



## **AARP Suitland, Maryland Chapter #939 2025 STANDING RULES OF ORDER**

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### **RULE I: NAME AND ADDRESS**

1. The name of the Chapter is the AARP Suitland, Maryland Chapter #939 of the AARP, Inc.
2. Chapter's official address for the AARP National and AARP Maryland State Office submission of correspondence and/or information will be the address of the current Chapter's President. Other submissions of Chapter correspondence and information such as membership, letters, cards, etc., shall be sent to a designated address that the Board of Directors (Board) approves. However, all records will be maintained at the official meeting place of the local Chapter or a designated location in which the Board approves.

### **RULE II: MEMBERS AND DUES**

1. Each Chapter member must have a current AARP National Membership, which will be verified by the Membership Committee and verification will continue at annual renewal.
2. The annual Chapter membership dues are set at \$20.00 per person as set forth in the Standing Rules of Order, effective January 1, 2025.

3. Local Chapter will accept membership of persons that may be members of other local Chapters and/or can be an out-of-state resident providing their membership with AARP National is current. Proof of AARP National membership will be required.
4. Members are encouraged to join a Committee upon joining the Chapter.
5. Persons joining or renewing Chapter membership and have reached the age of 85 and above must have been a paid member for at least one (1) year before he/she can be granted a free Chapter membership at the age of 85 or over. Qualifying members must be financial at AARP National and show proof of age.
6. The current records (applications, roster, and sign-in sheets) of members shall be secured and maintained by the Chairperson of the Membership Committee. These records are confidential and as such will not be released to any entity except the authorization of the Board in the performance of their official duties. All prior records stated above will be maintained at the official meeting place or another designated location in which the Board approves.

### **RULE III: MEETINGS**

1. Regular Meetings: Regular membership meetings (in-person and/or Zoom [hybrid]) of this Chapter shall be held on the first Tuesday of each month at noon. No membership meetings will be held during the months of July and August.
2. Annual Meetings: The November regular membership meeting shall be designated as the Annual Meeting for the election of officers whose tenure shall begin in January of the coming year.



3. Special Meetings: Special meetings may be called by the President, Board or at the request, in writing, of a majority or quorum of the individual members.
4. Notice of Special Meetings: The membership shall be notified not less than seven (7) days of a special meeting or less than thirty (30) days before the annual meeting, stating the purpose, time and place.
5. Place of Meetings: The meetings will be held at the SPX Building Corporation, formerly Knights of Columbus, 3611 Stewart Road, Forestville, Maryland 20747, or another designated location in which the Board approves. The number of attendees allowed per meeting cannot exceed the capacity of the meeting place.
6. Quorum: Twenty (20%) percent of the financial members in attendance shall constitute a quorum at regular membership meetings.
7. Voting: Each financial member shall be entitled to one vote. Most of the members present are entitled to vote on matters at a meeting of which a quorum is present shall be necessary for the adoption thereof. Members shall be financial with AARP National and Chapter before they can vote on any Chapter matters.
8. Visitors have the option of attending two (2) Chapter membership meetings as visitors. After the second visit as a visitor, they should join the Chapter to continue to attend Chapter meetings and follow the official rules of becoming a member. This rule also applies to the membership that has not paid National and/or Chapter dues.
9. The Board will meet on the last Tuesday of each month at noon.

**RULE IV: OFFICERS**

Elected

1. Officers: The Officers of the Chapter shall be the President, Vice President, Recording Secretary, Assistant Recording Secretary, Correspondence Secretary, Treasurer and Assistant Treasurer. Appointed officials shall be the Historian, Chaplain, and Sergeant-at-Arms. To be eligible to run for the office of the President, Vice President, Treasurer, or Assistant Treasurer, the member must have been an active member for at least a year.
2. Elections and Terms: The Officers of the Chapter shall be elected by the members at the annual meeting of members. The Officers shall hold office for a term of TWO (2) years. An Officer shall serve only TWO (2) consecutive terms for a total of FOUR (4) years in the same position. However, the Board and the membership can vote to extend the terms of the current officer(s) positions, if no one is elected for the position(s). The President, Vice President, Recording Secretary, Assistant Recording Secretary, Treasurer, and Assistant Treasurer terms of service should be staggered and not end in the same year. For example, positions elected in even years might include those of the President, Recording Secretary, and Treasurer. While odd year election positions might be for Vice President, Assistant Recording Secretary, Assistant Treasurer.
3. Vacancies: A vacancy of any position shall be filled by the Board, subject to the approval of the membership.
4. President: The President shall be the Chief Executive Officer of the Chapter and subject to the direction of the Board of Directors, shall supervise and control all the business affairs and property of the Chapter and shall see that all orders and resolutions of the Board are carried into effect. This includes the submission of the annual report and other state/local compliance-related materials including the Chapter's annual Treasurer's Activities, Officer Update Reports to AARP National and the Annual Report and Personal Property Return for the State of Maryland.



5. The President shall preside at meetings of the members and of the Board, and shall appoint all chairpersons of the Committees, except the Chairperson of the Nominating Committee.
6. The President shall, by virtue of the office, be a member of all Committees except the Nominating Committee.
7. Vice-President: In the absence of the President or in the event of an inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The President may assign the Vice President other responsibilities.
8. Recording Secretary: The Recording Secretary shall record and maintain a permanent record, at the official meeting place of the Chapter, of all proceedings of the Chapter, Special Meetings of the Board and shall transmit the minutes of the previous meeting to the President in time for the Chapter meeting. In the absence of the Recording Secretary, or in the event of an inability or refusal to act, the Assistant Recording Secretary shall assume the duties of the Recording Secretary.
9. Assistant Recording Secretary: In the absence of the Recording Secretary or in the event of an inability or refusal to act, the Assistant Recording Secretary shall assume the duties of the Recording Secretary, and when so acting, shall have all the powers of, and be subject to, all the restrictions upon the Recording Secretary.
10. Correspondence Secretary: The Correspondence Secretary shall read incoming correspondence at the regular membership meetings; send out any necessary correspondence that has been approved by the President and/or Board; maintain all correspondence of the Chapter and preserve in a permanent file at the official meeting place of the Chapter or any designated location in which the Board approves all records and letters of value to the Chapter.

11. Treasurer: The Treasurer shall be responsible for all financial activities of the Chapter.

- a) Receive and deposit promptly all monies of the Chapter in the appropriate Chapter account(s).
- b) Maintain all current itemized statements and supporting documents of all receipts and expenditures, and prior year documents shall be kept in a permanent file at the official meeting place or any other designated location in which the Board approves.
- c) Surrender all receipts, expenditures and supporting documents, based on the books and the accounts which are to be audited annually by a certified public accountant, or other public accountant, or an auditing committee.
- d) Prepare and submit the annual Chapter Treasurer's Report to AARP National. In the absence of the Treasurer, or in the event of an inability or refusal to act, the Assistant Treasurer shall assume the duties of the Treasurer.

12. Assistant Treasurer: In the absence of the Treasurer or in the event of an inability or refusal to act, the Assistant Treasurer shall assume the duties of the Treasurer, and when so acting, shall have all the powers of and be subject to all restrictions upon the Treasurer.

## **OFFICERS**

### Appointed

- 1. Sergeant-At-Arms: The Sergeant-At-Arms shall maintain order at regular meetings and any other Chapter functions.



2. **Parliamentarian:** The Parliamentarian shall be an expert in rules or order and the proper procedures for the conduct of meetings of deliberative assemblies, including advising, upon request of the Chapter President, other officers, committees, and members on matters of parliamentary procedures according to the Chapter's Bylaws, Standing Rules of Order and the current edition of Robert Rules of Order. The Parliamentarian shall serve as Chair of the Bylaws/Standing Rules of Order Committee, reviews the bylaws and standing rules of order each year and makes recommendations and revisions, and assists in the drafting and interpretation of bylaws and rules of order, and the planning and conduct of meetings.
3. **Historian:** The Historian shall compile and maintain a complete archive of Chapter activities, including pictures, newsletters, and recordings of the Chapter's accomplishments in a permanent file in the official designated storage location, and present periodically a historical profile of the Chapter. The Historian shall chair the History Committee. The Historian and/or its committee shall generate reports and information as requested by the President and/or Board.
4. **Chaplain:** The Chaplain shall present inspirational messages, poems, or prayers during Chapter activities and forward "goodwill" messages to members on behalf of the Chapter.

## **RULE V: COMMITTEES**

The Chapter will have the following Standing Committees. Each Committee shall have at least three (3) active financial members. The President will appoint all chairpersons to each Committee. Each chairperson must be active to hold the position and must keep his/her committee members abreast and updated on all activities. The Board should be made aware prior of any changes to the criteria and deadlines from the previous year.

