

**Bylaws**  
**of the Anne Arundel Retired School Personnel Association, Inc.**

**ARTICLE I – NAME**

The name of this organization shall be the *Anne Arundel Retired School Personnel Association, Inc.*

**ARTICLE II – PURPOSE**

Section 1: The purpose of the Association shall be:

- a. To improve the well being of the retired personnel of the Maryland State Retirement and Pension System who are former employees of the Anne Arundel County Public Schools System;
- b. To encourage members to utilize their talents, training, and experience in furthering the educational, social and civic growth of the community, the State and the Nation;
- c. To encourage members to continue their interest in educational programs and in legislative and economic development affecting public education;
- d. To promote and offer educational programs and information that will enhance retirement living;
- e. To consider and deal with common problems affecting retired educational personnel, and foster cooperative action to advance the common purposes of educational personnel and other persons who are directly concerned with the educational programs of the County;
- f. To encourage the development of legislation, regulations, policies, pensions or benefit plans affecting retired educational personnel;

- g. To cooperate with NRTA, AARP's Educator Community and the Maryland Retired School Personnel Association, Inc. through discussion, study, publications for the professional exchange of ideas, techniques and experiences and for the expression on issues of concern to retired educational personnel;
- h. To contribute financial aid to a scholarship fund which will assist students who meet the criteria as specified by the AARSPA's scholarship process to pursue a degree in preparation for a career in education;
- i. To operate as a non-profit, non-partisan, and non-sectarian association as defined in Section 501(c)4 of the Internal Revenue Code.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1: Active Membership**

- a. All persons who are receiving retirement payments from the Maryland State Retirement and Pension System (Teacher Retirement System MD code 22-208) are eligible for active membership in the Association upon payment of annual dues;
- b. Retired educational personnel not receiving retirement payments from the Maryland State Retirement and Pension System are eligible for active membership in this Association upon payment of annual dues;
- c. Active members shall be entitled to participate in all activities of the Association, including chairing a committee, voting, and holding elective office.

#### **Section 2: Associate Membership**

- a. Associate Membership may be accorded, upon payment of dues, to members' spouses, surviving spouses, and retirees from other educational systems 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 be eligible for benefits, except chairing a committee, voting, and holding elective office.

**Section 3:** Honorary Membership

- a. Honorary/Distinguished Membership may be accorded to any person who is not eligible for membership and who has distinguished himself/herself in work related to the Association or to all retired educational personnel;
- b. Honorary members shall be entitled to all the rights and privileges extended to active members, except chairing a committee, voting, and holding elective office;
- c. Honorary members shall be exempt from paying dues.

**Section 4:** Emeritus Membership

- a. Any active members of this Association upon reaching the age of ninety (90) shall be eligible for Member Emeritus status;
- b. The Emeritus members shall be entitled to all the rights and privileges extended to active members. They shall be exempt from paying annual dues and lunch fees at AARSPA general meetings.

**ARTICLE IV – OFFICERS**

**Section 1:** Elected officers of this Association shall be:

- a. President
- b. Immediate Past-President
- c. President-Elect
- d. Recording Secretary
- e. Assistant Recording Secretary
- f. Treasurer
- g. Assistant Treasurer

- h. Corresponding Secretary

Section 2: Persons elected as officers shall serve on the Executive Committee.

## ARTICLE V – DUTIES OF OFFICERS

Section 1: The President shall:

- a. Preside at the meetings of the Association, the Executive Committee, and the Executive Board;
- b. Represent the Association at meetings of civic, professional, and fraternal groups, which invite representation from this Association;
- c. Be an “ex officio” member of all committees, except the Nominating Committee;
- d. With the aid of the Executive Committee, fill any vacancy that may occur among the officers of this Association;
- e. Call the regular and special meetings of this Association;
- f. Appoint committee chairs;
- g. Be authorized to appoint “ad hoc” committees as the need arises;
- h. Serve as Past-President one year beyond the two consecutive years as President;
- i. Appoint a Parliamentarian.

