

Alief Retired Employees Association

BY-LAWS

These BY-LAWS are subject to change by action of the executive committee and upon ratification of the membership of the Alief Retired Employees Association.

ARTICLE I: NAME

The name of this organization shall be the **Alief Retired Employees Association** and shall be referred to as **AREA**.

ARTICLE II: OBJECTIVES

Section 1: Objectives. The objectives of the AREA shall be:

- A. To provide scholarships to the students of Alief Independent School District.
- B. To encourage retired personnel to give voluntarily of their time, talents, training and experience to the service of students in Alief ISD
- C. To foster good fellowship and social interaction among retired Alief ISD personnel

ARTICLE III: MEMBERSHIP AND DUES

Section 1: Eligibility. Any person, professional, paraprofessional or support staff, who retired from Alief ISD or who worked in Alief ISD but retired from somewhere else will be eligible for membership in AREA.

Section 2: Classification. There shall be only one class of members.

Section 3: Dues. Annual dues shall be twenty-five dollars (\$25.00) for individuals and forty dollars (\$40.00) for couples.

ARTICLE IV: MEETINGS

Section 1: Executive Committee. The Executive Committee will meet a minimum of three (3) times per year. Special meetings may be called by the President.

Section 2: General Meetings. Meetings of the entire membership will be held two (2) times each year.

ARTICLE V: OFFICERS, ELECTIONS AND TERMS

Section 1: Kinds of Officers. All officers shall be members of AREA and shall be of two kinds: elective and appointive.

- A. Elective officers shall be: President, Vice President of Membership, Vice President for Scholarships, Vice President for Special Events, Treasurer, Secretary
- B. The President shall appoint the following officers: Historian and Parliamentarian

Section 2: Elections.

- A. After the initial two-year organizational period the Nominating Committee shall meet in January of every odd-numbered year to develop and present a slate of officers by February which will be voted upon in March of that same year.
- B. The President will have filled all appointive offices by April of every odd numbered year.

Section 3: Term of Office

- A. After the initial two-year organizational period the term of all elective offices shall be for a term of two years; likewise, appointed officers are appointed for two (2) years.
- B. Elected officers may succeed only one time themselves for a second two-year term.

Section 4: Vacancies

- A. Vacancies shall be filled by appointment of the President and by approval of the Executive Board to serve the remainder of the elective or appointive term.

ARTICLE VI: COMMITTEES

Section 2: Committees—There shall be two types of committees:

- A. Standing Committees shall include: Membership, Scholarships, and Special Events. Each of these committees shall be chaired by an elected vice-president.
- B. Ad Hoc and special committees shall be created by the Executive Board as needed. The chairs of ad hoc and special committees shall be appointed by the President.
- C. The President is an ex-officio member of all standing, special and ad hoc committees.

ARTICLE VII: THE EXECUTIVE COMMITTEE

Section 1: Composition. The Executive committee shall be composed of the elective officers, appointive officers, chairmen of all standing committees and the immediate past President.

Section 2: Meetings. The Executive Committee will meet a minimum of three (3) times per year. Special meetings may be called by the President. The President shall set the date, time and location of the meeting as well as prepare the agenda and preside over the meeting of the Executive Committee.

Section 3: Quorum. Four members of the Executive Committee in attendance shall constitute a quorum.

ARTICLE VIII: FINANCE

Section 1: Non-profit Status. AREA is a non-profit organization under IRS Section 501(C) (3). As such, AREA shall

- A. Operate as an educational and charitable organization.
- B. Be nonprofit and does not exist solely for the benefit of its members, or solely to distribute profits to its members.
- C. Not conduct any activity intended to influence legislation.

Section 2: Banking. The Treasurer shall work with the President to select a bank and open the AREA checking account. The President, Treasurer and Secretary sign signature cards understanding that the bank will honor checks written and signed by any two. The Treasurer shall:

- A. Collect, report and deposit all money.
- B. Pays all bills provided for in the budget or confirmed by the President
- C. Maintains records of all financial transactions.

Section 3: Reimbursement for Approved Expenses

- A. Reimbursements of approved expenses will be made only to officers and committee chairs.
- B. Requests for reimbursement must be accompanied by a receipt and made within thirty (30) calendar days of the purchase.
- C. No member should expect reimbursement of an amount greater than fifty dollars (\$50.00) for any purchase made without the prior approval of four of seven members of the executive board.

