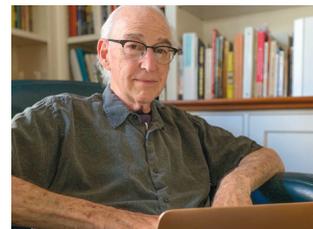


When You Retire

A Practical Guide for Retiree Activists to
Develop and Activate a Retiree Chapter



A Union of Educators
& Classified Professionals

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Published by the **CFT Council of Retired Members**.

Find this document and direct links to materials in the appendix at cft.org/start-retiree-chapter.

ON THE COVER, left to right: Activists never retire! Pictured here are retirees Doug Orr, San Francisco Community College Federation, AFT Local 2121-R; Susie Chow, United Teachers Los Angeles, AFT Local 1021-R; Michael Nye, CFT At-Large Representative, AFT Local 8004-R, Dennis Cox, ABC Federation of Teachers, AFT Local 2317-R; Ann Killebrew, San Francisco, AFT Local 2121-R; and Sandy Baringer, UC-AFT Retiree Chapter, AFT Local 1474-R. | Photos by Sharon Beals, Bob Riha Jr., Mindy Pines, CARA

August 1, 2021



1 Activists never retire

ONLINE RESOURCES

CFT Council of Retired Members
cft.org/retired

CFT Retirement Policy Committee
cft.org/retirement-policy-committee

APPENDIX E

Constitution of the CFT Council
of Retired Members

Get to Know the CFT Council of Retired Members

With the formation of the Council of Retired Members in 2014, retirees have a greater voice than ever in our state federation.

The council **advocates for the retirement security of retired members** of the CFT and all Californians by monitoring and addressing issues retirees face with their pensions, Social Security, and healthcare.

The CRM **meets four times a year**, allowing retiree members to join together and democratically debate and decide policy proposals about retirement issues, determine collective political actions, and share best practices that help retiree chapters expand membership, enhance their political impact, and build labor solidarity.

Numerous AFT local unions in California have retiree chapters, from those established decades ago to several newly chartered ones. The CRM **facilitates concerted action among the chapters** by providing members with updated information about retirement issues, current legislation, and political activities. The council relates the concerns of retiree chapters and makes policy recommendations to the governing bodies of CFT and AFT.

The council **provides support to retirees** who participate in the activities of their local unions such as contract campaigns, district governing board elections, and statewide or national political campaigns. Retiree activities may range from supporting local union actions at district board meetings and lobbying in the State Capitol to phone banking and stuffing election envelopes. The CRM also coordinates opportunities for retirees to engage in statewide and national events with the CFT, AFT, and coalition groups such as the California Alliance for Retired Americans.

In collaboration with the CFT Retirement Policy Committee, the CRM monitors the activities and regulatory policies that govern CalSTRS, CalPERS, and Social Security and tracks legislation and policy proposals that affect these systems and concern member retirement.

Finally, a top priority of the CRM is **assisting AFT local unions in organizing new retiree chapters** to bring the benefits of belonging to more retired members. This booklet is part of our organizing effort and explains, step-by-step, how you can help build a retiree chapter and be part of our lasting labor solidarity during your post-retirement years.

2 Helpful FAQ

*For members
readying for
retirement*

APPENDIX A

Flyer – Top 10 Reasons to Belong to an AFT Retiree Chapter

ONLINE RESOURCES

Helpful FAQ

cft.org/when-you-retire

How do I remain a CFT/AFT member when I retire?

If you are a union member at the time of your retirement, you are a member for life. Membership is free for retirees.

The local union must keep you on the membership list as an **Active Retiree** so that you remain on CFT and AFT mailing lists. You will then continue to receive newsletters and have access to other benefits of union membership.

But check with the president or treasurer of your AFT local union to make sure the local keeps you on the membership roster when you retire. Remind the officers that the local union does not pay per capita affiliation fees for retirees.

