

# **MISSOURI NATIONAL EDUCATION ASSOCIATION-RETIRED**

## **BYLAWS**

### **ARTICLE I NAME**

The name of this membership body shall be Missouri National Education Association-Retired (Missouri NEA-Retired).

### **ARTICLE II PURPOSE**

This Association shall be dedicated to the principle of retirement with dignity.

### **ARTICLE III OBJECTIVES**

Missouri NEA-Retired shall:

- A. Promote the social, professional and economic status and the general welfare of retired members and pre-retired members.
- B. Provide opportunity for united action with others who are devoted to the cause of education;
- C. Promote voluntary participation by its members in civic and educational affairs;
- D. Advocate, promote and urge the passage of legislation benefiting all retired persons;
- E. Provide opportunity for political action in supporting pro-education candidates recommended by Missouri NEA/NEA;
- F. Have all power necessary and proper to take action for the attainment of these objectives; all within the meaning of Section A 501(c)(5) of the Internal Revenue Code.

Nothing in these bylaws shall be construed to prevent the Association from pursuing objectives that are consistent with the state bylaws of the Association.

## **ARTICLE IV**

### **MEMBERSHIP**

#### **SECTION I – Eligibility**

Retired membership shall be open to any person who:

1. Was eligible for Active or Educational Support Personnel membership prior to retirement;
  2. Joins and maintains membership in NEA-Retired.
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- A. Retired membership is limited to persons who support the objectives and programs of the Association.
  - B. Retired members are eligible to be voting delegates to the Missouri NEA Representative Assembly and NEA Representative Assembly and may hold appointive positions in the Missouri NEA and NEA.
  - C. The membership year shall be the same as the Missouri NEA membership year.<sup>1</sup>

#### **SECTION II – Pre-Retired Subscribers**

A person eligible in SECTION I above, who has paid the appropriate Lifetime fees and who is not yet retired, shall be considered a Missouri NEA-Retired ‘pre-retired subscriber’ with all rights except the rights to vote and hold office.

#### **SECTION III – Unification**

Missouri NEA-Retired shall require unified membership, to include no less than Missouri NEA-Retired and NEA-Retired.

#### **SECTION IV – Due Process**

No member may be censured, suspended or expelled from membership without the right to a due process hearing, which shall also include the right to appellate review as determined by Missouri NEA bylaws.

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<sup>1</sup> The current membership year is September 1 to August 31.

**ARTICLE V**  
**FINANCE**

**SECTION I** – The fiscal year shall be the same as the Missouri NEA fiscal year.<sup>2</sup>

**SECTION II – Dues**

- A. Dues shall be established each year by the Missouri NEA Board of Directors following a recommendation from the Missouri NEA-Retired Executive Council
- B. MNEA-Retired shall have membership categories for Annual, Retired Life and Pre-Retired Life members.
- C. Missouri NEA-Retired dues shall be paid directly to Missouri NEA.

**SECTION III – Investments**

- A. Missouri NEA-Retired will be funded through the established practice used to fund other program areas, i.e.; the annual budget process except as provided in Section IV.

**SECTION IV** – Grants or bequests may be used to fund special projects at the discretion of the Missouri NEA-Retired Executive Council.

**ARTICLE VI**  
**OFFICERS AND THEIR DUTIES**

**SECTION I** – The officers of this Associations shall be President, Vice President, Secretary, Historian, Budget Chair and the Missouri NEA Director representing Missouri NEA-Retired.

**SECTION II – Duties of the Officers**

- A. The President shall:
  - 1. Call regular and special meetings of the Executive Council;
  - 2. Preside at Executive Council meetings;

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<sup>2</sup> The current fiscal year is September 1 to August 31.

3. Appoint, with the advice and consent of the Executive Council, members of all standing committees, unless otherwise provided;
4. Be an ex officio member of all committees;
5. Serve as first delegate to the NEA and Missouri NEA Representative Assemblies;
6. Serve as first delegate to the NEA-Retired Annual Meeting;
7. Attend, or appoint a designee to attend, the appropriate NEA-Retired meetings;
8. Present programs to the Executive Council for their approval and seek their assistance in implementation of such programs;
9. In coordination with the Missouri NEA-Retired Budget Committee, submit budget requests to the Missouri NEA Budget in a timely manner.
10. Prepare and distribute agendas to the Executive Council at least one week prior to each meeting;
11. Prepare a yearly calendar of meetings and activities to be approved at the first Executive Council meeting after June 1;
12. Serve as chair of the MNEA-Retired Executive Council.

