

**CITY OF HOLLYWOOD MUNICIPAL RETIREES' ASSOCIATION**  
**aka C.O.H.R.A.**

**BY-LAWS**

**ARTICLE 1- NAME**

The name of the organization shall be City of Hollywood Municipal Retirees Association, aka C.O.H.R.A., a Florida Not-For-Profit Municipal Retirees Association.

**Article 11 – Goals**

The goals of the Association shall be as follows:

To assist retired Hollywood municipal employee, receiving benefits from the Hollywood Charter Pension Plan or the Supplemental Pension Plan for General Employees in obtaining their pension benefits, health care, sick and vacation leave payout and cost of living adjustments (as applicable).

To work to protect the retirement benefits earned by the Members.

To keep the members apprised of any changes in benefits, such as: changes in the pension plan, health care benefits and cost of living adjustments.

To assist Members in coordinating medical benefits (as applicable).

To provide a means for the Members to interact socially.

**ARTICLE III - MEMBERSHIP**

**Qualification for Membership:**

Any retired Hollywood municipal employee receiving pension benefits from the Hollywood Charter Pension Plan or the Supplemental Plan for General Employees, his or her spouse or surviving beneficiary may become Members.

Membership in this association shall be open to all individuals who meet the qualifications and pay their dues in a timely manner.

**Dues:**

Dues are initially set at \$20.00 for the period January 1 through December 31, 2008. Pursuant to this, dues shall be reviewed by the Directors and a recommendation shall be provided to the Members for consideration at the last annual business meeting held in each year. Following approval by the Members present at the annual business meeting, a renewal notice will be mailed to all members at the address provided to the Association. Dues shall be paid prior to January 1st of each year.

Voting

Each Member shall be entitled to one vote on any question requiring a vote by the Membership.

There shall be no proxy voting.

Upon demand often (10) percent of the Members present and entitled to vote, the vote upon any question before a meeting shall be by ballot. Except in cases where it is by statute, by the Charter, or by these By-Laws otherwise provided, a majority of the votes cast shall be sufficient to elect and pass any measures.

Powers of the Membership:

The Members shall elect the Association Officers, review and approve the proposed budget, review and approve all dues increases at the December annual business meeting.

**ARTICLE IV - Officers**

There shall be at least three officers of the CITY OF HOLLYWOOD MUNICIPAL RETIREES' ASSOCIATION: a President, Vice President, Secretary and/or a Treasurer, each elected to two-year terms of office (as provided in Article VII of these By-Laws).

Duties of President

The President shall preside at all meetings of the Membership and shall appoint all committees as required: he or she shall serve ex-officio on all committees.

Duties of Vice-President:

The Vice-President shall assist the President and perform the duties of the President in his or her absence. The Vice-President shall have such powers and discharge such duties as may be assigned from time to time by the President.

Duties of Secretary/Treasurer:

The Secretary/Treasurer shall keep and maintain correct accounts of all financial transactions, provide financial reports at meetings, deposit all monies to the

credit of the Association and disburse funds of the association as directed by the President, Officers and Members.

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The Treasurer shall provide a proposed budget for the upcoming year at the annual business meeting.

**The Secretary/Treasurer shall oversee the filing and maintenance of all necessary documents to provide a not-for-profit (corporation status for the Association; he/she shall maintain all required tax documents and shall be responsible for any required filing of Federal taxes**

**Vacancies:**

Pursuant to the provision outlined Article VII regarding Officers positions of the Association vacancies of the Officers positions may be filled by appointment of the remaining Officers. Any person so appointed shall serve the unexpired term of the Officer vacating his or her position.

**Records:**

Each Officer shall, upon the expiration of his or her term of office and upon the election of a successor, deliver to the successor all records of his or her past office.

**ARTICLE V - COMMITTEES**

**Standing and Temporary Committees:**

The President shall create such standing and temporary committees as may be deemed necessary to accomplish the goals of the association. Each committee shall have a chairperson appointed by the President to supervise the committee in the performance of their duties.

At the time of incorporation, the only standing committee of the chapter shall be the Membership Committee. This Committee shall maintain a current list of all Members in good standing; provide mailing labels for mailing Association material to the Members; notify Members of any unpaid membership status.

