

# Cecil County Retired School Personnel Association

## By-Laws

### Article I: Name

Section 1. The name of this association is the Cecil County Retired School Personnel Association.

### Article II: Purpose

Section 1. The purpose of this association can be found in the Constitution of this Association.

### Article III: Membership

Section 1. Any member, who has paid their annual dues during a fiscal year, shall be considered an active member during that year, eligible to participate in all the Association activities.

Section 2. A member who, for a second consecutive fiscal year, has not paid their annual dues, shall be warned that he is subject to being dropped from membership, and shall be so dropped if, by the end of the second fiscal year, the dues remain in arrears. The provisions in the section may be waived when the Executive Committee recognizes extenuating circumstances.

Section 3. At age 90, members become honorary and become dues-free.

### Article IV: Meetings

Section 1. The Association will hold four meetings each year. In addition, executive meetings may be called at the discretion of the President.

Section 2. All meetings shall be open to the entire membership. Action on business shall be by a plurality vote of those present. Other meetings may be called at the discretion of the President.

## **Article V: Dues**

Section 1. The annual dues of the Association shall be a combination of the state assessment and local dues, determined by a plurality vote at a regular meeting of the membership.

Section 2. Associate members will pay local dues only.

## **Article VI: Duties of the Officers and Executive Board**

Section 1. The elected officers of this Association shall be a President, President Elect, Recording Secretary, Corresponding Secretary and Treasurer.

- a. The President's duties include, but are not limited to, the following:
  1. Plan and conduct all meetings
  2. Appoint committee chairpersons
  3. Call executive meetings
  4. Appoint an audit committee
  5. Confer with other association officers and members
  6. Follow the Constitution and By-Laws
- b. The duties of the President Elect include, but are not limited to, the following:
  1. Preside at meetings and assume the duties of the President in the absence of the President
  2. Work with the program committee
  3. Work with treasurer in developing an annual budget plan
  4. Attend local, state, and national meetings
- c. The duties of the Recording Secretary include, but are not limited to the following:
  1. Take minutes at the meeting
  2. Provide a copy of the minutes to the President
  3. Provide a copy of the minutes to the editor of the Chalkboard
  4. Maintain organized book of minutes for the permanent record
- d. The duties of the Corresponding Secretary include, but are not limited to the following:
  1. Read correspondence at Executive and Association meetings as requested by the President

2. Check with the President regarding letters to be written immediately the meeting
  3. Write authorized letters promptly
  4. Send thank you cards for donations to the Kids Fund and Scholarship Funds and when the amount is over \$50.00.
- c. The duties of the Treasurer include, but are not limited to the following:
1. Collect and deposit all money
  2. Keep accurate records and present a report to members at each meeting
  3. Reimburse the officers for Association expenses after these expenses have been approved by the President
  4. Provide the President with a copy of the monthly bank statement
  5. Develop the annual budget plan with President Elect
  6. Insure that all accounts meet bank regulations and that the signature cards are current
  7. Attend local, state and national meetings

Section 2. The Executive Committee shall be composed of the officers of the Association and the immediate past President, and the chairpersons of the standing committees.

Section 3. If a vacancy occurs in the Office of Recording Secretary, Corresponding Secretary, Treasurer, the Executive Board shall appoint a member of the Association to fill their unexpired terms.

Section 4. The standing committees of the Cecil County Retired School Personnel Association are:

- a. Community Outreach
- b. Constitution and By-Laws
- c. Legislation
- d. Education and Protective Services
- e. Membership and Pre-Retirement
- f. Benefits
- g. Publication and Public Relations

- h. Scholarship
- i. Social, Raffle and Travel
- j. Sunshine

Section 5. A Nominating Committee shall be appointed by the President to prepare and present, at the third meeting a list of nominees for the Association officers for the next term of two years. A vote will then be taken and officers installed at the fourth meeting.

Section 6. Special committees may be appointed by the President as the need arises.

### **Article VII: Elections**

Section 1. The election of officers can be found in the Constitution of the Cecil County Retired School Personnel Association.

### **Article VIII: Amendments**

Section 1. An amendment or revision of the Constitution and/or by-laws can be found in the Constitution of the Retired School Personnel Association.

### **Article IX: Parliamentary Authority**

Section 1 All matters not provided for in the By-Laws and Constitution of the Cecil County Retired School Personnel Association shall be governed by Robert's Rules of Order, Newly Revised.