

# MARSP-BCC BYLAWS

## ARTICLE I – NAME

The name of this organization shall be:

**Michigan Association of Retired School Personnel  
Berrien County Chapter**

[MARSP Chapter-County-Area: 07-11-22]

[Tax Identification Number: 38-2624880]

Hereinafter referred to as the Association.

## ARTICLE II - PURPOSE

The purpose of this Association shall be:

1. To promote the professional and economic status, and the general welfare of retired public school employees in our county and state.
2. To furnish a practical basis for united action which can be influential in aiding the cause of education.
3. To provide the members with important information vital to their well being as members of this organization.
4. Aid any active school employee in planning retirement.

## ARTICLE III - OFFICERS AND THEIR ELECTION

1. The officers of this Association shall be a president, a first vice-president, a second vice-president, immediate past president, a secretary and a treasurer. A corresponding secretary may be added at the discretion of the president and/or the board of directors.
2. Elected officers and voting board members must be members of the Association and of MARSP.
3. Officers shall be elected at the next-to-last regular, general meeting and installed at the last regular, general meeting of the Association's year.
  - [a] The Officers shall assume office on July 1 following their election.
  - [b] The Board of Directors shall be responsible for calling any special elections.
  - [c] Any officers elected as a result of a special election shall assume his/her duties immediately.
4. Election shall be by voice vote; if there are two or more candidates for an office voting shall be by secret ballot.
5. Officers shall be elected for a two-year term and may be re-elected. Exceptions to this article may be made with the approval of the Board of Directors.
6. At the time of installation, each officer shall receive a copy of his/her job description and copy of the bylaws governing the Association.

## **ARTICLE IV - GOVERNING BODY**

1. There shall be an Executive Board consisting of the elected officers and the immediate three Past Presidents. This board shall act on items which need immediate attention. The president or any two members of the Executive Board may call the Executive Board into session.
2. There shall be a Board of Directors consisting of the Executive Board and the chairmen of the standing or ad-hoc committees or an appointed representative of same.
  - [a] The Board of Directors shall meet prior to the regular membership meeting.
  - [b] Such meeting shall be called by the President or any two members of the Board of Directors.
  - [c] The Board of Directors shall be responsible for any special elections.
  - [d] Special General Membership meetings may be called by the Executive Board and/or the Board of Directors.
  - [e] The Board of Directors shall be responsible for conducting the general affairs of the organization.
3. Should any member of the Executive Board become unable to fulfill the requirements of his/her office, the remaining members of the executive board may after full deliberation, replace that officer.

## **ARTICLE V - FISCAL YEAR**

The fiscal year shall begin on July 1.

## **ARTICLE VI - MEETINGS**

1. There shall not be fewer than four general meetings per membership year.
2. Additional membership meetings may be called by the President with the consent of the Board of Directors with advance notification of time and date.

## **ARTICLE VII - QUORUM**

1. A quorum shall consist of those present at any officially called meeting of:
  - [a] the Executive Board, or
  - [b] Board of Directors, or
  - [c] membership meeting of the organization.
2. In all matters considered by a quorum, a simple majority shall rule except in regard to bylaw changes.
3. To make changes in the bylaws, the vote on the changes must be announced to the membership two weeks prior to the membership meeting at which the vote will be taken and a two-thirds majority of the members present at that membership meeting is required to approve changes.

## **ARTICLE VIII - POWERS**

1. The president shall appoint, with the consent of the board of directors, all committee chairmen of standing and ad hoc committees that are deemed necessary to carry out the plans of the Association.
  - [a] All committee chairs shall be appointed no later than July 1, at which time the president shall

give each committee chair a description of the committee responsibilities.

