

# **CHAPTER BYLAWS**

(Adopted January 27, 2009)

(Amended 6/23/2009)

## **ARTICLE 1: NAME**

The name of this Public Employee Retirees, Inc. chapter shall be: PERI Chapter

Number: \_\_\_\_\_, \_\_\_\_\_ County, Ohio.

## **ARTICLE 2: PURPOSE**

This chapter is established for the purpose of acquainting its members with the local members of the Ohio General Assembly, for informing its members about legislation that may impact OPERS pensions and benefits, for communicating PERI's position on pending legislation to the local legislators, and for providing its members with an avenue for fellowship.

## **ARTICLE 3: MEMBER ELIGIBILITY**

Section 1: Only Current members of Public Employee Retirees, Inc., are eligible for membership in this Chapter.

Section 2: Spouses of chapter members, who are not eligible for membership in Public Employee Retirees, Inc., may become chapter associate members (No voting privileges, and may not be a member of the Executive Committee; until they become eligible for, and become, members of PERI).

## **ARTICLE 4: CHAPTER DUES**

Section 1: This chapter is to establish its own annual dues amounts for active and associate members, and report the amounts to PERI.

Annual chapter dues are per calendar year, or any part thereof.

Section 2: This chapter has the option to establish chapter Lifetime memberships for individuals who are Lifetime members of PERI.

If offered by this chapter, the chapter is to establish its own Lifetime membership fee of no less than \$50, nor more than \$90, and report the amount to PERI.

Chapter Lifetime memberships do not transfer to surviving spouses.

Section 3: Annual dues, Lifetime fees, and other funds received by this chapter, remain the property of the parent association; however, funds received are to be deposited in an Ohio bank or credit union, under the chapter name stated above, and managed and distributed by the Chapter Executive Committee, in accordance with the purposes for which PERI and this chapter are established.

Section 4: Should this chapter become inactive, the Treasurer is to close the chapter bank account(s) and send the treasury, in the form of a cashiers check made out to PERI, to the state office, along with any Certificates of Deposits, and all financial records.

Chapter treasuries will be held in trust by the parent association and returned to the Chapter upon its reenactment.

## **ARTICLE 5: GOVERNMENT**

This chapter is a subdivision of the parent association, Public Employee Retirees, Inc., and is established under, and governed by, its Constitution, Bylaws, and this document.

Section 1: A representative body of elected, or appointed, members shall oversee the operation of this chapter.

Section 2: The representative body shall be called the Executive Committee, which shall consist of a President, a Vice-President, a Secretary, a Treasurer, and a Legislative Officer.

Section 3: This chapter may establish other administrative positions to aid in its operations, but these positions will hold no official status with the parent association.

## **ARTICLE 6: OFFICER DUTIES**

Section 1: **The President** shall preside at all meetings, appoint all committees, chair the Chapter Executive Committee, make a yearly report of the chapter activities at the Annual Chapter Election Meeting, and have such further duties as ordinarily pertain to an office of President.

Section 2: **The Vice-President** shall stand in the President's stead at all meetings when the President is absent. Should the office of President become vacant, the Vice-President shall assume the office, until the next regularly scheduled presidential election meeting.

Section 3: **The Secretary** shall be responsible for: (1) completing and filing the Chapter Information Report with PERI, (2) recording and maintaining a file of the minutes of each chapter meeting, and (3) completing a Chapter Meeting Report and filing it along with the current meeting minutes with PERI. In addition, the secretary may assist the President of the Chapter in other secretarial duties as the two of them jointly agree.

Section 4: **The Treasurer** shall receive all monies paid to this Chapter, and shall deposit them in an Ohio bank or credit union account established in the name, and under the parent-supplied Federal EIN number of this chapter. Even though only one signer maybe required to disburse

funds, the Chapter President and Treasurer shall both be signers on the account.

The Treasurer shall only disburse funds as this chapter's Executive Committee authorizes. He, or she, shall: (1) keep complete financial records, (2) render a report at each chapter meeting, and (3) make a final financial report for the previous calendar year at the chapter's annual election meeting, and at such other times as the President may require.

At all times the Treasurer's accounts and records shall be made available to the Public Employee Retirees Incorporated's Board of Trustees, and/or their agents or auditors. Should the Board require, a chapter treasurer must be able to secure a bond, which would be paid for by the parent association, for the faithful discharge of his or her duties. Should any treasurer be incapable of securing said bond, he, or she, will be deemed incapable of continuing in the position of treasurer, and must turn over all assets and records of the association in his or her possession, or under his or her control, to the PERI Board of Trustees or their agent.

Section 5: **The Legislative Officer** is responsible for: (1) becoming knowledgeable of all legislation on PERI's Legislative Counsel's Report, (2) explaining those issues to their fellow chapter members, (3) developing and overseeing a legislator phone calling and/or letter writing team, and (4) aiding the chapter's Executive Committee in getting State Legislators to attend at least one chapter meeting per year.