**ARTICLE VI - MEETINGS**

**Meetings:**

Meetings of the Association shall be held in January, April, July, and October.

**Special Meetings of the Membership:**

Special meetings of the Association be called at any time by the President, or by written request, delivered to the Secretary/Treasurer by a majority of the Members of the Association who are entitled to vote, the Secretary/Treasurer

shall call a meeting of the Members, at the expense of the association. This request shall state the purpose of the meeting. Notice of the meeting shall be given as provided in Article VI, Notice of Meetings.

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**Special meetings of the Officers:**

Special meetings of the Officers may be called by or at the request of the President any one of the Officers. The person or persons authorized to call special meetings of the Officers may fix any place within the State of Florida as the place for holding any special meetings of the Officers ailed by them. All expenses incurred for such meetings shall be the responsibility of the Officers and shall not be paid for by Association funds.

**Notice of Meetings:**

Written notice stating the place, day, hour of the meeting, and in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be mailed to the Members, not less than ten (10), nor more than forty (40) days prior to the scheduled meeting by Secretary/Treasurer.

**Annual Business Meeting:**

The Association shall have an annual business meeting each year in the month of December, at which time the following shall take place:

There shall be an election for Officers' positions, whose terms have expired.

The proposed budget for the following year shall be presented for approval by the Members.

The dues' structure shall be reviewed by the Members to determine if the dues are adequate to maintain the proposed budget of the Association. Dues increases shall be approved by the Members of the Association.

The Association By-Laws shall be reviewed to determine if modifications are required.

**Closing of Transfer Books or Fixing of Record Date:**

For the purpose of determining Members entitled to notice of or to vote at any meeting of Members, or in order to decide of Members for any other proposed purpose, the President may provide that the Membership Books of the Association shall be closed for a stated period not to exceed, in any case, fifteen (15) days. If the books are closed for the purpose of determining Members entitled to notice of or to vote at a meeting of Members, such books shall be closed for at least ten (1 0) days immediately preceding such meeting.

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In lieu of closing the books, the President may fix in advance a date as the record date for any such determination of Members. That date may not be more than forty (40) days and, for a meeting of Members, not less than ten (10) days, or in the case of a merger of consideration, not less than twenty (20) days immediately preceding such a meeting. If the Membership books are not closed and no record date is fixed for the determination of Members entitled to notice of or to vote at a meeting of Members, the date on which notice of the meeting is posted, shall be the record date for such determination of Members.

### **ARTICLE VII - ELECTION OF Officers**

Election shall be by majority vote of the Members of the Association in good standing and in attendance at the annual business meeting. Notice of the election shall be mailed to the Members not less than ten (10), nor more than forty (40) days prior to the annual business meeting.

Subsequent to this, election of Officers shall be as follows:

President:	even-numbered years
Vice-President:	odd-numbered years
Secretary/ Treasurer:	odd-numbered years

#### **Election of Officers /Annual Business Meeting:**

The President shall announce the duties of each position and open nominations of officers from the floor. At the close of nominations, the President shall read the nominees and the members shall vote on the nominees for Officers of the Association. Following the December business meeting, the new Officers shall take charge of their duties and the exiting Officers shall turn over all documents of the Association to their respective replacements.

### **ARTICLE VIII - RECORDS**

#### **Mailing Lists of Members:**

The names, addresses and all other Membership information shall remain confidential and shall not be provided to anyone for purposes of advertising, unless approved by the Membership at the annual business meeting.

**ARTICLE IX - AMENDMENTS**

These By-Laws may be amended by majority vote of the Officers of the Association until the December business meeting. Pursuant to this, all amendments of the By-Laws shall be approved by the Members. Amendments may be proposed at the December business meeting; any amendment must be submitted in writing to the officers a minimum of forty (40) days in advance of the December business meeting, at which time they shall be considered and voted upon by the Membership.

These by-laws have been approved and accepted by a majority of Members of the CITY OF HOLLYWOOD MUNICIPAL RETIREES' ASSOCIATION on \_\_\_\_\_, 2007

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary/Treasurer