B. Vice President shall:

1. Preside at meetings in the absence of the President, having all powers and performing all duties of the President;
2. Succeed to the office of President at any time that office becomes vacant;
3. Serve as the second delegate to the Missouri NEA Representative Assembly;
4. Chair the membership committee;
5. Receive and review Missouri NEA-Retired quarterly membership reports prepared by Missouri NEA;
6. Perform other appropriate association duties as assigned by the President.
7. Serve as a member of the Missouri NEA-Retired Executive Council.

C. The Secretary:

1. Be responsible for keeping the minutes of all meetings of the Missouri NEA-Retired Executive Council and shall present for adoption at the subsequent meeting of that body, the respective minutes of the previous meeting;
2. Be responsible for keeping the minutes of the Missouri NEA-Retired Annual meeting and shall present these for tentative approval at the next Executive Council meeting and for approval at the next Annual meeting;
3. Maintain the official records of the organization, including election records;
4. Perform other appropriate association duties as assigned by the President.
5. Serve as a member of the Missouri NEA-Retired Executive Council.

D. The Historian shall:

1. Maintain a record of past and current MNEA-Retired Officers, Executive Council Members at-large, NEA-RA and MNEA-RA delegates.
2. Assemble and maintain a record of the activities of the association.
3. Perform other appropriate association duties as assigned by the President.
4. Serve as a member of the Missouri NEA-Retired Executive Council.

E. The Missouri NEA Director representing Missouri NEA-Retired shall:

1. Attend all meetings of the Missouri NEA Board of Directors;
2. Serve as liaison making regular reports to the Missouri NEA-Retired Executive Council and at the Missouri NEA-Retired Annual meeting;
3. Serve as a member of the Missouri NEA-Retired Budget Committee;

4. Perform other appropriate association duties as assigned by the President.
5. Serve as a member of the Missouri NEA-Retired Executive Council.

F. The Budget Committee Chair shall:

1. Chair the Missouri NEA-Retired Budget Committee;
2. Submit the current year operating budget to the Missouri NEA-Retired Executive Council for review after September 1;
3. Submit budget requests for next year to the Missouri NEA-Retired Executive Council for review at the appropriate meetings;
4. In coordination with the President, submit the final budget, the current year revisions and the request for next year to the Missouri NEA Budget Committee in a timely manner;
5. Make a report to the Missouri NEA-Retired Annual meeting;
6. Serve as a member of the Missouri NEA-Retired Executive Council.

### **SECTION III – Nominations, Terms, Elections**

A. Nominations

1. Members may be nominated for President, Vice President, Secretary, Historian, Missouri NEA Director for Retired, and Budget Chair by declaring in writing their intent to be a candidate per guidelines established by the Elections Committee.
2. Nominees must be members in good standing.

B. Terms

1. All officer terms, except the Missouri NEA Director for Retired, shall be two (2) years or until their successor is elected. These officer(s) shall serve no more than three (3) terms. The term

for the Missouri NEA Director for Retired shall be as stipulated in the Missouri NEA Constitution. <sup>3</sup>

2. Election and campaign procedures must be in compliance with Missouri NEA-Retired bylaws and policies.

### C. Elections

1. Missouri NEA-Retired officers shall be elected by a secret electronic ballot sent to all pre-registered delegates of the MNEA-Retired Annual Meeting. A majority vote of the ballots cast in each race is necessary for election. Any ballot determined to be invalid will not figure in the computation of the majority.
2. If the number of candidates equals the number of positions to be filled, the chair shall declare the candidate(s) elected.
3. If there are more candidates than positions to be filled, election shall be by secret electronic ballot.
4. Run-off election(s) shall be held if no single candidate receives a majority vote on the first ballot. The run-off ballot shall list the candidates who, in descending order, received the highest number of votes on the previous ballot with one more candidate than positions to be filled.
5. Elections shall be in accordance with the one-person, one-vote principle.
6. Election to the office of President shall constitute election as first delegate to the NEA and Missouri NEA Representative Assemblies, and election to the office of Vice President shall constitute election as second delegate to the Missouri NEA Representative Assembly. Notice that election to the offices of President and Vice President also shall constitute election to the respective delegate statuses shall be printed on the ballot for election to those offices.
7. All terms take effect June 1 following the election.