What are the benefits of belonging to the union as a retiree?

- **Continued access** to the union's membership benefits through the AFT+ program
- **Regular communications** from the state and national unions, including stories specifically about retiree issues in the newsletters CFT United and AFT Retirees
- **Staying current on union positions** regarding local, state, and national issues of interest, including elections
- Membership in the **California Alliance for Retired Americans**
- **Continued connection** to your former local union and social activities with former colleagues
- **Representation** at CFT Convention and AFT Convention
- **Political action** to protect our pensions and retiree healthcare benefits
- **Structured support** for the organizing and contract campaigns of our active local unions
- **Connections to community service** and other unions in your area

What if my local has a retiree chapter?

Numerous AFT local unions in California have retiree chapters. To find out if your local has a retiree chapter, look at our listing of retiree chapters at cft.org/retired or contact your local officers.

If your AFT local has a retiree chapter, the local may switch your designation to the retiree chapter. Some larger locals have well-established retiree chapters; others have smaller, more informal retiree chapters. A retiree chapter is indicated with an R at the end of the local number, for example AFT Local 2121-R.

The retiree chapter may charge very minimal dues or a small annual fee. Retirees find this small cost is easily offset by the benefit of belonging to a group of like-minded former colleagues.

What if my local's retiree chapter is no longer active?

Consider reaching out to other retirees to see if they'd like to help reactivate your retiree chapter. If you would like assistance from the Council of Retired Members, we can arrange for a meeting with one or more of the council officers to discuss ideas for how to get the chapter functioning again.

Can I help start a retiree chapter?

Yes! We would love to help you and your local union! Local unions in Northern California may contact the CRM Northern Vice President for organizing assistance, and locals in the south may contact the Southern Vice President. Find our step-by-step guide to organizing a retiree chapter in Section 3.

What if I am a CFT member-at-large when I retire?

Some educators choose to be members-at-large of the CFT, making them members of AFT Local 8004. If you are a member-at-large at the time of your retirement, you will automatically become a member of the CFT Member-at-Large Retiree Chapter, Local 8004-R.

The chapter elects delegates to represent retiree interests at CFT Conventions. Chapter members may also run for office in the Council of Retired Members, the CFT's retiree division.

Still need help with your membership status?

If you still have questions about your membership status, please email the CFT Membership Department at support@cft.org, or phone the department at our CFT Los Angeles County Office at 818-843-8226.

3 Start a retiree chapter

A step-by-step guide to building a retiree chapter

APPENDIX B

Sample letter to local union

APPENDIX C

AFT suggested language for local union bylaws

APPENDIX D

AFT model retiree chapter bylaws

ONLINE RESOURCES

Start a Chapter

cft.org/start-retiree-chapter

Forming a retiree chapter is a great way to keep retirees in the union fold. The benefits of having a retiree chapter are many, to both retirees and their local unions. The Council of Retired Members can guide you and your local union through the practical steps required to build a retiree chapter.

Top Ten Reasons to Start an AFT Retiree Chapter

10. **Continued connection** to your former AFT local union
9. **Continued access to AFT+** membership benefits
8. **Regular communications** from the state and national unions
7. **Representation** at CFT and AFT Conventions
6. **Political action** to protect our pensions and retiree healthcare
5. **Provide collective support** to your active local's campaigns
4. Membership in the **California Alliance for Retired Americans**
3. **Links to community service** and other unions in your area
2. **Share social activities** with like-minded former colleagues
1. **Union solidarity matters!**

STEP 1 – Establish retiree facilitators

Creating a new retiree chapter best begins when 3-5 retiree activists serve as interim facilitators who can work together to accomplish three essential initial tasks:

- Request support from parent local
- Set up chapter bylaws
- Prepare a strategy to contact retirees

STEP 2 – Request support from parent local

You will need to prepare a proposal that requests support from your parent local union for the creation of a retiree chapter, including a change in local bylaws. We have prepared a sample letter ([See Appendix C](#)) to be used as a model for requesting your local's support and suggested bylaw language prepared by AFT ([See Appendix D](#)) that provides for a retiree chapter in the local union constitution.

