

BYLAWS MICHIGAN DNR DEQ RETIREES ASSOCIATION

ARTICLE I

The name of this organization shall be the Michigan DNR DEQ Retirees Association, referred to herein as the Association. (24)

ARTICLE II – PURPOSE

The Association is organized and operated exclusively for social, charitable, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code. The functions of the Association are:
(24)

- Section 1. To promote and maintain fellowship among retirees of the Department of Natural Resources (DNR), the Department of Environmental Quality (DEQ), the Department of Environment, Great Lakes, and Energy (EGLE), and subsequent successor agencies. (19)(24)
- Section 2. To provide information to and educate its members about natural resource management and environmental protection issues of interest. (24)
- Section 3. To consider, and when appropriate, to offer financial support for education scholarships in natural resource management and environmental protection related studies. (24)
- Section 4. As deemed appropriate by the Board, to promote the preservation of and/or improvement of the State employees retirement benefit system. (24)

ARTICLE III – MEMBERSHIP – QUALIFICATION AND POWER

- Section 1. Members of the Association shall be those retired from the DNR, DEQ, EGLE and successor agencies who pay current dues, and the spouses of deceased members, if dues continue to be paid. Former members of the Natural Resources Commission and former employees of the DNR and DEQ and successor agencies shall be considered Department retirees for the purposes of these Bylaws. (19)(24)
- Section 2. A member who has paid current dues is entitled to vote on any subject related to the activities of the Association.
- Section 3. A member who has paid current dues is entitled to hold any office in the Association as elected by the members or appointed by the Board. (24)
- Section 4. Current employees of the DNR and EGLE and successor agencies who wish to join and pay dues shall be considered as associate members. Associate members shall be entitled to attend meetings and to receive the publications of the Association. An associate member is not eligible to vote or hold office in the Association unless approved by the Board of Directors for a special purpose. (19)(24)

ARTICLE IV – OFFICERS AND BOARD OF DIRECTORS

The Board of Directors shall consist of President, President-Elect, Immediate Past President, Secretary, Treasurer, and one Representative from Regions I, II, and III, and the Newsletter Editor, E-Communications Officer, Database Administrator, Webmaster, Facebook Administrator, and Educational Coordinator. (19)(24)

- Section 1. The Regional Representatives may appoint two non-voting members to assist him/her with the approval of the Board. Region I shall represent members living in the Upper Peninsula, Region II shall represent members living in the northern lower peninsula, and Region III shall represent members living in the southern lower peninsula of Michigan. (24)
- Section 2. Each member of the Board of Directors shall be entitled to one vote.
- Section 3. Each member of the Board of Directors may assign his/her proxy to another member of the Board.
- Section 4. The term of office shall be two (2) years effective at the Annual Meeting.
- Section 5. The President, President-Elect, Secretary, Treasurer, and Regional Representatives are elected Board officers.
- Section 6. The Newsletter Editor, E-Communications Officer, Database Administrator, Webmaster, Facebook Administrator, and Educational Coordinator are appointed officers. (19)(24)
- Section 7. All elected officers, the Immediate Past President, Newsletter Editor, E-Communications Officer, Database Administrator, Webmaster, Facebook Administrator, and Educational Coordinator shall serve on the Board of Directors. (19)(24)

ARTICLE V – DUTIES OF THE BOARD OF DIRECTORS

- Section 1. The Board of Directors shall:
- a. Have general supervision of the affairs of the Association.
 - b. Make decisions as to time, date, and place of the Annual Meeting.
 - c. In the event of a vacancy in any office, fill such vacancy for the unexpired term.
 - d. Remove and replace an officer for just cause.
 - e. Direct an audit of the Treasurer's records.
 - f. Perform such other duties as may be prescribed by the membership and these Bylaws.
 - g. Approve appointment of the Newsletter Editor, E-Communications Officer, Database Administrator, Webmaster, Facebook Administrator, Educational Coordinator, and Regional Representative Assistant(s). (19)
 - h. Recommend to Association members an increase or decrease in members' dues.
 - i. Determine if educational scholarships are appropriate, and in what amount, and establish a procedure to solicit, select, and award such scholarships. (19)(24)
- Section 2. The Board of Directors may authorize remuneration for the services of any officer or member when, in the opinion of the Board, such action appears justified.

