

MORRIS COUNTY RETIREES EDUCATION ASSOCIATION  
BY-LAWS

Revised: December, 2001; June, 2007; December, 2015;  
Proposed, January, 2018

OFFICERS

I. PRESIDENT

A. The President shall:

1. Preside at all meetings of the Executive Board and at the General Meetings of the Association;
2. Make the following appointments, with the approval of the Executive Board:
  - a. Chairpersons of standing committees—except for Program, Finance, and Ways and Means – by 30 days after June General Meeting;
  - b. Finance Committee members who are not officers;
  - c. Parliamentarian;
  - d. An alternate member to serve as liaison with MCCEA;
  - e. An auditor who is not an Association member.
3. Be an *ex-officio* member of all committees except the Nominating Committee;
4. Serve as a member of the Revisions and Resolutions Committee;
5. Approve bills within the budgeted amounts, for payment to the Treasurer;
6. Review the minutes of each previous Executive Board meeting and General Meeting;
7. Receive the Auditor's report after 8/31; immediately forward it to the Finance Committee;
8. Conduct an election in the October following elections to provide three people from the membership at large to serve with the two people elected from and by the Executive Board, as members of the nominating Committee;
9. Conduct voting on the proposed budget at the May General Meeting;
10. Submit to NJREA by July, the names of all Committee chairpersons and the amount of dues;
11. When possible, attend meetings of importance to the Association; if unable to attend, the President may designate another officer to attend;
12. Serve on the NJREA Delegate Council and attend NJREA Board Meetings.

B. The President may:

1. Call a special meeting of the Executive Board as necessary;
2. Request the formation of an *ad hoc* committee, with the approval of the Executive Board;

C. The President shall:

1. Prepare a comprehensive annual report in triplicate in June:
  - a. One copy to be submitted to the Secretary;
  - b. One copy to be retained in the President's files;
  - c. One copy to be forwarded to NJREA;
  - d. Provide the succeeding President with specific details for implementing the duties of this office;
  - e. Prepare and retain a copy of the annual report for the files.
2. Prepare a form soliciting members' interests in serving on committees that shall be made available at the May General Meeting and the June Newsletter.

2.

D. The immediate Past President shall serve on the Executive Board Finance Committee, and the Revisions Committee.

## II. FIRST VICE-PRESIDENT

A. The First Vice President shall:

1. Act as chairperson of the Program Committee;
  - a. Plan the programs for General Meetings;
  - b. Submit to the Publicity and Newsletter Chairs, specific information as to Program and presenters(s) for the next General Meeting;
  - c. Notify the Arrangements Committee about any special equipment needed for a particular program;
  - d. Provide the Reservations Committee information about the food selections of speakers or entertainers;
  - e. Meet and host the program personnel;
  - f. Introduce the program;
  - g. Confer with the Treasurer if payment for the program is necessary;
2. Serve as liaison to Morris County and alternate to state education Associations;
  - a. Attend meetings of importance to the Association;
  - b. A substitute may be designated for a specific event;
  - c. The amount of the expense allowance for each meeting or convention attended, shall be determined by the Executive Board;
3. Perform the duties of the President
  - a. When the President is temporarily absent;
  - b. When the office is vacant temporarily; for the remainder of an unexpired term, except for acting as an *ex-officio* member of committees;
4. Serve as a member of the Revisions and Resolutions Committee.

B. The First Vice President shall:

1. Act as chairperson of the Program Committee;
  - a. Plan the programs for General Meetings;
  - b. Submit to the Publicity and Newsletter Chairs, specific information as to Program and presenters(s) for the next General Meeting;
  - c. Notify the Arrangements Committee about any special equipment needed for a particular program;
  - d. Provide the Reservations Committee information about the food selections of speakers or entertainers;
  - e. Meet and host the program personnel;
  - f. Introduce the program;
  - g. Confer with the Treasurer if payment for the program is necessary.
2. Serve as liaison to Morris County and alternate to state education associations;
  - a. Attend meetings of importance to the Association;

3.