The local number of the new retiree chapter is most often that used by the parent local followed by an R. For example, the local number for the retiree chapter of the ABC Federation of Teachers, AFT Local 2317, is AFT Local 2317-R.

Having a retiree chapter benefits the local union!

- It **keeps talented and experienced members active** in local union activities.
- There are **more bodies to do the work**: Organizing, contract campaigns, support in board elections, phone banks, mailings.
- Retirees help **make the local union's political program more robust**.
- Retirees have a wealth of pedagogical knowledge and can **help younger members with professional issues**.
- Retirees know the history of the local union and **help maintain union solidarity**.
- Retirees can **help maintain the union's relationships** with community organizations.

STEP 3 – Develop retiree chapter bylaws

Develop bylaws for your new retiree chapter adjusted to speak directly to your members' specific goals. Sample bylaws prepared by AFT ([See Appendix E](#)) can guide you and your local union in the development of retiree chapter bylaws.

STEP 4 – Make a plan to contact retirees

After receiving your local union's agreement of support, contact prospective and recent retirees by email or U.S. mail and invite them to the initial general membership meeting that will explore with them the development of a new retiree chapter.

This communication should contain a RSVP request. It can be followed up with a phone call to check in with those contacted who did not respond as a way of verifying current email and mailing addresses, as well as meeting attendance.

STEP 5 – Hold general membership meeting

At the initial meeting, you can explore with retirees in attendance the development of a new retiree chapter. You will also adopt the newly formed chapter bylaws and elect chapter officers — at minimum a president, vice president, and secretary-treasurer.

STEP 6 – File charter application with AFT

After the initial meeting of the new chapter, you may submit a charter application to the AFT Membership Department. This will be done online and you will need to create a log-in on the AFT portal. You may find the link to AFT Membership on the CFT website. If you need help with this step, please contact the Council of Retired Members.

There is a \$5 processing fee to charter a new retiree chapter. The check (payable to the AFT) must be sent separately to the address specified on the AFT site.

APPENDIX A Flyer – Top Ten Reasons to Start an AFT Retiree Chapter

Retiree Power!

Top 10 reasons to belong to an AFT Retiree Chapter

- 10 Continued connection** to your former AFT local union
- 9 Continued access to AFT+** membership benefits
- 8 Regular communication** from the state and national unions
- 7 Representation** at CFT and AFT Conventions
- 6 Political action** to protect our pensions and retiree healthcare
- 5 Provide collective support** to your active local's campaigns
- 4 Membership** in the **California Alliance for Retired Americans**
- 3 Links to community service** and other unions in your area
- 2 Share social activities** with like-minded former colleagues
- 1 Union solidarity matters!**

Why form a Retiree Chapter?

Keep talented and experienced members involved in local union activities! Having an AFT Retiree Chapter can make your political program more robust by providing additional support for board elections, phone banking and mailings. Retirees can provide a wealth of pedagogical knowledge and help younger members with professional issues. Retirees may best know your union's history, and help maintain union solidarity and valued relationships with community groups.

Ask us! CFT Council of Retired Members

Web: www.cft.org/retired

Phone: 818-843-8226

Mail: 2550 N. Hollywood Way, Suite 400, Burbank CA 91505

Facebook: CFT and CFT Retirees



APPENDIX B Sample letter to local union

(AFT Local Union)

(Date)

Dear (name of local president):

Although we have joined the ranks of retired members, our interest in union activism has not gone away. Therefore, we would like to express proudly our interest in continuing to support the work of the (name of local) through the formation of a retiree chapter.

