guests by unanimous consent of the Council.
4. The minutes of the Annual Council, including the adopted Legislative goals and other goals, shall be mailed to the County Unit Presidents, the Chairmen of Standing Committees, and the Executive Board, immediately following the Annual Council.

Standing Committees

1. The President, as soon as possible after election, shall name the Chairman of each Standing Committee
2. Regional Directors may submit names for Regional Chairmen of Standing Committees, from their respective regions, on a form sent by the President. (Minutes March 1985).
3. Standing committee chairmen shall serve at the will and pleasure of the President, with Board approval.
4. Chairmen of State Committees may attend the Executive Board meetings when the President deems attendance is necessary. The President may request a written report from the Chairmen as an alternative.
5. Avoid, if possible, appointing members of Standing Committees who are currently serving as Presidents of local units.
6. The Executive board should train the Chairmen of State Committees before the training of Regional Chairmen. The President may use other qualified persons if desired.
7. The Standing Committees should develop goals for the incoming year and submit them to the Annual Council for action. The goals should then be mailed to all County Unit Presidents and to the respective Committee members. These goals should be used in the training of the Regional Chairmen at the Leadership Training session.
8. A form should be developed by the Standing Committees and sent to local committees to be completed and returned one month prior to the Annual Council, in order that a composite report of action at the local level can be given to the following Annual Council
9. A form should be developed by each Standing Committee which would be given to the Regional Chairman of that Committee in order that the goals could be discussed and suggestions made at the Regional Meeting of that group.. Regional Chairmen should then send their suggestions to the State Chairman at least one month prior to Annual Council.

Appointed Officers

1. The Treasurer, Editor of the Newsletter, Membership Clerk, and Historian shall be appointed by the President and approved by the Executive Board

Additional Responsibilities

1. The President shall appoint a Nominating Committee, with approval of the Board, at its first meeting. The committee shall consist of three members, with at least one member being retained from the previous committee. The Chairman of this Committee shall then present a slate of

officers to the Executive Board prior to Annual Council. The slate of proposed officers shall be published in the Newsletter prior to Annual Council.

2. The President shall appoint an Auditing Committee by March 1.

3. The State President shall have full authority to plan the agenda and participants at State meetings, including having the programs printed.

4. The State President may designate a qualified member to represent him/her at a Unit Meeting, with expenses to be paid from the President=s budget.

5. The State President should request that a list of Unit Officers and Unit Committee Chairmen be sent to the Executive Director, and the respective Regional Directors by April 1.

6. Upon recommendation by the State President and the State Legislative Committee, the Executive Board shall have the authority to employ a qualified lobbyist, if funds are available, to secure the passage of adopted Legislative Goals and to carry out duties as assigned.

7. If a State Chairman or Regional Chairman is invited to a county unit to promote that specific committee=s goals, his/her expenses shall be paid [by WVARSE].

Conference and Other Committees

1. The date and place of the Leadership Training Conference shall be determined by the Board.

3. The dates for the Regional Meetings shall be determined by the Regional Directors and approved by the Executive Board.

4. The date and place for any other State Conference shall be determined by the Executive Board.

4. The State President may appoint additional committees as he/she deems advisable.

Items for Newsletter

1. Names, addresses, and telephone numbers of Unit Presidents shall be published in the Summer issue of the Newsletter.

Policies Adopted by Executive Board

The State Organization and the affiliated county units may interview but cannot endorse political candidates - (Minutes September 4, 1984)

September 1992	May 1995	May 1999
Beatrice Harvey, Chairman	Doris Cameron, Chairman	Arlene L. Decker, Chairman
Mable Dick	Dr. Robert L. Kirk	Doris Cameron
Madge McDaniel	Hazel Durst	Irma Powell

September 2003
Annual Council
Recommendation from Task Force
Roscoe Keeney, Chair

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
Updated by Annual Council – 2024

INSTALLATION CEREMONY – WVARSE
Written by Arlene L. Edgell, State President, 2008-2010
April 2010

Today I have the distinct honor and privilege of installing the incoming officers of the
_____ County ARSE. They must now accept the duties and responsibilities that are paramount to these positions. I would like to have the newly elected officers to join me. The President will stand to my right and all other officers to my left.

As _____ of the West Virginia Association of Retired School Employees, it is my privilege to light the tallest candle of all. This candle is white and indicates the importance of your State Association. Lighting this candle means that I stand in front of you as a role model—a role which is not to be taken lightly. I have served on the State Board for _____ years and I am proud to say that I considered each position in which I served to be a very important one. This candle symbolizes the importance of the State Association which represents you in many areas of your retirement.

An installation ceremony is a solemn one—but a joyous one also. You must seriously accept your duties while anticipating the work which must be done in order for your county to function in a maximum capacity. You will meet many friends during this journey, and you will find joy in working with fellow retirees.

In carrying out your duties as an officer, you are carrying the torch which was lighted and carried so nobly by the founder of the National Retired Teachers Association and the American Association of Retired Persons, Dr. Ethel Percy Andrus. I challenge you to remember her motto "to serve, not to be served," "to recognize the personal dignity and usefulness of the individual," and to help our members attain "purpose, independence and dignity."

I would like to express my appreciation to the outgoing officers for their service and leadership in this county. Each outgoing officer must now pass on all official records to his/her successor at the close of this meeting or the close of the fiscal year. Please remember that it is your cooperation and counseling which will bring success to the new officers. The new officers will assume their duties on July 1.

Would the newly elected secretary please step forward and face me.

_____, a secretary holds a key position in this county. It is your duty to keep an accurate record of the minutes of meetings—including Board meetings and Executive Committee meetings. You should always have with you a copy of the chapter bylaws and a current roster of officers and committees. You should

also keep a file of all incoming and outgoing correspondence. These records should always be kept up to date and stored in a binder so that they can be passed to your successor when your term of office is over.

Do you promise to perform faithfully all the duties which I have outlined for you? Please respond with "I do". Please light the first blue candle—from the light of the white one.

Would the newly elected treasurer please step forward and face me.

_____, it will be your duty to collect and record the receipt of dues. You must keep an accurate record of all other monies which come in to your chapter, pay all bills which have been provided for in the budget, present financial reports at all county meetings, serve on the Budget Committee, and prepare your books for an annual audit. You must also forward all State dues to the State Treasurer after each chapter meeting. Finally, because of new IRS laws, you must prepare a 990-N report at the close of each fiscal year, namely June 30.

Do you promise to perform faithfully all the duties which I have outlined for you? Please respond with "I do." Please light the second blue candle—from the light of the white one.

Would the newly elected vice president please step forward and face me.

_____, it will be your duty to work closely with the President of this unit and substitute for him/her when necessary. You will perform other duties as called for in your Constitution or at the request of your President.

Do you promise to perform faithfully all the duties which I have outlined for you? Please respond with "I do." Please light the third blue candle—from the light of the white one.

Would the newly elected President please step forward and face me.

_____, this office is a vital one for the success of your County unit. You are the leader who gets things done and who inspires others with enthusiasm. You will preside at all meetings and remain sensitive to the feelings and opinions of others. You must prepare an agenda for each meeting and give copies to all officers and—if possible—to all attendees. You must begin and end the meetings on time. You must keep the meeting moving and call for votes when necessary. Always announce the result of voting. You must arrange for guest speakers (unless this duty falls to the vice president) and provide introductions at appropriate times. You must become familiar with Robert's

Rules of Order in order to conduct your meetings in an orderly, fair, and effective manner. You must appoint all committees that are required by your Constitution and serve as an Ex-Officio member of all committees. You must work closely with your State Association and attend all meetings that require you to do so. You must check to see that all reports are properly filed and keep track of the county's Honor Points.

Do you promise to perform faithfully all the duties which I have outlined for you? Please respond with "I do." Please light the fourth blue candle—from the light of the white one.

Will all members now rise. Do you pledge your support to these officers whom you have elected? Will you cooperate in making this administration a successful one? Please answer "We will."

Your duties will include a responsibility for helping, planning, service, and fellowship. Your officers come to you with high hopes, but they cannot succeed without your full cooperation. You must all work together to make this county unit move forward.

You may be seated.

Officers, by the power invested in me as your Installation Officer, I now declare you to be duly installed. Go forward with enthusiasm, excitement, and the desire to do the best job possible. May your life be enriched by the fulfillment of these duties. Thank you for this privilege. You may now be seated.

This concludes the Installation Service.

Honor Points
Defined

"Honor points" is a check list to measure the performance of a local unit's annual activities. The Unit President is responsible for completing the form and sending it to the Executive Director prior to July 1 of each year.

The maximum number of points is 17. After receiving the form, the Executive Director is responsible for having certificates printed according to the number of points earned. At the Annual Council, certificates are presented to units by the President Elect and the Regional Directors.

The color of the certificates is determined by the following chart.

Color	Points needed
Gold	**17**
Silver	**16**
Blue	**12-15**
Green	**8-11**

Honor Points form will be posted on the Website
www.WVARSE.org
There will also be an honor points form on the website to complete and submit to WVARSE

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
Affiliated with the NRTA Division of AARP
HONOR POINTS 2026-2027

County _____ Date _____

President_____
Check, if Achieved: By July 15, 2027, return one copy to Bill Milam. WVARSE.org.

To be Done:	Tasks:
On-going _____	1. Held at least 6 meetings during the past year **or** held 4 meetings (Board meetings included) and made contact with members by phone, letter or email at least 2 times during the past year.
On-going _____	2. Invited a WVARSE officer, Regional Director or Executive Director to attend or speak at one County Meeting or had phone or email contact with one of the above.
On-going _____	3. Participated in a program that benefited the community.
On-going _____	4. Submitted one article and/or photo to the editor of the WVARSE Newsletter.
Spring, 2027 _____	5. Your county was represented at one of the four **2027 Leadership HUBS** by your president and four committee chairpersons/co-chairpersons or their designees.
Summer, 2026 _____	6. Made every attempt to contact members, associates members, and potential members including new retirees and invited them to become members of the state and county units.
June 2026 _____	7. Provided a list of names and addresses of school employees, retiring in 2026, to the Executive Director.
Summer, 2026 _____	8. Delegates or Alternate attended the **2026 Annual Council**.
Aug/Sept. 2026 _____	9. Participated in the **2026 Memorial Service by giving a monetary gift**.
Aug/Sept. 2026 _____	10. Made repeated attempts to increase membership by contacting non-members through personal contact, mail, email, etc..
Fall/Winter, 2026-27__	11. Contacted local Legislators by email, letter or phone prior to the opening session of the Legislature.
Fall/Winter, 2026-27__	12. Kept in close contact with local Legislators especially during the Legislative session.
Feb./Apr. 1, 2027____	**13.** Sent a list of county officers and chairmen, with addresses, zip codes, telephone numbers and e-mail addresses by **April 1, 2027 to the Regional Director and Executive Director.**
May 15, 2027 _____	14. Reported Community Service hours to the Regional Community Services Chair by May 15.
June 1, 2027 _____	15. Reported deceased member names to Regional I & P chair by **June 1**.
July 15, 2027 _____	16. Prepared a list of Delegates to submit to WVARSE membership clerk by **July 15** in the event the Annual Council will be held.
Sept 25-29, 2026 _____	17. Celebrated the last week in September (**21-25, 2026**) as "WVARSE (and your county unit) Week" in the local community.

Honor Point Designations

17 Points—Gold
16 Points—Silver 11-15 Points—Blue
7-10 Points—Green

Please return this form even though you did not complete all seventeen points. We wish to know which ones you did complete.
Send a copy to the following address:
William Milam, Executive Director, WVARSE, 200 Elizabeth Street, Charleston, WV 25311.