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<sup>3</sup>Currently Article III, Section 5F, of the Missouri NEA Constitution specifies that such terms shall be for three years and limits any person to no more than two such terms.

## **SECTION IV – Recall**

Officers and Directors of the Association shall be subject to a recall election.

- A. The recall election shall be held upon a petition of fifteen percent (15%) of the MNEA-Retired membership.
- B. The election shall be at the next regularly scheduled MNEA-Retired Annual Meeting if it is to be held not less than thirty (30) days nor more than sixty (60) days after receipt of the petition. In the event that the Annual Meeting does not convene during this time period, the election shall be held by electronic ballot to the appropriate constituency.

## **ARTICLE VII**

### **DELEGATES TO THE MISSOURI NEA REPRESENTATIVE ASSEMBLY**

#### **SECTION I – Duties of Retired Delegates**

The number of Missouri NEA-Retired Delegates and Alternates to the Missouri NEA Representative Assembly shall be elected in accordance with the provisions of the Missouri NEA Constitution.<sup>4</sup> Prior to March 1 of each year, the Missouri NEA-Retired Executive Council shall adopt a policy that specifies the number of such delegates that will be in the second year of their two-year term and the number of new Delegates and Alternates to be elected to two-year terms. Any Alternate elected as a Delegate shall be removed as an Alternate, and any person already serving as a Delegate is ineligible to seek election as either a Delegate or Alternate.

- A. Attend all sessions of the Missouri NEA Representative Assembly;
- B. Advise the Missouri NEA-Retired Executive Council on actions and possible actions of the Missouri NEA Representative Assembly;
- C. Present items at the Representative Assembly that are in the best interest of retirees or as directed by the Missouri NEA-Retired Executive Council;
- D. Keep informed on the Legislative Platform of Missouri NEA and the progress of legislation as it moves through the Missouri House and Senate.

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<sup>4</sup> Currently the MNEA Constitution provides for one delegate for each 200 members or major fraction thereof.



## SECTION II – Nominations, Terms, Elections

### A. Nominations

1. Members may declare their candidacy to be a delegate to the MNEA Representative Assembly in writing per guidelines established by the Elections Committee.
2. Nominees must be members in good standing.

### B. Terms

1. Delegates shall serve two-year terms or until their successor is elected.
2. Election and campaign procedures must be in compliance with Missouri NEA Constitution and policies.

### C. Elections

1. Delegates to the Missouri NEA Representative Assembly shall be elected by a secret electronic ballot sent to all pre-registered MNEA-Retired members. Election to the Missouri NEA Representative Assembly shall be determined by plurality vote. Delegates and alternates will be declared elected in the order of votes received. In the case of a tie, run-offs will be held only to determine elected alternate positions.
2. The election report will list delegates and alternates in priority order according to the number of votes received.
3. Elections shall be in accordance with the one-person, one-vote principle.
4. All terms take effect June 1 following the election.
5. Election to the office of President and Vice President shall constitute election as first delegate and second delegate to the Missouri NEA Representative Assembly.
6. The number certified to be elected by secret electronic ballot at the Annual Meeting shall be the number that was certified for the current membership year minus the number of Delegates currently serving in the second year of their two-year term. If the

retired membership prior to October 15 entitles additional delegates, the alternates for Delegates in the second year of a two-year term shall move up to a delegate position in the order of priority listing.

