**RALEIGH - WAKE COUNTY AARP CHAPTER #3689 STANDING RULES 2024**

**Name and Address**

1. The name of this Chapter is Raleigh - Wake County AARP Chapter #3689.
2. The official address of this chapter is that of the current President.

# Members and Dues

1. The maximum number of members is unlimited.
2. Persons wishing to join Chapter #3689 must present a current National AARP Membership card.
3. Annual dues are set by the Board at least four months before the applicable year.
4. Dues paid in October, November or December will cover the following calendar year.
5. Persons verifying, they are paid-up members of another chapter may join Chapter #3689 with no additional dues payable until the following year.

# Meetings

1. Chapter #3689 will meet the third Thursday of each month.
2. Unless otherwise decided by the President(s), the Board of Directors for Chapter #3689 will gather on the second week every other month. Special meetings may be held, if decided by the President(s).
3. Non-members may attend chapter meetings as a guest. Guests do not have voting rights.

# Officers

1. Chapter #3689 will have the following officers who will also serve on the Board of Directors: President, Vice President, Secretary, and Treasurer. Officers will serve one term (2 years). Officers may serve no more than two consecutive terms (4 years), unless determined by a vote of the membership.At the discretion of the Board, any one of these positions may have a co-officer.
2. Chapter #3689 installation of all new officers will be held at the regular December meeting.
3. Each officer shall submit an annual itemized budget, detailing proposed expenses by *October 31*.

# Committees

14. Chapter #3689 will have the following committees: Community Service, Fundraising, Historian, Legislative, Membership, Nominating, Programs, Sunshine, and Telephone. Additional committees may be established at the discretion of the membership and/or Board of Directors.

  **Non-committee, staff coordinates:** Ambassador, Newsletter, Reflections and Webmaster

15. Each committee shall submit an annual budget, detailing proposed expenses *by October 31.*

# Checks and Money

16. *A Treasurer and a President of Chapter #3689 will have signatures on the chapter’s bank account.*

**Unexpected expenses, not budgeted require board approval.**

**Exceptions; items necessary to maintain continuity for the orderly and continued operation of Raleigh - Wake County AARP Chapter #3689. (These items include but not limited to, bank checks, postage stamps, having copies made, printer ink and paper).**

**NOTE:** All monies paid to Chapter #3689 for any purpose i.e., dues, contributions or gifts are not deductible as charitable contributions for federal income tax purposes. The person making the contribution must be so notified. (Donations to the AARP Foundation are tax deductible).

# Honorariums

1. *In the unfortunate event of the passing of a Chapter #3689 member, who has been in good standing, an honorarium of $50 will be provided.* This donation will be made to the family, a charity, or a non-profit organization designated by the next of kin. This contribution will be made in the name of the deceased Chapter #3689 member.

**Board of Directors**

1. *Chapter #3689 Board of Directors shall consist of up to eleven elected members, including the following officers: President, Vice President, Secretary and Treasurer.* In the event of co-office positions, both individuals will serve on the Board. The Co-Presidents will serve as the chairpersons of the board. *One of the President(s) will chair the Board Meetings.* The Vice President will serve in their absence.

# Nominating Committee

1. Chapter #3689 Nominating Committee shall consist of at least three members who may serve no more than three consecutive terms of two years each. The term of office may be extended at the discretion of the Board of Directors.

# Standing Rules

1. Chapter #3689 Standing Rules will be reviewed annually by the Board of Directors at its first meeting. If a Chapter #3689 member feels it necessary that the Standing Rules be modified, a request in writing shall be sent to the President(s).
2. Chapter #3689 Standing Rules may be revised by a simple majority vote of the Chapter members voting with quorum present.

These Chapter #3689 Standing Rules were reviewed by Chapter #3689 Board of Directors and adopted by Chapter #3689 membership on January 18, 2024.

Wake County AARP Chapter #3689