



ASSOCIATION OF CITY RETIRED EMPLOYEES
(ACRE)

Memphis, Tennessee

BY-LAWS

Revised November 16, 2021

BY-LAWS OF THE ASSOCIATION OF CITY RETIRED EMPLOYEES

ARTICLE I – REGULAR MEMBERSHIP

SECTION 1 – How Received

Regular membership, as described in Article III of the Constitution, shall be received through application for membership and by verification by the Executive Board.

SECTION 2 – Member in Good Standing

Member in good standing is hereby defined to be a member who has paid all dues to ACRE. One who is not more than thirty (30) days in arrears of such payments as of the date specified for payment thereof.

SECTION 3 – DUES

Dues for regular membership shall be \$25.00 per year. Dues may be paid on any date and may be renewed after a period of 12 months.

Married City Retirees shall pay one \$25.00 dues per year, but on the death of one retiree, the other continues to pay the normal dues of a City Retiree.

Dues for surviving spouses of City Retirees, in good standing, shall be waived and granted Life Membership.

Officers and Executive Board members shall be exempt from yearly dues.

The Executive Board may bestow a life membership by majority vote.

SECTION 4 – Delinquent Dues

Any member in arrears of payment of dues more than thirty (30) days, shall be deemed to be delinquent and not in good standing.

SECTION 5 – Financial Difficulty

Members deemed financially unable to pay dues will be exempt from annual dues upon approval by the Executive Committee.

ARTICLE II – ASSOCIATE MEMBERSHIPS

SECTION 1 – How Accepted

Associate memberships shall be accepted under the following rules, conditions, and qualifications. They shall not hold any office nor chair any committee or vote in ACRE elections.

SECTION 2 – Qualifications

Associate memberships shall be available to the public-spirited citizens of the United States of America who support the goals and welfare of the Association of City Retired Employees.

SECTION 3 – Petition

Associate membership shall be the same as stated in Article I, Section 1 of the By-Laws.

SECTION 4 – Dues

Same as regular membership as stated in Article I, Section 3 of the By-Laws.

SECTION 5 – Delinquent

Same as regular membership as stated in Article I, Section 4 of the By-Laws.

SECTION 6 – Honorary Associate Membership

Honorary Associate Memberships will be issued at the discretion of the Executive Committee.

ARTICLE III – GENERAL MEETINGS

SECTION 1 – Date and Time

The monthly meeting will be the third (3rd) Wednesday of the month at a time and location determined by the Board. The President may call a meeting as the need arises.

SECTION 2 – In the Absence of the President

The Vice-President, in the absence of the President, shall Chair the regular monthly meeting and may call a meeting as the need arises.

SECTION 3 – In the Absence of Both the President and Vice-President

In the event that both the President and Vice-President are absent at the regular monthly meeting or a called as the need arises meeting, any Board Member may Chair the meeting.

SECTION 4 – Location

The President can designate the place of meetings with the approval of the Executive Committee.

ARTICLE IV – CONDUCT OF BUSINESS

SECTION 1 – Officers Required

To hold a regular or special general meeting of ACRE, no less than five (5) members of the Executive Committee must be present with seven (7) regular members.

SECTION 2 – Quorum

At any regular or special general meeting, twelve (12) or more regular members who are in good standing including five (5) members of the executive board must be present to constitute a quorum. Upon all motions a majority vote of the members present shall prevail.

SECTION 3 – Rules of Order

Robert's Rules of Order is the authority for conduct of all business by all meetings of ACRE.

ARTICLE V – ORDER OF BUSINESS

SECTION 1 – Order of Business Sequence

Executive Board Meeting

Call to Order, Roll Call, Invocation
Approval of Prior Month's Minutes
Vice President Report
Secretary/Treasurer Report
Sgt @ Arms Report
Legal Advisor Report
Pension Oversight Chairman Report
Membership Chairman Report

Chaplain and Benevolence Report
Health Insurance Chairman Report
President's Report
Any New Business/Any unfinished business/or other Member Report
Adjourn with Benediction or Recess until General Meeting

General Meeting

Call to Order
Invocation & Pledge of Allegiance
Introduction of Any Guest Speakers
Elected Officers and Committee Chairmen's Reports
Benediction
Adjournment

ARTICLE VI – OFFICERS

SECTION 1 – Officers of the Association of City Retired Employees

1. President
2. Vice - President
3. Secretary/Treasurer
4. Sergeant-At-Arms
5. Executive Board Members – as many positions recommended by the President and approved by the Executive Board for the President's current term.

SECTION 2 – Executive Board

The officers designated in Article VI, Section 1, shall constitute the ACRE Executive Board. The Legal Advisor will offer guidance for all Executive Board meetings and any special called meetings.

