

CONSTITUTION AND BY LAWS

ARTICLE I

NAME: The name of this organization shall be Pikes Peak School and Public Employees Retirement Association (PPSPERA), which is affiliated with the Colorado School and Public Employees Retirement Association.

ARTICLE II

PURPOSE: The purposes of the association shall be:

- A. To promote the personal, social, educational well-being and economic security of all PPSPERA members and beneficiaries;
- B. To encourage a continuing interest in the advancement of education
- C. To maintain active involvement in legislative processes affecting the well-being of members and to encourage members to participate in local, state and national governmental affairs;
- D. To promote the awareness that members, with their experience, dedication, and energy, are valuable components of our society;
- E. To provide an organizational framework through which members may continue a life of service to fellow members, to their colleagues, and to the community;
- F. To support active employees in preparation for retirement and familiarize them with the benefits of membership in the local and state associations; and
- G. To actively participate with the Colorado School and Public Employees Retirement Association.

ARTICLE III

MEMBERSHIP AND DUES:

- A. The membership of the association shall include retired school and public employees and persons interested in education and lifelong learning in the Colorado Springs area. Membership is effective upon payment of the dues to this association.
- B. Membership shall be composed of annual, emeritus, and honorary memberships.
 - 1. Annual members shall pay annual dues as determined by the board of directors and are entitled to all the privileges of the organization;
 - 2. Emeritus membership shall be awarded to those members who have reached the age of ninety. These members are exempt from dues payments; and
 - 3. Honorary membership is conferred upon individuals who have been approved for recognition by the executive committee.

C. Dues

1. The annual membership dues are payable to the treasurer or membership chairperson.
2. The annual local membership dues shall be determined by the board of directors, with the approval of the membership, and are for the fiscal year which begins on September 1 and ends on August 31; and
3. The present dues of the Colorado School and Public Employees Retirement Association may be collected with the local dues.

ARTICLE IV

:OFFICERS, ELECTIONS, TERMS:

- A. Except as otherwise provided by law or in these bylaws, the direction and management of the affairs and funds of the association shall be vested in the board of directors. The constitution bylaws of the association shall be consistent with the bylaws and constitution of CSPERA;
 1. The board of directors shall be the elected officers and chairpersons of the standing committees;
 2. The board of directors shall be members of good standing in the association and CSPERA;
 3. The board of directors shall act as the major policy and decision making body, responsible for the concerns, direction, and management of the affairs and funds of the association.
 - a. Any expenditure of surplus funds must be approved by a 2/3 vote of the board of directors at a regular or special constituted meeting. Surplus funds are defined as money received during a given year in excess of the approved budget or unexpended funds.
 - b. If this association should disband, the remaining funds will be disbursed as determined by the board of directors.
 4. The board of directors shall meet at least four times a year. Special meetings may be called at any time by the president, or by request of members of the board, or by members of the association.
 5. The board shall be subject to the orders of the local unit.
 6. The board shall submit to the members a budget for the year to be approved no later than May 31;
 7. A majority of the membership of the board of directors shall constitute a quorum;
 8. The members of the board of directors shall perform other duties as assigned by the president;
 9. The title "emeritus board member" may be bestowed upon a board member in honor of service and contributions to the association by the board of directors. Emeritus board members shall be non-voting life-time members of the board of directors unless they resign.

B. EXECUTIVE COMMITTEE

1. The executive committee of the board of directors shall be the elected officers of the association. The elected officers shall be president, president- elect, and immediate past president, secretary, and treasurer and CSPERA representative;
2. The executive committee shall act for the board of directors between meetings of the board.
3. The executive committee shall provide for audit and control of funds as necessary to assure their safekeeping and complete accounting.
4. The executive committee shall perform such other duties as may be expedient.
5. Meetings of the executive committee shall be called at the request of the president. The president-elect may call a meeting of the executive committee for the purpose of approving appointments and making plans for the coming year.
6. A majority of the membership of the executive committee shall constitute a quorum.

C. ELECTION OF OFFICERS

1. The officers of this association shall be elected no later than May 31 from a list of nominees submitted by the nominating committee. The president-elect shall be elected yearly. The secretary shall be elected in even years and the treasurer and the CSPERA representative shall be elected in odd years. The term of office shall be two years with the exception of the president- elect's term which shall be for a total of three years. (One as president- elect, one as president, and one as immediate past president.)
2. Additional nominations may be made from the floor when called by the presiding officer. Officers may be eligible for reelection.
3. The method of voting shall be determined by the presiding officer at the time of the election.
4. Vacancies shall be filled by the president with the approval of the executive committee or by the board of directors.
5. The elected officers must be members in good standing of the association and CSPERA.
6. Officers may be removed for just cause upon the recommendation of the executive committee to the board of directors after due process and hearing by the board of directors. Removal shall require two-thirds vote of the board of directors by written ballot.

