

Bylaws

St. Mary's County Public Schools Retirees Association, Inc.

Article I – Name

The name of the organization shall be the St. Mary's County Public Schools Retirees Association, Inc., herein known as SMCPSSRA or the Association.

Article II – Purpose

Section 1. To operate as a nonprofit, non-partisan, and non-sectarian organization as defined in Section 501(c)4 of the Internal Revenue Code:

- a. To foster and promote the general welfare of public school retirees.
- b. To keep the membership informed.
- c. To promote fellowship among the membership.
- d. To improve the quality of life for retired public school employees.
- e. To encourage teacher education through the awarding of scholarship(s).
- f. To aid in community projects whenever our experience is helpful.
- g. To provide information to those who regulate, supervise, and adopt or enact legislation, regulations, policies, pensions, or benefit plans affecting retired school personnel.
- h. To provide a forum through discussion, study, and publications for the professional exchange of ideas, techniques, and experiences on issues of concern to retired school personnel.
- i. To have a representative at the St. Mary' County Public Schools Board of Education meetings to advocate for all retired school personnel when necessary.

Section 2. To work in cooperation with the Maryland Retired School Personnel Association, herein known as MRSPA, and the AARP's Educator Community.

Article III - Membership

Section 1. Active Members

All public school retirees who have been involved in education within the State of Maryland are eligible for full membership in both local and state Association(s), upon payment of annual dues.

Section 2. Associate Members

- a. Associate Members, upon payment of dues, are able to participate in all activities of SMCPSSRA, except voting and holding an elected office.

- b. Out-of-state public school retirees living in Maryland and Maryland public school retirees not receiving pensions from the Maryland State Retirement and Pension System of Maryland are eligible for Associate membership in SMCPSSRA, upon payment of dues.
- c. Associate membership may be accorded, upon payment of dues, to a member's spouse or surviving spouse of an active member.
- d. Associate membership may be accorded, upon payment of dues, to currently employed school personnel and their spouses.
- e. Associate members may also join MRSPA.

Section 3. Emeritus Members

- a. Active members who have reached the age of ninety shall be eligible for emeritus membership.
- b. Emeritus members shall be entitled to participate in all activities of the Association, including chairing a committee, voting, and holding elective office, and shall be exempt from further payment of dues.

Article IV - Officers

Section 1. Elected Officers of the Association shall be a President or Co-President(s), Vice President, President-elect, Immediate Past President(s), Recording Secretary, Corresponding Secretary and Treasurer.

Section 2. Qualifications

- a. Officers must be an active member of the SMCPSSRA for a minimum of two years.
- b. Officers must be a member of MRSPA.

Section 3. Terms of Service

- a. The term of office of the President and Vice President shall be for two years and may not exceed two consecutive terms.
- b. The Immediate Past President(s) will serve for one year. The President-elect shall serve one year immediately prior to taking office of President.
- c. The term of all other officers shall be two years with unlimited terms.

Section 4. Elections

- a. The slate of proposed officers shall be published prior to the meeting when the vote is to be taken.
- b. In the event that there is only one nominee for an office, the President may declare the nominee elected.

- c. The slate of proposed officers shall be presented to the membership and elected at the general meeting prior to the June meeting.
- d. Officers shall be installed at the June meeting.
- e. Officers shall be determined by a simple majority (51%) of votes by the active members present at a general meeting.
- f. Officers shall assume their responsibilities on July 1.

Section 5. Vacancies

- a. If a vacancy occurs in the office of President, the Vice President shall assume the duties of the office of President for the remainder of the term.
- b. If a vacancy occurs in the offices of Vice President, Recording Secretary, Corresponding Secretary or Treasurer, the President shall appoint a member to fill the vacancy for the remainder of the term with the approval of the Executive Board (refer to Article VI).

Article V - Duties of Officers

Section 1. The President

- a. Shall preside at the general meetings of the SMCPSSRA, the Executive Board, and the Board of Directors (refer to Article VII).
- b. Shall prepare an agenda for all meetings and send a copy prior to the meeting to all members of the appropriate board.
- c. Shall call meetings in accordance with the provisions of Article VIII of the Bylaws.
- d. Shall represent, or have a designated representative, of the Association at meetings of civic, professional, and fraternal groups that invite representation from SMCPSSRA.
- e. Shall appoint standing and ad hoc committee chairperson(s) in consultation with the Executive Board and the members of the committee(s).
- f. Shall be an ex-officio member of all standing and ad hoc committees.
- g. Shall fill any vacancy that may occur among the officers with the approval of the Executive Board.
- h. Shall call to the attention of the members any situation influencing their well-being and shall ask for support for actions required to deal with such situations.
- i. Shall provide for an external audit of the financial accounts of the Association annually and whenever there is a change of Treasurer.
- j. Shall be authorized to appoint ad hoc committees as the need arises.
- k. The President(s) shall automatically become the Immediate Past President(s) upon completion of his or her term of office.

Section 2. Vice President

- a. Shall, in the absence of the President, carry out the duties of the President.
- b. Shall perform other tasks delegated by the President.

Section 3. President-elect

- a. Shall serve one year on the Executive Board immediately prior to assuming the office of President.
- b. Shall in the absence of the President and Vice President perform the duties of the President.
- c. Shall perform other duties as directed by the President.

Section 4. Immediate Past President(s)

- a. Shall serve one year on the Executive Board immediately subsequent to leaving the office of President.
- b. Shall in the absence of the President and Vice President, perform the duties of the President.
- c. Shall perform other duties as directed by the President.