ARTICLE VI – EXECUTIVE BOARD – OFFICERS – DUTIES THEREOF

The Executive Board shall consist of the President, President-Elect, Immediate Past President, Secretary, and Treasurer. Duties of the Executive Board shall be general supervision of the Association between meetings of the Board of Directors.

ARTICLE VII – DUTIES OF THE OFFICERS

- Section 1. The President shall:
- a. Preside over all meetings of the Association.
 - b. Exercise general supervision over the interests and welfare of the Association.
 - c. Appoint committee chairs as needed.
 - d. Appoint the E-Communications Officer, Database Administrator, Newsletter Editor, Webmaster, Facebook Administrator, and Educational Coordinator based on Board of Directors recommendations. (19)(24)
 - e. Call meetings of the Association, Executive Board, and Board of Directors.
 - f. Perform such duties as required by the Board of Directors.
 - g. Serve as Immediate Past President subsequent to term as President.
- Section 2. The President-Elect shall:
- a. Assume customary duties as Acting President in the absence or incapacity of the President.
 - b. Serve as President in the years subsequent to his/her term as President Elect and serve as Immediate Past President subsequent to term as President.
 - c. Serve as liaison between the Association and State Employees Retirees Association supporting retiree benefits that are in the best interest for retirees of the Association. (19)(24)
- Section 3. The Secretary shall:
- a. Prepare and maintain minutes of the meetings.
 - b. Provide minutes to the Association and Board of Directors in timely fashion.
 - c. Maintain and make available membership reports and Association directory, as needed.
 - d. Send membership applications and a recent newsletter to new retirees, together with an invitation to join from the President or Board.
 - e. Send membership renewal notices via postcard, emails or other methods of contact as needed. (24)
 - f. Make authorized disbursements by the issuance of checks.
 - g. Perform any other duties as may normally be a part of the office of Secretary as assigned by the President.
 - h. Authorize member access to Association website member portal as a backup. (19)
 - i. Authorize people to become a member of Association Facebook Group.
 - j. Maintain Association database to reflect member status.
 - k. Proof newsletter for Editor.
- Section 4. The Treasurer shall:
- a. Receive, account for by entry into Association database, and deposit in a bank or credit union all funds of the Association.
 - b. Make authorized transactions and disbursements. (24)
 - c. Maintain accurate records of receipts and disbursements for inspection and audit as directed by the Board of Directors.
 - d. Prepare and submit such financial reports as may be required by the President, Executive Board, or Board of Directors.
 - e. Arrange for an annual, impartial audit of the financial records of the organization, as approved by the Board of Directors. (24)
 - f. Perform any other duties as may normally be a part of the office of Treasurer as assigned by the President.
 - g. Be responsible for mail pickup.

- h. Authorize people to become a member of Association Facebook Group.
- i. File Yearly IRS Form 990 For Nonprofit Status. (19)
- j. Responsible to file State of Michigan license renewal and tax-exempt status form. (19)
- k. Maintain and manage online member payments. (19)(24)

Section 5. The Regional Representatives and their assistants shall represent the members residing in their respective Regions on the Board of Directors and coordinate annual regional picnics. (19)

Section 6. The Webmaster and Facebook Administrator shall promote Association communications through appropriate social media to include an Association website. Types of items posted on the website shall include, but may not be limited to, Association Bylaws, newsletters and directory (password protected), photographs of events, and membership forms. Webmaster responsibilities shall include: (24)

- a. Update Association website.
- b. Ensure members' personal information is kept password protected and update passwords as needed.
- c. Renew domain name, web hosting, and any other renewals related to the website are completed in a timely manner. (19)
- d. Authorize people to become a member of Association Facebook Group.
- e. Authorize access to administrators for Association Facebook Group to include the Secretary, Treasurer, and other individuals as determined by the Board of Directors. (19)
- f. Authorize member access to Association website member portal. (19)

Section 7. The Facebook Administrator shall: (24)

- a. Maintain the Association Facebook Group.
- b. Authorize people to become a member of Association Facebook Group.
- c. Authorize access to administrators for Association Facebook Group to include the Secretary, Treasurer, and other individuals as determined by the Board of Directors.

