

# **Bylaws** of the **Baltimore County Retired School Personnel Association**

## **Article I – Name**

Section 1. The name of this organization shall be the Baltimore County Retired School Personnel Association, Inc. It may be referred to as BCRSPA.

## **Article II – Purposes**

Section 1. To recognize the needs and work for the general welfare of retired school personnel of the Baltimore County Public Schools.

Section 2. To promote fellowship among members.

Section 3. To keep members informed of opportunities to serve the Baltimore County community and the Baltimore County Public school system.

Section 4. To inform the membership of pending legislation or action by the County, State or Federal Government which affects the general welfare of members.

Section 5. To operate as a social club in accordance with the IRS 501 (c)(7) code organized for pleasure, recreation, and other non-profitable purposes and to operate as an incorporated organization in accordance with the Maryland State Department of Assessments and Taxation.

## **Article III – Membership**

Section 1. All retired school personnel associated with the Baltimore County Public Schools who support the purposes of the Association are eligible for membership upon payment of annual dues.

Section 2. All retired school personnel from an educational system other than The Baltimore County Public Schools who are interested in and support the purposes of the Association are eligible for membership upon payment of annual dues.

Section 3. A member of BCRSPA shall also be a member of MRSPA.

Section 4. *Emeritus Membership.* Emeritus membership shall be awarded to those members who have reached the age of ninety (90), and therefore shall be exempt from further payment of BCRSPA dues. Emeritus members shall retain the right to chair a committee, to vote or to hold elective office.

Section 5. *Honorary Membership.* Honorary membership may be accorded to any person who is not eligible for membership and who has distinguished himself/herself in service to the Association or to public

education in Baltimore County. Honorary members are non-dues paying and shall be entitled to participate in all activities of the Association except the right to chair a committee, to vote or to hold elective office.

- Section 6. *Associate Membership.* Associate membership may be accorded, upon payment of dues, to members' spouses or surviving spouses. Associate member shall be entitled to participate in all activities of the Association and be eligible for benefits, except the right to chair a committee, to vote or to hold elective office.

#### **Article IV – Affiliation**

- Section 1. This Association shall be affiliated with the Maryland Retired School Personnel Association and the NRTA, AARP's Educator Community.

#### **Article V – Finance**

- Section 1. *Fiscal Year.*

The fiscal year of this Association shall be July 1 to June 30.

- Section 2. *Dues.*

- a. The annual dues of this Association shall be recommended by the Executive Board subject to the approval of the membership at the Annual Business Meeting in the spring.
- b. Dues shall be payable at the beginning of each fiscal year.

- Section 3. *Budget.*

A budget shall be prepared and presented at the Annual Business Meeting in the spring for action by the membership.

- Section 4. *Audit/Financial Review.*

An audit/Financial Review of the financial records of this Association shall be done at the end of each fiscal year or when there is a change of treasurer. The Audit/Financial Review shall be presented at the Annual Business Meeting in the Spring.

- Section 5. *Assets.*

- a. No member of the Baltimore County Retired School Personnel Association shall have, as an individual, any interest or title to the assets of the Baltimore County Retired School Personnel Association, and such assets shall be devoted exclusively to its purposes.
- b. In the event of the dissolution and voluntary surrender of these Bylaws, all assets then belonging to this Association shall be assigned to an institution that qualified for tax exemption [under the

Internal Revenue Code of 1954, as provided in Section 501 (c)(7) or any amendments thereto] as selected by this Association's Executive Board.

## **Article VI – Officers**

- Section 1. The officers of this Association shall be a President, a Vice-President, a President-Elect, a Past President, a Recording Secretary, a Corresponding Secretary, a Treasurer, an Immediate Assistant Treasurer and Directors all of whom shall be members of the organization.
- Section 2. In the event there is a vacancy in the office of the President, the Vice-President shall assume that office for the remaining term. The Executive Board shall appoint a Vice-President to serve the remaining term of the Vice-President.
- Section 3. In the event there is a vacancy in both the office of the President and the Vice-President, the following procedure will be followed.
- a. If it occurs in the first year, the Immediate Past President will move into the presidency and complete that first year. The incoming President-Elect will complete the second year of the vacancy and then will serve the regular two-year term as President.
  - b. If it occurs in the second year, the President-Elect will complete that year and then will serve the regular two-year term as President.
- Section 4. Any officer and/or Executive Board member may resign an office by submitting a written letter of resignation to the President and Secretary who shall report such notice for action at the next meeting of the BCRSPA Executive Board.

