

BYLAWS

SAN JOSÉ/EVERGREEN FEDERATION of TEACHERS, RETIREE CHAPTER, AMERICAN FEDERATION of TEACHERS (AFT) 6157-R

Revised and approved by members on December 3, 2020

ARTICLE I: NAME

The name of this organization shall be **San José/Evergreen Federation of Teachers, Retiree Chapter, AFT 6157-R**, hereinafter referred to as **the Chapter**.

ARTICLE II: AFFILIATION

1. AFT 6157-R shall function as an affiliated chapter of the San José/Evergreen Federation of Teachers, AFT 6157 (hereafter referred to AFT 6157).
2. The Chapter shall take no action that is in conflict with policies and decisions of the membership or the executive board of AFT 6157. No provision of, or proposed amendment to, these bylaws shall be in conflict with the constitution and/or bylaws of AFT 6157.

ARTICLE III: OBJECTIVES

The objectives of the chapter shall include:

1. To promote membership in the Chapter of eligible retirees as defined in Article IV of these bylaws.
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.
3. To improve the quality of life for retired members of AFT 6157.
4. To promote the aims and objectives of AFT 6157, and its state and national affiliates, in matters that pertain to both working members and retirees.
5. To maintain the ties of professional unity between working and retired personnel.
6. To provide opportunities for members to socialize.
7. To provide a forum for the exchange of information both interesting and beneficial to retired members while encouraging the expression of member views.

8. To monitor legislation at both the state and national levels that may affect members, and to keep them informed of such legislation.

ARTICLE IV: MEMBERSHIP

Section 1 Eligibility and Approval

1. Membership shall be open to any San José/Evergreen Community College District retired person who held a faculty position in the District. Membership in the Chapter may also 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 AFT 6157.

Section 2 Limitations

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.

Section 3 Retention

Retention of good membership standing in the Chapter shall be determined by the payment of all previously assessed dues by October 10th 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

Section 1 Amount

The amount of Chapter dues shall be established by the Retiree Chapter in consultation with the AFT 6157 Executive Board.

Section 2 Fund-raising and Distribution

1. The Chapter shall have the right to engage in other legitimate forms of fund-raising, in accord with the Bylaws of AFT 6157.
2. Checks drawn on the Chapter's accounts shall be signed by the treasurer and either the Chapter president or vice-president.

Section 3 Operational Funding

The Chapter will fund its operations independent of AFT 6157 but may consult with the AFT 6157 Executive Board on fiscal matters.

ARTICLE VI: OFFICERS

Section 1 Offices

The officers of the Retiree Chapter, AFT 6157-R, shall consist of a president, vice-president, secretary, and treasurer.

Section 2 Elections

1. All officers shall be elected for a two-year term at the October meeting of the Chapter and shall be retiree members of the local in good standing as defined in Article IV Section 3.
2. At least 15 days prior to the election, the president/designee shall mail a notice to each Chapter member at his/her last known address soliciting nominations for officers of the retiree chapter.
3. After the report of the nominating committee, the presiding officer shall entertain nominations from the floor. A majority vote of members in good standing (as determined by the provisions of Article IV, Section 3, of these bylaws), present and voting at the October meeting, shall be required to elect any officer. Unless a candidate is unopposed, all elections shall be conducted by secret ballot.
4. Each Chapter member in good standing shall be entitled to one vote.
5. The nominating / elections committee shall count the ballots; election to office shall be by a majority vote of the ballots returned.
6. Ballots and election records shall be preserved for at least one year.
7. Newly elected officers shall assume their positions immediately following the conclusion of the October meeting.
8. At the close of their official 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.

Section 3 Vacancies

If the office of president becomes vacant, the vice-president shall serve as president for the remainder of the unexpired term. If any other elected office becomes vacant, the membership, at its next meeting, will choose a successor who shall hold office for the remainder of the unexpired term.

Section 4 Duties of Officers

President

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

2. Preside at all meetings of the Chapter Executive Committee and general membership;
3. Represent the Chapter to outside groups;
4. Nominate all committee members, serve as an ex-officio member of all committees, and establish new committees as necessary;
5. Call both regular and special meetings of the Executive Committee and the general membership of the Chapter;
6. Co-sign checks for the Chapter;
7. Fulfill other duties as the office requires and as are consistent with both the Chapter's and AFT 6157's constitutions and by-laws.
8. Shall serve and attend as an ex-officio member of the AFT 6157 Executive Board.