Section 4: Accounting

- A. The fiscal year of AREA shall begin January 1 and end December 31.
- B. AREA shall submit its accounting records, bank statements and receipts for audit and control of its finances as necessary for complete accounting and safekeeping.
- C. An unaffiliated outside accountant shall be responsible for auditing the accounting records of AREA.

ARTICLE IX: DUTIES OF OFFICERS

Section 1: Duties of the President shall be to:

- A. Preside at all AREA meetings and meetings of the Executive Committee.
- B. Prepare the agenda for all AREA meetings

- C. Appoint all appointive officers and fill vacancies
- D. Appoint special and ad hoc committees as the need arises
- E. Be an ex officio member of all committees
- F. Prepare the budget for AREA
- G. Communicate with chairmen of standing committees promoting the program of work of AREA
- H. Other duties as needed to promote the work of AREA

Section 2: Duties of the Vice Presidents shall be to:

- A. Act as Chairman of their Standing Committee
- B. Preside at AREA meetings in the absence of the President
- C. Work with the President to increase membership

Section 3: Duties of the Secretary shall be to:

- A. Keep an accurate record of the proceedings of the meetings of AREA and the Executive Committee
- B. Have available at all meetings copies of AREA By-Laws, a list of officers and committees
- C. Be responsible for such correspondence as is delegated by the President
- D. Provide information from official records upon request by the President

Section 4: Duties of the Treasurer shall be to:

- A. Collect, record and deposit all AREA money.
- B. Keep accurate financial records as to expenses, documenting all expenses with receipts showing date, amount and descriptions.
- C. Pay all bills provided for in the Budget or confirmed by the President.
- D. Present a financial report at AREA meetings and Executive Committee meetings.
- E. Keep the President informed concerning dues and receipts
- F. Present all financial records for annual audit

Section 5: Duties of the Web Master shall be to:

- A. Maintain the AREA website located at www.aliefrea.org
- B. Receive, edit and compile information for the AREA website
- C. Work with the Historian to document AREA accomplishments

Section 6: Duties of the Historian shall be to:

- A. Keep an updated account of AREA accomplishments which should be added to the written history.
- B. Work with the Web Master to keep an on-line scrapbook which tells the AREA story.

Section 7: Duties of the Parliamentarian shall be to:

- A. To be familiar with AREA By-laws and Robert's Rules of Order, Newly Revised.
- B. To provide parliamentary procedures upon request.
- C. To chair the By-laws committee and appoint members to serve on this committee.
- D. To receive suggested changes to AREA By-Laws and work with the committee to determine action to be taken.
- E. To work with the By-Laws Committee to update the AREA By-Laws as needed.

ARTICLE X: COMMITTEE RESPONSIBILITIES

Section 1: The Membership Committee shall

- A. Formulate plans to encourage membership in AREA.
- B. Create and distribute a membership card or other recognition of AREA membership.

- C. Shall work with the Social Committee to publicize AREA social events.
- D. Maintain an accurate list of AREA members with appropriate contact information.

Section 2: The Scholarship Committee shall

- A. formulate plans to raise money for the award of scholarships to Alief ISD students
- B. shall establish criteria for selection of recipients and create a scholarship application.
- C. shall publicize the AREA scholarship at Alief ISD high schools.
- D. shall receive and review scholarship applications.
- E. shall make recommendations to the Executive Board and AREA membership as to scholarship recipients.
- F. Shall notify AREA Scholarship recipients of their award
- G. Shall work with the Treasurer to distribute scholarship money.

Section 3: The Social Committee shall:

- A. Plan and publicize at least two AREA social events per year.
- B. Seek cooperative partners or sponsors for silent auctions, fund-raising or other activities associated with AREA social events.

ARTICLE XI: AMENDMENTS

Section 1: Proposal of Amendments. The By-Laws of AREA may be amended by vote of two-thirds (2/3) of the active members present.

Section 2: Voting on Amendments. An amendment to the By-Laws of AREA may be proposed by any group of voting members, any voting member at a scheduled meeting, or by e-mail to the Parliamentarian. A copy of the proposed amendment shall be made available to members via the AREA website and voting shall take place at the next scheduled meeting.

ARTICLE XII: RULES OF ORDER

The latest edition of Robert's Rules of Order, Newly Revised shall be the parliamentary authority governing all matters of procedure not otherwise provided in the By-Laws.

Prepared by: Theresa Brandt, Secretary

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Approved: