



# Bulletin Board

[www.retiredteachers.org](http://www.retiredteachers.org)

## Advocating for all Indiana Retired Educators

### A Message from the President



Hello to all the Retired Educators! It was great being in Florida in January for the three meetings held in Ft. Myers, Sarasota and Howie-in-the-Hills. Thank you to all the hosts/hostesses that organized the meetings. It was so good to see many friends that I had not seen in years. I know that is true in your local chapters too. We just love seeing friends. When I would call and check in at home (Rockport), they

would tell me how cold it was and how much snow/ice had fallen. I was smiling while I was talking to them because the weather was in the 70's and 80's while I was there.

Now the ice and snow has melted and the rains have started. We have water, water everywhere and many roads are closed. I know there are problems in northern Indiana as well for the families living close to the Ohio River.

We had a smaller attendance at our Legislative Day in February but we were a mighty group of retired educators. Thank you to all that attended and thank you to the Senators and Representative that were there too. We have already starting planning for the Legislative Day for 2019.

I hope you have saved the date of June 13 for Representative Assembly. We have a new location for the meeting this year. We will be meeting at Ben Davis High School in Indianapolis. There will be more information coming to the local presidents and also posted on our website. The Foundation will be sponsoring the Silent Auction again this year, so get busy getting things ready to bring.

I look forward to attending one of your local chapter meetings. You can always call the state office and they will forward the information to me. I am looking forward to spring, the warmer weather, flowers and green grass.

Hugs, Jane As I sit down to write this I cannot believe we are into March and the basketball tournaments are about to begin. The legislative session was relatively quiet for us with the one major piece of legislation passing SB 373 which I will describe more in depth in the Legislative Wrap-up on another page in this edition.

### Executive Director's Message



We appreciate everyone who traveled to the statehouse in February for our Legislative Brunch. We had nearly 80 members in attendance and many of the representatives and senators stopped in around their various committee meetings that day. Next year will be a very important year for us as we work on securing a COLA, 13th Check, and additional funding for this year's SB

373, the Pension Supplemental Accounts. It is the Budget year session, or long session. We do not have a confirmed date at this time, but we are looking at an April date, which should mean better weather conditions and some of our snowbirds will be back.

Our Florida trip was very positive with an additional stop in Sarasota this year and hopefully adding an eastside stop near the Melbourne area next year. It is always great to see our Florida members and snowbirds and update them on what is going on in Indiana and the legislature. We even add a few new members by guests that our members bring.

The office is getting materials and information together for our State-wide committees and their meeting in April. Their work will culminate at the Representative Assembly (RA) on June 13th. This year we have a venue change. The RA will meet at Ben Davis High School in their Little Theater. Ben Davis is located on Girls School Road just north of 10th Street on the west side of Indianapolis. We are looking forward to this change with raised theatre seating, plenty of free parking, and more restrooms.

As many of you are aware we have engaged on a two year mission to update and revise our By-laws which hadn't been done since the early 70's. The committee has put a lot of time and energy into this body of work. We have included the completed By-laws in this edition so that you may read through them before your final approval at the Representative Assembly.

We are very pleased our membership numbers are up this year for both our regular and associate members. We thank you for your efforts to draw in new members and hope you will continue to do that on a regular basis.

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## Legislative Update

It was a quiet year as far as pension issues in the legislature. Bills that were never brought forward included a COLA bill, (non-budget year); raising the early retirement age for beginning educators; making the Defined Contribution (DC) the only retirement plan option for new educators.

The bill that we followed since the concept was introduced this past fall in the Pension Management Oversight Committee (PMOC) was SB 373. It establishes accounts for each retirement fund to pre-fund 13th Checks and/or COLAs. INPRS will set the level of funding for each account along with \$30 million Lottery Money being placed into our pre-'96 Teacher Retirement Fund.

This bill was authored by Sen. Walker and enjoyed bi-partisan support from the start. It passed the Senate Pension and Labor Committee unanimously, then to Senate Appropriations where it passed unanimously and then to the full Senate unanimously.

