

CONSTITUTION

PREAMBLE

We, the Retired School Employees of _____ geographic area, believing that retirees must institute their own self-government and secure proper recognition and responsibility for the well-being of their members, adopt this constitution.

ARTICLE I NAME

The name of this State of Michigan non-profit corporation shall be _____,
an Affiliated Chapter of the Michigan Education Association-Retired/National Education Association- Retired.

ARTICLE II PURPOSE

This Chapter shall be dedicated to the promotion of retirement with dignity, happiness, usefulness and adequate income through:

- A. promoting the social, professional, economic status and the general welfare of retired school employees.
- B. furnishing a practical basis for united action with others who are devoted to the cause of education.
- C. promoting voluntary participation by its members in civic and educational affairs.
- D. encouraging members to exercise their rights and privileges as citizens and to willingly accept leadership in civic affairs.

ARTICLE III MEMBERSHIP

SECTION 1. Membership

All retirees who meet the Lifetime membership requirement of MEA-Retired and NEA-Retired may, upon payment of local Chapter dues, become members of this Chapter with full rights and privileges of membership.

SECTION 2. Associate Members

Associate membership of this Chapter upon payment of Chapter dues shall be open to current school employees, MEA Pre-Retired members, spouses of members, spouses of deceased former members and all other persons interested in the purpose and programs of this Chapter. Associate Membership status is ex-officio without voting rights or right to hold office. Chapter Associate Members shall not be included in the total membership count of the Chapter reported to MEA-Retired.

SECTION 3. Honorary Members

Honorary membership of this Chapter shall be awarded only by vote of the Executive Board. Chapter Honorary membership is ex-officio without voting rights or right to hold office and shall not be included in the total membership count of the Chapter reported to MEA-Retired.

ARTICLE IV OFFICERS AND GOVERNING BODY

SECTION 1. OFFICERS.

The officers of this Chapter shall consist of a President, a Vice President, a Secretary and a Treasurer. Terms of officers shall be for two years and shall commence on September 1.

SECTION 2. GOVERNING BODY.

There shall be a governing body known as the Executive Board that shall consist of the officers and the chairpersons of standing committees.

ARTICLE V DIRECT LEGISLATION

INITIATIVE, REFERENDUM AND RECALL.

The rights of popular initiative, referendum, and recall shall rest with the MEA-Retired Lifetime members of the Chapter. To invoke the initiative, referendum or recall, petitions signed by at least ten percent (10%) of the retired Lifetime Members of the Chapter shall be required, provided that the number of signatures represents at least ten percent (10%) of the total membership as of December 31 of the previous year. Any measure proposed by initiative, referendum, or recall petition shall be either adopted or rejected without amendment at the next Chapter meeting following publication of the measure, provided a Chapter meeting is scheduled within sixty (60) day period. A special meeting will be called by the President in the event that a meeting is not scheduled within the sixty- (60) day period. A majority affirmative vote of the registered MEA-Retired Lifetime members present and voting shall be required for its adoption which shall take effect thirty (30) days later.

ARTICLE VI MEMBERSHIP AND FISCAL YEAR

The membership and fiscal years shall be September 1 through August 31.

ARTICLE VII AUTHORITY

Any part of this Constitution and/or Bylaws which is in conflict with the Constitutions and/or Bylaws of MEA-Retired, MEA, NEA, or the NEA-Retired Bylaws will be declared null and void.

ARTICLE VIII AMENDMENTS

Amendments to the Constitution and Bylaws may be proposed by resolution of the Executive Board or by a petition signed by fifteen percent (15%) of the total MEA-Retired Lifetime Chapter members and submitted to the Secretary. The following procedures will be used.

SECTION 1. Upon receipt of a proposed amendment to the Constitution or Bylaws, in accordance with the above, the Executive Board shall schedule a vote on the proposal.

SECTION 2. A copy of the proposed amendment, together with the recommendation of the Executive Board shall be sent to each MEA-Retired Lifetime member of the Chapter at least thirty (30) days prior to the vote.

SECTION 3. CONSTITUTION AMENDMENTS. A two-thirds (2/3) affirmative vote of the registered MEA-Retired Lifetime members with voting privileges present and voting is required to adopt the proposed amendment which shall become effective September 1, unless otherwise provided.

SECTION 4. BYLAWS AMENDMENTS. A majority affirmative vote of the registered MEA-Retired Lifetime members with voting privileges present and voting is required to adopt the proposed amendment which shall become effective September 1 unless otherwise provided.

