

Bylaws

Arlington County Retired Employees Association, Inc.

ARTICLE 1 – PURPOSE

Section 1 Purposes of the Association

To promote and protect the retirement interests of all current and future retired Arlington County Employees.

To provide social opportunities and information of interest to Association members.

ARTICLE II – BOARD OF DIRECTORS

Section 1 Governance

The organization shall be governed by a Board of Directors consisting of seven (7) members which shall be elected by the general membership at the autumn meeting. Terms for all elected and appointed Board Members shall be for two (2) years, except as needed to provide continuity of governance, and shall take effect January 1st of the following year. In order to provide continuity of governance within the Board of Directors and the Association, the terms of office shall be staggered so that four (4) Directors' terms expire in one year and the remaining three (3) Directors' terms expire the following year. Directors may be re-elected for additional consecutive terms of two (2) years.

The Board of Directors shall handle all business of the Association, unless otherwise specified in these bylaws.

A quorum of the Board of Directors shall consist of four (4) members.

The Board of Directors shall select four (4) Officers: a Chairman, a Vice Chairman, a Secretary, and a Treasurer from the Board members to serve a one (1) year term.

The Directors shall appoint the Newsletter Editor from non-Officer members of the Board. The Board may reappoint the Newsletter Editor for additional two-year terms without limitation.

The Retiree Representative on the Arlington County Retirement Board is an ex officio member of the Board of Directors. The Chairman shall maintain liaison with and solicit from the Retiree Representative updates on Retirement Board meetings and other activities of or matters before the Retirement Board.

Section 2 Removal of a Board member

A Board member may be removed from office for adequate cause by a majority vote of the Board of Directors.

Section 3 Vacancies

Vacancies occurring during the year on the Board of Directors shall be filled from the Association membership by a majority vote of the Directors for the remainder of the term vacated. Vacancies filled by appointment shall be filled by election of the Association membership for any subsequent term of office.

In the event of a vacancy in the Officers (Chairman, Vice Chairman, Secretary, and Treasurer), the vacancy shall be filled from among the elected Board members.

ARTICLE III – MEMBERSHIP

Section 1 Becoming a Member

Any retired Arlington County employee or surviving spouse is eligible to become a member of the Association by paying the designated dues.

Section 2 Associate Membership

Associate membership may, by sponsorship of a general member and by payment of normal membership dues, be granted to persons who, though not Arlington County retirees, by virtue of their long term association with certain group(s) of Arlington County employees desire a social relationship with those with whom they had a working relationship over many years. Such persons may include:

Arlington County employees who resigned and took employment elsewhere.

Arlington County Animal Welfare League retirees.

Retired non-County employees who had long term contractual or other working relationships with County agencies.

Section 3 Dues

The amount of membership dues shall be proposed by the Board of Directors and submitted to the voting membership for approval at the autumn membership meeting. Once approved, dues are effective until such time as the Board submits and the membership approves a change.

Dues are applied to the fiscal year of the Association, which shall be on a calendar year basis, i.e., January 1 through December 31.

Dues are due and payable on January 1 of each year. Those members whose dues are not paid by January 31 of that year will be notified that dues must be paid by March 1 of that year; and those members who dues are not paid by March 1 may be subject to removal from the Association rolls.

A Lifetime Membership in ACREA is available by payment of one hundred dollars (\$100.00) either at one time or by accumulation of annual dues.

ARTICLE IV – DUTIES OF OFFICERS

Section 1 Chairman

The Chairman shall preside at all regular or called meetings of the Board of Directors and all membership meetings.

The Chairman may form committees to perform certain specific functions and shall appoint committee members from the Board or as volunteered from the membership.

The Chairman shall represent the Association or, at the direction of the Board of Directors, shall appoint a person to represent the Association in all pertinent matters before the Arlington County Board, the Arlington County Retirement Board, or any other meeting body.

Section 2 Vice-Chairman

The Vice Chairman shall preside in the absence of the Chairman and perform other duties at the request of the Chairman or the Board of Directors.

Section 3 Secretary

The Secretary shall perform secretarial duties relative to the Association, Board of Directors, special meetings, membership and other meetings; maintain membership rolls; notify members of all regular and special meetings; secure any insurance or bond required; and be responsible for maintaining all records and correspondence sent and received by the Association.

Section 4 Treasurer

The Treasurer shall receive, account for, and disburse all Association funds and shall maintain a set of records relative to all transactions thereto; shall maintain the Association funds in account(s) bearing the name of the Association; and in bank(s) approved by the Board of Directors with the funds being disbursed by means of checks which must be signed by the Treasurer or the Chairman or Vice Chairman.

The Treasurer shall be bonded at the discretion of the Board of Directors. An annual audit shall be made of the Treasurer's records by a committee appointed by the Chairman of the Board of Directors. The audit shall be conducted after the end of the year but no later than the end of the first quarter of the following year.

The duties of the Secretary and Treasurer may be combined when desired or for organizational benefit.

ARTICLE V – FINANCE

Section 1 Expenditure of Funds:

The Chairman of the Board of Directors and/or the Treasurer is authorized to spend up to one hundred dollars (\$100) per occasion without the specific approval of the Board of Directors. Expenditures exceeding that amount may be authorized by the Board on an ongoing basis for a specified purpose, subject to any limitations stipulated by the Board.

ARTICLE VI – AMENDMENTS

Section 1 Procedure

These bylaws may be amended at any general membership meeting or at a special meeting of the Association called for the purpose and shall become effective immediately upon adoption.

Section 2 Notice

A least ten (10) days' notice shall be given for the purpose of considering proposed amendments to the bylaws.

ARTICLE VII – CONDUCT OF MEETING

Section 1 Rules of Procedure

The rules of procedure at meetings of the Association shall be according to Robert's Rule of Order, Revised, so far as such application is not inconsistent with these bylaws or special rulings which the Association may adopt.

Section 2 Voting

Each retired Arlington County employee present at the membership meeting shall have one (1) vote providing his or her membership is in good standing.

Section 3 Majority Vote

The affirmative vote of a simple majority of general members in attendance at a membership meeting shall be sufficient to carry a resolution or a motion.

Adopted February 1, 1974

*Revised: October 12, 1988; October 25, 1990; October 24, 1991; October 15, 1992; October 20, 1994;
October 17, 1997; October 22, 1998; October 19, 2000; October 21, 2004; October 3, 2017*