We were confident it would fly through the House, we were wrong. After it went 2 weeks without the House Labor and Pension Committee bringing it forward we pushed for reasons. We were told the governor didn't like using \$40 million one-time from a dormant account to use as seed money. We notified Sen. Walker and he checked on it. In the meantime Steve Beebe, our lobbyist, was making contacts in person, texting, emailing to move this bill into committee. On the last day of committee work, Chairman VanNatter heard the bill minus the \$40 million seed money. It passed unanimously as we were the only pension group to attend the hearing and testify in favor.



The bill moved to the full House where it passed unanimously. Since it was amended in the House and the \$40 million taken out, it went to conference committee. Sen. Walker spoke with the Office Management Bureau (OMB) about putting the \$40 million back in. He was told no, so he agreed to the amended version. It went back to the full Senate and again passed unanimously.

We will receive a 13th Check this September from the passing of a bill that assured us that

for two years. That was the first time since its inception in 1993 it was funded for two years.

Please thank your representative and senator for supporting SB 373 this year. We were thankful it had bi-partisan support from the start. Also a shout out to Steve Beebe and his diligence to make sure this bill was brought forward and supported.

Next year we will again be at the table looking to secure a COLA and/or larger 13th check since the SB 373 the Pension Supplemental Accounts will not begin until 2020 and beyond. We will also be looking for additional funding for the supplemental accounts to insure adequate funding in the future.

As the election primaries roll around this spring, please ask the candidates if they will support 13th Checks and COLAs in the future. Let them know how important it is to you and other retirees. There will be many new faces in the legislature next session due to many retirements. Now is your chance to get a representative that supports your issues. They are there to serve their constituents, let them know your thoughts and needs.

## Foundation News

### Have You Considered an IRA Charitable Rollover?

If you are a typical retiree, you have legitimate concerns about making sure that your retirement funds can maintain you for as long as you live. And if you are a retired educator, you are also concerned about being able to contribute to causes that make a difference in the lives of others. While we all understand the adage that it is more blessed to give than to receive, there are ways that you can make charitable donations so that you can both give and receive at the same time!



To be tax deductible, charitable contributions must be made to a qualified organization. Qualified organizations are those that are recognized by the government as operating only for charitable, religious, educational, scientific, or literary purposes, to name a few. The Indiana Retired Teachers Foundation (IRTF), an arm of the Indiana Retired Teachers Association (IRTA), is a qualified organization which has three main purposes: to promote the welfare of retired educators through "A Hand Up" program to assist IRTA members who are undergoing a temporary or emergency hardship; to support those who are currently teaching through an "Active Teacher Grant" program to foster creativity in the classroom; and to encourage people to enter the teaching profession by offering a "Scholarship" program for students studying education in Indiana colleges and universities.

We most often think about gifts to charitable organizations as ways to reduce our income tax liability if we itemize deductions. That's certainly a legitimate line of thinking. To take advantage of such a deduction you must itemize, and you must make sure that your deductions are greater than the standard deduction you are allowed. If they're not, you are better off with the standard deduction and there is no tax benefit to you for making a charitable contribution.

There is a way, however, that you can make a charitable contribution that provides tax savings without having to be concerned about whether your itemized deductions are less than or greater than your standard deduction. It's known as the IRA Charitable Rollover which offers tax benefits for those who qualify. If you have any IRA accounts you are undoubtedly aware that once you reach age 70-1/2 years old you are required to begin making withdrawals from those accounts based on a formula that includes age, life expectancy, and your IRA balance. The IRA Charitable Rollover allows you to donate to charitable organizations directly from your IRA without the donation being counted as taxable income when it is withdrawn.

There are a couple of restrictions. To qualify, contributions must come from a traditional IRA or Roth IRA, and they must be made directly to a qualified organization by your investment company. If the contribution is made payable to you, and you make the donation, you must first pay the taxes on the withdrawal, and then be subject to the standard deduction test. Additionally, you may not receive goods or services in exchange for your donation, and you must retain a receipt from each organization to which a donation is made.

The Indiana Retired Teachers Foundation will gladly accept your contributions as we work to fulfill the goals of our organization! And as with all financial information, we urge you to consult your tax advisor or financial manager for procedures and tax consequences of a charitable contribution.

