

# **Constitution for North Carolina Retired School Personnel**

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## **Article I: Name and Organization**

The name of this organization shall be the North Carolina Retired School Personnel, Inc. (NCRSP). Hereafter refer to the organization as NCRSP or North Carolina Retired School Personnel.

The NCRSP shall be composed of Regional and Local Units as defined by the Executive Board. Regions are subsidiary units of the organization and are fully subject to the governing bodies of the organization. Local Units are chartered units of the NCRSP. Upon the request of a Local Unit, its assignment to a Region may be changed only with the concurrence of the Regional boards of both of the affected Regions, as ratified by a majority vote of the Executive Board.

The constitution and bylaws of each Region and Local Unit shall contain no provision which is contrary to that of the Constitution and Bylaws of NCRSP. In the event that the NCRSP Executive Board determines by majority vote that a provision of the constitution or bylaws of a Region or Local Unit does contradict the Constitution & Bylaws of the NCRSP, that provision of the Region or Local Unit constitution or bylaws in question shall be considered to be invalid, and the governing board of the affected Region or Local Unit shall take the necessary steps per its prescribed amendment process to remove that provision from the affected document or to revise that provision to comply with the Constitution & Bylaws of NCRSP.

## **Article II: Mission & Purposes**

### ***Section 1: Mission of NCRSP and Its Units***

The mission of the NCRSP is to be the premier statewide organization for all retired education personnel, acting collectively to enhance retirement and health care benefits and to serve the community and its educational needs. The organization shall serve as the state voice for retirees and in order to advance their interests and welfare do hereby adopt this Constitution.

## ***Section 2: Purposes of NCRSP***

The purposes of the NCRSP shall be:

- A. To promote the social, economic, and professional status of retired school personnel.
- B. To support the NCAE and the NEA in programs to advance the quality of education and promote the welfare of members.
- C. To act on behalf of retired school personnel on problems involving their health, welfare, interests, and other needs.
- D. To lobby the State General Assembly on legislation related to the State Retirement System and the State Health Plan.
- E. To encourage members to actively influence state and federal legislators on legislation that impacts the quality of retirement living for members of the NCRSP and other retirees.
- F. To cooperate with the National Retired Teachers Association (NRTA) a division of the American Association of Retired Persons (AARP) and other organizations of retired persons with common goals in promoting programs of mutual concern.
- G. To encourage every member to find some avenue to volunteer.

## ***Section 3: Purposes of the Regions***

The purpose of each Region shall be:

- A. To promote and assist in organizing Local Units within each school district within the region's boundaries.
- B. To assist the Local Units' leadership with activities and membership growth.
- C. To serve as liaison between the NCRSP and the Local Units for activities that support the work of the NCRSP.

## ***Section 4: Purposes of the Local Units***

The purpose of each Local Unit shall be:

- A. To recruit and retain members.
- B. To work within the regional organization to achieve the goals of the NCRSP.

## ***Section 5: Governance***

The organization shall be governed by this Constitution, the Bylaws, the Policies/ Standing Rules, and such other actions as the Representative Assembly, the Executive Board, and the Administrative Council may take. The organization shall have all power necessary and proper to take action for the attainment of its goals. Nothing in this Constitution or in the Bylaws shall be construed to prevent the NCRSP from pursuing objectives which are consistent with the stated goals of the organization.

## **Article III: Officers, Elections,**

### ***&Staff Section 1: Elected Officers***

- A. Elected officers of the NCRSP shall be the President, Vice-President, Past President, Recording Secretary, and Treasurer.
- B. Officers shall be members of the NCRSP.

- C. Officers shall assume their duties as of July 1 following their election at the State Convention. Outgoing officers shall meet with incoming officers before July to discuss and transfer records.
- D. Officers shall perform such duties as usually devolve upon each respective office and as set by Bylaws and policies.

### ***Section 2: Election of Officers***

- A. Officers shall be elected in even numbered years for a period of two years, with the exception of the President, who automatically assumes that office of Past President at the end of his term.
- B. No portion of dues money collected at the local, regional, state, or national levels shall be used to promote the candidacy of any individual for a state or national office.

### ***Section 3: Removal from Office***

- A. Officers may be removed when incapacitated according to procedures outlined in the Bylaws.
- B. Officers may be removed due to malfeasance of office according to procedures outlined in the Bylaws.

### ***Section 4: Election of Region and Local Unit Officers***

- A. In order to provide continuity of leadership at all levels of the NCRSP, Regions and Local Units shall elect their officers according to the following:
  - 1. Region officers shall take office for a period of two years beginning July 1 in odd-numbered years.
  - 2. Local Unit officers shall take office for a period of two years beginning July 1 in even-numbered years.
- B. No portion of dues money collected at the local, region, state, or national levels shall be used to promote the candidacy of any individual for a Regional or Local Unit office.

