

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, ~~three immediate~~ past presidents **that have MARSP and chapter membership**, 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 ~~three~~**immediate** 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~~**in the first Monday of April, August, and November.**
 - [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~~**membership** 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

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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-Financial Review**.
 - ~~[f] MARSP authorized responsibility is Online Facilitator.~~
 - [f] Committee chairs may, at their discretion, select the committee members.
 - [g] 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.
(h) President shall prepare the agenda and file all state forms with MARSP
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.~~
 - [c] Perform other duties as designated by the president.
 - [d] Be an ex-officio member of all committees.
3. Second Vice-President shall
 - [a] Perform duties as designated by the president or first vice-president.
 - [b] Arrange **the time, place, and menu for the membership meetings.**
 - [c] **Works with the treasurer to provide caterer payment.**
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.

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- [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.~~
- [f] Provide cash bank for luncheon meeting cashiers.
- [g] 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).~~
- [h] Provide ~~auditors~~ **financial reviewers** and incoming treasurer with the record of income and expenses and accompanying documentation.

[i] Provide paper copy of reviewed financial records to the Historian Committee.

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 a ~~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.~~
5. 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.
6. 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

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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.

Committee and Position Responsibilities

Michigan Association of Retired School Personnel—Berrien County Chapter

1. ~~Audit~~ Financial Review Committee: [Ad Hoc]

- [a] ~~Conducts an audit of the~~ **Reviews** MARSP-BCC financial records to verify records and the accountability of funds at the conclusion of each fiscal year and when the treasurer changes.
- [b] Conducts an audit that includes the examination of
 - [1] bank statements
 - [2] records of receipts including membership meeting income, scholarship contributions, and chapter dues.
 - [3] records of expenditures including payment of scholarships, meeting expenses, payments to MARSP, and payment of chapter and committee expenses.
- [c] Submits a written report with any recommendations to the Board of Directors at the board meeting held prior to first fall membership meeting or when a new treasure assumes office.

2. Bylaws Committee: [Ad Hoc]

- [a] Attends Board of Directors meetings [chairman or representative].
- [b] Requests information from the Board of Directors regarding additions and/or corrections to be considered for the Bylaws committee.
- [c] Reviews requests for additions and/or corrections, and make recommendations to the Board of Directors.
- [d] Reports to membership of MARSP-BCC as additions/changes are recommended for action.

3. Calling Committee:

- [a] Works with the Membership Chair ~~Online Facilitator~~ to create a list of call coordinators (call coordinators receive meeting reservations from assigned callers), callers, and members to be called for meeting reservations.
- ~~[b] Provides the list of call coordinators and callers for publication in the yearbook.~~
- [b] Maintains the list of call coordinators, callers, and members to be called by adding or removing the names of call coordinators, callers, and members to be called.
- [c] Communicates instructions to the call coordinators and callers.
- [e] Provides the list of meeting reservations to the Publications Committee ~~Online Facilitator~~ for printing name tags and check-in forms for membership meetings.

4. Decorations Committee:

- [a] Prepares an overall plan for the decorations for the general meetings.
- [b] Enlists whatever help is needed to carry out the year's plan.

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[c] Provides receipts to the treasurer for reimbursement.

5. Friendship Committee:

[a] Is informed of the current members who are ill and should be sent a “get well” or a “sympathy” card to those who have a deceased family member.

[b] Maintains a list of the cards sent.

[c] Submits receipts for cards and postage to the treasurer for reimbursement.

6. Historian Committee:

~~[a] Keeps a book of clippings and other important information relating to the activities of MARSP-BCC.~~

~~[b] Archives the annual reports of all officers and committee chairmen.~~

[a] Retain and preserve copies of reviewed financial records, digital and paper copies of past annual directories, digital copies chapter newsletters, digital and paper copies of past scholarships, bylaws, committee descriptions, and chapter history on chapter website.

7. Hospitality Committee:

[a] Obtains volunteers for the luncheon meetings: cashiers, hosts or hostesses, and a person to give the invocation, lead the Pledge of Allegiance, and a song for each membership luncheon meeting.

[b] Reserves places at the luncheon tables for the workers.

8. Insurance Committee:

[a] Keeps informed about all insurance information that is applicable to the membership.

[b] Keeps the membership informed about changes in the related policies, group and personal.

[c] Answers specific questions of members or refers that member to an appropriate resource.

9. Legislation Committee:

[a] Keeps informed on all legislation related to the aging with special emphasis on that which is related to retired school personnel.

[b] Attends local, area, and state meetings concerning legislative issues.

[c] Reports to the Board of Directors and at the general meetings of the membership.

[d] Requests specific action from the membership on vital legislation.

10. Membership Committee:

[a] Responsible for using all resources available, and delegating activities to other members of the membership team, to recruit new retirees, retain current members, regain former members who failed to renew.

[b] Uses the MARSP database ~~or information provided by the Online Facilitator.~~ to keep a record of all members.

