

PARSE- CENTRAL PENN CHAPTER- REVISED BY-LAWS AUG . 17, 2010

ARTICLE I

*Name*

The name of this organization shall be The Central Penn Chapter of the Pennsylvania Association of Retired State Employees.

ARTICLE II

*Jurisdiction*

This Chapter shall have jurisdiction and membership in the Counties of Adams, Cumberland, Dauphin, Juniata, Mifflin, Perry and York in Pennsylvania. Members of this Chapter, who change their residence to another county, state or foreign country may continue membership in this Chapter.

ARTICLE III

*Purpose*

The purpose of this Chapter shall be to unite retired state employees in Dauphin, Cumberland, Juniata, Mifflin, Perry, York and Adams of the Pennsylvania State Employees' Retirement System in order to advance and promote the interests of such retirees financially, socially and educationally.

ARTICLE IV

*Membership*

Section I. Active members shall be retired state employees or beneficiaries of retired state employees of the Pennsylvania State Employees' Retirement System residing in the jurisdiction of this Chapter whose applications for membership have been accepted.

Section 2. Associate members shall be:

- (a) Any active Commonwealth employee may join PARSE. However, they may not vote or hold office at the state level.
- (b) Spouses of active Chapter members;
- (c) Retirees' beneficiaries who have withdrawn their entire annuity.
- (d) Associate members may vote and may hold office in the Central Penn Chapter per amendment of State Constitution, October 7, 2002.

ARTICLE V

*Officers*

Section I. The Officers of this Chapter shall consist of the following:

President  
Executive Vice President  
Second Vice President  
Third Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer  
Assistant Treasurer

- (a) Officers shall be nominated by the Nominating Committee and or from the floor with the permission of the nominee at the regular meeting in September.
- (b) The Executive Vice President shall be elected separately. The Second and Third Vice Presidents shall be determined in accordance with the number of votes each receives.

- (c) Officers shall be elected by the members at the meeting in October and shall assume their offices in January and shall serve until their successors take office.
- (d) In the event of vacancy in the office of President, the Executive Vice President shall assume the office until the next duly elected President takes office. The Second and Third Vice Presidents move up in place when such vacancy occurs.
- (e) A vacancy in any other office shall be filled by the Executive Board.

## ARTICLE VI

### *Duties of Officers*

Section 1. The President shall preside at all regular and special meetings of the Chapter and Executive Board, shall see that the decisions and directives of the Executive Board are fulfilled; shall appoint chairpersons of all committees, with Executive Board approval, and see that they submit reports to the Executive Board; shall be an ex-officio member of all committees except the Nominating and Auditing Committee; and shall keep in contact with the State PARSE through the Regional vice President. The President may appoint a Chaplain for the Chapter.

Section 2. The Executive Vice President shall perform the duties of the President in his/her absence or at his/her request. Upon the resignation of the President, he/she shall become the President. In the absence of the Executive Vice President, the Second Vice President shall preside and the Third Vice President will move up in place. Each Vice President shall be assigned duties by the President.

Section 3. The Recording Secretary shall keep an accurate, permanent record of the actions taken in all meetings.

Section 4. The Corresponding Secretary shall conduct all necessary correspondence of the Chapter except that pertaining to the several committees. He/she shall be responsible for individual communications with members as the need arises and shall keep a current list of Members and Delegates with addresses for the purpose of submitting Fall Election Delegate list to the State Governing Council for its fall election meeting.

Section 5. The Treasurer shall keep all monies in the name of the Chapter in a bank, trust company, credit union, or other depository, to be selected by the Executive Board; shall receive all dues and other monies from the various committees; shall keep the financial accounts of the Chapter and report thereon at the Executive Board meetings and at regular Chapter meetings; shall pay bills of all Chapter or Committee functions that have been authorized and approved. All checks issued by the Treasurer shall be signed by the Treasurer or the Assistant Treasurer or the President. The Treasurer shall submit his records to the Audit Committee in a timely manner to permit that Committee to complete its duties as prescribed in these By-Laws.