## Other Foundation News

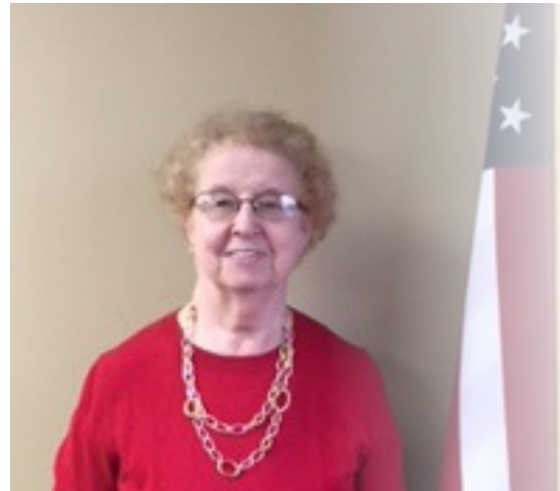
Spread the word about the availability of a \$2000 scholarship to a child, grandchild, niece/nephew, legal dependent or spouse of a member (associate or regular) of the IRTA who is also a TRF member. The scholarships are awarded to sophomores and juniors who have been accepted into the education program of an Indiana college or university. One scholarship maximum is awarded to each of our 10 areas. The scholarship applications are available online and are due April 27, 2018. Details are available online.



## Area Director Sharon Henderson

Great news!! We are very excited that Sharon Henderson has been appointed Area 3 Director for the remainder of this term by President Jane Boultinghouse at the IRTA Board Meeting in February.

Sharon has been involved in many local leadership positions in Pulaski County and is presently chairing the IRTA Bylaws Committee. This adds to her already full and busy schedule serving on many state and local groups and boards. We welcome her to the IRTA Board and ask that you let her know of your upcoming meetings this spring and beyond. Sharon's email is hendson@embarqmail.com.



### INDIANA RETIRED TEACHERS ASSOCIATION VARIANCE REPORT SIX MONTH--PERIOD ENDED 2/28/2018

	Year-to-date Amount	Budget-year-to-date Amount	Var-amt	Var-%
<b>INCOME:</b>				
REGULAR MEMBER DUES * Does not include Life Members	604,136	665,000	(60,864)	-9.2%
ASSOCIATE MEMBER DUES	22,222	20,000	2,222	11.1%
GAIN/(LOSS) ON SALE-SECURITIES				
TCU INTEREST-ASSOCIATION	114			
INVESTMENT INCOME-TOTAL	162,496	55,000	107,496	195.4%
FLORIDA MEETINGS INCOME	1,664	2,100		
REPRESENTATIVE ASSEMBLY INCOME	0	7100		
MISCELLANEOUS INCOME	14			
SALE OF IRTA MERCHANDISE	515			
ROYALTY ENDORSEMENT FEE	37,091	60,000	(22,909)	-38.2%
<b>TOTAL INCOME</b>	<b>828,252</b>	<b>809,200</b>	<b>19,052</b>	<b>2.4%</b>
<b>OFFICE OPERATIONS:</b>				
OCCUPANCY-RENT	27,330	55,000	(27,670)	-50.3%
INFORMATION TECHNOLOGY & MAINT.	12,968	36,000	(23,032)	-64.0%
STAFF TRAVEL, PARKING & MEALS	1,576	5,500	(3,924)	-71.4%
SALARIES-OFFICE STAFF	128,641	260,000	(131,359)	-50.5%
PAYROLL TAXES & RETIREMENT EXPENSE	16,963	37,500	(20,537)	-54.8%
GROUP INSURANCE	34,614	65,000	(30,386)	-46.7%
OTHER INSURANCE	1,545	2,800	(1,255)	-44.8%
PROFESSIONAL MEETINGS	0	0	0	#DIV/0!
DEPRECIATION EXPENSE	6,968	15,000	(8,032)	-53.5%
DUES & SUBSCRIPTIONS	699	750	(51)	-6.8%
OFFICE, PAYROLL SERVICES, & OTHER EXP	1,448	4,000	(2,552)	-63.8%
UNFORSEEABLE EXPENSES	0	10,000	(10,000)	-100.0%
HUMAN RESOURCES EXPENSE	0	0	0	#DIV/0!
LEGAL & ACCOUNTING	11,350	18,000	(6,650)	-36.9%
DISCOUNT ON RETIREMENT LIABILITY	0			
POSTAGE EXPENSE	12,576	25,000	(12,424)	-49.7%
PRINTING & SUPPLIES	14,058	25,000	(10,942)	-43.8%
<b>TOTAL OFFICE OPERATIONS EXPENSE</b>	<b>270,736</b>	<b>559,550</b>	<b>(288,814)</b>	<b>-51.6%</b>
<b>PROGRAM EXPENSES:</b>				
INVESTMENT MANAGEMENT FEES-TOTAL	11,937	17,500	(5,563)	-31.8%
LEGISLATIVE EXPENSE	6,717	10,000	(3,283)	-32.8%
LOBBYING SERVICES	19,500	39,000	(19,500)	-50.0%
MARKETING EXPENSE	37,211	50,000	(12,789)	-25.6%
MERCHANDISE FOR SALE	242			
UNDESIGNATED PROGRAM EXPENSES	0	20,000	(20,000)	-100.0%
REPRESENTATIVE ASSEMBLY	0	20,000	(20,000)	-100.0%
FALL AREA WORKSHOPS	12,227	9,500	2,727	28.7%
SPRING COMMITTEE WORKSHOPS	0	3,600	(3,600)	-100.0%
COMMITTEE MEETING/OTHER	388	5,000	(4,612)	-92.2%
FLORIDA MEETINGS	3,586	6,000	(2,414)	-40.2%
PRESIDENT'S EXPENSES	1,398	7,000	(5,602)	-80.0%
BOARD OFFICERS REIMBURSEMENTS	12,956	30,000	(17,044)	-56.8%
QUARTERLY NEWSLETTERS	15,241	30,000	(14,759)	-49.2%
LOCAL CHAPTER DEVELOPMENT	30	500	(470)	-94.0%
<b>TOTAL OTHER</b>	<b>121,432</b>	<b>248,100</b>	<b>(126,668)</b>	<b>-51.1%</b>
<b>TOTAL EXPENSES</b>	<b>392,168</b>	<b>807,650</b>	<b>(415,482)</b>	<b>-51.4%</b>
<b>EXCESS OF INCOME OVER EXPENSES</b>	<b>436,084</b>	<b>1,550</b>	<b>434,534</b>	