1. Membership: Provide sign-in sheets and applications for members and guests of each meeting; receive and approve applications from individuals desiring to become members of the Chapter; maintain a list of members and guests, and collect annual Chapter dues at each meeting; verify applicant membership is current with AARP National; advise applicants their spouse is allowed to join the Chapter, but they will need to pay separate Chapter dues. The Membership Committee may have membership drives, participate in community outreach activities, follow up with the potential new members, renewals, and generate reports/information on financial members, renewals (not financial), new and potential, eighty-five (85) and older, veterans, etc. Must maintain an official record of all members to be secured in the Chapter designated storage location.
2. Public Relations: Create flyers and/or publicize all Chapter activities and events through the various media (i.e., radio, television, newspapers, flyers, bulletins, Chapter website, Facebook, and other social media). A hard copy of all such events will be kept in the official meeting place or any other designated location approved by the Board. Provide a copy of the information to the History Committee for their records.
3. Legislative: Work closely with the President and the legislative staff in the AARP Maryland State Office.
  - a) Be familiar with current events that affect AARP membership regarding legislative issues and activities.
  - b) Have general knowledge of elected officials (county and state) and interact with the office staff regarding the officials' positions on legislative issues.
  - c) When the Legislative Committee or Committee chairperson is representing the Chapter and meet with District, County, and/or State representatives, the Committee and/or the Chairperson will prepare and submit meeting reports to the President and/or the Board.



4. Program: Collaborate with the President to research and request biographies of potential guest speakers beneficial to the membership.
  - a) Meet and greet guests upon their arrival.
  - b) Present a token of appreciation.
  - c) Follow-up with feedback to the guests from the membership.
5. Community Service: Liaison between Chapter membership, local community, and Prince George's County government.
  - a) Bring projects and activities for participation from the membership that would benefit the lives of people in the community and County.
  - b) Provide support in the community, AARP National and AARP Maryland State Office projects such as "Christmas in April," and "Harvest for the Hungry," etc.
  - c) Plan and attend community outreach activities.
6. Health and Wellness: Coordinates with the Program and Community Services Committees to provide relevant information and identify appropriate opportunities for improving members' and community awareness of, and engagement in healthy living behaviors and activities.
7. Information Technology (IT): Provide information technology support to the Chapter's membership and organization. The Technology Committee will promote the use of technology to increase efficiency of the Chapter membership and to support teaching and enhance members' learning. Make recommendations concerning acquisition, implementation, maintenance, and upgrading of technologies. Automate work to reduce cost and improve efficiency and productivity. Use technology to reduce risk and improve things such as customer and organizational experiences.

The Chapter will also have the following Committees. The President shall appoint each Chairperson. The Chairperson must be a financial member. Each Committee must have at least three (3) active financial members and assume the following duties.

1. Sunshine Committee: Work closely with the Membership Committee to contact members who are ill, recovering from surgery or death in the family and send appropriate cards. A \$50.00 donation will be given in the event of the death of a financial member or the death of a financial member's immediate family (spouse, son/daughter, parents). The Sunshine Committee will provide a monthly report of their activities and submit to Board.
2. Hospitality Committee: Organize refreshments for Chapter meetings and assist with other Chapter activities.
3. Tour Committee: Organize and manage Chapter tours and trips. The Committee will provide a planned description of the tour, estimated date and cost, planned activities, and profit, prior to obtaining approval of the tours and trips. The Board will approve or disapprove the recommended tour activities. The Board may cancel trips and/or tours if they are not fully funded by the attendees to cover all the expenses.

At the end of the activity, the Tour Committee will provide a final financial report of the activities, cost expenditures, and profits made on the activities to the Treasurer.

Gratuities. No member, or group of members of the Chapter may profit financially from any monies, assets, or activities of the Chapter such as free meals, free trips, discounts, complimentary rooms; and other gratuities may not be accepted by members of the Tour Committee or the Chapter. The mention of "discounts" in this section does not prohibit the Chapter from using a standard group discount rate that is available to the public.

The Tour Committee shall provide copies of flyers/promotional materials to the History Committee.



4. Scholarship Committee: Organize and manage the scholarship program.
  - a) Collect donations and funding.
  - b) Conduct fundraising activities.
  - c) Determine application criteria and deadline.
  - d) Receive and review application(s) and make final selection(s).
  - e) Contact recipient(s) and advise of scholarship award.
  - f) Send award letter(s) to select recipient(s), and mail check(s) to recipient(s') college/university.
  - g) Provide final copies of documents to the History Committee.