### ***Section 5: Staff***

- A. Executive Director: The Executive Director shall be hired by the Administrative Council. The Executive Director shall be responsible for administration, finance, membership, program services, and publications. The Executive Director's specific duties shall be prescribed in an appropriate policy manual, as adopted by the Executive Board.
- B. Any other staff position must be approved by the Executive Board. The Administrative Council may make temporary adjustments to the composition of the state office staff, but those decisions must be ratified by the Executive Board at its next regular meeting before being made permanent. All approved staff positions and their job descriptions shall be prescribed in a policy manual, as adopted by the Executive Board.
- C. The President, the Executive Director, and the Bookkeeper shall be properly bonded.
- D. Staff may join the NCRSP as non-voting/non-office holding members when they pay their dues as set by the NCRSP.

## **Article IV: Meetings**

- A. The State Convention of the NCRSP shall be held annually in connection with the State Convention of NCAE, where possible.
- B. Region meetings shall be held semi-annually.
- C. The Executive Board shall have at least two meetings each year, one at the time of the State Convention and one in the fall, at a time and place determined by the president. Special meetings may be called by the President as needed.

## **Article V: Representative Assembly**

### ***Section 1: Purpose***

The Representative Assembly shall be the statewide representative body of the NCRSP and shall have the following functions:

- A. To establish the governance structures, dues structure, and governing principles of NCRSP in support of the purposes of the NCRSP as listed in Article I
- B. To elect the officers of the NCRSP.
- C. To receive, review, and to take action on proposed amendments to the Constitution.

### ***Section 2: Composition***

The Representative Assembly shall be composed of the following:

- A. Delegates or alternates from the Local Units shall be allocated on the basis of one for each ten members or major fraction of ten. Each unit shall be entitled to at least one delegate.
- B. The members of the Executive Board.

### ***Section 3: Election of Delegates***

- A. The number of delegates to be elected in the Local Unit shall be based on the number of paid memberships sent to state headquarters by December 1. Only those members whose dues have been paid and sent to headquarters by December 1 shall be eligible to be delegates.
- B. Delegates shall be elected annually by their Local Units and reported to the state office at least 30 days prior to the State Convention. The state office shall pass these names on to the Rules and Credentials Committee who shall have charge of registration at the convention.

### ***Section 4: Voting Rights***

Each delegate shall be entitled to one vote on each issue. There will be no proxies.

### ***Section 5: Quorum***

A quorum at any meeting of the Representative Assembly shall consist of a majority of the delegates who registered with the Rules & Credentials Committee.

## **Article VI: Executive Board**

### ***Section 1: Composition***

- A. The governing body of NCRSP shall be the Executive Board. The voting members of the Executive Board are the elected officers, regional presidents, Immediate Past President, and the standing governance committee chairs. Non-voting members of the Executive Board are the Executive Director and Parliamentarian.
- B. In the event that a person holds more than one Executive Board position, that person shall be entitled to only one vote.
- C. In the event that a standing committee is co-chaired by two members, one co-chair shall be designated by the President on NCRSP's Executive Board listing as the senior co-chair. If both co-chairs attend an Executive Board session, only the senior co-chair may vote. In the event that the senior co-chair does not attend, then the junior co-chair may vote.
- D. In the event a region director is unable to attend a session of the Executive Board, the regional associate director (followed by the secretary and treasurer) may represent the Region, count for quorum, and vote on behalf of the region president, so long as the region president notifies the NCRSP President of this arrangement in writing (with authorizing signature) in advance of the session.
- E. The President shall appoint to the Executive Board a NCRSP/AARP Coordinator and a NEA-Retired Liaison, both of whom must be current members of the NCRSP.
- F. The President shall appoint a parliamentarian to advise the President (or other presiding officer) on matters of parliamentary procedure during meetings of the Executive Board or Representative Assembly.
- G. The President may appoint other such non-voting members of the Executive Board as set forth by the Bylaws.

### ***Section 2: Term and Duties of Appointed Officers***

- A. Persons in appointed positions shall normally assume their duties as of July 1 in the first year of the President's term and serve for two years; a replacement for an appointee who resigns his position during the President's term may assume his duties immediately upon appointment.
- B. Outgoing appointees shall normally meet with incoming appointees before July 31 of the same year to brief the incoming appointee regarding ongoing issues related to the position and to transfer any relevant records; in the event of a mid-term replacement, that meeting shall occur within 2 months of the change in the position.
- C. Appointed officers may be removed when incapacitated according to procedures outlined in the Bylaws.
- D. Appointed officers may be removed due to malfeasance of office according to procedures outlined in the Bylaws.

### ***Section 3: Board Meetings***

- A. All meetings shall be announced at least ten days in advance of meeting.
- B. Any member of NCRSP may attend a board meeting as an observer. However, if one wishes to be heard by the Board, the request must be submitted to the President.

