

**UNITED SENIORS OF MARYLAND BYLAWS  
ADOPTED MARCH 17, 2009**

**ARTICLE 1. PURPOSES**

The purpose of the United Seniors of Maryland (USM) shall be to maintain a continuing coalition dedicated to influencing legislation and public policy for the betterment of the lives and wellbeing of Maryland seniors, with special attention to those most vulnerable.

**ARTICLE 2. BYLAWS**

**Section 1. Members**

USM offers two levels of membership: organizational and individual.

a. Organizational members shall consist of National senior organizations and their Maryland affiliates, private Maryland organizations and associations, and Maryland public agencies interested in senior and intergenerational issues. Organizational members shall be the governing body of USM.

b. Individual members shall consist of persons interested in senior issues who wish to affiliate with USM.

c. Organizations and individuals desiring to become members of USM shall submit a written application for membership. An organization's application shall include the names of its proposed primary and alternative voting representatives at USM meetings. Upon approval by a majority of authorized voting representatives attending the next USM meeting, the applicant shall be accepted into membership.

d. The membership year for USM extends from July 1 through June 30, consistent with USM's fiscal year.

**Section 2. Dues**

a. Dues for USM shall be determined annually at the April Board meeting by a majority vote of the authorized voting representatives attending the meeting and shall be payable by the first day of June each year, organizational members more than two months delinquent in the payment of annual dues shall be denied voting privileges until their annual dues payment is received by the Treasurer.

b. The annual dues for organizational members are based directly on the size of their membership within Maryland. Those with more than 500 Maryland members will have twice the dues of those with fewer than 500 Maryland members

c. The annual dues for individual members will be one-fifth that of organizations with fewer than 500 members.

**Section 3 Elections**

a. The Board of Directors shall elect officers for USM each May from among the nominees of the Nominating Committee or those nominated from the floor.

b. The elected officers shall assume their responsibilities on July 1.

c. The President may be elected to the same office only two consecutive terms.

- d. Starting in 2008 the President, Vice-President Legislative and Treasurer shall be elected for a two-year term of office. In 2009, the Vice- President Rallies, the Vice-President Membership and the Secretary shall be elected for two-year terms of office.
- e. If a vacancy occurs in any office during the term thereof, The Executive Committee shall select an individual to fill such office for the remainder of the term.

#### **Section 4. Meetings**

- a. The Board of Directors shall meet monthly from September to June to discuss issues and strategies, establish legislative priorities and actions, and conduct other necessary business.
- b. Additional meetings may be called at the discretion of the President.
- c. All business at USM meetings shall be conducted in accordance with Robert's Rules of Order, except as superseded by these bylaws.

#### **Section 5. Voting**

- a. Only representatives of organizational members in good standing shall have voting privileges.
- b. A quorum must be present on matters that require a vote. For USM purposes, a quorum is defined as attendance of representatives from at least one-third of the members with voting privileges at the time of the meeting.
- c. Upon request of an organizational member's representative voting shall be conducted by roll call and recorded by the Secretary
- d. No legislative or public policy position shall be taken without first obtaining a general, but not necessarily unanimous, agreement from voting members. Any organization that does not agree with a USM position so arrived at may pursue its own policy.
- e. No proxy votes will be allowed in a USM meeting.

#### **Section 6. Governance**

##### *6.1 Board of Directors*

The Board of Directors shall be the governing body of USM. The Board of Directors shall be comprised of one individual from each member organization. In descending order of precedence, the voting member shall be the President, designated primary representative, and alternated representative. The officers of USM shall be elected from among the members of the board of Directors, except that a non-member of the Board may be elected as an officer if this representation requirement is specifically waived by the Board. Such officer shall, upon election, become a member of the Board with full voting privileges.

##### *6.2 Elected Officials.*

- a. The President shall preside at meetings of the Board and Executive Committee. He/she shall be an ex officio member of all standing committees and shall appoint ad hoc committees to perform specific tasks. He/she shall be the principal spokesperson for USM and may testify for USM at legislative hearings and other venues. The President may appoint other members of the Board as spokespersons as he/she deems appropriate for the occasion. The President shall confer with each member organization at least annually and shall cause an annual audit of USM financial affairs.
- b. The Vice President Legislation shall chair the Legislative Committee, which shall coordinate all USM legislative activities at the state and federal levels. He/she shall be responsible for

recruiting and directing the members of the Legislative Committee. In the absence of the President, he/she shall preside at meetings of the Board.

c. The Vice President – Rallies shall chair the Rallies Committee and coordinate all logistical and organizational activities related to the USM state and federal rallies. He/she shall be responsible for recruiting and directing members for such committee and shall report all proposed actions to the Board for approval.

d. The Vice President – Membership shall assist the President in soliciting new members, shall be responsible for maintaining an accurate membership list, and ensure the development of the mechanisms by which members can activate their constituencies. He/she shall report to the Board.

e. The Secretary shall take minutes and record attendance at all USM Board meetings. He/she shall keep a file of these records, send notices of meetings and maintain copies of minutes, and a current directory of members.

f. The Treasurer shall keep current financial records, administer funds, pay all USM debits promptly, and report regularly on receipts and expenditures since the previous report, and the current bank balances for all accounts. Except for routine expenditures by the Secretary, the President must approve itemized vouchers. The Treasurer shall be authorized to sign individual checks under \$2000. In his/her absence, either the President or a designated Vice President shall be authorized to sign such checks. Individual checks of \$2000 or more shall require the signatures of two of the above named officers.

### **Section 7. Committees**

a. The Executive Committee comprised of the elected officers and the immediate Past President will meet at the call of the President. It has the authority to speak on behalf of USM in situations where, because of time constraints, it is impractical to convene the full Board. It may also exercise such other authorities granted by a majority vote of the Board. It must report all such actions at the next scheduled Board meeting. It may fill vacancies in elective offices by majority vote. A person appointed by the executive committee to an elected position may serve in that office until the next scheduled election.

b. A Nominating Committee shall be appointed annually by the President and the Committee will announce its nominees for USM at least 60 days prior to the announced election. It has the responsibility to ensure that nominees have agreed to accept the positions for which they have been nominated. The committee will submit their recommendations to the Board at least 30 days prior to the scheduled date for the election. No person serving as an elected office may serve on the nominating committee.

### **Section 8. Amendments**

These bylaws may be amended at a regularly scheduled meeting. The proposed amendment must first be presented for consideration and approval by a majority of the voting representatives at the meeting. All members with voting privileges must be provided a copy of the proposed amendment with 30 days notice of the time and place of the meeting at which final action on the amendment is planned to be taken. At the meeting a role call will be taken. If approved by a two-thirds majority of the attending voting representatives, the amendment will be adopted.