## **Article VII – Duties of the Officers**

- Section 1. The President
- a. Shall preside at the meetings of this Association and the Executive Board.
  - b. Shall represent and speak for the Association to the media and at all meetings of civic, professional and fraternal groups which invite representation from the Association.
  - c. Shall call to the attention of the members any situation influencing their well-being, and ask support for activities required to meet such situations.
  - d. Shall be an ex-officio member of all committees except the Nominating Committee.
  - e. Shall appoint Chairpersons of all committees in consultation with the Vice-President.
  - f. Shall appoint liaison representatives to other organizations as appropriate.
  - g. Shall appoint a Director to be a member of the Scholarship Committee.

- h. Shall, with the approval of the Executive Board, fill any vacancy which may occur among the officers of the Association. The period shall be for the unexpired term.
- i. Shall, with the aid of the Executive Board, appoint delegates to the MRSPA Annual Business Meeting
- j. Shall call the regular and special meetings of the Association.
- k. Shall appoint a Parliamentarian.
- l. Shall sign checks in the absence of the Treasurer and the Assistant Treasurer.
- m. Shall arrange for the installation of officers of the Association at the Annual Business Meeting.

Section 2. The Vice-President

- a. Shall serve as assistant to the President and be involved in all activities of the Association.
- b. Shall perform the duties of the President in the absence of that officer.
- c. Shall arrange and facilitate programs for the General Membership Meetings.

Section 3. Immediate Past President

- a. Shall serve as assistant to the President and be involved in all activities of the Association.
- b. Shall perform the duties of the President in the absence of that officer and Vice-President.

Section 4. The President-Elect

- a. Shall serve as assistant to the President and be involved in all activities of the Association.
- b. Shall perform the duties of the President in the absence of that officer and Vice-President.

Section 5. The Recording Secretary

- a. Shall record the minutes of all meetings, i.e. Executive Board and General Membership Meetings and submit typed copies to the Executive Board members of the Association at their next meeting.
- b. Shall maintain an accumulative file of all minutes of the Executive Board and General Membership Meetings.

Section 6. The Corresponding Secretary

- a. Shall notify the Executive Board members of regular and special meetings of the Board.

b. Shall handle correspondence as directed by the President.

Section 7. The Treasurer

- a. Shall receive and disburse all monies, reviewed by the President of the Association.
- b. Shall keep an accurate record of receipts and disbursements.
- c. Shall present a statement of accounts at each meeting of the Association.
- d. Shall be a member of the Finance Committee.
- e. Shall submit appropriate forms to the Federal and State Governments in a timely manner.
- f. Shall present the Association books for annual audit/financial review or whenever there is a change in the Treasurer.
- g. Shall instruct the succeeding Treasurer in all duties of the office.

Section 8. The Assistant Treasurer

- a. Shall assume the duties of the office in the absence of the Treasurer.
- b. Shall assist the Treasurer when necessary.

Section 9. The Directors shall monitor the finances and provide for the annual audit/financial review of the accounts of the Treasurer.

**Article VIII – Executive Board**

Section 1. The Executive Board shall consist of the Officers of the Association, and the Chairpersons of Standing Committees, the Parliamentarian (non-voting), and liaison representatives to other organizations.

Section 2. The Executive Board shall establish policy and transact Association business at regularly scheduled meetings and any special meetings called in accordance with the Association Bylaws.

**Article IX – Meetings**

Section 1. There shall be at least four (4) meetings a year of the Executive Board.

Section 2. There shall be a minimum of two (2) General Membership Meetings per year, one of which shall be the Annual Business Meeting.

Section 3. The President and/or the Executive Board shall be empowered to call special meetings whenever it may be deemed necessary.

- Section 4. The Executive Board shall meet approximately one month prior to the Annual Business Meeting
- Section 5. The Annual Business Meeting in the spring shall provide an opportunity for election of officers, adoption of budget, consideration of dues, President's report, Treasurer's report, committee reports and consideration of all matters pertaining to the welfare of the Association.
- Section 6. The place of the General Membership Meetings shall be recommended by the Social Committee with the approval of the President.