In an effort to organize retiree activism and to provide support to our in-service sisters and brothers, we are requesting a letter of support from the (name of local) executive board for the establishment of a retiree chapter that can serve as a readily available resource of assistance for work of the (name of local). At the same time, we want to provide for a chapter's own retired members focused attention on professionals working in education and the issues that most concern them.

We would welcome an opportunity to meet with the (name of local) executive board as soon as possible to discuss the inclusion in your bylaws of formal support for such a retiree chapter with language used by other AFT locals around the country.

We also would welcome having a discussion with you about the specific ways you would like the (name of local) and its newly formed retiree chapter to work cooperatively together in the future.

We are looking forward to hearing from you soon.

In solidarity,

(Names of interim retiree chapter facilitators)

APPENDIX C AFT suggested language for local union bylaws



ARTICLE: MEMBERSHIP

Special Members

Retired

1. Retired membership shall be open to all retired personnel of (name of employer) who have held active membership in the (name of local) for at least one year prior to retirement.
2. A retiree chapter shall be established within the (name of local) for the purposes of:
 - a) maintaining the ties of professional unity between working members and retirees;
 - b) representing and promoting the interests of retired members in the (parent body), its affiliates, the labor movement and the community; and
 - c) providing a forum for exchanging information of interest and benefit to retired members and for the expression of their views.
3. All members of the retiree chapter shall hold simultaneous membership in the state and national affiliate as a retiree.
4. The retiree chapter shall establish bylaws that delineate membership, officers, committees and their responsibilities.
5. The retiree chapter president or a designee shall serve as a member of the executive board (or executive representative body) of the (name of local) and may have voting privileges on all matters except contractual considerations and issues of working conditions.

APPENDIX D AFT model retiree chapter bylaws



AFT MODEL RETIREE CHAPTER BYLAWS

A Union of Professionals

AFT Retirees

Program on Retirement and Retirees

<p>Name</p>	<p style="text-align: center;">ARTICLE I NAME</p> <p>This organization shall be known as [Name of Parent Organization] Retiree Chapter.</p>
<p>Affiliation with union</p> <p>No conflict with policies of union</p>	<p style="text-align: center;">ARTICLE II AFFILIATION</p> <p>Section 1. The Chapter shall serve as a constituent unit of the [Name of Parent Organization].</p> <p>Section 2. The Chapter shall take no action that is in conflict with the policies and decisions of the membership or the executive board of the [Name of Parent Organization].</p> <p>Section 3. No provision of, or proposed amendment to, these Bylaws shall be in conflict with the constitution and/or bylaws of the [Name of Parent Organization].</p>
<p>Promotion of membership</p> <p>Supporting the best interests of the Chapter</p> <p>Quality of life</p> <p>Supporting the local union</p> <p>Maintenance of professional ties.</p>	<p style="text-align: center;">ARTICLE III OBJECTIVES</p> <p>The purpose of this organization shall be:</p> <p>Section 1. To promote membership in the Chapter of eligible retirees, as defined in Article IV of these Bylaws.</p> <p>Section 2. To formulate and support programs that will advance the best interests of Chapter members in matters such as pensions, annuities, Social Security, and health benefits.</p> <p>Section 3. To improve the quality of life for both active and retired members of the [Name of Parent Organization].</p> <p>Section 4. To promote the aims and objectives of the [Name of Parent Organization] and its state and national affiliates in matters that pertain to both working members and retirees.</p> <p>Section 5. To maintain the ties of professional unity between working and retired personnel.</p>