WVARSE DECEASED MEMBERS REPORT
(Since June 2026)

COUNTY_____ **Due June 1, 2027**

NAME_____ **TITLE** _____

ADDRESS _____ **PHONE**_____

CITY/ STATE/ ZIP _____ EMAIL _____

Please type or print the names of all deceased West Virginia School Employees who resided in your county (first Name last Name) in alphabetical by last name. Please double check for correct spelling and use the deceased's official name. Please place an asterisk * beside the name of all annual WVARSE members and a double asterisk ** beside the name of all life WVARSE members.

Send this report to: Your Regional I&P Chair

1._____	**11.**_____
2._____	**12.**_____
3._____	**13.**_____
4._____	**14.**_____
5._____	**15.**_____
6._____	**16.**_____
7._____	**17.**_____
8._____	**18.**_____
9._____	**19.**_____
10._____	**20.**_____

Use additional sheet of paper if needed

Newsletter Information

The WVARSE Newsletter is published four times a year. Deadlines for each issue are listed below:

Newsletter Deadlines

Spring ……. March 15

Summer ……..July 15

Fall ……..October 15

Winter (election years) …….December 15

We encourage county units to contribute stories and pictures to be printed in the Newsletter. If possible, please send articles by e-mail. This makes the job of editing the Newsletter much simpler. When taking pictures with digital cameras, please e-mail the pictures in a JPEG format. You may also send photos by mail, and we can scan and convert them into JPEG's.

Each Issue we try to publish a Memoriam to our deceased members. Since the Retirement Board no longer provides the names of deceased retired school employees, we must depend upon the local units providing that information to us. Please have the I & P chair send a list of deceased to Darlene Milam at williammilam.bm@gmail.com **(may also be sent by mail).** We request that these be sent prior to the deadlines at the top of this page.

Spring Issue	**Deaths from October to March**
Summer Issue	**Deaths from March to July**
Fall Issue	**Deaths from July to October**

We do not publish death notices – except for active Executive Board members and Past Presidents.

Names, addresses and phone numbers of Unit Presidents are published in the summer Newsletter. The focus of the Winter Newsletter is legislative issues.

Please send articles and photos to:

Mail	e-mail
Newsletter Editor Darlene Milam 1587 Lee Street Charleston, WV 25311	billiemilam.bdm@gmail.com

Articles may also be sent to the Executive Director at:

200 Elizabeth Street
Charleston, WV 25311

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
Affiliated with the NRTA Division of AARP

TO: _____ County Association of Retired School Employees.

FROM: Lea Ann Puckett, Membership Clerk

SUBJECT: Certification of Delegates for the Annual Council.

The selection of delegates to the Annual Council shall be made by the county association that has met the standards for an organized county. Unorganized counties shall have one representative appointed by the Regional Director of that county.

On the basis of members as reported on **May 15, 2027, your** county unit had _____ paid members for 2026-2027.

Therefore, I certify _____ delegates **plus the president** for _____ County Association of Retired School Employees to the Credentials Committee in addition to the president.

NOTE: Please complete the form on the reverse side and return it to Lea Ann Puckett, Membership Clerk, as soon as possible, but no later than **July 15, 2027**. It is necessary to certify to the president that the persons selected are paid members for the year **2026-2027**

Failure to meet the July 15 deadline will result in your unit being ineligible to receive Honor Point 16.

WVARSE does not pay expenses of County Delegates to the Annual Council.

A county that does not comply with the above or does not send the Delegate Sheet to the Membership Clerk by July 15, cannot have delegates certified after arriving at the Annual Council. In the absence of certified delegates, only alternates as listed on the delegate sheet, as selected by the county can be approved as delegates after arriving at the Annual Council Meeting.

If a county does not comply with the above, or does not send the completed Delegate Sheet to Lea Ann Puckett by July 15, she will then so notify the Regional Director of that county of the failure of such compliance.