### INDIANA RETIRED TEACHERS ASSOCIATION BALANCE SHEET

As of 2/28/2018

<b>ASSETS:</b>	
<b>CURRENT ASSETS:</b>	
CASH	\$ 20,164
INVESTMENT INCOME RECEIVABLE	668
PREPAID EXPENSES	7,902
ACCOUNTS RECEIVABLE-LIFE ACCTS	7,753
ACCOUNTS RECEIVABLE-OTHER	436
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 36,922</b>
<b>INVESTMENTS:</b>	
INVESTMENTS-MSSB-PR MED	\$ 176,611
INVESTMENTS-MSSB-CD	371,278
INVESTMENTS-MSSB-CORP	1,542,211
INVESTMENTS-MSSB-LIFE MEMBERSHIP	720,646
<b>TOTAL INVESTMENTS</b>	<b>\$ 2,810,746</b>
<b>PROPERTY AND EQUIPMENT:</b>	
FIX ASSETS - FURNITURE & FIXT	\$ 95,181
LEASEHOLD IMPROVEMENTS	2,292
LESS ACCUMULATED DEPRECIATION	(80,729)
<b>TOTAL PROPERTY &amp; EQUIPMENT</b>	<b>\$ 16,745</b>
<b>TOTAL ASSETS</b>	<b>\$ 2,864,413</b>
<b>LIABILITIES AND FUND BALANCES:</b>	
<b>ACCOUNTS PAYABLE</b>	
ACCOUNTS PAYABLE	\$ 5,728
ACCURED RENT	13,818
EMPLOYEE WITHHOLDINGS	0
ACCURED PAYROLL	9,123
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 28,669</b>
DEFERRED REVENUE-MISC	5,833
RETIREMENT INSURANCE LIABILITY	107,111
RETIREMENT INSURANCE DISCOUNT	(32,822)
UNEARNED MEMBER DUES	97,727
UNEARNED LIFE MEMBER DUES	229,433
LIFE MEMBER-INSTALLMENTS DUE	9,903
<b>TOTAL OTHER LIABILITIES</b>	<b>\$ 417,185</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 445,854</b>
<b>FUND BALANCES:</b>	
FUND BALANCE	\$ 1,787,215
UNRESTRICTED NET ASSETS-BD DESIGNATED	\$ 195,259
<b>GENERAL FUND</b>	<b>\$ 1,982,475</b>
NET INCOME (LOSS)	\$ 436,084
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,864,413</b>



## Member Benefits are a phone call away!

IRTA partners with Association Member Benefits Advisors to provide benefits for members.