#### **ARTICLE 7: ELECTIONS, TERMS, QUALIFICATIONS, NOMINATIONS, ELECTION, PROCEDURES, AND APPOINTMENTS.**

Section 1: **Elections:** Elections are to held prior to December 1<sup>st</sup>. During even numbered years, a President and Secretary shall be elected. During odd numbered years, a Vice-President and Treasurer shall be elected.

Section 2: **Terms:** Each officer position, except the Legislative Officer, shall be for a term of two (2) years. Officer terms begin January 1 of the year following the year of election, and run through December 31 of the second year. The Legislative Officer term begins at appointment, and continues until removed by the current President.

Section 3: **Qualifications:** No person may be an officer, or continue in office, unless they maintain current membership in PERI and this chapter. No person shall hold the same office for more than a total of six years. No person may be a Vice-President if he, or she, has completed six years as President.

A member who succeeds, is elected by special election, or appointed to fill a vacant term will not forfeit any of their six years of elected eligibility for that position because of the term of succession, special election, or appointment.

Section 4: **Nominations:** The Nominating Committee shall solicit and receive nominations up to 30 days before the Chapter Election Meeting. Prior to the election meeting, the Nominating Committee is to select no more than two candidates that the committee recommends for each position. Nominations may also be made from the floor at the Election Meeting.

Section 5: **Procedures:** During the Election Meeting, the Chairperson of the Nominating Committee shall first announce the committee's recommendations for each officer position. The Chairperson shall then call for nominations for each position from the floor. For each office where there is more than one candidate, the election shall be by ballot; otherwise it may be by voice, hand, or ballot vote.

Section 6: **Appointment - Legislative Officer:** The President shall appoint a Legislative Officer, who will serve at the President's pleasure.

**Appointment - Other:** The Executive Committee may call a special election, or appoint a successor to fill the un-expired term of any elected officer, except President, who dies, becomes unable to perform, or resigns from the duties of his or her office.

## **ARTICLE 8: COMMITTEES**

Section 1: The President shall appoint an Auditing Committee to audit the Treasurer's records as of December 31 of each year, or on occasion at the request of the Executive Committee, or PERI Board of Trustees.

Section 2: The President shall appoint a Nominating Committee to (1) solicit and select qualified candidates for office, and (2) handle the mechanics of the election process.

Section 3: The President shall appoint a Membership Committee to develop methods and coordinate efforts towards increasing chapter membership.

Section 4: The President may appoint additional committees, as the need may arise.

## **ARTICLE 9: MEETINGS**

Section 1: The Executive Committee shall set the regularly scheduled meeting months, days, and times.

Section 2: The Executive Committee shall set the month, day, and time for the chapter's official Election Meeting.

Section 3: In a case of extenuating circumstance, a special meeting may be called by: (1) the President, (2) upon the request of members of a committee, or (3) by members of a chapter. A quorum of a committee or chapter members is required to call a special meeting. Adequate notice of a special meeting, depending on circumstance, is to be given.

#### **ARTICLE 10: SPECIAL RULES OF ORDER**

Section 1: The following quorums are required to conduct official business.

Executive Committee	3 members
Committees of (3)	2 members
Committees of (4 or 5)	3 members
Chapters	10 members

Section 2: A member may not make a motion unless the chairperson of the assembly, or committee, has yielded the floor to the member.

Section 3: A simple majority is required to pass a motion that has been seconded. A major dissenting opinion is to be noted in the committee's, or chapter's minutes.

Section 4: Duly elected officers shall be installed no later than the 1<sup>st</sup> meeting of the year in which they take office. Appointed Officers shall be installed prior to taking office.

Section 5: Any past or present chapter officer, PERI trustee or administrator, judge, clergy, or notary public may install an elected or appointed officer.

#### **ARTICLE 11: REQUIRED REPORTS**

Section 1: A Chapter Information Report, containing the information that will be in place on January 1 of the coming year, shall be forwarded to the main office of PERI no later than December 31 of each year, and within 30 days of any change in banking, officer, or meeting information.

Section 2: A Chapter Meeting Report, with attached minutes of the current meeting, shall be forwarded to the main office of PERI within seven (7) days of the conclusion of each chapter meeting.

Section 3: A copy of the President and Treasurer's, annual reports to the Chapter's Election Meeting shall be forwarded to the main office of PERI within seven (7) days of the conclusion of the meeting.

#### **ARTICLE 12: CHANGES TO CHAPTER BYLAWS**

The PERI Board of Trustees, working with currently established chapters, establishes chapter bylaws for the orderly and uniform operation of the

association. The PERI Chapter Bylaws must be adopted, as is, by every group wanting to be, or to remain a PERI chapter [Article XI, Section 1(a), of the PERI Constitution].

The PERI Board of Trustees acknowledges that these Bylaws are a work in progress, and request chapters to send any suggestions to the main office of PERI, where they will be reviewed and considered by the Board of Trustees for future implementation.

### **ARTICLE 13: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert 's Rules of Order*, unless they have been altered by the PERI Constitution, Bylaws, this document, or any special rules that the parent association has or may adopt, shall govern the operation of this chapter.