Socializing	Section 6. To provide opportunities for its members to socialize and a forum for exchanging information of interest and benefit to retired members, and for the expression of their views.
Legislation	Section 7. To monitor legislation at both the state and national levels that may affect members and to keep its members informed of such legislation.
ARTICLE IV MEMBERSHIP	
Eligibility for membership	<p>Section 1. Retiree membership shall be open to all [Name of Employer] retired personnel who have held active membership in the [Name of Parent Organization] prior to their retirement. Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees described above and to retired employees or their surviving beneficiaries who meet similar qualification criteria as prescribed by the [Name of Parent Organization].</p> <p>Section 2. The Executive Committee may, by majority vote, approve applications for membership from other individuals who wish to join the Chapter.</p>
Non discrimination	Section 3. Membership eligibility in the Chapter shall be determined without regard to sex, race, religious creed, color, national origin, sexual orientation, ancestry, age, or political affiliation.
Loss of good standing through non payment of dues	Section 4. Retention of good membership standing in the Chapter shall be determined by the payment of all previously assessed dues by [Date] of each year; provided that members who have not already paid such dues be notified in writing fifteen (15) days in advance of the above date of the amount of dues owed to the Chapter.
ARTICLE V DUES AND CHAPTER FUNDS	
Establishment of dues	Section 1. The amount of Chapter dues shall be established by the [Name of Parent Organization] executive board upon the recommendation of the Chapter Executive Committee.
Fundraising	Section 2. The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the [Name of Parent Organization] executive board.
Disbursement of funds	Section 3. Checks drawn on the Chapter's accounts shall be signed by the Chapter president and treasurer or, in their absence, the vice president and the secretary.
ARTICLE VI ELECTION OF OFFICERS	

Election of officers shall be according to democratic practices and principles.

Officer elections are held every two years. Name the month when elections should be held

The Elections Committee has important oversight responsibilities for all elections.

Nominations

Alternative nomination procedure

Section 1. Officers shall be elected in _____ (month) of odd years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2. The Elections Committee shall conduct all general and special elections and referenda of the organization.

- a. The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Committee. The Elections Committee shall elect its chair.
- b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the president and approved by the Executive Committee.

Section 3. Thirty (30) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and of the date of the election.

Section 4. The nomination of candidates for office shall be conducted as follows:

- a. To be nominated a candidate must submit to the Elections Committee a signed petition indicating their intent to be nominated.
- b. **(OPTIONAL)** Nominations may also be made from the floor at the membership meeting in (month).
- c. Members nominated to run for office must affirmatively accept their nomination.
- d. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

Section 5. At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidates for offices.

Section 6. The Elections Committee shall conduct an election for officers at the [month] Membership Meeting. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election.

<p>Run-off</p>	<p>Section 7. In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.</p>
<p>Challenges and objections to the election</p>	<p>Section 8. Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well as any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.</p>
<p>Preservation of election records</p>	<p>Section 9. The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.</p> <p>Section 10. Successful candidates shall assume office within thirty (30) days of the conclusion of the election. [Alternatively, depending on the schedule of membership meetings, the bylaws could specify that candidates assume office at the next regularly held membership meeting.]</p>
<p>Recall procedure</p>	<p>Section 11. A petition signed by forty-five percent (45%) of the membership, and alleging Bylaws violations, fiduciary breaches or acts clearly detrimental to the Chapter, shall be sufficient to require the Executive Committee to initiate an investigation into whether to conduct a recall election of the officer identified in the petition. If, after an investigation into the merits of the petition, a majority of the Executive Committee finds the petition to have merit, it may vote to approve a recall election. The Elections Committee shall supervise the recall election. The officer subject to recall and any Executive Committee member signing the petition shall not vote on the question of a recall election.</p> <p>Section 12. At the close of their term, outgoing officers shall deliver to their successors in office all books, papers, and other property of the Chapter that may be in their possession.</p>
<p>Filling vacancies</p>	<p>Section 13. If the office of president becomes vacant, the vice president shall serve as president for the remainder of the expired term. If any other elected office becomes vacant, the membership will choose a successor at its next meeting who shall hold office for the remainder of the unexpired term. The procedures for filling a vacancy shall otherwise follow the existing elections provisions set forth in this Article.</p>
<p>ARTICLE VII DUTIES OF OFFICERS</p>	
<p>Duties of the president</p>	<p>Section 1. Duties of the President</p> <p>a. Administer the affairs and execute the policies of the organization;</p>

- b. Preside at all meetings of the Chapter Executive Committee and general membership;
- c. Represent the Chapter to outside groups;
- d. Appoint members to all committees, serve as an ex officio member of all committees and establish new committees as necessary;
- e. Call regular and special meetings of the Executive Committee and the general membership;
- f. Co-sign checks for the Chapter;
- g. Fulfill other duties as the office requires, and as are consistent with the bylaws and with the Chapter and the (parent organization's) constitution and bylaws.