## **ARTICLE VIII**

### **DELEGATES TO THE NEA REPRESENTATIVE ASSEMBLY**

**SECTION 1** – The number of Missouri NEA-Retired delegates and alternates to the NEA Representative Assembly shall be elected in accordance with the provisions of the NEA Bylaws.<sup>5</sup>

#### **SECTION II – Duties of Retired Delegates**

- A. Attend all sessions of the NEA Representative Assembly and abide by all rules that apply to Missouri NEA delegates;
- B. Advise the Missouri NEA-Retired Executive Council on actions;
- C. Present items at the Representative Assembly that are in the best interest of retirees or as directed by the Missouri NEA-Retired Executive Council.

#### **SECTION III – Nominations, Terms, Elections**

- A. Nominations
  - 1. Members may declare in writing their candidacy to serve as an NEA-RA delegate per guidelines established by the Elections Committee.
  - 2. Nominees must be members in good standing.

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<sup>5</sup> Currently, NEA Bylaw 3-1e states: Except as otherwise provided in Bylaws 3-1k, allocation of delegate credentials for Retired members of the Association within each state shall be made to state affiliates based on the ratio of 1:50 for the first 50 Retired members and an additional delegate for each 1,000 Retired members thereafter.

## B. Terms

1. Delegates shall serve for one year or until their successor is elected.
2. Election and campaign procedures must be in compliance with Missouri NEA bylaws and policies.

## C. Elections

1. Delegates to the NEA Representative Assembly shall be elected by a secret electronic ballot sent to all pre-registered MNEA-Retired members. A majority vote is necessary for election. If the first ballot does not result in the election of the necessary number of delegates, the names of any candidates receiving a majority will be removed from the ballot and a run-off election will be held among the remaining candidates. The run-off ballot shall list the remaining candidates who receive the highest number of votes on the previous ballot with one more candidate than the number of positions to be filled.
2. If the number of candidates equals the number of positions to be filled, the chair shall declare the candidate(s) elected.
3. If there are more candidates than positions to be filled, election shall be by a secret electronic ballot.
4. Elections shall be in accordance with the one-person, one-vote principle.
5. The election report will list delegates and alternates in priority order according to the number of votes received. The first alternate will be the person finishing 1<sup>st</sup> in the run-off election. The remainder of alternates will be listed in priority order according to the number of votes received on the first ballot. If there are no, or not enough, alternate delegates from this election, an alternate delegate election can be held following the same process as the delegate election.
6. All terms take effect immediately following the election.
7. The number of delegates to be elected by electronic secret ballot shall be the number of delegates that were certified by NEA Bylaws for the current membership year.

**ARTICLE IX**  
**EXECUTIVE COUNCIL**

**SECTION I** – The Executive Council shall be the governing body of Missouri NEA-Retired and shall be composed of:

- A. The President, Vice President, Secretary, Historian, MNEA Director for Retired, the immediate Past President, any Missouri NEA member who is a current NEA-Retired officer or NEA board member from NEA-Retired, the Budget Chair, and eight (8) members elected at-large by the pre-registered MNEA-Retired members.
- B. The Communications Director(s), as appointed by the President, shall be an ex-officio non-voting member(s) of the Executive Council.
- C. The immediate Past President is entitled to be a voting member of the Executive Council for so long as he/she fulfills that position. However, if the immediate Past President at any time during his/her term chooses not to exercise this entitlement, he/she shall submit in writing to the President a declaration of intent not to exercise this right.

**SECTION II – Duties of the Executive Council**

- A. Meet at least three times per year – one meeting shall coincide with the MNEA Fall Representative Assembly.
- B. Be authorized to adopt policies necessary for the governance of Missouri NEA-Retired, and shall adopt policies as necessary to ensure compliance with Missouri NEA Bylaws and Policies and with Missouri NEA-PAC Guidelines. One such policy shall provide for the election of Missouri NEA-Retired members to the Executive Committee of the Missouri NEA Political Action Committee.
- C. Review and recommend for approval the minutes of the annual meeting at the first meeting after the annual meeting;
- D. Approve a yearly calendar of meetings and activities at the first executive council meeting after June 1;
- E. Review financial reports and expenditures;
- F. Review reports of membership as submitted by Missouri NEA;

- G. Fill vacancies of Missouri NEA-Retired officers and executive council at-large members until the next annual meeting;
- H. Approve committee appointments;
- I. Approve programs and projects and assist in their implementation;
- J. Work with Missouri NEA-Retired legislative committee members to develop legislative priorities regarding public education and retirement issues to be presented to the MNEA legislative committee.