Benefits include:

- Dental & Vision
- Long-term care
- Cancer insurance
- Medicare Supplement
- Life insurance
- Emergency transportation plan
- Rental car discounts
- Computer discounts
- AMBA discounts site
- Pet insurance

**For more information on benefits,  
please visit  
[www.myambabenefits.info/inrta](http://www.myambabenefits.info/inrta)  
or call 800.258.7041**

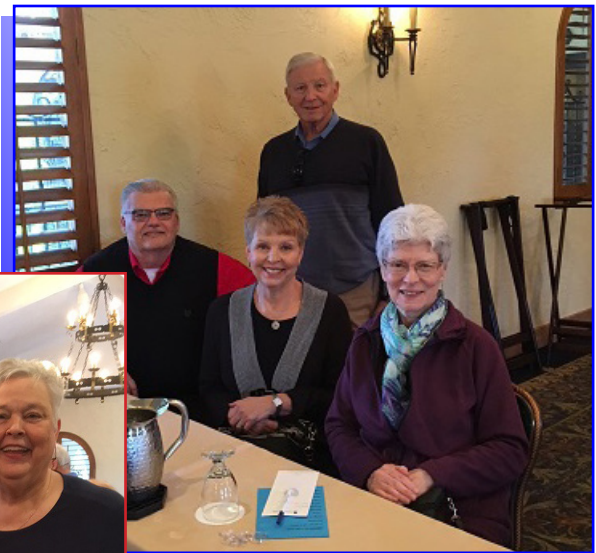
*Benefits made available through:*



# IRTF Silent Auction

The IRTF needs funds to provide scholarships, Active Teacher Grants, and A Hand UP grants. One annual IRTF fundraiser is the Silent Auction, held at the RA. During your next local meeting, please consider contributing to this June's Silent Auction. Please donate items valued less than \$150. In the past, some clubs have received contributions from community businesses, and then collected the items into a basket. Some showcased the talents of members in quilt, woodworking, and jewelry making. Some instead made a financial contribution. However your club can help is appreciated!

Donations can be delivered to the IRTA office in Indianapolis prior to the RA or brought to the RA on June 13. Then come to the RA ready to bid!



# Florida Retired Teachers' Meetings

Our Florida trip was very fun and positive adventure this year. We added one additional stop in Sarasota this year as Dan Howe stepped up and made arrangements for us to be his guests at the Heritage Oaks Country Club. This year we had a change of venue in Ft. Myers and held our meeting at an Olive Garden. Phyllis Wayco, our long time host, made all the arrangements and meeting details for us. Our last stop was at the Mission Hills Resort near Leesburg. Our new hosts the MacGregor's did a great job making the arrangements and being hosts for this meeting.

We are in the planning stages to add an eastside stop near the Melbourne area next year. It is always great to see our Florida members and snowbirds to update them on what is going on in Indiana and the legislature. We add a few new members by guests that our members bring along with them to the meetings.



# Proposed Revision of IRTA Bylaws, Draft 12

The 2016 Representative Assembly passed a motion which charged the Bylaws and Rules Committee to complete a revision of the Bylaws of the IRTA by June 2018. The committee has requested that the Proposed Bylaws be printed in this edition of The Bulletin Board in order to inform ALL Association members about the proposal. A motion will be presented at the June 2018 Representative Assembly to adopt this proposal.

PLEASE NOTE: Article VIII. Committees was adopted by the 2017 Representative Assembly. The proposals in Article VIII. Committees, Section 6. Nominations and Elections contained in these Proposed Bylaws are amendments to those adopted in 2017.

Please address any questions regarding spelling or punctuation to the committee chairperson, Sharon Henderson (henderson@embarqmail.com).