Section 8. The E-Communications Officer shall:

- a. Maintain up-to-date mailing list of members e-mail addresses, submitted by members, and stored in Association database.
- b. Send timely email notices of current news of interest to the membership including, but not limited to, death and critical illnesses of members or their immediate family and organization business. This is news that should be distributed sooner than the publication of the next newsletter.

Section 9. The Newsletter Editor shall be responsible for compiling the newsletter from information provided by Board and Association members. The Editor will provide an electronic newsletter file to the printing company, the Database Administrator, and Webmaster. The Editor and Database Administrator will work with the printing company to ensure the newsletter is printed and mailed. (24)

Section 10. The Database Administrator shall be the liaison to the software company that provides and maintains the Association database. The Administrator shall maintain the database so that it is available to the Secretary and Treasurer and to other officers as needed. The Administrator shall be responsible for providing required database information to the printing company for printing and mailing the newsletter. The Administrator shall ensure that the database hosting fees, software license subscription fees, and Mail Merge Add-on subscription fees are paid on a yearly basis. (24)

- Section 11. The Educational Coordinator shall promote Natural and Environmental Resources education and general communications through articles in Association newsletters, on Association website and through social media, as appropriate.
- Section 12. The Immediate Past President shall provide advice to the President Elect on duties of the Board and provide continuity to the Board. (19)(24)

ARTICLE VIII – NOMINATIONS AND ELECTIONS

The President, at least three months prior to the Annual Meeting at which current officers' terms will end, shall appoint a nominating committee and its chairperson for the purpose of seeking candidates for office for the coming term of office.

- Section 1. Elections shall be held at the Annual Meeting.
- Section 2. The nominating committee shall conduct the vote at the Annual Meeting.
- Section 3. The nominating committee shall place in nomination its slate of candidates for the offices involved and shall open the floor for additional nominations.
- Section 4. A majority of eligible members present at the Annual Meeting shall be sufficient to vote for the election of officers.

ARTICLE IX – MEETINGS

- Section 1. The Association shall hold an Annual Meeting each year for the general membership and may hold additional general membership meetings as determined by the Board.
- Section 2. The Annual Meeting shall be held at a place, date, and time as determined by the Board of Directors.
- Section 3. The Newsletter Editor shall publish the date and time of the forthcoming meeting in the next published newsletter, and publish the meeting registration form in the summer newsletter. The Webmaster shall post that information on Association website. (19)(24)
- Section 4. The President may call a meeting of the Executive Board, or the Board of Directors, as necessary for the benefit of the Association.
- Section 5. Decisions by the Board of Directors or the Executive Board will be made by a simple majority vote of those present, except as provided in Articles XI, XII, and XIII. (24)
- Section 6. Notice of meeting, holding meeting, or conducting meeting including special meeting for the Association Executive Board or Board of Directors may be accomplished by one or more of the following methods as applicable: (1) via U.S. Mail; (2) electronically via email; (3) publication in Association newsletter; or (4) posting on Association website. These meetings may be held in person, or via telephone, or via video conference call. (19)(24)

ARTICLE X – DUES AND SPECIAL ASSESSMENTS

- Section 1. Membership dues shall be paid annually. It will require a vote of the membership present at the Annual Meeting to change membership dues.
- Section 2. The dues shall be paid to the Treasurer, who shall record each payment to the database and deposit into Association bank account.
- Section 3. The dues shall be payable not later than December 31 each year. Membership status shall be recorded as expiring on December 31 in the year that the Treasurer records payment received and posted in the database, except for multiple year payments, and as otherwise noted in Article X, Section 4.
- Section 4. A membership application or payment of dues received after the mailing of the summer newsletter shall be extended to include the next calendar year, plus any additional years included in the payment.
- Section 5. The fiscal year shall begin on September 1 and end on August 31 of the following year.
- Section 6. A special assessment of the membership for emergency funds may be recommended by the Board of Directors but shall be submitted to the membership for approval. Such submission and vote may take place at the Annual Meeting or by email. The Board of Directors may also solicit or accept contributions from members and others for special purposes. Such funds shall be handled in the same manner and for the same purposes as dues.

