



WEST LAKE SHORE UNIT
ILLINOIS RETIRED TEACHERS ASSOCIATION
BYLAWS

Article I – NAME

The name of this Unit of the Illinois Retired Teachers Association (IRTA) shall be WEST LAKE SHORE UNIT (WLSU).

Article II – PURPOSE

The purpose of the Unit shall be as follows:

1. To encourage the membership to assist the IRTA in its efforts to maintain and improve benefits to annuitants of Illinois Teacher Retirement System (ITRS).
2. To provide informative programs in the interest of our membership.
3. To foster fellowship among the members of the Unit.
4. To work constructively for the welfare of the Unit.

Article III – MEMBERSHIP

Membership in West Lake Shore Unit shall be open to any current and retired educator, present or former school employee, public or private, and any other person interested in education and approved for membership by West Lake Shore Unit.

Article IV -- OFFICERS

The officers of the Unit shall be:

President/s	Recording Secretary/ies
Vice-President/s	Corresponding Secretary/ies
Treasurer/s	Past President/s Ex Officio
Associate Vice President/s (Reservations)	

The officers and members of the standing committees shall constitute the Executive Board. Each member of the Executive Board shall have a single vote.

Should a vacancy arise in any office, a nominating committee should be formed. Nominees for the vacancy should be brought to the Executive Board for appointment to the remainder of the term.

Article V – DUTIES OF OFFICERS

A. President/s

1. To preside at all membership and Executive Board meetings.
2. To appoint standing committee chairperson/s.
3. To appoint additional committees as necessary.
4. Other duties as listed in job description.

B. Vice-President/s

1. To preside at all membership and Executive Board meetings in the absence of the president.
2. To assume the duties of program chairperson for luncheons and to coordinate special events.

C. Associate Vice President/s (Reservations)

1. To take charge of all luncheons including reservations.
2. To provide name tags for all membership events.

D. Treasurer/s

1. To collect dues.
2. To keep an accurate file of records for all Unit memberships.
3. To pay all local Unit bills.
4. To make treasurer's reports whenever called for by the President.
5. To submit treasurer's records for audit in odd numbered years and at termination of office.

E. Recording Secretary/ies

1. To keep minutes of membership and Executive Board meetings.
2. To present these minutes at succeeding membership and Executive Board meetings.
3. To keep a copy of the minutes for the archives.

F. Corresponding Secretary/ies

1. To take care of correspondence for the Unit, including but not limited to condolence cards to deceased member families.
2. To address and mail the Newsletter for each quarterly issue.

G. Past-President/s *Ex Officio*

1. To offer expertise of Unit and State experience as called upon to do so.
2. To assist the president in any special assignment for the benefit of the Unit.

All officers shall have access to an internet account and the ability to use the internet regularly for WLSU correspondence and business.

The president shall retain a current list of duties and responsibilities as submitted by each officer and committee chairperson/s.

Article VI – TERM OF OFFICE

Officers shall hold office for a term of two years. The president, treasurer, and corresponding secretary shall be elected in odd numbered years; the vice-president, associate vice president (Reservations), and the recording secretary in even numbered years.

Elections are to be held in December at the membership meeting/luncheon.

ARTICLE VII – COMMITTEES

The following standing committees may be appointed by the president to serve a two-year term:

- A. FYI (For Your Information)
- B. Legislative
- C. Membership
- D. Member Benefits
- E. Public Relations
- F. Foundation Services
- G. Data Base Manager/Phone Tree Manager
- H. *Direct Line* Newsletter
- I. Website Manager
- J. Internet Communication Manager

All committee members must have access to an internet account and the ability to use the internet regularly for WLSU correspondence and business.

Article VIII – Duties of Committees

A. FYI (For Your Information)

To provide members with information about issues of interest such as general health, fraud, scams, and other topics of interest to seniors.

B. Legislative

To keep members apprised of legislation in Springfield and Washington, D.C., that affects them.

To recruit, train, and monitor legislative teams.

C. Membership

To recruit new members, maintain records of paid members, and solicit dues from members who pay annually.

D. Member Benefits

To inform members of IRTA insurance programs, products, and other benefits of the Association.

E. Public Relations

To issue press releases about upcoming events of the Unit and cover events for the *Direct Line*.

To photograph events and provide those photos for use in emails or in the *Direct Line*.

F. Foundation Services

To seek information from the IRTA Foundation about charitable efforts such as scholarships and retired teachers in need that Unit members may contribute to or participate in.

G. Data Base Manager/Phone Tree Manager

To maintain an up-to-date data base of members, including phone numbers, addresses, email addresses, and legislative information.

To send targeted messages to member constituents of legislators.

To manage the phone tree and activate it by direction of the president/s during legislative alerts.

H. Newsletter

To seek articles, edit, publish, and print the *Direct Line*, a quarterly newsletter.

To keep copies of the *Direct Line* for the archives.

I. Website Manager

To maintain an up-to-date online source of information for members by posting information about the Unit.

J. Internet Communication Manager

To manage an online program by which the president/s may quickly contact the membership regarding time sensitive issues.

The president shall retain a current list of duties and responsibilities as submitted by each officer and committee chair-person/s and such other duties as are listed in job descriptions.

Article IX – MEETINGS

A There shall be four membership meetings a year at times and places designated by the president. The Executive Board meetings shall be held five times a year at a time and place specified by the president. Additional membership and Executive Board meetings may be called by the president.

B. Each member of the Executive Board shall attend Executive Board meetings and shall have a single vote.

C. A simple majority of the voting members of the Executive Board shall constitute a quorum for the conduct of business.

D. Between executive board meetings, should a Board vote on a **CRITICAL** issue be necessary, such vote may be conducted via email or telephone contact. Any action taken by the Executive Board by phone or internet will be read into the minutes of the next scheduled meeting of the Board by the president. Phone/internet votes will be used only in time-sensitive situations.

Article X – LOCAL DUES

The local annual dues shall be payable January 1 of the membership year.

Article XI – CALENDAR

The fiscal year of the WLSU conforms to the fiscal year of the IRTA which is the regular calendar year.

Article XII-- AMENDMENTS

Amendments to By-laws shall be proposed at a membership meeting and added to the By-laws by a two-thirds affirmative vote of the members present.

Article XIII – Review of the By-laws

The president shall appoint an *ad hoc* committee of members of the Executive Board to review the By-laws. These revisions should reflect current WLSU needs and reflect any amendments to the IRTA Constitution. This review shall be conducted in even numbered years after the conclusion of the IRTA Biennial Convention.

Article XIV – Dissolution of West Lake Shore Unit

Upon dissolution of the Unit, its property, all remaining assets and all dues collected shall be distributed among such charities as designated by the Executive Board.

Revisions: 1960, 1963, 1971, 1975, 1977, 1980, 1983, 1985, 2000, 2003, 2004, 2008, 2012, 2013, 2016, 2018.