



ALLEGANY COUNTY RETIRED SCHOOL PERSONNEL

Bylaws 2023

ARTICLE I Name

The name of this association shall be the Allegany County Retired School Personnel (ACRSP). Hereafter the Association

ARTICLE II Purposes

- Section 1. To improve the general well-being of all teachers and other educational personnel who retired from the Allegany County School System or other educational institutions.
- Section 2. To operate as a non-profit, non-partisan, and non-sectarian organization as defined in Section 501 (c) (4) of the Internal Revenue Code.
- Section 3. To encourage members to continue their interest in educational programs and in legislative and economic developments affecting public education.
- Section 4. To promote and offer educational programs that will benefit all citizens, especially the retired.
- Section 5. To cooperate with the state and national retired school personnel associations.

ARTICLE III Membership

- Section 1. All persons receiving retirement payments from the Maryland State Teachers retirement/Pension System are eligible for active membership in the Association upon payment of annual dues.
- Section 2. Retired educational personnel not receiving retirement payments from the Maryland State Teachers Retirement/Pension System are eligible for active membership in the Association upon payment of annual dues.
- Section 3. **Emeritus Member.** Emeritus membership shall be awarded to those members who have reached the age of 90 and shall be exempt from further payment of ACRSP dues.
- Section 4. **Honorary Membership.** Honorary membership may be accorded to any person who is not eligible for membership (Sections 1 and 2) and who has distinguished himself/herself in work related to the Association or to all retired educational personnel. Honorary membership shall be the responsibility of the Executive Committee. Honorary members shall be exempt from payment of dues but entitled to participate in all activities of the Association except chairing a committee, voting, and holding elective office.
- Section 5. **Associate Membership.**
- A. Associate membership may be accorded, upon payment of dues, to members' spouses or surviving spouses who are supportive of the goals and purposes of the Association.
 - B. Associate members shall be entitled to participate in all activities of the Association and shall be eligible for benefits, except chairing a committee, voting, and holding elective office.

ARTICLE IV Affiliation

- Section 1. This ACRSP shall be affiliated with the Maryland Retired School Personnel Association (MRSPA), and with the National Retired Teachers Association (NRTA), a division of the American Association of Retired Persons (AARP).

ARTICLE V Finance

Section 1. Fiscal year.

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

Section 2. Dues.

The annual dues of the Association shall be recommended by the Executive Committee subject to the approval of the membership at the May meeting.

Section 3. Budget.

A budget shall be prepared by the Executive Committee and presented to the membership for action at the May meeting.

Section 4. Audit.

An audit of the financial records of this Association shall be made by an ad hoc committee of this Association at the close of the fiscal year (June 30) and the findings presented to the Executive Committee at its September meeting.

Section 5. Expense.

Expenses of officers and members of the Executive Committee, incurred while performing duties of the office, shall be paid from the treasury of the Association, unless the payment is made by the State Association.

Section 6. Dissolution.

In the event of the dissolution of the Association, all assets belonging to the ACRSP shall be given to the Board of Education Allegany County to be used for library books in the public schools of the county.

ARTICLE VI Officers

Section 1. The elected officers of this Association shall be a President, President-elect (vice president), Secretary, and Treasurer. The retiring President shall become Past President and the President-elect (vice president) shall become President.

Section 2. All persons nominated and elected shall be active members of ACRSP, MRSPA, and NRTA, a division of AARP.

ARTICLE VII DUTIES OF OFFICERS

Section 1. The President

- A. Shall preside at the meetings of the Association and the Executive Committee.
- B. Shall represent the Association at all meetings of civic, professional, and fraternal groups, which invite representation from this Association. If unable to attend said meetings, the President shall appoint a representative.
- C. Shall call to the attention of the members any situation influencing their well-being and ask for support for activities required to meet such situations.
- D. Shall be an ex-officio member to all committees.
- E. Shall, with the assistance of the Executive Committee, fill any vacancy which may occur among the officers or committee chairpersons.
- F. Shall be authorized to appoint ad hoc committees as the need arises.
- G. Shall appoint each committee chair.

Section 2. President-Elect (Vice President)

- A. Shall become the President at the conclusion of the current President's term of office or if the current President resigns or is unable to serve because of extenuating circumstances.
- B. Shall preside at meetings and assume all duties of the President in the absence of the President.
- C. Shall assume additional duties delegated by the President and the Executive Committee, including attendance at state and regional meetings of the MRSPA.

Section 3. Past-President

- A. Shall act in an advisory capacity to the officers and Executive Committee.

