

## AARP CHAPTER #3240 SHELTON, INC

### STANDING RULES –FINAL DRAFT(3)

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#### 1.0 NAME AND ADDRESS:

The name of the chapter is:

AARP CHAPTER #3240 of SHELTON, INC.

The address of this Chapter shall be the same as the presiding President and will coincide with the State's Charter annual and Chapter Update Form renewals.

E-Mail Address: [aarpshelton@gmail.com](mailto:aarpshelton@gmail.com)

Website address: [www.aarpchapter3240.org](http://www.aarpchapter3240.org)

#### 2.0 MEMBERSHIP AND DUES:

- (a) All members must be AARP National members
- (b) There is no limitation on the number of chapter members
- (c) Annual dues per member are five (\$5.00) per calendar year. Dues may be paid after September 1<sup>st</sup> for the following year but before March 31<sup>st</sup> of the current year.
- (d) Members will be given renewal notification for the current and following year before being dropped from membership rolls.
- (e) This Chapter will not accept associate members.
- (f) This Chapter will accept as members those who are members of any other AARP Chapter but, they may not hold an elective office in more than one chapter.
- (g) Members 85 years of age or older who have been member for five (5) years are considered Emeritus Members and are not required to pay dues.

#### 3.0 MEETINGS:

- (a) Chapter membership meetings shall be held on the third Tuesday of the months January through May and September through November. The annual officer and board installation meeting shall be held in June. The December meeting will be a social event. Both will be at a location at the Chapter's discretion. No meetings shall be held July and August. Chapter meetings shall be held at Shelton Senior Center located at 81 Wheeler St., Shelton, CT 06484-2221 at 1:30 P.M.
  - (1) Non-members may attend as a guest for a maximum of two (2) Chapter membership meetings before being required to join the Chapter.
- (b) The Board meetings shall be held the Tuesday of the week preceding the Chapter membership meeting. No meetings shall be held July and August unless necessary. The

Board meetings shall be held at the Shelton Senior Center, 81 Wheeler St. Shelton, CT 06484 at 1:30 P.M.

- (c) *Closure of the Shelton Senior Center (e.g. inclement weather, etc) shall serve as a cancellation notice of membership and board meetings. Such closure may be announced on WICC 600 am radio and Channel 8 TV. To confirm the Center's closure call the Center's Info line at (203) 924-2355.*

#### 4.0 OFFICERS:

- (a) Officers of the Chapter are: President, Vice President, ~~2<sup>nd</sup> Vice President~~, Secretary, Treasurer, ~~and Assistant Treasurer.~~
- (b) All nominated slated Officers shall be presented at the April Board and Membership meetings. All nominations from the floor must be made at the April Membership meeting. All Officers and Directors shall be elected at the Membership meeting in May.
- (c) The Officers terms will be two (2) years from the date of their installation.
- (d) The President, Vice President, Secretary, Treasurer, shall serve concurrently as members of the Board.
- (e) *Interim appointment of Officers shall be filled by the Board when necessary in accordance with the National By-Laws Article VI, Section 2.*
- (f) Term limits will be in accordance with the National By-Laws Article VI, Section 2.

#### 5.0 BOARD:

- (a) The Board shall consist of thirteen (13) Directors as follows:
- (b) Each year three (3) new Directors shall be elected for a three (3) year term to replace the three (3) retiring Directors.  
These three Directors shall be elected at the May membership meeting.  
Retiring Directors must be off the Board for one year before being re-nominated.  
Interim Directors shall be elected at the May meeting.  
The term of interim Directors shall conform to the AARP National By-Laws.
- (c) The remaining four (4) Directors shall be President, Vice President, Secretary, & Treasurer
- (d) Installation of incoming Officers, Directors and Nominating Committee shall be held at the Annual Meeting in June.
- (e) Term limits for Directors shall be in accordance with the National By-Laws Article V, Section 1.
- (f) Attendance shall be in accordance with the National By-Laws Article V, Section 8.

