

## ARTICLE I - NAME

The name of this Corporation, organized under Title 13, part 2, Revised Statutes of Maine 1964, shall be Cumberland County Retired Educators Association.

## ARTICLE II - PURPOSES

The purpose of this Association shall be:

- A. To afford the opportunity for the presentation and interchange of opinion and information upon subjects of interest to retired educators.
- B. To promote the social, professional, and economic status of retired educators.
- C. To furnish a practical basis for united action among those devoted to the welfare of retired educators.
- D. In the event of the dissolution of the Association, any remaining assets, after payment of legal obligations, will be distributed to the Maine Education Association Retired (MEA-R).

## ARTICLE III - MEMBERSHIP

Membership in the Association shall consist of the following classifications:

- A. Any retired teacher, secretary, school nurse, or administrator or person who meets the definition of "educator" as established by the laws and regulations governing the Maine State Retirement System and who was employed in any public or private school or institution of higher education in any state may become an ACTIVE MEMBER of the Association.

## ARTICLE IV - DUES

- A. ANNUAL DUES shall be determined by the Association and shall be payable by November 1st to the Treasurer of the Association.
- B. The FISCAL YEAR shall be from July 1st to the following June 30th.
- C. Dues paid after May 1st by new members shall be for the ensuing year.
- D. DELINQUENT MEMBERS may be carried for two years after which they may be dropped as members. Any member being dropped shall be notified by letter.

## ARTICLE V - MEETINGS

- A. REGULAR MEETINGS shall be held on the second Thursday of the months of September through May inclusively with the exception of January and February. The May meeting will be the annual meeting.
- B. SPECIAL MEETINGS may be called by the President or the Board of Directors.
- C. TIME AND PLACE of meetings shall be determined by the Board of Directors.
- D. 40 members shall constitute a quorum for the transaction of business at regular and special meetings of the Association.

## ARTICLE VI - OFFICERS

- A. The officers shall be a President, a First Vice President, a Second Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer, and an Auditor.
- B. The officers shall perform the usual DUTIES of their respective offices. They shall serve for two years or until their successors have been duly elected or appointed.
- C. The Auditor shall be appointed by the President with the approval of the Board of Directors.
- D. All other officers shall be elected at the annual meeting held in the odd numbered years.
- E. VACANCIES in elective office shall be filled by the Board of Directors and in appointive office by the President for the unexpired term.

## ARTICLE VII - BOARD OF DIRECTORS

- A. The Board of Directors shall consist of the Officers of the Association and the immediate Past President.
- B. The Chairman of the Standing Committees may be invited by the President to attend the Board of Directors meetings.
- C. The Board of Directors shall meet at such time as the President may direct.
- D. A majority of the Board of Directors shall constitute a quorum.
- E. The Board of Directors shall have the power to transact business in emergencies.
- F. The Board of Directors shall be responsible for the oversight, control, and management of the affairs, property, and interests of the Association and for making suggestions and recommendations on programs.
- G. The Board of Directors may create and appoint SPECIAL COMMITTEES to assist in the conduct and management of Association business.

## ARTICLE VIII - DUTIES OF THE OFFICERS

- A. PRESIDENT. The President shall be the chief executive officer of the Association and, subject to the direction of the Board of Directors, shall have general charge of the business, affairs, and property of the Association in its general operations. The President shall preside at all meetings of the Board of Directors and at all meetings of the Association; shall, unless otherwise provided, appoint the chairman of all standing and special committees and shall be an ex-officio member of all committees except the Nominating Committee.
- B. FIRST VICE PRESIDENT. During the absence of the President the First Vice President shall exercise all the functions and duties of the President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. If the office of President should become vacant, The First Vice President shall assume such office for the unexpired term. The First Vice President shall perform such duties as may be assigned from time to time by the President or the Board of Directors.