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## PROPOSED BYLAWS OF THE INDIANA RETIRED TEACHERS ASSOCIATION

### ARTICLE I ORGANIZATION

#### Section 1. Name

The name of the Association shall be the Indiana Retired Teachers Association, hereinafter referred to as the Association. The Association shall be incorporated according to the laws of the State of Indiana. The Association shall be an affiliate of the National Retired Teachers Association (NRTA).

#### Section 2. Resident Agent

The executive director of the Association shall be its resident agent.

#### Section 3. Seal

The Association shall have an official seal.

#### Section 4. Fiscal Year

The fiscal year of the Association shall be from September 1 through August 31.

#### Section 5. Local Chapters

A local chapter shall be any local group of 10 or more regular members of the Association who file a letter seeking to affiliate with the Association. Such requests must be approved by the board of directors. All presidents of local chapters shall be regular members of the Association.

### ARTICLE II. MEMBERSHIP

#### Section 1. Regular Membership

All persons who receive a pension from the Indiana State Teachers Retirement Fund shall be eligible for regular membership.

#### Section 2. Life Membership

A life membership may be offered to a regular member according to a dues schedule determined by the board of directors.

#### Section 3. Associate Membership

Any person who does not qualify as a regular member may become an associate member. Associate members shall be non-voting members and shall not be eligible to hold any state association office or state association committee chairmanship.

#### Section 4. Dues

- a. The board of directors shall have the authority to set the dues structure to fund the budget.
- b. The board of directors may provide for the payment of a life membership by annual installment payments, which may include a service charge.
- c. Membership becomes effective upon the receipt of dues.

#### Section 5. General

- a. All members shall be eligible for services and benefits as authorized by the board of directors.
- b. Membership in the Association shall include a subscription to the Association newsletter.
- c. The annual membership year shall be from September 1 through August 31.

### ARTICLE III REPRESENTATIVE DELEGATE COUNCIL

#### Section 1. General

The Representative Delegate Council as provided for in the Articles of Incorporation shall be composed of delegates from the local chapters, voting members of the board of directors, past state presidents, and state standing committee chairpersons. The Representative Delegate Council is hereinafter referred to as the Representative Assembly.

#### Section 2. Local Chapter Affiliation

A regular member who is not affiliated with a local chapter may affiliate with any chapter, but for the purpose of delegate allocation shall be counted in the chapter of his/her residence. A member may request in writing that his/her membership be counted in a different chapter, subject to the approval of the executive director. A regular member who resides outside the State of Indiana may join a chapter within Indiana and be counted with that chapter for the purpose of delegate allocation.

#### Section 3. Allocation of Delegates

For the purpose of determining the number of delegates to the Representative Assembly, the cut-off date shall be April 1. Each local chapter shall be entitled to one delegate for the first ten (10) regular members and one additional delegate for each forty (40) regular members or major fraction thereof. No later than April 15 of each year, the executive director shall notify each local chapter of the number of delegates to which the chapter is entitled.

#### Section 4. Certification of Delegates

All delegates shall be regular members. By May 15th the names and addresses of the delegates shall be sent to the executive director of the Association.

Section 5. Quorum  
A majority of the delegates present at the Representative Assembly shall constitute a quorum.

#### Section 6. Voting Power

Only certified delegates shall have the right to make motions and to vote on the business of the Representative Assembly. Delegates must be present at the meeting of the Representative Assembly in order to vote.

#### Section 7. Secret Ballot

The Representative Assembly shall vote by secret ballot on any pending question if requested by one-fifth of the delegates present.

#### Section 8. Duties of the Representative Assembly

The Representative Assembly shall be the legislative body of the Association. As the legislative body of the Association, the Representative Assembly shall formulate policies, adopt the annual budget, receive and/or act on reports, approve resolutions, amend the Bylaws, vote on recommendations by the board of directors concerning amendments to the Articles of Incorporation, vote in elections, and act on any other business brought before the body.

#### Section 9. Election of Officers and Directors

The certified delegates to the Representative Assembly shall elect the following state officers: the president-elect and the secretary-treasurer. The certified delegates from each of the areas shall elect one area director for their respective areas. All elections shall be conducted according to the Election Rules presented by the Nominations and Elections Committee and adopted by the Representative Assembly.

### ARTICLE IV OFFICERS

#### Section 1. Officers

The officers shall consist of the president, the president-elect, the secretary-treasurer and the immediate past president.