- b. A substitute may be designated for a specific event
  - c. The amount of the expense allowance for each meeting or convention attended, shall be determined by the Executive Board
3. Perform the duties of the President
    - a. When the President is temporarily absent;
    - b. When the office is vacant temporarily; for the remainder of an unexpired term, except for acting as an *ex-officio* member of committees;
  4. Serve as a member of the Revisions and Resolutions Committee;
  5. Provide the succeeding First Vice-President with specific details for implementing the duties of the office;
  6. Prepare and retain a copy of the annual report for the files.

### III. SECOND VICE-PRESIDENT

#### A. The Second Vice-President shall:

1. Act as Ways and Means Committee chairperson;
2. Shall be responsible for all fund-raising events;
3. Perform the duties of the First Vice-President when the office is vacant temporarily or for an unexpired term;
4. Perform the duties of the President when both offices of President and First Vice-President are vacant temporarily or for an unexpired term, except for acting as *ex officio* member of committees when the absence is temporary;
5. Serve on the Finance Committee;
6. Oversee the obtaining of donations for the Tricky Tray for the Scholarship Fund raiser.

#### B. The Second Vice-President shall:

1. Provide the succeeding Second Vice-President with specific details For implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

### IV. THIRD VICE PRESIDENT

#### A. The Third Vice-President shall:

1. Oversee the soliciting of gift cards and certificates for the Scholarship fundraiser;
2. Be responsible for planning all luncheon raffles.
  - a. Apply for raffle license for each event in the town where it will occur;
  - b. If the event occurs in town that requires raffle workers to be fingerprinted, ensure that all involved have been fingerprinted;
  - c. Prepare 4-5 items for each raffle;
  - d. Conduct each luncheon raffle;
  - e. Prepare and submit raffle report to the Gaming Commission in a timely manner;

- f. Send copies of the state reports to the President and Treasurer;
  - g. Keep records of all reports and raffles;
  - h. Turn these records over to the next person elected to the office of 3<sup>rd</sup> Vice President;
  - i. Serve on the MCREA Finance Committee.
- B. The Third Vice President shall:
- a. Provide the succeeding Third Vice President with specific details for implementing the duties of the office;
  - b. Prepare and retain a copy of the annual report for the files.

#### V. SECRETARY

- A. The Secretary shall:
- 1. Keep the minutes of the Executive Board and General Meetings;
  - 2. Provide minutes of the previous meeting to Executive Board and at General Meetings;
  - 3. Keep a file of the minutes and the annual reports of officers and committee chairpersons;
  - 4. Provide the President with a copy of the minutes of the last meeting in advance of the next meeting;
  - 5. Conduct the correspondence of the Association, as requested, and keep copies on file.
- B. The Secretary shall:
- 1. Provide the succeeding Secretary with specific details for implementing the duties of the office;
  - 2. Prepare and retain a copy of the annual report for the files.

#### VI. TREASURER

- A. Treasurer shall
- 1. At the beginning of each term the Treasurer shall attend NJEA training at Summer Leadership Conference (SLC) to be paid for by MCREA;
  - 2. Deposit all monies paid to the Association in financial institutions approved by the Executive Board;
  - 3. Pay all bills submitted by committee chairpersons after submission of appropriate documentation;
  - 4. Pay all other bills as approved by the President;
  - 5. Keep a record of all money transactions;
  - 6. Give a financial report at Executive Board and General Membership Meetings;
  - 7. Submit books and supporting documentation to the appointed Auditor, after the end of the fiscal year and receipt of 8/31 banking Statements;
  - 8. Report audit results or status at the October Executive Board after the close of the fiscal year;

- 5.
  9. Provide the auditor/accountant with appropriate information to Complete the LAFAP forms and IRS 990 with appropriate schedule and submit to the IRS by September 15<sup>th</sup>;
  10. Serve on the Finance Committee.
- B. Treasurer shall:
1. Provide the succeeding Treasurer with specific details for Implementing the duties of the office;
  2. Prepare and retain an annual report, one copy given to the President and one remains in the files to go to the succeeding Secretary.