SECTION 3 – Administrative Powers of the Board

The Executive Board as designated in Article VI, Section 2, shall have and shall exercise all administrative powers of ACRE.

SECTION 4 – Executive Board Meetings

1. The Executive Board will meet at a time and day set by the Board prior to the 3rd Wednesday General meeting. The President may call an Executive Board Meeting as the need arises.
2. In the absence of the President and Vice-President, a member of the Executive Board may call a meeting with the approval of the majority of the Board. Five (5) members shall constitute a quorum.
3. Board Members must attend six (6) meetings per year to maintain standing.

ARTICLES VII – VACANCY OF OFFICE

SECTION 1 – Procedure

Should a vacancy occur in any ACRE office, the following procedure shall prevail.

1. The President's vacancy to be assumed automatically by the Vice-President.
2. Any other vacancy shall be filled by majority vote of the Executive Board.

ARTICLE VIII – COMMITTEES

SECTION 1 – Appointments

The President shall appoint all committees and chairperson of each committee. A majority of the Executive Board must approve the appointments.

SECTION 2 – Ex-Officio Chairman

The President shall be Ex-Officio Chairperson of all committees.

ARTICLE IX – DUTIES OF OFFICERS

SECTION 1 – President

The elected President shall preside at all meetings and have general supervision of the meetings, open and close all meetings, be charged with coordinating, advising, and assisting in all functions of the meetings and insist upon proper conduct while the meeting is in session. *The President may be compensated as approved by the Executive Board or be reimbursed for his/her out of pocket costs doing ACRE's business.*

SECTION 2 – Vice-President

The elected Vice-President shall assist the President in all of the duties. In the absence of the President, the Vice-President shall function as President, assuming all duties and responsibilities of that office. *The Vice President may be compensated as approved by the Executive Board or be reimbursed for his out-of-pocket costs doing ACRE's business.*

SECTION 3 – Secretary/Treasurer

The Secretary/Treasurer shall conduct all correspondence as directed, record minutes of meetings, function as custodian of records, and discharge other duties as assigned by the President. The Secretary/Treasurer shall be the custodian of the funds of ACRE and shall be responsible for safeguarding all funds in a bank approved by the Executive Board. The Secretary/Treasurer shall perform all other duties pertinent to finances as directed by the President. *The Secretary/Treasurer may be compensated as approved by the Executive Board or reimbursed for any out-of-pocket costs doing ACRE's business.*

SECTION 4 – Sergeant at Arms

The elected Sergeant-At-Arms shall assist the President in maintaining order at the meetings and shall perform any other duties as the President may request and *may be reimbursed for any out-of-pocket costs doing ACRE's business approved by the Executive Board.*

SECTION 5 – Web Master

A non-elected position created in 2012 with the advent of emails, websites, and other electronic duties. As a non-elected position, it can be held by anyone qualified to perform the required duties of maintaining and updating the ACRE Website as directed by the President. *The Web Master may be compensated as approved by the Executive Board or reimbursed for out-of-pocket costs doing ACRE's Business.*

SECTION 6 – Executive Board

The Executive Board shall assist and support the President during his term in the management of programs and services which enhance the welfare of the membership. *They may be reimbursed for any out-of-pocket costs doing ACRE's business.*

SECTION 7 – Chaplain

The Chaplain will be a member of the Executive Board appointed by and for the President's term. When in attendance, the Chaplain shall open the meeting with a suitable prayer or invocation, and lead members in the oath of Allegiance to the Flag. The Chaplain will assist the President in other matters requested. *The Chaplain may be reimbursed for any out-of-pocket costs doing ACRE's business approved by the Executive Board*

ARTICLE X – ELECTION

SECTION 1 – Nominating Committee

The President shall appoint a Nominating Committee in September [even year] of at least three (3) members. Nominations will be accepted from the floor in October. No second will be necessary. Nominations are subject to qualifications in Section 5. The Nominating committee's duties shall be to recommend a slate of candidates for each office.

SECTION 2 – Duties

The committee shall recommend a slate of candidates for each office.

SECTION 3 – Ballot

The election of officers shall take place at the November meeting, on the even number of years by the attending membership by acclamation, voice vote, standing vote or secret ballot.

SECTION 4 – Election Committee

The President shall appoint at least three (3) members to an Election Committee. The Election Committee shall conduct the election in November at the General Membership meeting and upon completion of the voting, tabulate the votes, and report the results to the President and the Executive Board.

SECTION 5 – Qualifications for Office

1. Any candidate nominated for elective office shall have been a member in good standing for not less than twelve (12) months.
2. A member may not be nominated for more than one (1) office per election.
3. In order for a member in good standing to be eligible for nomination for the offices of President, Vice-President, or Secretary/Treasurer, said member must have served a minimum of one (1) year on the Executive Board Member, or on a standing committee, such as membership, benefits, etc., prior to nomination for the aforementioned offices.

