

PROCEDURES

The Broadmead Chapter of MaCCRA (Maryland Continuing Care Residents Association)

Article I Name

The name of the organization shall be: The Broadmead Chapter of MaCCRA (hereinafter "Chapter"). This Chapter is [an affiliate] A COMPONENT OF of the Maryland Continuing Care Residents Association (hereinafter "MaCCRA").

Article II Purpose

The purpose of the Chapter shall be educational, civic and charitable. It shall represent the interests of the residents of the Continuing Care Retirement Communities in Maryland, and, in particular, the interests of residents of Broadmead Retirement Community located in Cockeysville, MD (hereinafter "Broadmead").

1. One specific objective is to strive for an increasing membership that will be large enough to gain support for our interests.
2. Continuing efforts shall be made to keep abreast of Federal and State regulations and pending legislation and to keep the members informed in this regard.
3. The Chapter will attempt to educate legislators and others in connection with the development of laws, regulations, and policies which affect[s]the Chapter membership and all continuing care retirement community residents.
4. AS A COMPONENT OF MACCRA ALL ACTIVITIES OF THIS CHAPTER ARE SUBJECT TO SUPERVISORY CONTROL OF THE MACCRA EXECUTIVE COMMITTEE.

Article III Membership

Section 1: Types – membership may be active, associate, and/or such other classification as may be created by the Chapter Board of Directors (hereinafter "Board").

- a. Active membership shall be limited to residents of Broadmead who have completed a MaCCRA application and paid dues.

Section 2: Dues – Dues shall be established from time to time by the Board and shall be consistent with State MaCCRA requirements.

Section 3: Membership Application – Each application for active or associate membership shall be in writing and shall be accompanied by payment of appropriate dues.

Section 4: Action on Membership Applications/Renewals – Each application or renewal and each dues payment shall be transmitted promptly to the Chapter Treasurer.

Article IV Governance and Officers

Section 1: Governance – The primary governing body of the Chapter shall be a Board consisting of the following officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Membership Committee Chair.

The Board shall guide and develop programs and policies of the Chapter and shall take all necessary and appropriate actions to implement Chapter purposes. A majority shall constitute a quorum. The Board shall meet regularly at the call of the President.

Section 2: Duties of Officers – The duties of the officers shall be those customary for the offices they hold or as assigned by the Board. In particular:

The President shall:

- a. Preside at meetings and perform such executive tasks and functions as are from time to time required;
- b. Serve as an ex-officio member of all committees except the Nominating Committee;
- c. Serve as one of the Chapter's three (3) Delegates to the MaCCRA Council;
- d. Arrange for an annual independent audit.

The 1st Vice President shall:

- a. Assist the President as requested;
- b. Perform all duties of the Office of the President in the event of the President's absence or inability to act.

The 2nd Vice President shall:

- a. Assist the President and 1st Vice President as requested;
- b. Work to keep informed and report on relevant past, present and future legislative activities and help maintain communications with MaCCRA and with relevant legislators on behalf of the Chapter.

The Secretary shall:

- a. Keep and maintain the minutes of Chapter meetings and Board Meetings and distribute them the membership in a timely fashion;
- b. Announce Chapter and MaCCRA meetings in a timely manner;
- c. [Conduction] PREPARE official Chapter correspondence in coordination with the President and other officers;

- d. Keep and maintain the official records of the Chapter which include records of Chapter meetings and activities, Chapter communications, and Chapter policies and procedures.

The Treasurer shall:

- a. Notify Membership Chair when a Chapter member does not send renewal dues by December 1st to keep roster updated.
- b. Notify Membership Chair when a new resident has joined MaCCRA to keep roster updated.
- c. Receive and deposit all Chapter funds in a bank account established in the Chapter's name and approved by the Board.
- d. Write checks for purposes and amounts approved by the Chapter officers.
- e. Monitor and maintain all accounts and other financial accounts.
- f. Keep a record of dues paid for current and previous year and keep Secretary and Membership Chair informed.
- g. Send Chapter membership dues consistent with State MaCCRA requirements to the MaCCRA State Treasurer at the intervals requested and agreed upon and any additional contributions needed by MaCCRA upon vote by the Chapter.