#### Section 2. Election of Officers

The Representative Assembly shall elect the president-elect and the secretary-treasurer in odd-numbered years. A slate of at least one candidate for each of these offices shall be presented to the Representative Assembly by the Nominations and Elections Committee. Other candidates may be nominated from the floor by the members of the Representative Assembly according to the Election Rules.



### Section 3. Terms of Office

All officers shall serve two-year terms and assume their office on July 1 in the odd-numbered years. No officer may succeed himself/herself in the same office unless he/she is completing an unexpired term.

### Section 4. Vacancies

The president, with the approval of the Board of Directors, shall appoint, within thirty (30) days from the date of vacancy of an office, a regular member of the Association to fill a vacancy in the positions of president-elect, secretary-treasurer or area director until the next annual meeting of the Representative Assembly, at which time a successor shall be elected for the unexpired portion of the term of office. If the vacancy occurs in fewer than thirty (30) days prior to the Representative Assembly, or on the day of the Representative Assembly, the Nominations and Elections Committee shall place in nomination a name of a candidate to fill the unexpired term of office.

### Section 5. Removal

Any officer may be removed with just cause by a vote of the majority of the voting members of the board of directors, at a special meeting called for that purpose.

## ARTICLE V DUTIES OF THE OFFICERS

### Section 1. President

The president shall preside at all meetings of the board of directors and the Representative Assembly, and shall perform such duties as delineated by the Bylaws or prescribed by the board of directors. The president shall be an ex-officio member of all committees. The president, in consultation with the Executive Committee and with the approval of the board of directors, may appoint a regular member as a financial oversight person. At the completion of his/her two-year term of office as president, he/she shall serve for a two-year term as a member of the board of directors as immediate past president.

### Section 2. President-Elect

The president-elect shall preside at meetings in the absence of the president, perform assigned duties and succeed to the office of the president in the case of resignation, disability or death of the president. He/she shall complete the unexpired term of the president plus the term of office as president to which he/she was elected. When the president-elect succeeds to the office of president, there shall be an election at the next Representative Assembly to fill the vacancy in the office of president-elect. He/she shall serve until the completion of the term of the president.

### Section 3. Secretary-Treasurer

The secretary-treasurer shall record and maintain minutes of all Executive Session meetings of the board of directors and review, edit and maintain minutes of all meetings of the board of directors and the Representative Assembly. The secretary-treasurer shall assume responsibility for the safekeeping of documents, historical records and other correspondence as directed by the board of directors.

### Section 4. Immediate Past President

The immediate past president shall serve as an advisor to the officers and board of directors.

## ARTICLE VI BOARD OF DIRECTORS

### Section 1. General

The members of the board of directors shall be the officers and the area directors. The executive director and the financial oversight person shall serve as non-voting ex-officio members.

### Section 2. Tenure

The officers shall serve on the board of directors during their terms as officers. The area directors from even-numbered areas shall be elected in even-numbered years for a two-year term. The area directors from odd-numbered areas shall be elected in odd-numbered years for a two-year term. The term of office shall begin on July 1 following election and end on June 30 following the successive election. No area director shall serve more than two (2) consecutive terms in a given area. However, if an area director is appointed to fill a vacancy, he/she remains eligible to serve two (2) consecutive two-year terms in addition to the unexpired portion to which he/she was appointed. The financial oversight person shall be appointed annually with a maximum of four (4) terms.

### Section 3. Vacancies

The president, with the approval of the board of directors, shall appoint, within thirty days from the date of vacancy in the position of an area director, a regular member of the Association to fill such vacancy until the next annual meeting of the Representative Assembly at which time a successor shall be elected for the unexpired portion of the term of office. If the vacancy occurs in the position of director fewer than 30 days prior to the Representative Assembly, or on the day of the Representative Assembly, the Nominations and Elections Committee shall place in nomination a name of the candidate to fill the unexpired term of office.

### Section 4. Quorum

A majority of the voting members of the Board of Directors must be present at a meeting to constitute a quorum for the transaction of business.

### Section 5. Meetings

The president, in consultation with the executive director, shall schedule regular meetings of the board of directors. Special meetings may be called by the president, or at the request of at least four (4) members of the board.

All members of the board shall be notified of regular and special meetings in a timely manner. The president shall provide an agenda for the meeting.