**Article X –Elections**

- Section 1. The election of officers of the Association shall be held at the Annual Business Meeting in the spring. Officers elected at the Annual Business Meeting will assume office on July 1 of the same year.
- Section 2. The term of office for the President and Vice President shall be two (2) years. The President will serve one year as Immediate Past President following his/her term of office as President. The President-Elect shall be elected every second year to serve one year concurrently with the final year of the President's term of office. The term of office for the Immediate Past President and President-Elect shall be for one (1) year. The term of office for the Recording Secretary, the Corresponding Secretary, the Treasurer and the Assistant Treasurer shall be for two (2) years.
- Section 3. The term of office for the Directors of this Corporation shall be for two (2) years. A minimum of three (3) Directors shall be elected in the even-numbered years and a minimum of two (2) Directors shall be elected in the odd-numbered years. Directors may succeed themselves in office for one (1) additional two (2) year term.
- Section 4. The President-Elect shall be elected at the Annual Business Meeting in the spring of odd-numbered years.
- Section 5. The Recording Secretary, the Corresponding Secretary and the Treasurer shall be elected at the Annual Business Meeting in the spring of odd-numbered years.
- Section 6. The Vice-President and the Assistant Treasurer shall be elected at the Annual Business Meeting in the spring of even-numbered years.
- Section 7. The Nominating Committee shall be composed of five (5) members. Two (2) shall be Executive Board members elected by the Board, one of which shall be the Chairperson. Three members-at-large shall be elected by the membership at the Fall General Membership Meeting.
- Section 8. The slate of officers shall be presented to the Executive Board for their approval prior to the Annual Business Meeting in the spring. Following the report of the Nominating Committee at the Annual Business Meeting in the spring, additional nominations may be made from the floor providing previous consent has been received from the nominee.

## **Article XI – Committees**

- Section 1. The President, in consultation with the Vice-President, shall appoint Chairpersons of standing committees for a period of two (2) years. Committee Chairpersons may be re-appointed. Each Standing Committee Chairperson shall select additional members for the committee and submit the names to the President.
- Section 2. Ad hoc committees shall be appointed by the President with the consent of the Executive Board for the promotion of objectives and interests of the Association.
- Section 3. A member of each committee shall be designated as Vice-Chairperson by the Chair and shall act as Chairperson in the absence of the appointed Chairperson.
- Section 4. Standing Committees
- a. Archives Committee
  - b. Bylaws Committee
  - c. Community Services Committee
  - d. Consumer Education Committee
  - e. Finance Committee
  - f. Legislative Committee
  - g. Member Accounting Committee
  - h. Member Recruitment Committee
  - i. Publications/*Update* Committee
  - j. Public Relations Committee
  - k. Remembrance Committee
  - l. Retiree Benefits Committee
  - m. Scholarship Committee
  - n. Social Committee
  - o. Technology Committee

## **Article XII – Incorporation**

- Section 1. BCRSPA shall be an incorporated Association.
- Section 2. There shall be a Board of Directors as required by law governing incorporated bodies.
- Section 3. The number of Directors of the Corporation will be five (5), which number may be increased or decreased pursuant to the Bylaws of the Corporation and the Articles of Incorporation, but shall never be less than three (3) nor more than twelve (12).

## **Article XIII -- Nondiscrimination**

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

#### **Article XIV -- Conflict of Interest**

- Section 1. No member or officer of BCRSPA or other private person shall have, as an individual, any interest or title to the assets of BCRSPA and such assets shall be devoted exclusively to its purposes.
- Section 2. No BCRSPA member, officer, employee or a member of his/her family shall gain financial or material benefit due to the position held without prior approval of the Executive Board.
- Section 3. Whenever a member has cause to believe that a matter before the Executive Board would involve the member in a possible conflict of interest, the member shall declare the interest.

#### **Article XV – Amendments to the Bylaws**

- Section 1. The Bylaws may be amended in the following manner:
- a. Active members may submit proposals for amending the Bylaws.
  - b. Such proposals shall be presented to the Bylaws Committee and/or the Executive Board three (3) months prior to the Annual Business Meeting.
  - c. Proposals approved by the Executive Board shall be presented, in writing, to the active membership thirty (30) days prior to the Annual Business Meeting.
  - d. Proposed amendments shall be approved by a two-thirds vote of active members present and voting at the Annual Business Meeting.

#### **Article XVI – Parliamentary Procedures**

- Section 1. Quorum.
- a. The total number of members present at a General Membership Meeting shall constitute a quorum for the transaction of business.
  - b. Ten members of the Executive Board shall constitute a quorum for the transaction of business at a meeting of the Executive Board.
- Section 2. A majority vote of approval of Executive Board members present and voting shall be required for the passage of any motion.
- Section 3. In situations not otherwise provided for, the latest edition of *Roberts' Rules of Order* shall be the Parliamentary guide for this Association.  
Adopted with Revisions at a General Meeting  
March 25, 1975



## Further Revisions Adopted at General Meetings

October 19, 1995  
November 21, 1995  
April 16, 1996  
April 21, 1998  
April 15, 2003  
April 19, 2005 (and edited)  
April 18, 2006  
April 15, 2008  
April 17, 2012  
April 19, 2016  
April 17, 2018 (and edited)