

North Austin AARP Chapter 2700

Standing Rules for North Austin AARP Chapter #2700
(Revised – August 2018)

Name and Address:

1. The name of this chapter is North Austin AARP Chapter #2700.
2. The permanent address is North Austin AARP Chapter #2700, P.O. Box 201898, Austin, TX 78720

Members and Dues:

3. As per the Bylaws, annual dues are \$10. Renewals are due no later than the February meeting. Dues paid during the last quarter of any year shall guarantee membership for the remainder of that year and for all of the following year.
4. The maximum number of Chapter #2700 members is unlimited.
5. All Chapter 2700 members are entitled to attend all chapter and board meetings, participate in all chapter activities, vote in all chapter elections, and serve as board or committee members.
6. Chapter #2700 membership lists are to be used only for official chapter business and shall never be used for any solicitation purposes.

Chapter Meetings:

7. Chapter meetings will be held monthly at a time and place to be determined by the Board. The November chapter meeting is the Annual chapter meeting per the Bylaws.
8. Of the members present at a meeting, a 51% affirmative vote is required to pass a motion or elect board members as per the Bylaws.

Board of Directors:

9. The Chapter #2700 Board of Directors (aka Board) shall consist of an elected President, Vice-President, Secretary, Treasurer, and five (5) at-large Directors.
10. The Chapter President serves as the chairperson of the board. Board members, including the Officers, shall be elected at the Annual meeting and serve two (2) years in staggered terms, with the terms to run January 1 through December 31.
11. At the 2018 Annual meeting, five (5) of the Board seats shall be elected for two year terms (see 12b), and the remainder (the positions of President and Treasurer, plus two (2) other board members) shall be elected for one (1) year terms.
12. In subsequent years, all seats will be for two (2) year terms.
 - a) The positions of President and Treasurer, plus two (2) other board members shall be elected in November of odd numbered years to serve two year terms (i.e. elected November 2019 to serve 2020-2021)
 - b) The positions of Vice President and Secretary, plus three (3) other board members shall be elected in November of even numbered years to serve two year terms (i.e. elected November 2018 to serve 2019-2020)

13. Board members shall serve as officers or at-large Directors.
14. Board members may serve for no more than two consecutive terms, as per the Bylaws. After one year off the board, they may again be elected to serve on the board.
15. The Board shall have its annual meeting in November and meet at least once in the first quarter and once in the second quarter. Additional Board meetings may be called by the President or three or more board members at any time.
16. Members of the Board of Directors shall be notified of any meeting of the Board of Directors by electronic means, phone, or USPS.
17. As per Bylaws, all members of the Board of Directors are required to attend all meetings of the Board of Directors except as excused by the President. If a Director is absent without permission for two or more meetings, s/he may be removed by the Board.

Officers:

President

18. The President shall be the chief executive officer of the Chapter and shall supervise and control all of the business, affairs, and property of the Chapter; additionally, s/he is authorized to sign checks. The president shall have a mailbox key.

19. The President, with approval of the Board, shall appoint chairpersons for all standing and special committees as soon as possible after the election, and will work with the respective committee chairpersons to identify and recruit suitable members for each committee.

Vice President

20. In the absence or inability of the President to fulfill the duties of his office, the Vice President shall perform the duties of the President; additionally, s/he is authorized to sign checks.

Secretary:

21. The Secretary shall record all the proceedings of the meetings of the Board of Directors and the Chapter Members. S/he shall perform such other duties as may be prescribed by the Board of Directors or President. The Secretary shall have a mailbox key.

Treasurer:

22. The Treasurer is authorized to sign checks.

23. The Treasurer will present a report to the Board of Directors and the membership at each meeting.

24. The Treasurer will prepare and submit an annual financial report in accordance with the Chapter Treasurer's Report instructions provided by the national AARP Office of Volunteer Engagement. The report should be audited by a public accountant or audit committee. The annual financial report will be presented to the President and board at its annual meeting or when the board or the President so requires.

25. The Treasurer shall annually submit the application and pay for liability insurance as required by AARP and shall assist the board in determining whether fidelity insurance is also appropriate.

26. The Treasurer may not also serve as the Travel Committee treasurer but will oversee the Travel Committee treasurer. The Travel Committee funds must be managed separately from the general funds.

Committees:

27. The chapter shall have the following Committees:

- a. The Travel Committee: The chair is responsible for managing the travel process and may serve as, or separately appoint, a Travel Committee treasurer.
 - i. The Travel Committee treasurer shall have a mailbox key and is responsible for tracking all funds specific to travel. S/he will write checks on the account only for travel-related expenses, but those checks will require a second signature from either the President, Vice-President or Treasurer.
- b. The Community Service Committee: The chair organizes membership participation in volunteer activities throughout the community.
- c. The Nominating Committee: Each ~~October~~ September the Chapter #2700 President shall appoint a nominations committee to generate a slate of candidates for upcoming Board positions. This slate, supplemented by any open nominations from the floor during the regular November chapter meeting, shall be presented to the membership for election at the annual November meeting, with formal announcement of results and presentation of new Board members to occur at the regular December meeting.
- d. The Audit Committee: Each November the Chapter #2700 President shall appoint an Audit Committee of three people to examine the chapter's financial record January 15th and report to the membership at the following general meeting. No member of the Audit Committee shall be related by blood or marriage or live in the same household as anyone having authority to sign checks.

Checks and Money

28. All checks require 2 signatures.

Standing Rules

29. These Standing Rules will be reviewed annually by the board of directors at its first meeting following election. The Standing Rules may be revised by a simple majority vote of the chapter members voting with a quorum present.

This version of the Standing Rules was adopted by the chapter membership on August 21, 2018.

Enedelia Obregón , Chapter 2700 President

Date