### **COMMITTEE CHAIRPERSONS**

#### **I. ARCHIVES**

- A. The Archives Chair shall:
1. Keep a record of special activities of the Association or individual member;
  2. Assemble clippings and photographs pertaining to the Association;
  3. Keep a record of the deaths of members;
  4. Notify the Membership, Newsletter and Sunshine Chairs of member Passing;
  5. Present names of deceased members from the last year at the May luncheon.
- B. The Archives Chair shall:
1. Provide the succeeding Archives chair with specific details for implementing the duties of the office;
  2. Prepare and retain a copy of the annual report for the files.

#### **II. ARRANGEMENTS**

- A. The Arrangements Chair Shall:
1. Select the restaurants for the General Meetings
  2. Design a written contract with the management which shall include date, time, menu choices, cost of the luncheon, and a list of any special equipment required; advise the Treasurer of any deposit required in advance;
  3. Determine the restaurant's deadline for a number count;
  4. Submit to the Newsletter Chair, in time for inclusion in each Newsletter, specific information as to meeting place, menu choices and cost of luncheon; submit any revised information to the Publicity Chair as far in advance as possible;
  5. Be responsible for all physical arrangements required for the meeting, luncheon, and program;
  6. Advise the Reservations Chair as to menu choices and cost and receive from Reservations the total number of reservations for each menu choice for each luncheon;
  7. Provide the Treasurer with information required for determining the amount due to the restaurant.

B. The Arrangements Chair shall

1. Provide the succeeding Arrangements Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the file

III. FINANCE

A. Committee members shall:

1. include the Second Vice-President, Third Vice-President, Treasurer, and at least 3 others, at large members from the whole Membership;
2. Be appointed by the President with the approval of the Executive Board.

B. The Committee shall:

1. Elect a chair amongst themselves;
2. Review Association funds regularly;
3. Make recommendations, including on investment matters, to the Executive Board;
4. At the May Executive Board meeting recommend amount of dues assessment for the next fiscal year, and, on approval, present the dues assessment to the membership for voting at the May General Meeting;
5. Determine an amount to be included in the budget for attendance at meetings and conferences;
6. Present a proposed budget to the Executive Board meeting in May; on approval, present the budget to the membership at the May General meeting;
7. Receive the Auditor's report from the President and retain a copy for the files;
8. At the September Executive Board meeting, advise the Scholarship Committee of the amount available for scholarships.

C. The Committee Chair shall:

1. Provide the succeeding Finance Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

IV. GOVERNMENT RELATIONS

A. The Government Relations Chair(s) shall

1. Keep the membership informed about current government issues affecting retired and active educators and support personnel;
2. Attend meetings to obtain information of importance to the members of the Association;
3. The Government Relations Chair shall represent MCREA on the NJREA-GR committee.

B. The Government Relations Chair(s) shall

1. Provide the succeeding Government Relations Chair with specific

- details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

#### V. HOSPITALITY

- A. The Hospitality Committee shall:
  1. Greet members at each General Meeting;
  2. Assist with seating for the General Meeting and the luncheon;
  3. Coordinate refreshments for Executive Board meetings;
- B. The Hospitality Chair shall choose members from several different Morris County areas to serve on his/her committee;
- C. Provide the succeeding Hospitality Chair with specific details for implementing the duties of the office;
- D. Prepare and retain a copy of the annual report for the files.

#### VI. HUMAN RIGHTS

- A. The Human Rights Committee shall:
  1. Study and make recommendations on how members can contribute to equal opportunities and to improve human relations;
  2. Encourage the membership to become aware of cultural differences;
  3. Provide appropriate materials, articles, pictures, and advertising information to The Newsletter editor.
- B. The Human Rights Committee Chair shall:
  1. Provide the succeeding Human Rights Chair with specific details for implementing the duties of the office;
  2. Prepare and retain a copy of the annual report for the files.