Prototype revised by the MEA-Retired Board November 2013.
Ratified by Chapter date:

BYLAWS

ARTICLE I RULES

Robert's Rules of Order, Latest Edition, shall be the authority on all questions of procedure not specifically stated in this Constitution and Bylaws.

ARTICLE II MEETINGS

SECTION 1. General membership meetings shall be called by the President or the Executive Board as needed; however, there shall be at least two (2) general membership meetings each year. At least seven days' notice is required, specifying date, time, place and purpose of such meetings.

SECTION 2. The Executive Board shall meet before each general membership meeting and when a special meeting is necessary. After establishment of a calendar, the membership shall be notified of dates, times and places of meetings.

ARTICLE III QUORUM

Those members with voting privilege present at a duly called General Membership Meeting shall constitute a quorum. A majority of members of the Executive Board or of a Committee present at a duly called meeting shall constitute a quorum.

ARTICLE IV DUTIES OF OFFICERS

SECTION 1. **PRESIDENT.** Presides over meetings, appoints members of committees subject to approval of the Executive Board, is an ex-officio member of all committees except nominations and elections committee, represents the Chapter before the public, is executive officer of the Chapter, submits annual budget for consideration, is a delegate to the MEA-Retired Annual Meeting and performs all other functions attributed to this office.

SECTION 2. **VICE PRESIDENT.** Presides in the President's absence and performs duties as assigned by the President.

SECTION 3. SECRETARY. Keeps accurate minutes of all meetings of the Chapter and Executive Board, maintains official files, assists the President with Chapter correspondence, and informs the MEA-Retired office of newly elected officers and other significant actions.

SECTION 4. TREASURER. Deposits funds of the Chapter and disburses them according to decisions of the Executive Board, maintains roll of members, keeps accurate accounts of receipts and expenditures, reports to each meeting of the Chapter and Executive Board, prepares annual financial statements for membership and assists in drafting annual budgets. The Treasurer shall be bonded and the Chapter shall provide for an annual audit of the books.

ARTICLE V POWERS OF EXECUTIVE BOARD

SECTION 1. Upon the Executive Board shall rest the duties, responsibilities and authority for conduct of the Chapter in all matters except as provided in this Constitution and Bylaws.

SECTION 2. The Executive Board may, at any time, refer matters to the general membership for consideration.

ARTICLE VI NOMINATIONS AND ELECTIONS

SECTION 1. The President shall appoint an Elections Committee, which shall establish election procedure, which guarantee that all elections shall provide for open nominations, secret ballot voting procedures and preservation of ballots for at least one (1) year.

SECTION 2. The Executive Board shall certify the Elections Committee report and publish results of the election.

SECTION 3. Election of officers shall be conducted no earlier than April 1 nor later than June 30 of each election year.

ARTICLE VII VACANCIES

SECTION 1. A vacancy in the position of President shall be filled by the Vice President until a general election is held and a new President is elected.

SECTION 2. The President, with the approval of the Executive Board, shall appoint a Chapter member to a vacancy in the position of Vice President, Secretary or Treasurer. The appointee shall serve out the remainder of the unexpired term.

ARTICLE VIII DUES

Dues of the Local Chapter shall be determined by the Executive Board.

ARTICLE IX RIGHTS AND PRIVILEGES OF MEMBERS OF THE CHAPTER

SECTION 1. All members shall receive appropriate information from the Chapter, i.e. the local newsletter.

SECTION 2. Any member may attend an Executive Board meeting.

Below is a prototype of the Chapter Administrative Policies and Procedures which you can add to in order to meet Chapter needs. You need to make sure they don't conflict with the Constitutions and Bylaws of either your Chapter and/or MEA-Retired.

Chapter name _____ **MEA-RETIRED**

ADMINISTRATIVE POLICIES AND PROCEDURES

(Chapter Name) MEA-Retired Administrative Policies shall be developed, adopted, and amended by the Chapter's Executive Board only as necessary for matters not already covered by the Chapter's Constitution and Bylaws, MEA-Retired Constitution and Bylaws and/or MEA Constitution and Bylaws and Administrative Policies.

Suggested Standing Rules

1. Seek to establish a mutual workable relationship with active school personnel of the area.
2. Send to meetings and workshops informed representatives who can express the opinions of the group.
3. Consider making use of state and national officers as resource people in planning programs.
4. Encourage all members to participate actively in Chapter programs.
5. Memorials for deceased members of the Chapter shall be a voluntary collection and contributed to the organization designated by the survivors. If none is designated, the recipient may be determined by the Executive Board.
6. Process for determining delegates and alternates to the MEA-Retired Annual Meeting.