~~[c] Reports all changes and deaths to the MARSP-BCC Online Facilitator~~

[c] Collects dues from members who choose to pay at the local level, and forward same to the MARSP office for recording with checks payable to MARSP.

[d] Staffs the membership table at the area conference.

~~[f] Attends and actively participates in the MARSP Recruitment TEAM training seminars~~

[e] Understands the current policies/procedures set by the MARSP Board and staff.

[f] Maintains a good working relationship with the MARSP Membership Services Coordinator.

[g] Works cooperatively with the state membership chairman/committee.

[h] Solicits strategies, policies, philosophies, etc., from successfully growing MARSP chapters.

~~[k] Is familiar with the latest version of the *MARSP Membership Handbook*.~~

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11. Necrology Committee:

- [a] Assigns one member from each geographical area of Berrien County to inform the Necrology Chairman of member deaths.
- [b] Checks the obituary columns of the area newspapers for the deceased members ~~names~~.
- [c] Keeps an accurate list of those MARSP-BCC members deceased on a yearly basis.
- ~~[d] Gives a list of deceased members' names to the Membership Chairman and Treasurer quarterly [September 20, December 31, March 31, June 30].~~
- [d] Sends one copy of each deceased member's obituary [or letter of notification from a relative] to the ~~Membership Chairman or Treasurer who sends this on to~~ **MARSP Membership Coordinator.**
- ~~[f] Provides a list of the deceased members for the November necrology recognition~~
- [e] **Provides deceased members obituaries to Friendship Committee.**

12. Nominating Committee: [Ad Hoc]

After obtaining the consent of the nominees for officer positions, presents the names to the Executive Board in March.

13. Program Committee:

- [a] Obtains program ideas from the membership survey and other sources, contacts presenters, and schedules programs for the membership meetings after obtaining board approval.
- [b] Communicates with treasure to arrange payments for presenters.**

14. Publications Committee:

- [a] Publishes a newsletter **twice annually** to provide information before each of the membership meetings:
 - [1] Gathers information for a quarterly newsletter.
 - [2] Prepares and edits materials gathered for publication.
 - [3] Arranges for the printing and distribution of the newsletter.
 - ~~[4] Prepares and presents to the treasurer and president an itemized accounting of costs incurred after each issue.~~ **Provides invoices to treasurer for payment.**
 - [5] Forwards Change of Address Report provided by newsletter printer and mailer to MARSP Membership Coordinator.**
 - [6] Provides Historian Committee digital copies of chapter newsletter and paper and digital copies of the chapter directory.**
- [b] **Uses reservation list provided by Calling Committee to print name tags, check-in, and cash count pages for membership meetings.**
- [c] Publishes an annual directory ~~yearbook~~:
 - [1] Gathers information from chapter officers and committee chairmen.
 - [2] Prepares and edits materials gathered for publication of directory ~~yearbook~~.
 - [3] Prepares and presents to the treasure and president an itemized accounting of costs incurred after each issue.

~~**15. Public Relations Committee:**~~

- ~~[a] Sends notice of general meetings to local newspapers at least two weeks prior to the meeting.~~
- ~~[b] Attends Board of Director's meetings to keep informed of meeting content.~~

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~~[c] Involves news reporters from different areas of Berrien County.~~

~~[d] Prepares periodic news reports of the MARSP-BCC meetings for the Vanguard.~~

~~[e] Submits publicity for any other project requested by the president.~~

15. Retirement Committee:

Provides informational meetings on ~~Blue Cross/Blue Shield of Michigan (BCBSM)~~ and the Michigan Public School Employees Retirement System (MPERS) for current and future retirees.

16. Scholarship Committee:

[a] Establishes criteria for, applications and other forms needed to award scholarship[s].

[b] Distributes scholarship information to all ~~colleges and media.~~

[c] Establishes system of reviewing all applications and personal interviews with those meeting the criteria guidelines.

[d] Arranges for presentation of scholarships.

[e] Works with the Board and membership regarding financing of scholarship.

[f] Provides oral and written reports to membership.

17. Website Committee:

[a] Keeps information on the MARSP-BCC website up to date.

~~[b] Keeps information on the MARSP website up to date.~~

[b] Requests treasurer pay annual domain name cost.

[c] Provides the Historian Committee digital and paper copies of scholarships, bylaws, committee descriptions, and chapter history on chapter website.

~~**18. Online Facilitator:**~~

~~[a] Keeps a record of all members.~~

~~[b] Utilizes the portal page to gain member information and make personal contacts.~~

~~[c] Provides Monthly Rosters and Membership Reports to the membership chairman.~~

~~[d] Updates accessible fields: area codes, phone numbers, position at retirement, school district, year retired~~

~~[e] Provides Treasurer's Roster and reports to the treasurer.~~

~~[f] Prints labels for mailings.~~

~~[g] Attends and actively participates in the online training sessions.~~

Revised: 2003; Amended: January 2008 and July 2012.