### **SECTION III – Nominations, Terms, Elections**

#### **A. Nominations**

- 1. Members may declare their candidacy to be an At-Large Director of the Executive Council in writing per guidelines established by the Elections Committee.
- 2. Nominees must be members in good standing.

#### **B. Terms**

- 1. All elected at-large members shall serve for two years or until their successor is elected. The number of years of service shall be no more than six (6) years; except that any person elected to complete the remaining year of an incomplete term shall be allowed a seventh (7<sup>th</sup>) year. Any portion of a year served by appointment shall not count toward the limit.

#### **C. Elections**

- 1. The At-large members of the Executive Council shall be elected by a secret electronic ballot sent to all pre-registered MNEA-Retired members. A majority vote is necessary for election. If the first ballot does not result in the election of the necessary number of Executive Council at-large members, the names of any candidates receiving a majority will be removed from the ballot and a run-off election will be held among the remaining candidates. The run-off ballot shall list the remaining candidates who receive the highest number of votes

- on the previous ballot with one more candidate than the number of positions to be filled.
2. If the number of candidates equals the number of positions to be filled, the chair shall declare the candidate(s) elected.
  3. If there are more candidates than positions to be filled, election shall be by secret ballot.
  4. Elections shall be in accordance with the one-person, one-vote principle.
  5. All terms take effect on June 1 following the elections. Any at-large member of the Executive Council shall remain in office until a successor is duly elected or appointed.

**SECTION IV** – The Executive Director of Missouri NEA, or his/her designee, may act as Missouri NEA liaison to the Missouri NEA-Retired.

## **ARTICLE X**

### **COMMITTEES**

#### **SECTION 1 – Executive Committee**

- A. The Executive Committee shall be composed of the President, Vice President, Secretary, Historian, Budget Chair and MNEA-Retired Director to the MNEA Board.
- B. The Executive Committee shall have the power to make decisions in emergency situations, between meetings of the Executive Council. These decisions shall be consistent with the provisions of the Bylaws and Policies of Missouri NEA-Retired and shall be subject to ratification by the Executive Council at its next meeting.

#### **SECTION II – Standing Committees**

The following shall be the standing committees of Missouri NEA-Retired: Bylaws and Rules, Budget, Membership, Legislative and Elections.

- A. All standing committees shall be composed of at least three (3) members. Committee members shall be appointed by the President

with the advice and consent of the Executive Council, except as may otherwise be provided in these bylaws.

- B. Terms for each standing committee shall be for one (1) year.
- C. Each standing committee chairperson shall be appointed annually by the President, with the advice and consent of the Executive Council. Committee chairpersons shall keep the Association informed by written and/or oral reports to the Executive Council.
- D. Each standing committee shall make an annual report to be filed with the Missouri NEA-Retired.
- E. The Membership Committee shall:
  - 1. Assist with membership promotion.
  - 2. Prepare and staff the membership table at appropriate meetings.
- F. The Bylaws and Rules Committee shall introduce, present and recommend to the delegates at the Annual Meeting, amendments to the bylaws of Missouri NEA-Retired and shall interpret the bylaws as needed.
- G. The Budget Committee shall consist of the Budget Chair, President, Vice-President and Missouri NEA-Retired Director to the Missouri NEA Board.

The Budget Committee shall:

- 1. Prepare the current year operating budget to be presented to the Missouri NEA-Retired Executive Council for review after September 1;
- 2. Prepare budget requests to be presented to the Missouri NEA-Retired Executive Council for review at the appropriate meeting.
- 3. Prepare the final budget to be presented to the Missouri NEA Budget Committee in a timely manner.

H. The Legislative Committee shall:

- 1. Be knowledgeable concerning legislative and ballot issues pertaining to public education and retirement issues;

2. Keep the Executive Council and members informed regarding the movement of retirement issues through the legislative process;
3. Encourage Missouri NEA-Retired participation in Capitol Action Days, Missouri NEA PAC activities and contributions, the Education Advocacy Program and the Ballot Issue Crisis Fund.