- B. Shall perform the duties of the President or the President-Elect in the absence of both these officers.

Section 4. **Secretary**

- A. Shall take the minutes and maintain a full record of all business transacted at regular and special meetings of the Association and of the Executive Committee.
- B. Shall send announcements regarding the October and May General Membership meetings to all members at least two weeks prior to the scheduled dates.

Section 5. **Treasurer**

- A. Shall receive the annual dues and other monies paid by members of the Association.
- B. Shall deposit funds of the Association in the appropriate Association accounts in a timely manner.
- C. Shall prepare, with the assistance of the Executive Committee, an annual budget for review at the April meeting so that members may review it before the voting in May.
- D. Shall pay by check or electronically all financial obligations of the Association provided for in the budget or approved by the Executive Committee. In the absence of the Treasurer, payments may be made by the President or the President-Elect, whose signatures are authorized with the bank of deposit.
- E. Shall submit a complete financial report at the October and May meetings and at other times as requested by the President or the Executive Committee.

ARTICLE VIII
Executive Committee

Section 1. The elected officers, immediate Past-President, and the chair of each of the Standing Committees shall constitute the Executive Committee.

Section 2. Shall, on occasion, include other specific Standing Committee members at its meetings.

Section 3. Shall conduct the business of this Association between meetings.

Section 4. Shall meet six times a year. The meetings shall be on the last Monday of every other month at a time and place decided upon at the end of the previous meeting.

Section 5. The President shall be empowered to call special meetings when necessary or upon the request of a majority of the Executive Committee.

ARTICLE IX Meetings

Section 1. There shall be regular meetings of the General Membership as set by the Executive Committee. Meetings held in October and May shall be expanded business meetings that include written committee reports. The time and place of meetings for the general membership shall be determined by members of the Executive Committee. The Executive Committee shall meet every other month starting in January of each year (see VIII, Section 4). Meetings of the Executive Committee may be held either in person or electronically.

Section 2. The business meetings shall provide the opportunity for consideration of all matters pertaining to the welfare of the Association.

Section 3. The election of officers, the adoption of the budget, and the consideration of dues shall be included in the May meeting. The slate of officer candidates (see Article X), a proposed budget, and the consideration of dues shall be presented at the April meeting so that the membership may have an opportunity to review them before the voting at the May meeting.

Section 4. All meetings will automatically be canceled if there is a change in the normal operating schedule of any of Allegany County public schools, which is announced for that day because of inclement weather conditions.

ARTICLE X Nomination Of Officers

Section 1. A slate of officer candidates shall be presented by the Nominating Committee at the April meeting for subsequent election at the May General Membership meeting. Candidates must agree to serve in the office for which they have been nominated.

Section 2. Following the report of the Nominating Committee at the April General Membership meeting, additional nominations for officers may be received from the floor in May, provided that such nominees state their willingness to serve.

Section 3. Election winners shall be determined by a majority of votes cast by the Members present at the May General Membership meeting. In the event that ballot votes need to be counted, the Nominating Committee shall serve in that capacity and announce the winner(s) at the same meeting.

ARTICLE XI ELECTION of OFFICER

Section 1. All officers will be elected for a two-year term. Any officer, including the President, may be re-elected for an additional term or terms by a vote of the membership.

Section 2. Upon the completion of the President's term or terms, the President-Elect (vice president) shall succeed the President.

Section 3. In the event that an elected officer cannot complete his or her term, the Executive Committee shall appoint a member to complete the term.

ARTICLE XII STANDING COMMITTEES

Section 1. The President, in consultation with members of the Executive Committee, shall appoint the chairs of the Standing Committees. Committee chairs shall each select other members to serve on their individual committees. In consultation with the members, the number and functions of the Standing Committees shall be determined by the Executive Committee.

ARTICLE XIII PARLIAMENTARY PROCEDURE

Section 1. The total number of members present at the meetings of the Association shall constitute a quorum for the transaction of business.

Section 2. A majority vote of approval of members present and voting at any meeting shall be required for passage of any motion.

Section 3. In situations not otherwise provided for, the latest edition of **Robert's Rules of Order, Newly Revised**, shall be the parliamentary guide for the Association.

ARTICLE XIV Amendments

Section 1. An amendment or revision of the bylaws may be proposed by the Executive Committee or any member with voting privileges in the Association and presented to the general membership acting as a Committee of the Whole.

Section 2. The bylaws of the ACRSP may be amended by a two-thirds vote of the members present and voting at a General Meeting.