

MEA-Retired Constitution and Bylaws Committee

2016-2019

Duties:

1. Review Constitution, Bylaws and Administrative Policies as directed by the Board of Directors.
2. Draft language for Constitution, Bylaws and Administrative Policies changes as directed by the Board of Directors.
3. Present any changes in the above documents to the MEA-Retired Executive Committee and Board of Directors ninety (90) days prior to the MEA-Retired Annual Meeting.
4. Changes in the MEA-Retired documents will be presented by the Chairperson to the MEA-Retired General Membership for approval at the MEA-Retired Annual Meeting.
5. Serving as a Monitor to the Constitution, Bylaws, and Administrative Policies, the Chairperson will preserve the integrity of those documents as approved by the MEA-Retired Board and the Annual Meeting Delegates.
6. Appoint a secretary to take minutes and forward them to committee members and MEA-Retired Staff Secretary, Lisa Andros at EAndros@mea.org.
7. Notify Officers of meeting dates and times.
8. Review and approve Chapter Constitutions every five years as stated in the MEA-Retired Administrative Policies.
9. Review and approve Chapter Constitution for all new Chapters and forwarding approval to Chartering and Affiliation Committee for new Chapters.
10. Submit a written report for the Annual Meeting.
11. 2016-2017 Budget - \$1,600

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