Section 2: The Immediate Past-President shall:

- a. Be the Chairperson of the Nominating Committee for the election of officers;
- b. In the event that the President and the President-Elect are unavailable, the Immediate Past-President shall preside at the meetings of this Association and assume the powers designated, and perform the duties of the President.

Section 3: The President-Elect shall:

- a. Begin serving at the start of the President’s second year of his/her two consecutive year term;

- b. In the absence of the President, preside at meetings, have the powers of, and perform all duties of the President;
- c. Succeed to the office of President at any time the office of the President becomes vacant;
- d. Perform such duties as are prescribed by the President and/or the Executive Board.

Section 4: The Recording Secretary shall:

- a. Take the minutes and maintain a full record of all business transacted at regular and special meetings;
- b. Submit the minutes of the Business Meeting held in May to the Treasurer.

Section 5: The Assistant Recording Secretary shall:

- a. In the absence of the Secretary, assume the duties of the Secretary;
- b. In the absence of the Secretary, submit the minutes of the Business Meeting held in May to the Treasurer.

Section 6: The Treasurer shall:

- a. Process the receipts and deposits of membership dues and other monies paid by members to the Association;
- b. Be responsible for the accounting and posting of income and expenses for the Association;
- c. Make payment of all financial obligations of the Association;
- d. Supervise the preparation of all required state and federal financial reports for the Association;
- e. Forward the minutes of the May Business Meeting and a list of the corporation officers to the Maryland State Department of Assessments and Taxation;
- f. Complete and submit reports of all meetings, State and Federal tax forms, and the Annual Review;

- g. Sign all checks.

Section 7: The Assistant Treasurer shall:

- a. In the absence of the Treasurer, assume the duties of the Treasurer;
- b. Assist the Treasurer, as requested;
- c. Be responsible for all luncheon registrations.

Section 8: The Corresponding Secretary shall:

- a. Handle the correspondence of the Association;
- b. Assist in the other duties that relate to and enhance the correspondence of the Association.

## ARTICLE VI – EXECUTIVE BOARD

Section 1: Membership:

- a. The Executive Board shall be composed of the elected officers, the Immediate Past-President, the Parliamentarian and the Standing Committee chairs;

Section 2: Standing Committees:

The Standing Committees are:

- a. Archives/Histories
- b. Bylaws
- c. Chorus
- d. Community Service
- e. Consumer Education
- f. Educator/Employee of the Month
- g. Finance and Budget
- h. Free School
- i. Hospitality

- j. Legislation
- k. Membership
- l. Newsletter, *The Informer*
- m. Nominating
- n. Photography
- o. Pre-Retirement
- p. Program
- q. Public Relations
- r. Remembrance
- s. Scholarship
- t. Travel

Section 3: Meetings:

- a. There shall be at least five (5) meetings of the Executive Board during each fiscal year. These meetings may be held in July, October, January, April, and June.

Section 4: Additional meetings may be called by the Association President, as required.

## ARTICLE VII – ASSOCIATION MEETINGS

Section 1:

There shall be at least four (4) meetings of the Association during each fiscal year. These meetings may be held in September, November, March, and May.

Section 2:

The May General Membership meeting shall coincide with the Annual Meeting of the Corporation of the Association.

Section 3:

Special meetings may be called by the Association President, as required.

ARTICLE VIII – FINANCE

Section 1:

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

Section 2:

The annual dues of this Association shall be recommended by the Executive Board and approved by the membership at the meeting prior to the last general session of the fiscal year.

Section 3: The duties of the Financial Committee shall include:

- a. Preparation of an annual budget;
- b. Formulation of financial policies and procedures of the Association;
- c. Presentation of the budget at the Executive Board meeting prior to the Annual Business Meeting of the Corporation in May;
- d. Adoption of the Association Annual Budget shall occur at the Annual Business Meeting of the Corporation.

Section 4:

No part of the net earnings of the Association shall inure to the benefit of, or be distributed to its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions to further the purposes of this Association.



Section 5:

An annual independent audit of the financial records of this Association shall be made at the end of the fiscal year and presented to the Executive Board.