Duties of the vice president

Section 2. Duties of the Vice President

- a. Assist the president with his/her duties;
- b. Oversee the work of the committees;
- c. Assume the duties of the president in case of his/her absence, disability, or upon the president's request;
- d. Be responsible for the Chapter's COPE or similarly authorized political fundraising drives among retirees;
- e. Perform such other duties as may be prescribed by the Executive Committee.

Duties of the secretary

Section 3. Duties of the Secretary

- a. Record and keep the minutes of all Executive Committee and general membership meetings;
- b. Disseminate pertinent information to the general membership, including notification of meetings;
- c. Preserve election records;
- d. Be responsible for all correspondence;
- e. Keep an official file of all Chapter matters;
- f. With the assistance of the treasurer, maintain up-to-date membership records.

<p>Duties of the treasurer</p>	<p>Section 4. Duties of the Treasurer</p> <ul style="list-style-type: none"> a. Mail dues notices and collect dues; b. Keep an accurate record of all revenues and expenditures; c. Report the Chapter's financial status to the membership, including an annual report of finances; d. With the assistance of the secretary, maintain up-to-date membership records; e. Fulfill any duties related to financial matters; f. Write and co-sign checks.
<p>Composition of the Executive Committee</p>	<p style="text-align: center;">ARTICLE VIII EXECUTIVE COMMITTEE</p> <p>Section 1. The Executive Committee shall consist of all elected officers of the Chapter. The immediate past president of shall be an ex officio member of the Executive Committee. The current president of [Name of Parent Organization] shall be an ex officio member of the Executive Committee.</p>
<p>Duties of the Executive Committee</p>	<p>Section 2. It shall be the duty of the Executive Committee to:</p> <ul style="list-style-type: none"> a. Conduct all business affairs of the Chapter between meetings; b. Make policy recommendations for consideration by the general membership; c. Plan the agenda for all Chapter meetings; d. Approve all standing committees and special committees appointed by the president; e. Prepare and present a yearly budget at the (month) meeting; f. Act upon non-budgeted expenditures as may be required; g. Interpret the Chapter bylaws; and h. Cooperate with the officers and retirement committee of the (parent organization) to improve retirement benefits for all members.
<p>Frequency of Executive Committee meetings</p>	<p>Section 3. The Executive Committee shall meet at least four times per year and at other times as deemed necessary. Special meetings of the Executive Committee may be called by the president or at the request of two members of the committee. A majority of the Executive Committee,</p>

including the president, shall constitute a quorum. No business shall be transacted in the absence of a quorum. No proxies shall be allowed.

ARTICLE IX COMMITTEES

Standing committees

Section 1. Standing Committees

a. The administrative structure of the Chapter shall include the following standing committees:

1. Membership and Program
2. Legislative Action
3. Elections

b. The Chapter president shall nominate all committee members, who will elect their own chairs. All nominees must be approved by a majority of the Chapter Executive Committee.

Section 2. Standing Committee Responsibilities

Membership and Program Committee

a. The Membership and Program Committee shall be responsible for recruiting and retaining members. The committee shall work to create programs that will enhance the growth of Chapter membership within the approved budget.

Legislative Action Committee

b. The Legislative Action Committee shall be responsible for developing legislative goals and for submitting these in the form of resolutions to the Chapter. The committee also shall serve as liaison between Chapter members and the (parent organization) in legislative matters.