#### VII. MEMBERSHIP RECRUITMENT

- A. The Member Recruitment Committee shall:
  1. Organize and conduct campaigns for membership in MCREA (NJRE and NEA-R);
  2. Contact local education associations to encourage membership to their Retirees;
  3. Mail membership forms/letters to new retirees;
  4. Work closely with the Membership Chair;
  5. Introduce new members at their first General Meeting and give the their pins;
  6. Attend meetings at state or local level to obtain recruiting issue information.
- B. The Member Recruitment Committee Chair shall:
  1. Provide the succeeding Member Recruitment Chair with specific details for Implementing the duties of the office;
  2. Prepare and retain a copy of the annual report for the files.

#### VIII. MEMBER/ HEALTH BENEFITS SERVICES

- A. The Member/Health Benefits Chair shall:

8.

1. Provide information to members regarding personal health and member Benefits;
2. Attend one NJREA mini-workshop annually;
3. Maintain contact with regional and state member services coordinators, including offering an invitation for an annual visit to an MCREA General Meeting;
4. Be the county's representative to the NJREA Member Services Committee.

B. The Member/Health Benefits Chair shall:

1. Provide the succeeding Member/Health Benefits Services Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

## IX. MEMBERSHIP

A. The Membership Chair shall:

1. Email or mail membership forms to current annual renewal members who have the 2011 exemption, in May, as part of the *MCREA News*
2. Set deadline of August 31<sup>st</sup> for receipt of membership application forms and dues for the upcoming year, in May as part of the *MCREA News*
3. Keep a continually updated roster of members
4. Prepare a membership report, including data on membership numbers, for Exec. Board and General Membership meeting and issues of the MCREA NEWS
5. Prepare a Directory addendum of roster changes at least once each year to be sent by e-mail or in a *MCREA News*
6. Update the NJREA membership chair of changes in MCREA member contact information as needed
7. Enter information collected via membership forms and maintain as electronic files
8. Validate that nominees for officers or committee chairs are indeed members;
9. Transfer dues payments to the Treasurer
10. Attend NJREA state membership committee meetings.

B. The Membership Chair shall:

1. Provide the succeeding Membership Chair with specific details for implementing the duties of the office
2. Prepare and retain a copy of the annual report for the files

## X. NEWSLETTER

A. The MCREA Newsletter Chair shall:

1. Prepare 5 print-ready issues of the MCREA News (generally 4-6 pages in length): September/October, December/January, February/March, April/May, and June
2. Set deadlines for receipt of submission copy for each issue, for mailing meetings, and for online posting dates:

9.
    - a. communicate those deadlines at the June Executive Board Meeting to the MCREA Chair who is responsible for creating the annual calendar;
    - b. publish the MCREA's annual calendar of events on page 1 of each issue of the *News*, beginning with the September/October issue;
  3. Include in the *News* articles submitted by the President, other officers, and the chairs of Government Relations, Travel, Membership, Reservations, (luncheon form), Member/Health Benefits, Archives (Sympathy Box), Nominating (March/April issue only), Ways and Means, Fundraiser/Scholarships (Spring issues), Special Events, and others as needed as well as the box listing MCREA Officers;
  4. Arrange for the copying/printing/pick up of each issue that will be sent via US Post Office to some members, and submit vouchers to the the Treasurer to cover those costs;
  5. Communicate with the webmaster at MCCEA regarding the online posting of each issue available at [www.mccea.com/mcrea](http://www.mccea.com/mcrea) on or before the mailing meeting date;
  6. Conduct mailing meetings for each issue:
    - a. Maintain a computer file that identifies members who receive the *News* via US Post Office;
    - b. Prepare labels based on that file;
    - c. Transport labels, envelopes, and paper copies of *News* to each mailing meeting;
    - d. Conduct mailing meeting;
    - e. Assure that the mailing materials are taken to the Post Office immediately following the mailing meeting;
  7. Communicate with the Membership Chair to obtain essential contact information such as full name, street address and/or email address needed to carry out the duties associated with this position;
  8. Prepare an annual report to be submitted to the President at the June meeting;
  9. Provide the succeeding Newsletter Chair with specific details for Implementing the duties of the office;
  10. Prepare and retain a copy of the annual report for the files.
- B. If article copy is submitted that the Chair deems to be inappropriate for this Publication, the Newsletter Chair shall defer to the judgement of the President, an Ex-officio member of this committee, relative to a final decision on whether to publish such article.
- C. The MCREA Chairperson shall:
1. Prepare an annual report to be submitted to the President at the June meeting;
  2. Provide the succeeding Newsletter Chair with specific details for implementing the duties of the office;

