



AFT MODEL RETIREE CHAPTER BYLAWS

A Union of Professionals

AFT Retirees

Program on Retirement and Retirees

ARTICLE I NAME

Name

This organization shall be known as [Name of Parent Organization] Retiree Chapter.

ARTICLE II AFFILIATION

Affiliation with union

Section 1. The Chapter shall serve as a constituent unit of the [Name of Parent Organization].

No conflict with policies of union

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].

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].

ARTICLE III OBJECTIVES

The purpose of this organization shall be:

Promotion of membership

Section 1. To promote membership in the Chapter of eligible retirees, as defined in Article IV of these Bylaws.

Supporting the best interests of the Chapter

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.

Quality of life

Section 3. To improve the quality of life for both active and retired members of the [Name of Parent Organization].

Supporting the local union

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.

Maintenance of professional ties.

Section 5. To maintain the ties of professional unity between working and retired personnel.

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

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].

Section 2. The Executive Committee may, by majority vote, approve applications for membership from other individuals who wish to join the Chapter.

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.

Run-off

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.

Challenges and objections to the election

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.

Preservation of election records

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.

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.]

Recall procedure

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.

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.

Filling vacancies

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.

ARTICLE VII DUTIES OF OFFICERS

Duties of the president

Section 1. Duties of the President

a. Administer the affairs and execute the policies of the organization;

- 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.

Duties of the treasurer

Section 4. Duties of the Treasurer

- 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.

**ARTICLE VIII
EXECUTIVE COMMITTEE**

Composition of the Executive Committee

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.

Duties of the Executive Committee

Section 2. It shall be the duty of the Executive Committee to:

- 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.

Frequency of Executive Committee meetings

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,

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.