Elections Committee

c. Elections Committee shall be responsible for conducting Chapter elections in accordance with Article VI of these Bylaws. No candidate for election shall be a member of this committee.

Special committees

Section 3. The Executive Committee or the Chapter membership may authorize special committees when deemed necessary to carry out the work of the Chapter. The president may initiate the formation of special committees with approval of the Executive Committee or the Chapter membership.

Section 4. The president of the Chapter shall be an ex officio member of all committees.

ARTICLE X MEETINGS

Frequency and timeframe for Chapter meetings.

Section 1. The Chapter shall hold at least two meetings each year. The agenda for the (month) meeting shall include election of officers in election

years, annual reports from each standing committee and adoption of a budget and program for the ensuing year.

Special meetings

Section 2. Additional meetings may be called by the president with the approval of the Executive Committee; by approval of the membership at an official meeting or upon petition of 20 percent or more of the members in good standing in the Chapter. Payment or reimbursement for additional expenses related to special meetings requires prior approval by the (parent organization) president before holding such meetings.

Quorum for Chapter meetings

Section 3. A quorum at a Chapter meeting shall consist of at least ten (10) members in good standing or 10 percent of the total membership, whichever is greater, and shall include at least two (2) officers. No official business shall be transacted in the absence of a quorum.

Section 4. The president of the (Name of Parent Organization) shall be an ex officio member of the Chapter.

**ARTICLE XI PARLIAMENTARY
AUTHORITY**

Rules of procedure

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not in conflict with the Chapter bylaws

**ARTICLE XII AMENDMENTS
TO BYLAWS**

**Procedure for amending the
Bylaws**

Section 1. Amendments to these bylaws may be proposed by a majority of the Executive Committee, or no fewer than 10 percent of the active members.

Section 2. A proposed amendment must be submitted in writing to the Executive Committee at least 30 days before the amendment vote and to the general membership at least 15 days before the amendment vote.

Section 3. A proposed amendment to these bylaws shall be considered at the next regularly scheduled business meeting following notice to the general membership.

Section 4. Approval of amendments requires a two-thirds vote of the members in a duly constituted quorum, and is subject to approval by the (Name of Parent Organization) executive board.

APPENDIX E Constitution of the Council of Retired Members



A Union of Educators
& Classified Professionals

California affiliate of the AFT, AFL-CIO representing
education workers in public and private schools and
colleges, from early childhood through higher education

cft.org
f CFT
CFTunion

CONSTITUTION

Council of Retired Members

ARTICLE I. Name and Affiliations

Section 1. Name. This organization shall be known as the Council of Retired Members (CRM), of the California Federation of Teachers, AFT, AFL-CIO (hereinafter referred to as “the Council”).

Section 2. Affiliations. Each member chapter of the Council shall be affiliated with a local union of the California Federation of Teachers and shall be affiliated with the American Federation of Teachers.

ARTICLE II. Objectives

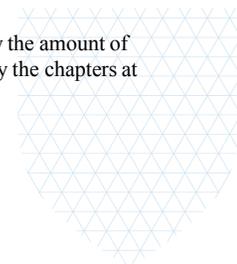
1. To support and improve the retirement security of CFT retired members and all Californians.
2. To encourage activity of retirees in support of local, state and national union initiatives and political endeavors.
3. To relate the concerns of affiliated retiree chapters and their members to the governing bodies of the CFT and AFT.
4. To propose and advocate appropriate legislation.
5. To support, as requested, the programs and activities of AFT local unions.
6. To facilitate concerted action among affiliated chapters.
7. To support public education and the equality of opportunity for all persons regardless of race, color, creed, national origin, religion, sex, age, sexual orientation, partisan or political activities or affiliations, marital status, disability, or exercise of Constitutional rights.

ARTICLE III. Membership and Representation

Section 1. Membership. The members of the Council shall consist of delegates from affiliated retiree chapters and the elected officers of the council.