Section 5. Recording Secretary

The Recording Secretary shall take the minutes and maintain complete records of business transacted at general meetings of SMCPSRA, the Board of Directors, and the Executive Board. He/she shall make them available to the Executive Board and Board of Directors prior to their meeting.

Section 6. Corresponding Secretary

The Corresponding Secretary shall handle the correspondence of the Association as directed by the President, Executive Board, or Board of Directors.

Section 7. Treasurer

- a. Shall receive and deposit all the SMCPSRA monies into a financial institution approved by the Association Board of Directors.
- b. Shall receive and deposit funds from committees and special projects.
- c. Shall pay all financial obligations of the Association provided for in the annual budget or approved by the Board of the Directors.
- d. Shall submit a report of the current financial status of the SMCPSRA at each general meeting, the Board of Directors meetings, and Executive Board meetings.
- e. Shall be a member of the Finance Committee.
- f. Shall submit a financial report for annual audit.

Article VI - Executive Board

Section 1. Executive Board shall be composed of the elected officers and the Immediate Past President(s).

Section 2. The elected officers are: President(s), Vice President, President-elect, Recording Secretary, Corresponding Secretary and Treasurer.

Article VII – Board of Directors

Section 1. The Board of Directors shall be comprised of the elected officers, the standing committee chairpersons, and ad hoc committee chairpersons.

Section 2. Duties

- a. Shall consider the budget and modify it, if necessary, for presentation at the first meeting of the new fiscal year.
- b. Shall recommend dues for all membership categories.
- c. Shall make recommendations for Association programs and activities.
- d. Shall conduct the business of the Association.
- e. Shall approve the location, costs (if any) and dates of all meetings.

Article VIII – Meetings

Section 1. General Meetings

There shall be at least four general meetings of the membership held between July 1 and June 30.

Section 2. Annual Business Meeting

An annual business meeting of the Association shall be held to provide an opportunity for the election of officers, the installation of officers, the Treasurer's report, committee reports and all matters pertaining to the welfare of this Association.

Section 3. Board of Directors Meetings

There shall be at least five Board of Directors meetings each year.

Section 4. Executive Meeting(s)

The President, or any member of the Executive Board with the President's knowledge, may call an Executive Board meeting. All business shall be conducted in strict confidence and shall only be made public upon agreement of the simple majority (51%) of the members of the Executive Board in attendance.

Section 5. Quorums

A simple majority (51%) of the active members present at any meeting will constitute a quorum for the transaction of business.

Section 6. Voting

A simple majority (51%) affirmative vote of members present and voting at any meeting shall be required for the adoption of any motion other than motions pertaining to change in the bylaws.

Article IX – Amendments and Revisions

Section 1. Any proposed addition, amendment to, or revision of the Bylaws shall be submitted to the members at least two weeks prior to the meeting at which a vote on the proposal is scheduled.

Section 2. Proposed changes to the Association's Bylaws shall be voted on by the attending members eligible to vote at the designated general meeting. Additions, amendments to, or revisions shall be approved by a two-thirds vote.

Article X – Committees

Section 1. Committee chairpersons are appointed by the President(s) with approval from the Board of Directors.

Section 2. Sign-up sheets for standing committee members shall be available at general meetings in order to fill vacancies. Standing committees should be composed of a minimum of two members and maximum of seven.

Section 3. There shall be the following standing committees: Archives, Communications/Publicity, Community Services/Nursing Home, Bylaws/Legislative, Consumer Education/Health, Finance, Membership, Nominating, Remembrance, Scholarship, Social/Program and Activities/Travel.

Section 4. Chairpersons of standing committees shall provide the President(s) a list of current members annually prior to the first Board of Directors meeting of the year.

Section 5. The chairs of all committees shall perform their duties in consultation with the President. The responsibilities of all committees are delineated in the Committee Purposes and Responsibilities document.

Article XI - Nondiscrimination

Section 1. The Association shall function in all matters and under all circumstances in accordance with applicable local, state and federal laws and statutes pertaining to nondiscrimination.

Article XII – Dissolution

In the event or upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, dispose of all the assets of the Corporation exclusively for the purpose of the Corporation in such manner, or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization under Section 501(c)4 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the appropriate state court of the city or county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization, or organizations, as said Court shall determine which are organized and operated exclusively for educational purposes.

Article XIII - Indemnification

As stated in the MRSPA Bylaws, Article XIX, MRSPA shall indemnify its currently acting and its former directors, officers, agents, and those persons who, at the request of the Association, serve or have served in another corporation, partnership, joint venture, trust or other enterprise in one or more of such capacities against any and all liabilities incurred in connection with their service in such capacities. This indemnification also covers local associations.

Article XIV - Conflict of Interest

Section 1. No SMCPSPA member, or member of his/her family, shall gain financial or material benefit due to any organizational activity conducted.

Section 2. Whenever a member has cause to believe that a matter before the Board of Directors would involve the member in a possible conflict of interest, the member shall declare the conflict of interest and recuse him or herself.

Presented to membership: September 16, 2014

Approved: December 6, 2014

2013-2014 Bylaw Committee

Chairperson Harold Siskind

Committee members

Robert Abell

Anna Moseley

Pat Friend

Harold Siskind

Jack Hazuda

Lonna Siskind

Linda Himmelheber

JoAnn Wurmlinger

Janet Kellam