I. The Elections Committee shall:

1. Report the number of eligible voters for any election.
2. Assure compliance with Missouri NEA-Retired guidelines and with Missouri NEA Campaign Regulations.
3. Assist with preparation of a candidate nomination form. Such form will appear in the MNEA-Retired *FOCUS* and be available on the MNEA-Retired website no later than a date determined by the Elections Committee.
4. Assist with the preparation and submission of the electronic ballot and verification of the election results.
5. Submit results of elections to the President.
6. If necessary, assist with the preparation of any run-off elections.
7. If necessary, assist with the election of an ethnic minority member for the Executive Council as outlined in Article XII of these Bylaws.
8. Report the results of elections to the MNEA-Retired Annual Meeting.

- J. Ad hoc committees may be formed as deemed necessary by the President or Executive Council.

## **ARTICLE XI**

### **ANNUAL MEETING**

**SECTION I** – There shall be an Annual Meeting of Missouri NEA-Retired, consisting of a business session and informational workshops. Whenever possible, the Annual Meeting shall coincide with the Missouri NEA Spring Representative Assembly.



**SECTION II** – Any member of Missouri NEA-Retired shall become a delegate upon registration for the Annual Meeting.

**SECTION III – Delegate Duties**

Delegates to the Annual Meeting shall:

- A. Receive and approve the report of the Election Committee.
- B. Give direction to the Executive Council for the Missouri NEA-Retired program.
- C. Establish such task forces as deemed necessary;
- D. Perfect and adopt the bylaws of the Missouri NEA-Retired.

**ARTICLE XII**  
**ETHNIC MINORITY REPRESENTATION**

The Association shall take all reasonable steps as are legally permissible to achieve ethnic-minority representation on elective and appointive bodies at least proportionate to its ethnic-minority membership. If ethnic-minority representation is not met, the elections committee shall conduct an ethnic minority election for the Executive Council. This (these) elected position(s) shall serve for a one-year term and have full voting rights.

**ARTICLE XIII**  
**BYLAW AMENDMENTS AND REVISIONS**

**SECTION I** – Proposed bylaw amendments and revisions must be in writing to the Executive Council at least thirty (30) days prior to the Annual Meeting. Amendments and revisions must be sent electronically to pre-registered delegates prior to the Annual Meeting and shall be made available on-line to all MNEA-R members.

**SECTION II** – Any Bylaw amendment(s) and revision(s) shall be voted on at the Annual Meeting of the Missouri NEA-Retired. A majority of registered delegates, present and voting, shall be required for approval of changes.

**SECTION III** – Amendments to the bylaws, adopted at the Annual Meeting, shall take effect upon adoption at the Annual Meeting.

**SECTION IV** – Amendments to these bylaws must be consistent with Missouri NEA bylaws.

**ARTICLE XIV**  
**GOVERNING AUTHORITY**

The Missouri NEA-Retired shall be governed by these bylaws and such other policies that the MNEA-Retired Executive Council, the Missouri NEA Representative Assembly and MNEA Board of Directors may establish.

**ARTICLE XV**  
**RULES AND PROCEDURES**

All questions of parliamentary procedure not covered by the bylaws shall be determined by Roberts Rules of Order, Newly Revised.

ADOPTED: April 25, 1987  
AMENDED: April 23, 1988  
AMENDED: April 14, 1989  
AMENDED: April 20, 1990  
AMENDED: April 12, 1991  
AMENDED: April 8, 1994  
AMENDED: April 21, 1995  
AMENDED: April 17, 1998  
AMENDED: April 16, 1999  
AMENDED: April 20, 2001  
AMENDED: April 19, 2002  
AMENDED: April 11, 2008  
AMENDED: April 17, 2009  
AMENDED: April 20, 2012  
AMENDED: April 19, 2013  
AMENDED: April 25, 2014  
AMENDED: April 17, 2015

AMENDED: April 8, 2016  
AMENDED: April 26, 2019  
AMENDED: April 23, 2021  
AMENDED: April 21, 2023