6.0 FINANCIAL CONTROL:

- (a) The treasurer may disburse Chapter funds covering operating expenses up to Two Hundred Dollars (\$200.00) without approval of the Board.
- (b) All other expenditures shall be brought before the Board. Expenditures up to Two Hundred Dollars (\$200.00) may be approved by the Board. Charitable requests and other expenditures in excess of two hundred dollars (\$200.00) shall be brought before the Board and voted upon by the Chapter membership.
- (c) Two unrelated persons who are Officers of the Chapter may sign all Chapter checks. This titles of the Officers authorized to sign checks for the Chapter are President and Treasurer.
- (d) This Chapter may reimburse members for travel to official AARP functions, after advance approval by the Board.
- (e) Treasurer and President shall hold keys to the safe deposit box. Safe Deposit box is located at the TD Bank, checking account(s) is (are) located at the TD Bank.

7.0 RESIGNATION:

- (a) Resignation of elected Officers, Board Members, and appointed Committee Chairpersons must be submitted by letter to the President with the effective date of the resignation. Confirmation of the resignation will be sent to the individual by the President.

8.0 NOMINATING COMMITTEE:

- (a) The Committee to nominate Officers, Directors and next year's Nominating Committee shall consist of three (3) members, one of whom shall be considered the Chairperson by agreement of the other Committee members.
- (b) The Committee shall be elected at the May Chapter meeting and their term of office shall be one (1) year. This committee shall prepare for the election of Officers, Directors and the year's Nominating Committee in accordance with the Chapter By-Laws, Article 7, Section 1.
- (c) The recommendation is made that the Nominating Committee Chairperson or his/her designee meet and update the Board no later than the March meeting with the slate of nominees.
- (d) The Committee's slate of candidates shall be presented for consideration to the membership at the April Chapter meeting. Additional nominations from the floor will be accepted at this April meeting only.

9.0 COMMITTEES:

Standing Committees shall consist of the following:

- (a) Membership Committee shall be in accordance with the chapter handbook, Section 7.
- (b) Public Relations Committee shall be in accordance with the chapter handbook, Section 7.
- (c) Legislative Committee shall be in accordance with the chapter handbook, Section 7.
- (d) Program Committee shall be in accordance with the chapter handbook, Section 7.
- (e) Community Services/Outreach Committee shall be in accordance with the Chapter handbook Section 7.

Chapter Committees shall consist of the following:

- (a) Health Advocate shall monitor and present health issues and legislations to the Chapter members be in accordance with the chapter handbook, Section 7.
- (b) Sunshine shall send get well cards to ill Chapter members and condolences to deceased Chapter member families.
- ~~(c) Trips and Travel shall engage travel and trip vendors to offer the membership as wide a selection of travel opportunities as possible. See the chapter handbook, Section 7, for liability insurance, chapter tours, certificate of insurance, and disclaimer statement.~~
- (d) Luncheon committee shall coordinate the Christmas and June Installation luncheons.
- (e) Hospitality Committee shall coordinate refreshments and beverages for the membership meeting. The Chairperson, Secretary, and President shall hold the keys to the supply cabinet.
- (f) Chapter Document Committee shall consist of four members. They shall review, revise and update annually the following documents:
  - Chapter Standing Rules
  - Membership Calendar
  - Administrative Calendar
  - Certain Officers and Committee Chairpersons responsibilities.Any revisions or updates shall be presented to the board at their first meeting for approval. They shall distribute new National By-Laws when published and retrieve outdated ones to be discarded. President holds original copy of said documents. Standing Rules original shall be stored in the Chapter safe deposit box.
- (g) Website/Newsletter – All passwords shall be stored in safe deposit box. Editorial control of both shall be with the President and Editor/Manager or such member(s) assigned by President. Website and Newsletter expense shall be considered Chapter operating expenses.

- (h) The Audit Committee appointed by the President shall audit the financial records. The Treasurer shall be present. The Auditor's report will cover a period starting January 1 through December 31 and will be submitted to the Board. An audit will be required when a new Treasurer is elected and prior to taking office.
- (i) The following committees should present complete plans for their year's activities at the August Board meeting: Programs, Community Services, Luncheon plan for awards.

These committees shall report to the Board and the Membership at monthly meetings as necessary. Chairpersons of these committees are appointed by the President and their terms shall terminate at the termination of the President who appointed them.

Committee chairpersons may attend Board meetings but are not eligible to vote on Board business.

NOTE: The word Board as used in this text refers to the Board of Directors.

This version of the Standing Rules was adopted by the Chapter membership on \_\_\_\_\_

These rules were prepared by:

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Chairman of the Standing Rules Committee

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