- C. SECOND VICE PRESIDENT. In the event that the President and/or the First Vice President is unable to perform their duties, the Second Vice President shall assume those duties as mentioned in the preceding paragraphs. The Second Vice President shall plan a program of general interest for each regular meeting.
- D. RECORDING SECRETARY. The Recording Secretary shall record all proceedings of the regular and special meetings of the Association, of the meetings of the Board of Directors and, in general perform all duties usual to the office of secretary.
- E. CORRESPONDING SECRETARY. The Corresponding Secretary shall have charge of all correspondence of the Association, shall keep a record of deceased members of the Association and inform the chairman of the Necrology Committee thereof and shall cause all notices to be given as required by these By-Laws or by action of the Association or of the State Statutes; in general, to perform all duties usual to the office of Corresponding Secretary.
- F. TREASURER. The Treasurer shall:
- (7) Have charge of and supervision over and be responsible for all funds, securities and disbursements of the Association.
  - (8) Keep, or cause to be kept, all the books of account of all the business transactions of the Association.
  - (3) Render to the President and Auditor a monthly statement and to the Board of Directors a quarterly statement of the financial condition of the Association and a report of all his or her transactions as Treasurer; render to the membership of the Association at the Annual Meeting a full financial report of all business transactions of the year as shown on the books and accounts of the office; collect all dues for Association membership and follow up all dues unpaid on the first day of November annually; and in general, perform all duties usual to the Office of Treasurer.
- G. AUDITOR. The Auditor shall perform the following duties: review periodically the work and records of the Treasurer as to timeliness, completeness and correctness; advise the President and the membership as to type findings and recommendations; certify the Annual Report of the Treasurer; in general, perform such duties as are usual to the Office of Auditor.

## ARTICLE IX - COMMITTEES

The following STANDING COMMITTEES shall be appointed for a term of two years beginning September 1st of odd-numbered years and continuing until their successor are appointed. Special Committees may be established from time to time by action of the Board of Directors of the Association. The purpose, term, responsibility and method of appointment shall be determined by the vote to establish them. The Chairman of each committee shall be appointed by the President and, unless otherwise provided, may select the members of his or her committee.

- (A) Greeting Committee: Shall be chosen by the previous hosts/hostesses and shall welcome attendees at all meetings.

(B) Legislative Committee: Shall make a continuing study of the need for action by the State Legislature for introduction of or changes in laws affecting retired educators. As found advisable, the Committee shall present its recommendations to the Association, the Maine Retired Teachers Association and/or the Legislature. The Committee shall work cooperatively with the Legislative Committee of the Maine Retired Teachers Association and with other groups on legislative matters.

(C) Membership Committee: Shall be constantly alert for retirees eligible for membership and. Novice them to join the Association.

(D) Necrology Committee: Shall keep a record of members deceased during the year and conduct a Memorial Service as part of the annual meeting.

(E) Registration and Attendance Committee: Shall have charge of registration and attendance at regular meetings. Shall receive luncheon and other reservations from members.

(F) Scholarship Committee: Shall be responsible for making known the availability of financial aid to education students, receiving applications and recommending awards subject to such regulations as the Association shall establish.

(G) Caring Committee: Shall contact members who are ill, disabled or home bound by sending cards and gifts, by visiting or calling (phone pals), and shall advise the Association, its Officers, or, Committees of the needs of members.

(H) Finance Committee: Shall consist of the Treasurer, Auditor and three members appointed by the President. It shall make recommendations to the Association annually at the April meeting of a budget for the next financial year and, from time to time, shall make recommendations to the Association for the management and investment of Association funds.

(I) Nominating Committee: Shall consist of three members appointed by the President in October of even numbered years. It shall make its recommendations to the Association at the following meeting. New officers shall be elected at the April meeting and installed at the annual meeting in May. The President shall not be a member of the Nominating Committee.

## ARTICLE X - PARLIAMENTARY AUTHORITY

The latest edition of Roberts Rules of Order shall be used as Parliamentary Authority.

## ARTICLE XI - AMENDMENTS

This document may be amended by a two-thirds vote of those members present at any regular meeting of the Association provided the proposed amendment has been introduced at a regular meeting of the Association and notice of action on the proposal has been given to the membership.