### Section 6. Executive Committee

There shall be an executive committee which shall consist of all officers. The executive director shall serve as a non-voting ex-officio member. The executive committee shall meet at the discretion of the president and the executive director to review the agenda for the board meetings and to discuss issues of concern. It shall be the responsibility of this committee to review the board policies and recommend changes to the board of directors. This committee is responsible for the evaluation of the executive director and for making recommendations to the board of directors regarding his/her employment status.

### Section 7. Duties of the Board of Directors

a. The board of directors shall conduct, manage, and control the affairs and business of the Association between meetings of the Representative Assembly, subject to the policies established by the Assembly.

b. The board shall carry out directives adopted by the Assembly.

c. It shall have the power to establish policies consistent with the actions of the Representative Assembly.

d. The board of directors shall review and may amend the proposed budget prior to recommendation to the Representative Assembly.

e. The board of directors may make adjustments in the annual budget adopted by the Representative Assembly as the need arises.

f. The board of directors shall determine the terms and conditions of employment of the executive director in accordance with the Bylaws.

g. The board of directors shall perform such other duties as required by the Articles of Incorporation and Bylaws and for the welfare of the Association.

h. The board of directors shall review the Articles of Incorporation and recommend amendments to the Representative Assembly for final action.

### Section 8. Financial Oversight Person

#### a. Qualifications

i. previous experience with budgets of non-profits, school corporations, public entities or other applicable experience

ii. a thorough knowledge of the Association's budget.

#### b. Duties shall include:

i. monitoring the Association's financial operations;

ii. participating in the budget-building process;

iii. making reports to the board of directors concerning the budget and/or variance reports;

iv. attending meetings of the executive committee at the request of the president or the executive director;

v. attending INPRS (Indiana Public Retirement System) and/or PMOC (Pension Management Oversight Committee of the Indiana State Legislature) meetings at the request of the president or the executive director.

## ARTICLE VII

### EXECUTIVE DIRECTOR

#### Section 1. Employment

The board of directors shall employ an executive director and determine the terms and conditions of employment. Such conditions shall be placed in a mutually-agreed upon contract. The board of directors may terminate the employment of the executive director according to the terms of his/her contract.

## Section 2. Vacancy

In the event of a vacancy in the office of executive director, the board of directors may appoint an interim executive director within ninety (90) days. The board of directors shall employ an executive director as soon as possible after the position is declared vacant.

## Section 3. Duties

- a. The executive director shall be the resident agent.
- b. The executive director shall be the chief executive officer. He/she shall be responsible to:
  - i. direct the work of the Association's staff;
  - ii. recommend individuals for employment and retention of staff members to the board of directors;
  - iii. direct the implementation all policies, legislative programs, services and other programs as adopted by the board and Representative Assembly;
  - iv. prepare the annual budget;
  - v. purchase and maintain an appropriate fidelity bond to protect the assets of the Association;
  - vi. prepare the complete yearly record of all proceedings of the Association;
  - vii. prepare reports as may be required by the Representative Assembly, board of directors, officers, or other official bodies of the Association;
  - viii. distribute all official releases concerning the Association's legislative program;
  - ix. serve as an ex-officio non-voting member of the board of directors and all committees.

## ARTICLE VIII.

### COMMITTEES

#### Section 6. Nominations and Elections

2. Any member for an elected position must be a regular member who is/was a licensed educator.
3. Qualifications for candidates for state office:
  - a. The candidate shall have been a regular member of the Association.
  - b. The candidate shall give written consent to having his/her name placed in nomination for the office.

## ARTICLE IX

### PARLIAMENTARY AUTHORITY

Robert's Rules of Order, newly revised, shall be the parliamentary authority governing all operations of the board of directors and the Representative Assembly in which this authority is not inconsistent with the Articles of Incorporation of the Association, Bylaws, or any statutes that do not authorize these documents to take precedence.

## ARTICLE X

### PROVISIONS FOR AMENDMENT OF BYLAWS

Any member of the Association may propose amendments to the Bylaws by providing such amendments in writing to the chairperson of the Bylaws and Rules Committee on or before February 15. Such proposals will be studied by the committee and sent to the board for its consideration by April 1. Proposed amendments, along with the recommendations of the board of directors, shall then be presented to the Representative Assembly for final action.





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