Section 6. The Assistant Treasurer shall assist the Treasurer with the various duties of the office in order to expedite the preparations of reports and records; and, in the absence of the Treasurer, carry out the functions of the office.

Section 7. All Executive Board and Committee members shall be bonded.

## ARTICLE VII

### *Directors*

Section 1.

- (a) There shall be six (6) Directors whose terms of office shall be two (2) years.
- (b) Three (3) Directors shall be elected in even numbered years and three (3) Directors shall be elected in odd numbered years.
- (c) Directors shall be elected by the members from the nominees of the Nominating Committee or from the floor at the meeting in October and shall assume their offices in January,
- (d) Any Director may hold office for more than two (2) consecutive terms.
- (e) A vacancy in the office of Director shall be filled by the President.
- (f) The duties of the Directors are to assist the officers in the performance of their duties and to provide continuity to the chapter

## ARTICLE VIII

*Executive Board*

## Section 1.

(a) The Executive Board shall be comprised of the following:

President  
Executive Vice President  
Second Vice President  
Third Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer  
Assistant Treasurer  
Six (6) Directors  
\*Past President, Ex-Officio

\*This member is a non-voting member and may serve for one year.

- (b) The Executive Board shall make policy and provide supervision of affairs of the Chapter.
- (c) The Executive Board shall meet at the call of the President or any three (3) Board Members.
- (d) A majority of all members of the Executive Board shall constitute a quorum needed to conduct business.
- (e) The business of the Executive Board shall be conducted in accordance with *Robert's Rules of Order*.
- (f) Any Executive Board member who is absent for three (3) consecutive board meetings shall be deemed to have abandoned/vacated their position/office and may be replaced in accordance with the By-Laws.
- (g) Any Executive Board member who is deemed incompetent for office may be removed by majority vote of the Executive Board and replaced in accordance with the by-laws.
- (h) The incumbent being removed may appeal this action in writing to the President within 10 days of notification. The Executive Board shall consider the appeal at the next regularly scheduled meeting and render a final decision. The incumbent shall be notified in writing of the decision by the President.

## Auxiliary Board

## Section 1.

(a) The Auxiliary Board shall be comprised of the following:

Membership Chairperson  
Travel Chairperson  
Program Chairperson

The members of this Board are appointed by and serve at the pleasure of the President of the Chapter with Executive Board approval. These Chairpersons will be non-voting members of the Executive Board during their appointed tenure as members of the Auxiliary Board.

- (b) The Membership Chairperson shall coordinate the membership listings, mailings for dues payment and follow-up of dues paid to correctly audit the Chapter membership, working in coordination with the membership committee when necessary.
- (c) The Travel Chairperson shall arrange and plan all trips for pleasure along with the Travel Committee. The Travel Chairperson and committee may conduct a travel program. This program is solely for the benefit of chapter members, their families, and guests. Financially, the program should be structured to be on a breakeven basis. Any resulting profits from trips shall be placed in the chapter treasury to offset chapter expenses.
- (d) The Program Chairperson shall arrange entertainment or speakers for the monthly luncheon meeting.

Any member may make suggestions for entertainment or speakers. The Chairperson only shall make the arrangements.

## ARTICLE X

### *Delegates*

#### Section 1.

- (a) There shall be one (1) Delegate selected for each fifty (50) Chapter members or fraction thereof.
- (b) Associate members may not serve as delegates nor may they be counted when determining the number of Delegates.
- (c) Delegates shall be selected prior to the state meeting by the president with the approval of the Executive Board, and shall serve for a term of one (1) year.
- (d) Delegates shall represent Central Penn Chapter at the Annual State Governing Council meeting in the fall and at such other times during their term that may be designated.

## ARTICLE XI

### *Committees*

#### Section 1. The Committees of the Chapter are as follows;

- (a) Standing Committees; Membership, Nominating, Travel (b) Other Committees; Audit, By-Laws.