Section 2. Voting Rights. Each chapter in good standing shall be entitled to cast one vote for each 25 members or fraction thereof at all meetings of the Council. In addition, each elected officer of the Council shall hold one vote. The president of each retiree chapter, or whomever the chapter designates as communicated in writing to the Council president prior to the Council meeting, shall represent the chapter.

Section 3. Per Capita Payments. The Council may, by a 2/3 vote, determine and levy the amount of per capita payments of the Council by the affiliated chapters. The Council shall notify the chapters at least sixty (60) days in advance of any proposed change in per capita payments.



ARTICLE IV. Officers

Section 1. Officers. The officers of the Council of Retired Members shall consist of the President, a Northern Vice President, a Southern Vice President, an At-Large Representative, and a Secretary-Treasurer.

Section 2. Election of Officers. Officers, except the At-Large Representative, shall be elected biennially in the same manner and at the same time as CFT officers. The At-Large Representative shall be elected biennially, odd numbered year, as the Chapter 8004-R (CFT Retired at-Large Members) delegate to the CFT convention.

Section 3. Vacancies. When an officer vacancy occurs, it shall be filled by the delegates at the next meeting of the Council.

Section 4. Removal from Office. An officer of the Council may be removed from office by a 2/3 vote at a Council meeting, provided at least one month's notice of a motion for removal has been given to all affiliated chapters.

Section 5. Compensation. Officers of the Council shall not receive compensation from the CFT.

ARTICLE V. Duties of Officers

Section 1. President.

- a. The President shall ensure that the affairs of the Council are conducted in accord with this Constitution, and with any By-Laws, rules regulations, policies, and practices of the Council.
- b. Shall preside at all Council meetings.
- c. Supervise distribution of information to local chapters.
- d. May call special meetings of the Council at his or her own discretion, or when so requested by a majority of chapters affiliated with the Council.
- e. Shall monitor and approve the dispersal of funds from the Council's accounts.
- f. Shall sign all official documents of the Council.
- g. Together with the Secretary-Treasurer, shall prepare an annual budget and present it to the Council for approval.
- h. Shall represent the Council, as appropriate, in meetings with the CFT, AFT, and other organizations.
- i. Shall participate, when requested, on any committees or task forces of the CFT or AFT.
- j. Shall communicate regularly with chapters of the Council, and with CFT leadership.
- k. Shall work with the CFT and AFT to secure local chapter participation in recommended political action.
- l. Shall encourage and help to coordinate local chapter participation, as requested, in CFT and AFT organizing campaigns.

Section 2. Vice Presidents. The Vice Presidents shall, in the absence of the President, perform the functions and duties of the President; and shall be responsible for the organization in his or her area.

Section 3. Secretary-Treasurer. The Secretary-Treasurer shall be responsible for publicizing meetings of the Council, maintaining all records of the Council, and providing a written report at each Council meeting of receipts and disbursements, if any, of all Council funds.

Section 4. At-Large Representative. The At-Large Representative shall be responsible for representing the interests of and encouraging the organization into chapters of those California AFT retirees who do not yet belong to affiliated chapters. The At-Large Representative shall be the delegate of 8004-R to the CFT Conventions.

ARTICLE VI. Council Meetings

Section 1. Meeting Times. The Council shall hold regular meetings at least four times during the academic year.

Section 2. Quorum. The presence of at least 25% of affiliated chapters shall constitute a quorum.

Section 3. Parliamentary Procedure. Unless otherwise specified by this Constitution, Robert's Rules of Order (Revised) shall prevail at all Council meetings.

ARTICLE VII. Amendments

Amendments to this Constitution shall be proposed and discussed at regular meetings of the Council and, upon majority vote of all delegates, shall be submitted to the affiliated chapters for discussion. Amendments shall be voted upon within 60 days of submission and shall take effect when approved by a majority of the affiliated chapters.

Adopted by State Council on September 28, 2014