ARTICLE XI – REMOVAL FROM OFFICE

An officer may be removed from office by three-quarters (3/4) vote of the entire Executive Board.
(19)(24)

ARTICLE XII – BY-LAW ADOPTION AND AMENDMENT

These Bylaws shall be adopted and may be amended by a two-thirds (2/3) vote of those Board members attending a regular or special meeting of the Board, followed by a ratification by a majority of those members of the Association attending an Annual Meeting or voting electronically. Such ratification shall be by acceptance of the Bylaws as a whole, rather than by their separate parts. The original Bylaws were adopted by the Board of Directors on May 16, 1986.

ARTICLE XIII – DISSOLUTION

This Association may be dissolved at any time by:

- Section 1. A two-thirds (2/3) vote of the general membership present at a regular meeting, or at a special meeting called for that purpose.
- Section 2. A two-thirds (2/3) vote of the general membership by mail.

Section 3. Any assets of the Association at the time of dissolution shall be donated to a nonprofit Michigan organization whose major interest lies in promoting the overall interest of the Association. The organization to receive the assets shall be selected by the Board of Directors.

CERTIFICATE OF PRESIDENT

I hereby certify that I am the President of the Michigan DNR DEQ Retirees Association, and that the foregoing Bylaws, consisting of eight (8) pages, were amended and duly adopted by a vote of the Board of Directors recorded on _____. Amendments to the Bylaws were ratified by the majority of the Association membership present at the Annual Meeting on _____.

IN WITNESS WHEREOF:

I have hereunto subscribed my name this ____ day of _____ month, _____ year.

President

Attested:

By: _____

Dated: _____

Association Secretary

THE LIST BELOW REPRESENTS THE HISTORY OF BYLAW AMENDMENTS BY THE DATE AND GENERAL CHANGE(S) AMENDMENTS WERE RATIFIED BY MEMBERS PRESENT AT AN ANNUAL MEETING.

September 9, 1986	Annual dues changed from \$1 to \$2
September 10, 1987	Included NRC as members and added Public Relations officer and Deleted Legislative Liaison Officer.
September 1989	Annual dues changed from \$2 to \$4
September 1991	Annual dues changed from \$4 to \$5
September 1997	Annual dues changed from \$5 to \$10
September 2002	Term of office for officers changed from one to two years.
September 8, 2004	Association name changed to DNR/DEQ Retirees Association.
September 7, 2005	Various changes made to reflect current operating standards approved.
September 5, 2007	The positions Newsletter Editor and Database Administrator approved.
September 8, 2010	Association name changed to DNRE Retirees Association and add voting rights for appointed BOD Officers.
September 7, 2011	Association name changed to DNR/DEQ Retirees Association.
September 4, 2013	Amended operating standards, Added Webmaster, identified officers authorized to post dues and dispense funds, updated officers' duties, removed dues amount.
September 11, 2019 Shown with (19) reference in Bylaws	Added: Educational language, Ed. Coordinator and Ed. Scholarship sponsorship, language for 501(c)(3) Nonprofit status, website duties, electronic communication for BOD mtgs. Updated officials' duties, corrected Article XI language, clarified BOD powers. Made editorial corrections for accuracy and consistency.
September 11, 2024 Shown with (24) reference in Bylaws	Various minor changes with significant being: changed official Association name to Michigan DNR DEQ Retirees Association, succinctly re-aligned Purpose reflective of our Mission, Added: EGLE references, Facebook Adm., e-mail contact options, electronic voting, and clarity to Board authority and Board officers' duties.