## **Section 4: Duties**

- A. To supervise and control the affairs of NCRSP both by authorizing specific actions of the officers, committee chairs, or staff of NCRSP and by establishing the operational policies of NCRSP, as documented in a policies manual.
- B. To approve a balanced budget and the annual audit of the treasurer's books.
- C. To recommend the amount of membership dues.

## **Section 5: Quorum**

A quorum at any meeting of the Executive Board shall consist of a majority of the voting Board members, with a majority of those comprising the quorum being elected NCRSP officers, the Past President, or region directors. In the event that a standing committee has two appointed co-chairs and both are in attendance, they may be collectively counted as only one Executive Board member for the purpose of establishing a quorum.

## **Article VII: Administrative Council**

The Administrative Council shall consist of the elected state officers, and immediate Past President and two members elected by the Executive Board. The Executive Director of the NCRSP shall serve as the secretary of the council without voting privileges.  
(amended 2013 convention)

## **Article VIII: Committees**

Any appointive bodies of the organization shall be designated by the term "committee." All committees shall be established or discontinued as provided in the Bylaws.

## **Article IX: Parliamentary Authority**

*Robert's Rules of Order - Newly Revised* shall be the parliamentary authority for NCRSP on all procedures not covered by the Constitution and Bylaws.

## **Article X: Amendments**

### **Section 1. Proposal of Amendments to Constitution**

Amendments to the Constitution may be proposed to the Representative Assembly by one or more of the following methods:

- A. By petition signed by at least fifteen (15) active members from two (2) or more locals/regions and submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly; OR
- B. By petition signed by at least ten (10) certified delegates and submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly; OR
- C. By at least two (2) region /local delegations in the Representative Assembly whose

concurrence in the proposed amendment is evidenced either by a majority vote of those delegates present and voting in each delegation at a regularly called meeting of the delegation held in connection with the Annual Meeting or by petition signed by a majority of the members of each delegation. Proposals shall then be submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly, OR.

- D. By majority vote of the NCRSP Executive Board and submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly, OR
- E. By a majority vote of the Committee on Constitution and Bylaws.

## ***Section 2. Amendment of the Constitution.***

- A. A proposed amendment to the Constitution shall be presented in writing to the Committee on Constitution and Bylaws, and sent to the Executive Board for its fall Board meeting and read by title to the Annual Meeting immediately prior to its proposed adoption. Documentation of timely submission of an amendment shall be the responsibility of the contact person for the amendment.
- B. The text of the proposed amendment shall be printed in the winter edition of the official publication sent to all members.
- C. This Constitution may then be amended at the Annual Meeting by a two-thirds (2/3) vote of delegates present and voting.

## ***Section 3. Proposal of Amendments to the Bylaws***

- A. By petition signed by at least fifteen (15) active members from two (2) or more locals/regions and submitted to the Committee on Constitution and Bylaws and for presentation to the Representative Assembly; OR
- B. By petition signed by at least ten (10) certified delegates and submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly, OR
- C. By at least two (2) region /local delegations in the Representative Assembly whose concurrence in the proposed amendment is evidenced either by a majority vote of those delegates present and voting in each delegation at a regularly called meeting of the delegation held in connection with the Annual Meeting or by petition signed by a majority of the members of each delegation. Proposals shall then be submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly. OR
- D. By majority vote of the NCRSP Executive Board and submitted to the Committee on Constitution and Bylaws, and for presentation to the Representative Assembly; OR
- E. By majority vote of the Committee on Constitution and Bylaws for submission to the Executive Board and for presentation to the Representative Assembly.
- F. A proposed amendment to the Bylaws shall be presented in writing to the Committee on Constitution and Bylaws, postmarked no later than one hundred twenty (120) days preceding the Annual Meeting.
- G. The Bylaws may be amended by a super majority vote (60%) of the Executive Board present and voting at the next regular meeting.

#### **Section 4. Voting on Amendments**

- A. Voting on proposed amendments to this Constitution shall be by secret ballot.
- B. Timelines can be altered by a bylaw.
- C. Unless otherwise provided in the amendment, all amendments shall take effect immediately following their adoption.

#### **Section 5. Withdrawal of Proposed Amendments**

Requests for withdrawal of proposed amendments shall be submitted in writing to the Committee on Constitution and Bylaws. Such withdrawal shall be effective when approved by the Representative Assembly. Requests for withdrawal of proposed amendments to this Constitution may be granted by action of the Representative Assembly based on requests made in the following manner:

- A. If originally proposed by petition of one fifteen (15) or more members from two (2) locals or ten (10) or more delegates, the request shall be signed by at least two-thirds (2/3) of such members or delegates;
- B. If originally proposed by two (2) local delegations, the request shall be signed by at least two-thirds (2/3) of the delegates from each local.
- C. If originally proposed by the Executive Board the request shall be made by a majority of the Board.
- D. If originally proposed by the Committee on Constitution and Bylaws, the request shall be made by a majority of the committee.