3. Prepare and retain a copy of the annual report for the files.

#### XI. NOMINATING COMMITTEE

- A. The Nominating Committee shall:
  1. Create a list of candidates;
  2. Verify that candidates are members in full standing with Membership Chair;
  3. Present a list of candidates at the Executive Board meeting in March for Information, only;
  4. Present a list of candidates for noting at the General Meeting in May;
  5. Not be eligible for nomination to an office unless s/he resigns from position from Committee before stating intention to run for office.
- B. The Nominations Chair shall:
  1. Provide the succeeding Nominating Committee Chair with specific details for implementing the duties of the office;
  2. Prepare and retain a copy of the annual report for the files.

#### XII. PUBLICATIONS COMMITTEE

- A. The Publication chair shall:
  1. Arrange for the ordering and delivery of pre-stamped envelopes to be used:
    - a. for mailing of the newsletter;
    - b. for other possible mass mailings as approved by the Executive Board;
    - c. by officers and chairpersons for official business.
  2. Assist at the newsletter mailing meetings, including but not limited to taking the trays to the post office after the mailing meeting;
  3. Arrange for the purchase, stamping, and delivery of name tags for officers and Chairpersons.
- B. The Publication chair shall:
  1. Provide the succeeding Publications Chair with specific details for implementing the duties of the office;
  2. Prepare and retain a copy of the annual report for the files.

#### XIII. PUBLICITY

- A. The Publicity Chair shall:
  1. Contact the Arrangements Committee for restaurant information;
  2. Contact the First Vice-President for program information
  3. If appropriate, request information from other committees and/or officers for publicity purposes;
  4. Send General Meeting information to local and education-related publications;
  5. Submit articles to Morris County general newspapers as well as education related publishers, specifically MCCEA, NJREA, NJEA, NEA, and NEA-R.
- B. The Publicity Chair shall:
  1. Provide the succeeding Publicity Chair with specific details for implementing the duties of the office;
  2. Prepare and retain a copy of the annual report for the file.

#### XIV. RESERVATIONS COMMITTEE

##### A. The Reservations Committee shall:

1. Provide the following on the reservation tear off sheet published in the Newsletter for each luncheon:
  - a. Firm due date for return of reservation;
  - b. Reservation Chairperson's name and address;
  - c. Menu choices'
  - d. Space for member's name, Guest name, phone #, and menu choice and any special requests; guest may attend luncheon portion of meeting, only.
2. Receive reservations for luncheons and put reservation forms in alphabetical order as they arrive, to facilitate making name tags;
3. Separate checks according to amounts (single vs double payments);
4. Keep a tally of the numbers for each food selection, from members, guests, speakers, or entertainers – along with special food requests;
5. Update the count each day, determining with the Arrangements Chair how late reservations may be taken;
6. Provide name tags, noting food selections ("C" for Chicken); for each guest;
7. Attach note to tags for those who owe money or have special requests;
8. Give Arrangements Chair total count for each kind of food selection and special requests;
9. Arrive an hour early to venue so name tags and notes can be set out alphabetically
10. Give the President the count and any other information which should be mentioned at the meeting;

##### B. Other considerations:

1. For the June luncheon, names of scholarship recipients and their guests, will be provided from appropriate committees;
2. For late reservations: The due date must be determined according to the restaurant. Individuals sending in late forms may be told that they could come but may not be guaranteed a lunch. If some reservations do not show up, additional places may be accommodated;
3. Those who do not show up will not have checks returned;
4. Re: Name Tag Table: A container is needed for the backs of the tags. Chair and Officers' tags need to be given out and collected after each luncheon

##### C. The Reservations Chair shall:

1. The Reservations Chair will provide the succeeding Reservations Chair with specific details for implementing the duties of the office;
2. The Reservations Chair will prepare and retain a copy of the annual report for the files.