Vice-President

1. Assist the president with his/her duties;
2. Oversee the work of the committees;
3. Assume the duties of the president in case of his/her absence, disability, or special request;
4. Manage the Chapter's COPE or similarly authorized political fundraising drives among retirees;
5. Perform such other duties as may be prescribed by the Executive Committee.

Secretary

1. Record and keep the minutes of all Executive Committee and general membership meetings;
2. Disseminate pertinent information to the general membership, including notification of meetings;
3. Preserve election records;
4. Maintain an official file of all Chapter correspondence;
5. Maintain an official file of all other Chapter matters;
6. Maintain up-to-date membership records with the assistance of the treasurer.

Treasurer

1. Mail dues notices and collect dues;
2. Keep an accurate record of all revenues and expenditures;
3. Report the Chapter's financial status to the membership, including an annual report of finances;
4. Maintain up-to-date membership records with the assistance of the secretary;
5. Fulfill any duties related to financial matters;
6. Write and co-sign checks.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1 Composition

The Executive Committee shall consist of all elected officers of the Chapter, the immediate past president, and standing committee chairpersons.

Section 2 Duties

It shall be the duty of the Executive Committee to:

1. Conduct all business affairs of the Chapter between meetings;
2. Make policy recommendations for consideration by the general membership;
3. Plan the agenda for all Chapter meetings;
4. Approve all standing committees and ad hoc committees appointed by the president;
5. Prepare and present a yearly budget at the September meeting;
6. Act upon non-budgeted expenditures as may be required;
7. Interpret the Chapter bylaws;
8. Communicate and cooperate with the officers and other members of AFT 6157 to help improve retirement benefits for all members.

Section 3 Meetings

1. The Executive Committee shall meet at least four times per year and at other times as deemed necessary.
2. Special meetings of the Executive Committee may be called by the president or at the request of two members of the committee.
3. 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.
4. The president of AFT 6157 may serve as an ex-officio member of the Chapter Executive Committee.

ARTICLE VIII: COMMITTEES

Section 1 Standing Committees

1. The administrative structure of the Chapter shall include the following standing committees:
 - a) Membership, Program and Social
 - b) Legislative Action
 - c) Nominating/Elections
 - d) Benefits-Medical and Retirement Committee
2. 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

1. The Membership, Program and Social Committee shall be responsible for recruiting and retaining members. The committee shall work to create programs that will enhance growth of the Chapter membership within the approved budget allotment.
2. 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 shall also serve as liaison between Chapter members and AFT 6157 in legislative matters.

3. The Nominating / Elections Committee shall be responsible for selecting nominees for each office and for presenting their names to the Chapter membership at the appropriate time. The committee shall be responsible for conducting Chapter elections in accordance with the Landrum-Griffin Act. No candidate for election shall be a member of this committee.
4. Medical and Retirement Committee-Responsibility language to be determined by committee members.

Section 3 Ad Hoc Committees

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

Section 4 President Membership

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

ARTICLE IX: MEETINGS

Section 1 Frequency and Purpose

The Chapter shall hold at least two general meetings each year, one in October and one in February. The agenda for the October meeting shall include election of officers, annual reports from each standing committee and adoption of a budget and program for the ensuing year.

Section 2 Authority

1. Additional meetings may be called by the president with approval of the Executive Committee, by approval of the membership at an official meeting, or upon petition by 20% or more of the members in good standing in the Chapter.
2. Payment or reimbursement for additional expenses related to special meetings requires prior approval by the president of AFT 6157-R before holding such meetings.

Section 3 Quorum

A Chapter meeting quorum shall consist of at least eight members in good standing or 8% of active membership.

Section 4 Liaison

The president of AFT 6157 shall be an ex-officio member of the Chapter.

ARTICLE X: AMENDMENTS TO BYLAWS

Section 1 Makers

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

Section 2 Timing

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 Action

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

Approval of amendments requires two-thirds vote of the members in a duly constituted quorum, and is subject to review by the AFT 6157 Executive Board.

ARTICLE XI: General Procedural Guidelines

In the conduct of its meetings, the Chapter shall generally follow the rules and procedures outlined in the various versions of *Robert's Rules of Order* in applicable cases and in which the rules are not in conflict with the Chapter bylaws.