

AARP CHAPTER 5239 STANDING RULES

NAME AND ADDRESS

1. The name of this chapter is Locust Grove AARP Chapter No. 5239.
2. The official mailing address of this chapter is P.O. Box 945, Locust Grove, VA 22508.

CHAPTER PURPOSE

- Maximize member engagement in a broad menu of community service, information, and educational activities and experiences.
- Add value for members by maximizing their opportunities for self-realization, personal growth and life enriching fellowship and support.
- Demonstrate the contributions and potential of older Americans, encouraging their full participation in contemporary life.

MEMBERS AND DUES

3. The maximum number of members is unlimited.
4. This chapter will not maintain a waiting list of potential members.
5. Annual dues are \$10.00 (Ten Dollars) per person.
6. Persons joining this chapter in October or later in the membership year shall pay dues that will carry over through the following membership year.
7. This chapter will accept associate members. Associate members will pay the same dues as other members. Associate members have the same voting rights as other members but cannot hold an office on the Board of Directors. Associate members are those who are under 50 years of age.
8. This chapter will accept as members, persons who are members of any other AARP chapter.

MEETINGS

9. The chapter will meet on the third Monday of each month at 9:30 a.m. (social) with the business meeting starting at 10:00 a.m. The meeting is usually held at the Clubhouse Great Hall, Lake of the Woods.

- 10. The chapter Board of Directors will meet at least six times per year, the dates and times to be established by the President.
- 11. The annual meeting will be held in November at the chapter's meeting place for the month and at the regular meeting time. The installation of officers will take place at the December membership meeting.

OFFICERS

12. This chapter will have the following officers who will be elected to serve on the Board of Directors:

President	Five Directors
Vice President	Immediate Past President
Secretary	
Treasurer	

COMMITTEES

13. This chapter (5239) will have the following committees and any other committees as identified. The selected committee chairpersons are subject to approval by the President:

Driver Safety Class	Membership	Refreshments: Goodies
Email	Perspectives Newsletter	Sunshine
Food Pantry	Photographer	Tours/Travel
Lead Greeter	Program	Triad
LOW Name Tags	Publicity	Volunteer Hours
Health	Refreshments: Coffee	WebMaster

NOMINATING COMMITTEE

14. The Past President will select the members of the Nominating Committee. This committee shall be composed of one member of the Board and two members from the chapter membership. The Nominating Committee will then elect their chairperson.

CHECKS AND MONEY

15. The Treasurer, President and Vice President are authorized to sign chapter checks. Two signatures are required for checks over \$500, except expense checks written for trips and special activities for which money is specifically collected. Only one signature is required for these expense checks.

16. This chapter will reimburse members for travel to official AARP functions, or when representing the chapter at official community functions, only when the travel and expenses have been approved, in advance, by the Board of Directors.

BOARD OF DIRECTORS

17. There will be ten members of the Board of Directors (BOD). The chapter President, as a function of the office, shall serve as Chairperson of the Board. The four chapter officers (President, Vice President, Treasurer and Secretary) will be elected each year and may serve no more than two consecutive terms. The five directors will be elected each year but will not serve more than three consecutive years. The immediate past president is the tenth member of the BOD. In the event we are unable to fill any of the respective positions, or an existing Officer/Director resigns, the President has the authority to appoint an individual to fill the vacant position for a period not to exceed 1 year.

18. The six members of BOD who are not officers serve as liaisons to the committees. The primary responsibilities of Directors in this role are to help recruit committee members, help find a replacement for outgoing chairpersons, and serve as communications links between the committees and the BOD. Each January, those BOD members jointly will determine which committees they will serve as liaisons to. Those assignments and any subsequent changes thereto must be immediately communicated to the President.

STANDING RULES

19. These Standing Rules will be reviewed annually by the Board of Directors at its first meeting following installation. The Standing Rules may be revised by a simple majority vote of the chapter members at a regular chapter meeting.

20. This version of the Standing Rules was adopted by the chapter membership on November 21, 2022.