#### XV. REVISIONS COMMITTEE

- ##### A. Members of the committee shall include at least the President, First Vice-President, Secretary, Parliamentarian, Immediate Past President and up to 5 members at large.

## B. The Revisions Committee shall:

1. Receive and consider revisions presented to the committee in writing and signed;
2. If approved by the committee, present the proposed revision(s) and/or resolutions to the Executive Board at least two Board Meetings prior to submitting them to the membership;
3. If approved by the Executive Board, provide copies to the Newsletter editor for publishing, as official notification, in the next issue of the Newsletter;
4. At the next General Meeting following notification to the membership in the Newsletter, present the proposed revisions(s) and to the membership for a vote:
  - a. A quorum must be present;
  - b. A two-thirds vote of members present is necessary for adoption.
5. Provide to the Newsletter editor the results of the vote and, if necessary, a copy of the revision (s)
6. Review the Bylaws every five years for any necessary revision(s).

## C. The Chairperson of the Revisions Committee shall:

1. Maintain a notebook of all past Constitutions, and where possible, the minutes of the general meeting where the Constitution or By-Laws were voted on and passed;
2. Once voted on and passed, the Constitution or By-Laws will be initialed on each page (footer) by each member of the Committee and signed by each member on the last page of said Constitution or By-Laws;
3. The new Constitution will than be saved in a Word document format along with a PDF format. The PDF format is to be distributed to all members of the Committee, Executive Board, and any member who requests said PDF format document;
4. The original document will be placed in the files of MCREA and a paper copy will be placed in the notebook to be passed on the next Chairperson;
5. At the next Review of the Constitution or By-Laws, the PDF format with signatures will be reproduced for the committee.

## C. The Revisions Chair shall:

1. Provide the succeeding Revisions Chair with specific details for implementing duties of the office;
2. Prepare and retain a copy of the annual report for the files.

XVI. SCHOLARSHIP COMMITTEE

## A. The Scholarship Committee shall:

1. Consist of 5 at large members plus the Chair(s);
2. Administer the Scholarship program;
3. Send application forms to all Morris County Public High Schools by mid-February;
4. Set deadline for receipt of applications;

5. Provide the names and districts of selected students, at the May Executive Board Meeting;
  6. Provide the Publicity Committee information about the Scholarship recipients, at the May General Meeting;
  7. Arrange for scholarship recipients and their parents to attend June luncheon;
  8. Introduce the recipients at the June luncheon;
  9. Encourage past recipients to share their first-year experience in writing or in person.
  10. Consist of 5 at large members plus the Chair(s);
  11. Administer the Scholarship program;
  12. Send application forms to all Morris County public high schools by mid-February;
  13. Set deadline for receipt of applications;
  14. Provide the Publicity Committee information about the scholarship recipients at the May General Meeting;
  15. Arrange for scholarship recipients and their parents to attend June luncheon;
  16. Introduce the recipients at the July meeting
  17. Encourage past recipients to share their first-year experience in writing or in person.
- B. The amount of the scholarships will be determined by the MCREAP Board of Trustees, and administered as follows:
1. First year: one half of the grant to be sent to the student;
  2. Second year; one half of the grant to be sent to the student.
- C. Information concerning eligibility criteria and funding sources shall be found in MCREAP By-Laws
1. A Morris County resident graduating from a public high school, who will prepare for a career in Education by graduating with a Bachelor's Degree;
  2. A student as described in C.1, who graduates from CCM to a four - year college;
- D. Criteria for awarding scholarships shall include:
1. School academic records;
  2. Leadership qualities;
  3. Extra-curricular activities;
  4. Community service;
  5. Financial Need
- E. Sources of scholarship funds:
1. An Endowed Scholarship shall be one in which the donor or donor's estate gives a sum of money whose interest, earned from appropriate investments, will generate revenue to finance at least one half the value of current MCREA scholarship;
    - a. Any monies shall be permanently restricted (principal shall not be spent);
    - b. Only interest earned by the principal shall be used for

scholarships;