D. MEETINGS

1. There shall be at least four general membership meetings per year. The first meeting of the new year will be for membership payment and presentation of the goals.
2. Twenty-five members shall constitute a quorum at general membership meetings.

E. ASSOCIATION DISBANDMENT

1. The board of directors shall make such recommendation.
2. The board shall seek approval by a majority at a general meeting of PPSPERA.

ARTICLE V

DUTIES OF OFFICERS

A. PRESIDENT

1. The president shall preside at all general meetings, at meetings of the executive committee, and at meetings of the board of directors;
2. The president shall appoint, with the approval of the executive committee, chairpersons of standing and special committees. The president shall appoint the nominating committee;
3. The president shall prepare agendas for meetings;
4. The president shall prepare a calendar of events for the membership to be published in the spring newsletter;
5. The president shall perform other duties as may be assigned by the board of directors.

B. PRESIDENT-ELECT

1. The president elect shall assume the presidency should a vacancy occur;
2. The president- elect shall preside at all meetings in the absence of the president;
3. The president-elect shall assume the duties of the president whenever the president is unable to act;
4. The president-elect shall assist the president in the execution of the duties of the presidency; and
5. The president-elect shall perform other duties as may be delegated by the president.

C. PAST-PRESIDENT

1. The past-president shall chair the nominating committee;
2. The past-president shall serve in the absence of the president and the president-elect; and
3. The past-president shall perform other duties as may be delegated by the president.

D. SECRETARY

1. The secretary shall record and keep a permanent file of the minutes of all general meetings, of meetings of the board of directors, and of meetings of the-executive committee;
2. The secretary shall have available for reference at all meetings a copy of the association bylaws, a copy of Robert's Rules of Order and a list of the officers and committees.
3. The secretary shall have charge of such correspondence as is delegated by the president or the board of directors;
4. The secretary shall keep on file all incoming communications and copies of all outgoing correspondence;
5. The secretary shall make certain that copies of relevant correspondence and other materials are sent to the appropriate officer; and
6. The secretary shall perform other duties as assigned by the president.

E. TREASURER

1. The treasurer shall be responsible for collecting and recording the receipt of membership dues and for recording any other monies;
2. The treasurer shall be responsible for paying all bills provided for in the budget or confirmed by the president;
3. The treasurer shall be responsible for keeping a proper set of books;
4. The treasurer shall be responsible for rendering a financial report no later than May 31 and at such other times as requested by the executive committee or the board of directors;
5. The treasurer shall chair the finance committee;
6. The treasurer shall make all financial records available for audit;
7. The treasurer shall forward dues of state memberships to the CSPERA office;
8. The treasurer shall present full financial reports to the executive committee, board of directors, and finance committee; and
9. The treasurer shall perform other duties as assigned by the president.

F. CSPERA REPRESENTATIVE

1. The CSPERA representative shall sit as a voting member of the CSPERA board of directors;
2. The CSPERA representative shall attend state board of directors meetings;
3. The CSPERA representative shall act as a liaison between state and local boards; and
4. The CSPERA representative shall perform duties as assigned by the president.

ARTICLE VI

COMMITTEES:

- A. The standing committees of the association may include but not be limited to:
 1. AARP Representative
 2. Finance
 3. Community Service/Volunteers
 4. Courtesy
 5. Electronic Communications
 6. Health Insurance
 7. Historian
 8. Legislative
 9. Membership
 10. Newsletter/Publicity
 11. Nominating
 12. Program
 13. Pre-retirement
 14. Scholarship
 15. Social
 16. Ad hoc committees/ task forces shall be appointed as deemed necessary to carry on the work of the association

B. DUTIES OF CHAIRPERSON

1. Committee chairpersons shall establish a regular meeting schedule and develop committee objectives as necessary;
2. Committee chairpersons shall develop committee activity reports for the president, the board, and the membership as requested;
3. Committee chairpersons shall coordinate and cooperate with their respective CSPERA committees at the state level; and
4. Committee chairpersons shall motivate members to carry out their responsibilities and shall involve all committee members.

ARTICLE VII

AMENDMENTS: This document may be amended by a majority vote of members present at any regular or specially called membership meeting at which a quorum is present.

ARTICLE VIII

RULES OF ORDER/PARLIAMENTARY AUTHORITY: The rules contained in ROBERT'S RULES OF ORDER shall govern this association in all cases in which they are applicable and in which they are consistent with these Bylaws. Simplified parliamentary procedure may be used.

Adopted: October 15, 2008