DELEGATE DETERMINATION:

1----- 1 to 37
2----- 38 to 75
3----- 76 to 150
4----- 151 to 250
5----- 251 to 350
6----- 351 to 450
7----- 451 to 550
8----- 551 to 650
9----- 651 to 750
10----- 751 to 850
11---- 851 to 950

Return to:
Lea Ann Puckett
549 Woodland Drive
Millwood WV 25262

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES
Affiliated with the NRTA Division of AARP

DELEGATE SHEET: Delegates to the Annual Council – **August 18, 2027**

NAMES AND ADDRESSES OF DELEGATES

PRESIDENT (AUTOMATIC DELEGATE) (name)_____

(address)_____

DELEGATES: NAME ADDRESS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

NAMES AND ADDRESSES OF ALTERNATES

1. _____
2. _____
3. _____
4. _____

Official delegates must have paid their WVARSE membership dues for **2026-2027** or be a Life Member of WVARSE. **They do not have to be a county officer.**

WVARSE does not pay the expenses of county delegates.

In order to have your delegates authorized by the Credentials Committee to vote, please check the following standards for an organized county.

_____ County Association of Retired School Employees has:

a. Made every effort to operate a good local program ( ) Yes ( ) No
b. At least four meetings per year ( ) Yes ( ) No
c. An annual election of officers ( ) Yes ( ) No
d. Promoted membership in WVARSE , AARP & NRTA ( ) Yes ( ) No
e. Selected delegates to attend the Annual Council ( ) Yes ( ) No
f. Reported names on this form prior to July 15 ( ) Yes ( ) No
g. Committees to promote Legislation, Membership, Informative and Protective Services, and Community Participation ( ) Yes ( ) No
h. A written Constitution for our County Association on file with the local secretary ( ) Yes ( ) No

Signed: _____
County President

Please return this completed form by **July 15, 2027, to:**

Lea Ann Puckett
549 Woodland Drive
Millwood WV 25262

WEST VIRGINIA ASSOCIATION OF RETIRED SCHOOL EMPLOYEES

WVARSE Expense Reimbursement Guidelines

(Revised 2024)

Annual Council

When: August
Where: Days Hotel - Flatwoods
Why: Annual Business Meeting
Who:
1. WVARSE Board Members and others invited by the President. State reimburses for lodging, meals and travel.
2. County Delegates - all expenses should be paid by each county.
3. Committee meetings, with prior approval of the President, held before Annual Council will have expenses paid up until the Annual Council convenes.

HUBS

When: First two weeks of June
Where: Four Locations in the state determined by the HUBS Committee
Why: Regional training
Who:
1. WVARSE Board Members and others invited by the President.
2. County officers (Presidents, VP's, chairs { Community, I & P, Membership, and Legislative})

Mileage will be paid according to WVARSE rate at the time. One car per county. If more than one car is needed make written request (email) to the Board.

MILEAGE RATES:

Gasoline Prices	Reimbursement rate
0 to $1.50	$ .30
$1.51 to $2.50	$ .35
$2.51 to $3.50	$ .40
$3.51 to $4.50	$ .45

Action by the Executive Board permits a like increase in the scale, if gasoline prices rise above $4.51 per gallon

1. **ALL REIMBURSEMENT REQUESTS MUST BE SUBMITTED TO THE TREASURER WITHIN 30 DAYS AFTER THE MEETING AND MUST HAVE EXPENSE VOUCHERS.**
2. **WVARSE WILL REIMBURSE THE BOARD OR STATE COMMITTEES FOR ANY MEETINGS THAT HAVE BEEN APPROVED BY THE PRESIDENT OR THE BOARD PRIOR TO ATTENDANCE.**

WVARSE
Election Schedule
Annual Council

2027 Directors for Regions I, III, & V are elected

2028 Current President Elect becomes President
Current President becomes Past President
President Elect, Secretary and Directors for Regions II, IV, & VI are elected

2029 Directors for Regions I, III, & V are elected

2030 Current President Elect becomes President
Current President becomes Past President
President Elect, Secretary and Directors for Regions II, IV, & VI are elected

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.