- c. A fund established by a bequest may be named in memory of the individual(s) at the discretion of the Executive Board;
2. Any donation which does not meet the Endowed Scholarship amount requirement shall be placed in the Philanthropic Fund;
3. Any monies donated to the Philanthropic Fund shall be permanently restricted (Principal shall not be spent);
4. Any interest earned by the endowed funds and not used for scholarships in that year shall be placed in the Philanthropic Account;
5. A one-time scholarship may be established according to these guidelines:
  - a. It will be non-renewable.
  - b. The recipient will be selected by the MCREA Scholarship Committee, using the same form and criteria used to select all other scholarship recipients.
  - c. The amount of the award will be the total amount of the donations collected, and no monies will be added from other accounts.
  - d. An invitation to attend the Scholarship Luncheon and the presentation of the award will be extended to the appropriate person(s) (family members).
  - e. If the scholarship has been established posthumously, a list of contributors, minus the amount donated, will be presented to the recipient.
  - f. The Executive Board will determine to whom the donations should be directed.

F. The Scholarship Chair shall:

1. Provide the succeeding Scholarship Committee Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

## XVII. SPECIAL EVENTS

A. The Special Events Chair shall:

1. Create and oversee opportunities for member participation in various activities, (i.e. Knitting, sewing, book club, etc.);
2. Create and keep a file of member interests.

B. The Special Events Chair shall:

1. Provide the succeeding Special Events Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

## XVIII. SUNSHINE

A. The Sunshine Chair shall:

1. Communicate with members/members' families relative to significant

lifetime events such as: death, marriage, birthdays, illness, significant achievements, etc.

2. As appropriate, make contact via postal mail, email, phone calls, or personal visits;
3. Communicate with the Membership Chair to obtain contact information such as full name, address, phone number, email address, needed to carry out the duties of this position;
4. Co-ordinate the annual commemoration of the Over 90 segment of MCREA's current membership:
  - a. Create or purchase bouquets to be delivered to eligible members who reside in Morris County
  - b. Seek assistance from a group of member volunteers who will help the chair in delivering these bouquets to those who reside in Morris County area
  - c. Send cards/messages to eligible members who reside outside of Morris County area
5. Maintain written records of all Sunshine-related communications sent and received;
6. Purchase stamps, cards, and other relevant supplies necessary, as needed, to carry out the duties of this position; submit a voucher with receipts to the MCREA treasurer.

B. The Sunshine Chair shall:

1. Provide the succeeding Sunshine Committee Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

**XIX. TRAVEL**

A. The Travel Chair shall:

1. Offer members a choice of trips of varied lengths;
2. Confirm the chosen trip with the vendor, and secure date(s) and cost(s);
3. Collect deposits (preferably by only one person);
4. Set deadlines for reservations;
5. Provide bus "entertainment" if desired;
6. Organize procedures for luggage and room assignments
7. Announce the events for the day (s).

B. The Travel Chair shall:

1. Provide the succeeding Travel Committee Chair with specific details for implementing the duties of the office;
2. Prepare and retain a copy of the annual report for the files.

**XX: WAYS AND MEANS COMMITTEE**

A. Members of the Committee shall include:

1. The Second Vice-President shall act as the Chair;
2. The Third Vice-President shall serve on the Committee;

3. Members from several different Morris County areas shall serve on the committee;
- B. The Committee shall:
1. Plan and carry out the Scholarship Fund Raising Event which will provide the major source of income for MCREAP;
  2. Have meal reservation checks made out and sent to MCREA
  3. Have all profits from fund raising events transferred to MCREAP.
- C. The Committee Chair shall:
1. Provide the succeeding Ways and Means Committee Chair with specific details for implementing the duties of the office.
  2. Prepare and retain a copy of the annual report for the files.