#### Section 2.

- (a) The Nominating Committee shall maintain a list of as many members as possible who may be prospective candidates for office for the ensuing year.
- (b) The Nominating Committee shall determine the qualifications of all candidates, give a list of nominees to the President, and place them in nomination for election to the various offices at the meeting in October.
- (c) The Nominating Committee shall also obtain potential nominees for the office of State Regional Vice President to be presented to the Regional Caucus at the State Governing Council meeting in October.

#### Section 3.

- (a) The Travel Committee shall plan and arrange for Luncheon /Dinner Theatre and Pleasure Trips for the membership.
- (b) The Travel Committee shall give a detailed financial report at each monthly meeting of the Executive Board, and shall submit its records to the Audit Committee in a timely manner to permit that Committee to complete its duties as prescribed in these By-Laws.

#### Section 4.

The Membership Committee shall cooperate with the State PARSE to enroll as members as many retirees as possible that reside in the jurisdiction of this chapter.

#### Section 5.

- (a) The Auditing Committee shall consist of two (2) members of the Chapter other than officers or members of the Executive Board.
- (b) The duty of the Auditing Committee shall be to audit the Treasurer's records and those of the Travel Committee and submit a report to the newly elected officers within a period of thirty (30) days after the annual elections.

Section 6. The President may appoint Ad Hoc Committees and also the committee for the Chapter's Annual Picnic and the Chapter's Christmas Party with Board approval.

## ARTICLE XII

### *Chapter Meetings*

Section 1. Regular meetings of the Chapter shall be held at least ten (10) times a year. The meetings shall be a combination of business and entertainment and information of interest to retirees.

ARTICLE XIII

*Dues*

Section 1.

- (a) Annual membership dues shall be determined by the Executive Board (on an as needed basis) and shall be collected from each Active and Associate member of each calendar year. If a member pays dues prior to the beginning of the calendar year and dies before the new calendar year begins, the Treasurer shall refund the amount of the dues paid, if the family or Estate requests the refund. If a member dies after the beginning of the calendar year, no refund shall be made.
- (b) Annual dues shall be for the calendar year or any fraction thereof. Renewals for the next year may be paid any time after November 15 but must be received no later than March 31. Any new members accepted on or after November 1 will be considered to be paid up for the following year.
- (c) The Chapter Treasurer shall pay to the Treasurer of State PARSE the duly approved amount assessed by the State PARSE for each chapter member whose dues were received, and thereafter on a monthly basis.
- (d) If the Governing Council or the Executive Committee of State PARSE determines that additional funds are required for unexpected obligations, the Chapter may be assessed a sum not to exceed one dollar (\$1.00) per member in any calendar year.

ARTICLE XIV

*Finance*

Section 1.

- (a) No payment shall be made without being properly supported by the original invoice of the vendor. No Expense Voucher shall be valid without the approval of both the Treasurer and the President or other Chapter Officers. No contract or purchase order providing for expenditure shall be valid without the approval of the Executive Board.
- (b) The Fiscal Year of the Chapter shall be the Calendar Year.

ARTICLE XV

*Parliamentary Authority*

Section 1. All formal meetings within the Chapter shall conform to the rules contained in Robert's Rules of Order, Newly Revised, and such rules shall govern the Chapter in all to which they are applicable and in which they are not inconsistent with these By-Laws.

ARTICLE XVI

*Membership List*

Section 1. The Membership List of this Chapter shall not be released for any purpose.

ARTICLE XVII

*Amendments*

Section 1. Proposed amendments (additions, deletions, changes) shall be submitted in writing to the By-Laws Committee and shall contain the following: a) Article and section to be amended, b) Rationale and any supporting documentation for the amendment.

Section 2. These By-Laws may be amended by a majority vote at any regular meeting or by special meeting providing that a copy of the proposed amendment(s) has (have) been mailed to all Chapter members at least sixty (60) days prior to the meeting. If, due to the lack of time, a proposed amendment was not submitted in writing to all Chapter members at least sixty (60) days prior to a meeting, the proposed amendment may be submitted to the Members at a regular or special meeting and may be adopted on a two-thirds (2/3) majority vote.