The Membership Chair shall:

- a. Send renewal notice for dues to Chapter members on or about September 15 and follow up November 1st if renewal dues have not been received.
- b. Work to increase the membership of this Chapter by contacting new residents after a month of their arrival and follow up a month later if the Treasurer has not reported their paying dues;
- c. Recruit Cluster representatives to assist in annual dues renewal, if needed.
- d. Keep the roster of Chapter members consistent with Treasurer's records for communications purposes.
- e. Keep a running account of years served by officers so as not to exceed the term limits of Article V, Section 3.

Article V: Election of Officers

Section 1: Elections: All Chapter Officers shall be elected by a two-thirds (2/3) majority vote of members present and voting at the annual meeting of Chapter members and shall serve for a term of one year.

Section 2: Nominations: No later than forty-five (45) days prior to the annual meeting of Chapter members, the President shall appoint a Nominating Committee of no more than three persons to select a recommended slate of Officers for the ensuing fiscal year. The Nominating Committee

shall notify the membership of its slate of officers no later than two weeks before the Annual Meeting. A member, who has agreed prior, may be nominated from the floor.

Section 3: Term Limits: No Officer may serve more than four (4) consecutive terms in the same office.

Article VI Meetings

Section 1: Annual Meeting: An annual meeting of Chapter members at which officers shall be elected shall be held in June of each year.

- a. The President shall report in writing and orally on the accomplishments of the prior year.
- b. The Secretary shall report in writing minutes of the prior meeting.
- c. The Treasurer shall report in writing and orally on the financial condition and status of the Chapter.
- d. The Membership Chair shall report new members, loss of members and present membership.
- e. The Nominating Committee shall report the recommended slate of officers to the President who shall call for a vote.
- f. The newly elected Officers shall [assure] ASSUME their respective positions at the beginning of the fiscal year, July 1.

Section 2: General Meetings: General meetings of this Chapter shall be held from time to time for educational and informational purposes. All members of the Chapter and other Broadmead residents will be invited to attend.

Section 3: Special Meetings may be called for Chapter members as needed.

Notice of the time and place of each Chapter meeting shall be given and published at least fourteen (14) days prior to each meeting.

Article VII Appointments

To fill any vacancies of Officers, the remaining members of the Board shall, by a majority vote, fill such vacancy for the remainder of the term.

Article VIII Amendments

These [Bylaws] PROCEDURES may be amended at an annual or special meeting of Chapter members by a two-thirds (2/3) majority of the members present and voting. Notice of any such meeting shall be given and published at least fourteen (14) days prior to such meeting and copies of the [Bylaws] PROCEDURES/Amendments proposed shall be distributed at the time of the notice.

Article IX Fiscal Year

The fiscal year of this Chapter shall be July 1 through the succeeding June 30.

Article X Rules of Order

Except as specified in these Bylaws or approved by the Board, all business shall be conducted in accordance with Robert's Rules of Order, Newly Revised.

Article XI Restrictions

Section 1. No Financial Benefit. This Chapter shall not participate in any program or activity which can or will result in a profit or financial benefit to any member of the Chapter.

Section 2. MaCCRA Approval. Any action which is proposed to be taken under the name of MaCCRA shall be submitted to MaCCRA in advance. Upon approval by MaCCRA, said action can be taken.

Article XII Dissolution

Upon the dissolution of the Broadmead MaCCRA Chapter, assets shall be distributed to the MaCCRA State Treasury.

Article XIII Effective Date

These [Bylaws] PROCEDURES shall become effective on the date enacted at an annual meeting of the Chapter members or at a special meeting dully called for that purpose.

Signature: *John Mattingly*

Date Effective: 7.16.26

By: *John Mattingly*

Printed Name: John Mattingly

Title: President, MaCCRA