#### **RULE VI: CHECKS AND MONEY**

1. The Treasurer, President, Vice President, and Assistant Treasurer of AARP Suitland Maryland Chapter #939 are the officers designated to sign all Chapter checks. There must always be two signatures on each check, i.e., the President or Vice president and Treasurer or Assistant Treasurer. Officers signing Chapter checks must not be related or of kin.
2. The Board may approve the spending of no more than \$500 without the approval of the Chapter membership.
3. The Treasurer shall maintain an account in the name of the Chapter at an approved bank in the State of Maryland. All withdrawals from this account will require the signatures of the Treasurer or Assistant Treasurer and the President or Vice President of the Chapter.
4. The Board will prepare a proposed annual budget in November to submit to the incoming Board for the upcoming year.
5. The Treasurer and/or Assistant Treasurer will deposit all funds collected for Chapter sponsored tours and other recreational trips/tours in the designated bank. Receipts shall be given to members and/or guests for the activities they purchased from the Tour Committee.

6. All contracts or proposals for tours/activities will be reviewed and approved by the Board prior to Chapter commitment. No Chapter member shall use their personal money to make a contractual deposit on any tour or event unless approved by the Board. The Board must review and approve all the contracts or proposals, including any changes. All approved contracts or proposals shall be signed by the President.

### **RULE VII: BOARD OF DIRECTORS**

1. The Board of Directors shall consist of no less than four and no more than twelve (12) members. There shall be four (4) elected officers to the Board of Directors -- President, Vice President, Recording Secretary and Treasurer. They shall serve as Board members during their term of office and shall serve no more than TWO (2) consecutive terms of office. The Chapter's President shall, as a function of the office, serve as Chairperson of the Board.
2. There may be three (3) additional Board members elected at the Annual meeting of the membership to the Board to serve one-year, two-year and three-year terms. They are elected term positions. Incumbent may be nominated to serve an additional term limit, for example one-year may be elected to serve an additional year, same for two and three-year terms. If a vacancy occurs the Board will fill the position, subject to the approval of the membership.
3. The Board of Directors may include the Assistant Recording Secretary, Correspondence Secretary, and Assistant Treasurer at the discretion of the Board.
4. Immediate Past President: May be invited to attend scheduled Board meetings in a non-voting capacity.



## **RULE VIII. NOMINATING/ELECTION COMMITTEE**

1. There shall be six (6) financial members of the Chapter's Nominating/Election Committee (3 to conduct the nominating process and 3 to conduct the election process). The members will be elected in April of each year. The members shall serve one (1) year terms. The Nominating Committee shall provide the duties of the officers to the membership at the June meeting.
2. The members of the Nominating/Election Committee will elect the Chairperson of the Nominating/Election Committee. The Nominating Committee will receive nominations, verify nominees' financial status, contact nominees for acceptance or non-acceptance, compile slate of nominees and have the nominees submit their qualifications for nominated office(s) at the October meeting.
3. The Nominating Committee shall present at the October membership meeting a slate of one or more nominees for the office(s) to be elected and turn the slate of nominees over to the Election Committee.
4. The Election Committee shall determine the method of voting and supervise the election process at the November membership meeting.
5. Nominating Committee members are not barred from being nominated. If a member(s) is(are) nominated, s/he cannot serve on the Election Committee.

## **RULE IX: STANDING RULES OF ORDER**

1. The Board at its first meeting following the election will review these Standing Rules of Order annually. The Standing Rules may be revised and approved by a simple majority vote of the Chapter members voting with a quorum present.

2. Copies of the Articles of Incorporation, AARP Handbook which includes Chapter Bylaws will be made available to members upon request and the AARP Suitland, Maryland Chapter #939 Standing Rules of Order will be provided to members electronically and in printed version. Copies will be maintained in the official meeting place.
3. AARP National Bylaws cannot be changed by the local Chapter.

**This version of the Standing Rules of Order was approved and adopted by the AARP Suitland Maryland Chapter #939 membership on December 3, 2024.**

*Catherine Williamson* 12-3-2024  
**Catherine Williamson, Chapter President (Acting)**

**L. Delores Howard, Recording Secretary**  
**Effective: January 1, 2025**