

**BYLAWS**

of the

\_\_\_\_\_ CHAPTER

of the

MAINE CREDIT UNION LEAGUE

**ARTICLE I**

**NAME, MEMBERSHIP, AND PURPOSE**

- Section 1. The name of this Chapter is the \_\_\_\_\_ Chapter of Credit Unions (the "Chapter"). Effective January 1, 1987, the Chapter has acquired nonprofit corporate status pursuant to the laws of the State of Maine.
- Section 2. Members of this Chapter shall consist of all credit unions designated by and affiliated with the Maine Credit Union League, including associate members of the League.
- Section 3. Good standing membership in the Chapter is granted after a credit union, or credit union branch, notifies the Chapter President (or Secretary) of its intent to participate, and pays any dues the Chapter may require.
- Section 4. If a credit union decides it would like to resign from the Chapter, it may do so by filing a written resignation with the secretary. Resignation shall not relieve a member of charges previously accrued, if applicable.
- Section 5. The purpose of this Chapter shall be as follows:
- A. Serve as a forum for all member and associate member credit unions.
  - B. Meet at regular intervals for the exchange of ideas concerning credit union operations.
  - C. Discuss items or problems of mutual interest.
  - D. Cooperate with and assist the Maine Credit Union League in all matters pertaining to the advancement of the credit union movement and the

effective operation of credit unions in the State of Maine.

## ARTICLE II

### MEETINGS

- Section 1. The Chapter shall meet at the call of the President. Regular meetings shall be held at least four times per calendar year, unless the Chapter's officers decide otherwise. Meetings may be held in-person or virtually.
- Section 2. The Chapter's Annual Meeting shall be held in the calendar year prior to the Maine Credit Union League's Annual Meeting.
- Section 3. Excluding the Annual Meeting, there is no requirement for business at each meeting.
- Section 4. Special meetings of the Chapter shall be called by the President whenever requested in writing by 51% or more of the member credit unions. All such special meetings shall be convened within 30 days of the date the written request is received by the President. Written notice of such special meetings shall be given to all member credit unions at least 10 days prior to such meeting.
- Section 5. Each member credit union shall appoint two representatives to vote on items brought before the chapter—a delegate and an alternate. In the absence of the delegate, the alternate shall cast vote on matters brought before the chapter requiring a vote. Each member credit union shall only have one vote. No delegate or alternate shall represent more than one credit union. A credit union shall not be limited in the number of persons entitled to attend Chapter meetings.
- Section 6. At Chapter meetings, representatives of 51% of the member credit unions in good standing shall constitute a quorum.
- Section 7. Scheduled Chapter meetings and Chapter announcements shall be communicated to the Maine Credit Union League via email. Meeting dates and/or special events will be shared by the Maine Credit Union League on its website.
- Section 8. The Chapter Secretary shall be responsible for ensuring minutes of each business meeting are recorded. All minutes shall be sent to the Maine Credit Union

League via email within 30 days of said meeting.

- Section 9. Unless the Chapter officers decide otherwise, the order of a business meeting shall be:
- A. Call to order.
  - B. Welcome attendees and any special guests, and review housekeeping items.
  - C. Conduct a roll call of the Chapter officers and member credit unions and determine if there is a quorum.
  - D. Report of the recording Secretary.
  - E. Report of the Treasurer.
  - F. Reports of Committees and guests.
  - G. Old business.
  - H. New business.
  - I. Educational session or guest speaker (if applicable.)
  - J. Elections, if required.
  - K. Prizes, entertainment, and/or fundraisers (if applicable.)
  - L. Determine the date/location of next meeting.
  - M. Adjourn.

### ARTICLE III

#### OFFICERS AND ELECTIONS

- Section 1. At the Annual Meeting, voting delegates shall elect a President, Vice President, Secretary, and Treasurer—no more than two of whom shall represent the same credit union. An individual can serve as both the Secretary and Treasurer, if needed. All persons so elected shall serve for 1 year or as determined by a majority vote of the chapter delegates, with no limit on recurring terms. Vacant officer positions shall be filled by vote of the delegates representing each credit union, defined in Article II Section 5, at any subsequent regular meeting. All terms of office begin at the end of the Annual Meeting.

If a credit union participates in more than one chapter, that credit union may hold an officer in no more than two chapters. No individual can hold an officer position(s) in more than one chapter.

- Section 2. It shall be the duty of the President to appoint a nominating committee of no fewer than three persons at least 30 days prior to each Annual Meeting. It shall be the responsibility of the nominating committee to nominate at least one person for each office, including any vacancy for which elections are being held.

Nominations may be made from the floor in the manner prescribed by Roberts' Rules of Order. All elections shall be determined by plurality vote and shall be by written ballot except where there is only one nominee for the office. No member credit union shall be entitled to vote in the election by proxy. Each member credit union's delegate shall have one vote to cast, irrespective of the number of representatives from the credit union in attendance.

Section 3. Pending a majority vote of the Chapter officers, standing committees may be formed, as needed.

Section 4. The President shall preside at all meetings of the Chapter. They shall perform such other duties as customarily pertain to the office of the President.

The Vice President shall preside at all meetings of the Chapter. They shall exercise all the powers, authority, and duties of the President in case of absence or inability to serve by the President.

Section 5. The Secretary shall prepare and maintain correct records of all meetings. They shall give, or cause to be given, notice of all meetings at the request of the President.

Section 6. The Treasurer shall be custodian of all monies received by the Chapter and shall keep accurate records of the same. They shall pay all debts incurred by the Chapter from these funds and shall present a financial report at each meeting of the Chapter. The Treasurer shall provide a year-end financial report to the Maine Credit Union League and its auditor(s.)

Section 7. An elected officer or representative of the Chapter may be removed at any meeting of the Chapter, including a special meeting held for that purpose by a 75% vote of those attending and eligible to vote—if said officer shall have failed to attend an Annual, regular, or special chapter meeting or meetings without just cause, or due to misfeasance or nonperformance of his or her duties.

Section 8. All Chapter Officers are required to be an employee or volunteer of a member

credit union.

## ARTICLE IV

### AMENDMENTS

Section 1. These bylaws may be amended by the majority vote of delegates present at any business meeting of the Chapter or any Annual Meeting—providing that notice of any proposed amendments have been given to each delegate in writing no less than 30 days prior to the meeting. Any amendments approved by such majority vote shall be submitted to the Board of Directors of the Maine Credit Union League for final approval.

These bylaws of the \_\_\_\_\_ Chapter of Credit Unions have been amended and approved at the Chapter meeting held on \_\_\_\_\_.

## ARTICLE V

### CHAPTER DISSOLUTION/MERGER

Section 1. The Chapter will be required to have participation from a minimum of three unique credit unions to remain its own distinct chapter. If the number of unique credit unions is reduced to two, the Chapter must merge with another chapter within two years of falling below the threshold. If the Chapter is required to dissolve or is interested in merging with another chapter, it will need approval of the League Board of Directors and both chapters' voting delegates.