SECTION 6 – Lengths of Office

Term of elective office is two (2) years with no limitation to the number of succeeding terms a member may hold office.

SECTION 7 – Installation

1. The newly elected officers will be installed during the December [even year] regular meeting. January 1st [in odd years] begins all the elected officer's terms.
2. The installation of new officers may be conducted by the outgoing President or his representative.

SECTION 8 – Votes Required

The candidate receiving the highest number of votes cast for that office shall be declared elected.

ARTICLE XI – AMENDMENTS

SECTION 1 – Procedure

Any and all amendments to this Constitution and By-Laws shall be submitted in writing at an Executive Board meeting.

SECTION 2 – Votes Required

These By-Laws may be amended by a majority vote of the Executive Board.

The original Constitution and By-Laws were officially accepted on September 14, 1990, at 2:00 p.m. by the below listed Executive Committee members present:

J.C. Kellum
J.R. Boatwright
Jim Sinclair
Mary Fowler
Althea C. Hill-Basse

Amendments to this Constitution and By-Laws are hereby officially accepted on May 16, 2001, at 11:00 a.m. by the below listed officers and Executive Board members present:

Jerry Williams, President
Earl Wainscott, Vice-President
Francis Bradley, Executive Board
Morris Crenshaw, Executive Board
Frank Hester, Executive Board
Claire Lester, Executive Board
Bill Price, Executive Board
Jim Pugh, Executive Board

The second amendment to the Constitution and By-Laws were officially accepted on Wednesday, October 15, 2008, at 10:45 by the Constitution and By-Laws Committee:

Earl Wainscott, President
Jim Smith, Chaplain
Stanley Latham
Granville Cleveland
Gary James, Executive Board
Jimmy Williams, Executive Board
Frank Hester, Executive Board
Welborn Marr, Executive Board
Frances Bradley, Executive Board
Donald Lewis, Executive Board
Pat Adams, Executive Board
Donnel Walden, Executive Board
Terri W. Brown, Executive Board

The third amendment to the Constitution and By-Laws were officially accepted on Tuesday October 14, 2014, at 1:00 p.m. by the below listed officers and Executive Board members.

<i>Michael W. Lee</i>	<i>President</i>
<i>John Johnson,</i>	<i>Secretary</i>
<i>James Nichols,</i>	<i>Treasurer</i>
<i>Tim Cook,</i>	<i>Public Relations</i>
<i>Francis Bradley</i>	<i>Chairman Insurance Oversight</i>
<i>Dan Melancon</i>	<i>Chairman Pension Oversight</i>
<i>Doug Sanders</i>	<i>Co-Chairman Membership Committee</i>
<i>Gary James,</i>	<i>Chairman of Facilities Set Up</i>
<i>Robert McCulley</i>	<i>Chairman By-Laws, Policy, and Legislative</i>
<i>George Harris</i>	<i>Co-Chair of By-Laws, Policy, and Legislative</i>
<i>Donnel Walden</i>	<i>Chaplin</i>
<i>Clyde Keenan</i>	<i>ACRE Legal Advisor</i>

The fourth amendment to the Constitution and By-Laws were officially accepted at the 8:30 am May 15, 2019, Executive Board Meeting attended by the below listed Executive Board members.

<i>Michael W. Lee</i>	<i>President</i>
<i>Richard McBryde</i>	<i>Vice-President</i>
<i>John Johnson</i>	<i>Secretary/Treasurer</i>
<i>Darrell White</i>	<i>Sgt @ Arms/Membership Chair</i>
<i>George Harris</i>	<i>Chaplain/Benevolence Chair</i>
<i>Francis Bradley</i>	<i>Chairman Healthcare Oversight</i>
<i>Dan Melancon</i>	<i>Chairman Pension Oversight</i>
<i>Robert Collins</i>	<i>Co-Chair Pension Oversight</i>
<i>Doug Sanders</i>	<i>Co-Chair Benevolence Committee</i>
<i>Clyde Keenan</i>	<i>ACRE Legal Advisor</i>

The fifth amendment to the Constitution and By-Laws were officially accepted at the November 16, 2021, Executive Board Meeting attended by the below listed Executive Board Members.

<i>Richard McBryde</i>	<i>President</i>
<i>John Johnson</i>	<i>Secretary/Treasurer</i>
<i>Darrell White</i>	<i>Sgt @ Arms/Membership Chair</i>
<i>George Harris</i>	<i>Chaplain/Benevolence Chair</i>
<i>Francis Bradley</i>	<i>Chairman Healthcare Oversight</i>
<i>Dan Melancon</i>	<i>Chairman Pension Oversight</i>
<i>David Martello</i>	<i>Membership Co-Chair</i>
<i>Clyde Keenan</i>	<i>ACRE Legal Advisor</i>