**ARTICLE IX – ELECTIONS**

Section 1:

The term of office of the President shall be two (2) consecutive years. Election and installation of the President shall be held in May every other year. The President will serve one year beyond the two consecutive years as Past-President.

Section 2:

The term of office of the President-Elect shall be one year. The election and installation of the President-Elect shall be held in May at the start of the second year of the President's two-year term.

Section 3:

The term of office of the Recording Secretary, Assistant Recording Secretary, Treasurer, Assistant Treasurer, and Corresponding Secretary is one (1) year. Election and installation of these officers shall be held annually in May. Should these officers be duly nominated and agree to serve, they may be elected for additional terms.

**ARTICLE X – NONDISCRIMINATION**

Section 1:

The Association shall function in all matters and under all circumstances in accordance with applicable local, state, and federal laws and statutes pertaining to nondiscrimination. No substantial part of the activities of the Association shall be utilized on propaganda or otherwise attempting to influence legislation and the organization shall not participate in or intervene in

(including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 2:

Notwithstanding and other provisions of these articles, the Association shall not carry on any other activities:

- a. By an association exempt from Federal Income Tax under Section 501 (c)4 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law), or:
- b. By an association contributions which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).

**ARTICLE XI – DISSOLUTION**

In the event or on the dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association, exclusively for the purposes of the Association in such manner, or to such association or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization under Section 501(c)4 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law) as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed of by the appropriate state court of the city or county in which the principal office is then located, exclusively for such purposes or such association or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XII – AMENDMENTS**

The Bylaws may be amended by a majority vote.

- a. The Executive Board shall approve by majority vote to forward proposed amendment(s) to the General Membership.
- b. A copy of the proposed amendment(s) must be present in writing to the General Membership at least thirty (30) days prior to the meeting held to consider any amendment(s).

## **ARTICLE XIII – PARLIAMENTARY PROCEDURES**

### Section 1:

Quorum.

- a. The total number of members present at a General Meeting shall constitute a quorum for the transaction of business.
- b. Twelve (12) 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 members present 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.

**Primary Source Material**

*Constitution of the Anne Arundel Retired Teachers Association*

*Bylaws of the Maryland Retired School Personnel Association*

*The Informer, Anne Arundel Retired Teachers Association, Inc.*

*The Informer, Anne Arundel Retired School Personnel Association Executive Board  
Meeting Agenda(s)*

**First Revision 2008**

Researched, Compiled, and Edited for the Association

*Edward R. Stofko, Bylaws Committee*

Reviewed, Revised and Edited

*Betty Ann White, President*

*Max Muller, Past-President*

*Howard Hall, Past-President*

Document Preparation

*Karen del Real*

**Second Revision 2011**

Edited for the Association

*Edward R. Stofko, Bylaws Committee*

Reviewed, Revised, and Edited

*Ione Williams, President*

*Robert Kanach, President-Elect*

*Kenneth Nichols, Past-President*

*Howard Hall, Past-President*

Document Preparation

*Karen del Real*

**Third Revision 2013**

Edited for the Association

*Edward R. Stofko, Bylaws Committee*

Reviewed, Revised, and Edited

*Charles Gable, President*

*Anthony Anzalone, Executive Board Member*

*Robert Kanach, Past-President*

*Ione Williams, Past-President*

*Kenneth Nichols, Past-President*

*Ronald Ruffo, Past President*

Document Preparation

*Robert Kanach*

**Fourth Revision 2016**

Edited for the Association

*Margaret Wolfe, Parliamentarian*

Reviewed, Revised and Edited

*Barry Fader, President*

*Charles Gable, Past President*

*Rosemary Biggart, Treasurer*

*Ron Ruffo, Past President*

*Robert Kanach, Assistant Treasurer*

Document Preparation

Robert Kanach

**Fifth Revision 2019**

Edited for the Association

Kenneth Nichols, Chair and Past President

Reviewed, Revised and Edited

Ken Nichols, Chair and Past President

Charles Gable, Past President

John Hammond, Executive Board Member

Robert Kanach, Past President and Asst. Treasurer

Max Muller, Past President and Treasurer

Document Preparation

Robert Kanach