

# **BYLAWS**

## **CITY OF LAKELAND ASSOCIATION OF RETIREES**

### **ARTICLE I – NAME**

The name of this association shall be CITY OF LAKELAND ASSOCIATION OF RETIREES (C.O.L.A.R.).

### **ARTICLE II – PURPOSE**

This association is to be a social and benevolent association. Its purpose is to keep retired employees abreast of current matters pertaining to their welfare, and for fellowship among them.

### **ARTICLE III – MEMBERSHIP AND DUES**

Membership in this association shall be open to all retired employees of the City of Lakeland.

Dues of \$5.00 per year per member are suggested to help defray normal expenses and other expenses approved by the members at a regular or called meeting.

It is suggested that donations be made to cover cost of refreshments at monthly meetings.

### **ARTICLE IV – MEETINGS OF THE ASSOCIATION**

The Association shall hold a minimum of five (5) meetings per year: January (organizational and annual meeting), March, May (social), September, and November, on the second Thursday of the month. Special meetings may be called if necessary by the President. The place of the meeting shall be decided from meeting to meeting.

Members of the association present at each meeting shall constitute a quorum.

### **ARTICLE V – OFFICERS OF THE ASSOCIATION**

#### **A. Election, Term and Vacancies**

The Officers of this association shall be; President, Vice President, Recording Secretary, Treasurer, and Membership Secretary. These Officers shall be elected for a term of one (1) year at the annual meeting and shall take office immediately following such election. If a vacancy occurs in the office of President, during his/her term the Vice President shall assume the office of President for the remainder of that term and a new Vice President shall be elected at the next meeting. If a vacancy occurs in the office of Vice President, Recording Secretary, Treasurer, or Membership Secretary during his/her term, the association shall elect someone for the unexpired portion of the term, at its next meeting.

**B. Responsibilities**

1. President: The President shall preside at all meetings of the Association. The President shall make all committee appointments and shall be a non-voting member of all committees except the Nominating Committee.
2. Vice President: The Vice President shall perform the duties of the President in the absence of the President, and shall be responsible for the appropriate programs for the meetings.
3. Recording Secretary: The Recording Secretary shall keep a record of the meetings of the association, and shall handle all normal correspondence of the association.
4. Treasurer: The Treasurer shall have charge of the funds of the association and shall keep an accurate account of all monies received and disbursed by the association; shall present a financial report to the association at each regular meeting for the period since the date of the last meeting; and shall present a report of the receipts and expenditures for the previous year at each annual meeting. All monies shall be deposited in the name of C.O.L.A.R. in such Financial Institution as shall be designated by the Board of Directors. The C.O.L.A.R. Account will require the signature of the Treasurer and any other officer selected by the Board of Directors.
5. Membership Secretary: The Membership Secretary shall keep an accurate record of attendance at all meetings, and shall be responsible for notifying members of the association of any and all meetings.

**ARTICLE VI – BOARD OF DIRECTORS**

The Board of Directors will consist of the Immediate Past President and the current Officers of the Association. The President shall act as Chairman and the Recording Secretary, or someone appointed by the President, shall keep a record of the meetings and notify members of any and all meetings and actions of the Board.

**ARTICLE VII – COMMITTEES**

The President of the association shall appoint committees when needed.

Three members of the association shall be appointed in November to select a slate of proposed officers of the association to be presented at the annual meeting.

**ARTICLE VIII – AMENDMENTS**

The provisions of these Bylaws may be amended by a two-thirds vote of those present and voting at a regular or special meeting of the association, with prior notice of the purpose of the meeting having been furnished to each member.