- [b] The president shall present to the Board of Directors the current year's plans and goals of the Association for their approval and ask for the Board's assistance in implementing such plans and goals.
  - [c] The president shall be an ex-officio member of all committees with the exception of the Nominating Committee.
  - [d] The standing committees are: Calling, Decorations, Friendship, Historian, Hospitality, Insurance, Legislative, Membership, Necrology, Programs, Publications, Public Relations, Retirement, Scholarship, and Website.
  - [e] The ad hoc committees are: Bylaws, Nominating, and Audit.
  - [f] MARSP authorized responsibility is Online Facilitator.
  - [g] Committee chairs may, at their discretion, select the committee members.
  - [h] All officers and committee chairs shall submit to the president and historian a written year-end report of the committee's activities at the conclusion of the committee's work or no later than June 30.
2. First Vice-President shall:
- [a] Preside at meetings in the absence of the president, have all the powers of, and perform all the duties of, the president at that time.
  - [b] Succeed to the office of president at any time the office of president becomes vacant.
  - [c] Arrange the time, place, menu, and incidentals of the general meetings.
  - [d] Perform other duties as designated by the president.
  - [e] Be an ex-officio member of all committees.
3. Second Vice-President shall perform duties as designated by the president or first vice-president.
4. Secretary shall:
- [a] Keep a clear concise record of all general and board meetings.
  - [b] Keep minutes readily available for reference.
  - [c] Provide the Executive Board copies of the board meeting minutes within 10 days.
  - [d] Provide incoming secretary with all official records.
5. Treasurer shall:
- [a] Maintain and preserve the record of income and expenses and accompanying documentation.
  - [b] Pay bills in accordance with the policies established by the Board of Directors.
  - [c] Provide a written report of receipts and expenditures at each regular meeting of the Board of Directors, the Executive Board and the general membership meetings.
  - [d] Deposit receipts in Board of Directors approved institutions.
  - [e] Enable and assure that at least one other board designated officer is the owner of the accounts and has online access to the accounts.
  - [f] Provide the online facilitator a copy of the membership renewal reports that accompany the direct deposit of membership dues.
  - [g] Provide cash bank for luncheon meeting cashiers.
  - [h] Contribute \$5.00 from the general funds of the Association to the MARSP Foundation as an *in memoriam* contribution for each deceased member.
  - [i] File the annual 990-N (e-postcard).

[j] Provide auditors and incoming treasurer with the record of income and expenses and accompanying documentation.

6. Immediate Past-President shall:

[a] Furnish continuity and act as advisor to the president.

[b] Attend Executive Board meetings and Board of Directors meetings as an ex-officio member.

## **ARTICLE IX - MEMBERSHIP**

1. Membership starts July 1 and ends June 30 for continuing membership. Newly retired may start their membership whenever they retire.
2. Active membership in the Association shall be open to [1] all retired annuitants of Michigan Public School Employees' Retirement System, and/or the annuitant spouses of deceased members of that system; and [2] non-MPSERS retired annuitants who submit conclusive evidence of [a] bona fide retirement status and [b] not less than ten [10] complete years of service in Michigan tax-supported educational institutions upon payment of either the annual or life membership dues in effect at the time of application.
3. Associate membership in the Association shall be open to current school employees, spouses of members, and other persons interested in the purposes and programs of Association and of MARSP. Such members shall have membership rights and privileges, except the rights to vote or hold elected office.
4. Life membership in the Association shall be open to any member upon payment of the current life membership dues.
5. Honorary membership in the Association shall be awarded by vote of the Board of Directors.
6. A member becomes delinquent when membership dues are not paid by June 30 and that member's name shall be removed from the mailing list.
7. The rights and privileges of members shall include -
  - [a] Receipt of the official publication, the *MARSP-BCC Newsletter*, as well as the *Yearbook*.
  - [b] Attendance by active and life members at Board of Directors or Executive Board meetings with permission to speak when granted by the presiding officer.

## **ARTICLE X - STANDING RULES**

The amount of dues shall be placed under standing rules in order that it may be more easily changed at the convenience of the organization.

## **ARTICLE XI - AUTHORITY**

All questions of parliamentary procedures not covered by these bylaws shall be determined by Robert's Rules of Order, Newly Revised, Latest Edition.

**Adopted May, 1995; Amended March 1998; Amended January 2008; Amended July 2012;  
Amended April 12, 2016.**