BY-LAWS OF THE [Insert Name] CHAPTER OF THE

MARYLAND CONTINUING CARE RESIDENTS ASSOCIATION (MaCCRA)

Approved October 16, 2015

ARTICLE 1 – NAME

The name of the subject non-profit Federally tax exempt organization shall be: [Insert Community Name] Chapter of the Maryland Continuing Care Residents Association (MaCCRA).

ARTICLE 2 – PURPOSE

The purpose of the Chapter, and of MaCCRA*,* is to protect and further the rights and financial security of the residents of [Community] and other Maryland Continuing Care Retirement Communities. To this end it shall:

1. Encourage cooperation between residents and management whenever possible.

2. Review, interpret and inform the membership regarding existing, proposed, and pending regulations and legislation.

3. Solicit resident views and recommendations concerning proposed and pending legislation or regulations related to resident life at CCRCs and communicate same to MaCCRA, the government, and other pertinent organizations.

4. Keep abreast of the affairs in the community, the County and State government which could impact the lives of senior residents in CCRCs and refer to MaCCRA any issues where information, action or attention might be necessary.

5. Work to encourage and promote increased membership in MaCCRA.

ARTICLE 3 – MEMBERSHIP

Upon payment of the required, tax-exempt dues, residents of [Community Name] become members of MaCCRA and members in good standing of the [Community Name] Chapter for the current fiscal year. Those joining in the last four months of the fiscal year - March, April, May or June, are considered paid through the end of the *following* fiscal year.

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ARTICLE 4 – FISCAL YEAR

The [Community Name] Chapter fiscal year shall be from July 1 to June 30.

ARTICLE 5 – BOARD OF DIRECTORS

The Board of Directors shall include:

1. The Chapter Officers: President, Vice-President, Secretary, and Treasurer, who shall be elected annually by the Chapter membership; the appointed Chairpersons of Standing Committees; and an appointed Resident Delegate.

2. A majority of the Directors shall constitute a quorum for Board meetings.

3. A vacancy on the Board occurring between elections shall be filled by the President, with the approval of the Board.

ARTICLE 6 – DUTIES OF OFFICERS

1. The President shall establish the agenda and preside at all meetings, regular or special, with appropriate advance notice of same; appoint, subject to the approval of the Board of Directors, the Chairpersons of Standing or Ad-hoc Committees, the MaCCRA Delegate, and officers to fill any vacancies that develop between elections; perform all other duties related to the subject office; and shall designate or appoint as necessary delegates to attend MaCCRA Council meetings.

2. The Vice-President shall preside and act at all chapter meetings in the absence of the President; serve as Chair of a Nominating Committee; in concert with the President prepare and/or conduct member opinion surveys requested by MaCCRA or deemed necessary by the Board of Directors, reporting results on same to the Board of Directors carry out such other duties as may be assigned by the President.

3. The Secretary shall take minutes of all meetings, copy and distribute copies of such minutes to the Board of Directors and committee chairs; follow established chapter procedures in communicating same to chapter members; and maintain the permanent files of same.

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4. The Treasurer shall collect dues from chapter members and remit necessary payments to the MaCCRA Treasurer; send out renewal notices annually; establish and maintain a chapter checking account to be audited annually; receive funds; expend from the account such monies or payments as are approved by the Board of Directors, and make a report at each meeting.

5. The Appointed Delegate shall serve as a Chapter Representative, when needed at periodic MaCCRA meetings; assist in the conduct and reporting of opinion surveys; and carry out such other duties, as may be assigned by the President.

ARTICLE 7 - CHAPTER COMMITTEES

1. The President, with the approval of the Board, shall appoint the following Standing Committees: Legislative and Membership; and such other Standing and Ad-Hoc Committees needed to address Chapter or MaCCRA issues.

2. All proposed actions and activities of the subject committees shall be submitted to the Board of Directors for approval before proceeding on same.

ARTICLE 8 – CHAPTER RESIDENT PARTICIPATION

The success of a MaCCRA chapter in a retirement community depends on the interest and involvement of its chapter members in the affairs of their community and keeping alert to new issues or matters that may need to be addressed directly or legislatively. Therefore, all residents are encouraged to bring to the attention of the Board of Directors any and all matters they feel may need either attention by the chapter or referral to the state office of MaCCRA.

ARTICLE 9 – MEETINGS

1. At least two meetings of the membership shall be held each year. The first meeting shall be held in October to hear the concerns and recommendations of Chapter members for action in the community or legislatively, and to elect officers for the coming year; the second meeting shall be held in April to summarize and report on legislative matters or MaCCRA actions taken or still pending.

2. Fifteen percent of the members shall constitute a quorum.

3. Any member in good standing may vote at chapter meetings.

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ARTICLE 10 – NOMINATIONS AND ELECTIONS

1. A Nominating Committee of three members, consisting of the Vice-President as Chair, and two other members recommended by the Vice-President and approved by the President, will be appointed on or before September 1st.

2. The Nominating Committee shall, on or before September 15, report to the President a slate of at least one candidate for each office to be filled. This slate shall be distributed to the Chapter membership with the option that members may submit recommended nominees for open positions before September 30, with the agreed acceptance of the recommended candidate.

3. The final slate of nominees shall be distributed to all Chapter members at least two weeks before the October meeting.

4. At the October meeting, the Vice-President shall conduct the balloting and announce the results. Contested elections shall be by paper ballot, scrutinized by at least two persons.

5. The term of office of elected officers shall be from November 1st through October 31st.

ARTICLE 11 – BY-LAW AMENDMENTS

1. Proposed amendments to the By-Laws may be submitted in writing to the President at least two months in advance of a regularly scheduled meeting. The President will then distribute the proposed amendment to the membership at least two weeks before the meeting at which it is to be considered. Such proposed amendments may be submitted by any Chapter member.

2. Proposed amendments are subject to approval or disapproval by the membership and shall be voted on at a regularly scheduled meeting.

ARTICLE 12 – DISSOLUTION OF CHAPTER

At such time as the dissolution of the Chapter is voted upon by the Chapter membership, its assets shall either be: donated to MaCCRA; distributed to one or more exempt purposes as specified in Section 501 (c) (3) of the Internal Revenue Code; or distributed to a state or local government for a public purpose, as determined by the Chapter Board of Directors.

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