

DRAFT

Revised & Adopted September, 2004

Bylaws of The Washington Teachers' Union Local # 6 American Federation of Teachers, AFL-CIO

Article I Name

The name of the organization shall be The Retirees' Chapter of the Washington Teachers' Union, Local # 6, American Federation of Teachers, AFL-CIO (Washington Teachers' Union Retirees' Chapter), hereafter referred to as WTU Retirees' Chapter.

Article II Affiliation

The WTU Retirees' Chapter shall serve as an affiliate unit of the Washington, D.C. Federation of Teachers', hereafter referred to as WTU Local #6.

The WTU Retirees' Chapter shall take no action that is in conflict with the Constitution and Bylaws of the American Federation of Teachers or the Bylaws of the WTU Retirees' Chapter.

Initial updates/revisions February 5th, 2014
-- 2nd update/revisions March 12, 2014
-- 3rd update May 5, 2014
- 4th July 8th, 2014
- October 5, 2015
January 13th, 2016

Article III Objectives

The objectives of the WTU Retirees' Chapter shall be:

1. To promote membership in the WTU Retirees' 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 The WTU Retirees' Chapter members in such matters as pensions, annuities, social security, health benefits, and fair taxation;
3. To strive for improvement in the quality of both active and retired members of the Washington Teachers' Union;
4. To foster social, cultural and educational and civic pursuits;
5. To promote mutual assistance and cooperation with WTU Local # 6, and other organizations with which The WTU Retirees' Chapter is associated.

Article IV Membership

Section 1. Membership in the WTU Retirees' Chapter shall be offered to all retired employees of the Washington, District of Columbia Board of Education, who prior to their retirement, qualified for membership in The Washington Teachers' Union Local #6.

Section 2. Membership eligibility in the WTU Retirees' Chapter shall be determined without regard to sex, race, religious creed, color, national origin, ancestry, age, political affiliation or position in public employment.

Section 3. Other retired persons from other AFT jurisdictions may likewise become members subject to whatever special rules may be set by WTU Local # 6.

Section 4. The Membership committees shall be responsible for the recruitment and retention of members.

Section 4. Dues and Retirees Chapter Funds

- a. The amount of the WTU Retirees' Chapter dues is Fifty Five Dollars (\$55.00) payable to Washington Teachers' Union Local # 6 shall be established by the Washington Teachers' Union Executive Board in negotiation with the WTU Retirees' Chapter. The WTU Retirees' Chapter shall have the right to establish an additional dues structure to carry out Chapter activities. Such additional dues shall be determined by majority vote of the WTU Retirees' Chapter members in good standing and in attendance at the regular meeting of the WTU Retirees' Chapter meeting; provided that notice of any proposal to establish or amend such additional dues structure has been included in a timely notice by mail, email, text, or by phone call to each Retirees' member of the date, time and place of the meeting.
- b. The WTU Retirees' Chapter shall have the right to engage in other legitimate forms of funds raising, subject to the approval of the Retirees' Chapter Executive Board in consultation with AFT and or Washington Teachers' Union Local # 6, as needed.

Section 5. Retention

- a. Retention of good membership standing in the WTU Retirees' Chapter abiding by the payment of all assessed dues with benefits by November 30 of each year. Dues for WTU Retirees' Chapter membership only is in effect November 1st of current year to November 1, of following year.

Article V Officers

Section 1. Identification

Officers of the WTU Retirees; Chapter shall be:

- a. President
- b. Vice President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Financial Secretary
- g. Chairperson – Membership
- h. Chairperson - Programs
- I. Chairperson – Legislative Action
- j. Chairperson – Election

Note: Chairperson *may have a co-chair if needed, Co-chair shall be appointed and identified to the Executive Board in a timely manner*

Section 2. Elections

Officers shall be elected at the May monthly meeting in the election year of The WTU Retirees' Chapter for a two year term or **until their successors have been elected and installed.**

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 5 of these bylaws) present and voting at the appropriate monthly meeting shall be required for the election of any officers. All elections will be conducted by secret ballot.

Newly elected officers shall assume their positions immediately following the conclusion of the May monthly meeting during election year and serve a two year term.

At the close of their official term, outgoing officers shall deliver to their successors in office immediately, all books, papers, and other property of The WTU Retirees' Chapter that may be in their possession.

“Officers may be removed from office at the pleasure of the Executive Committee as provided in the parliamentary authority. (1) A 30 calendar day prior notice must be given (2) the motion “to remove from office” must be seconded, and (3) the vote requirement is 2/3s)

Section 3. Vacancies

If the office of President becomes vacant, the Vice President shall serve as President for the remainder of the unexpired term.

Section 4. Duties of Officers

a. President

The President shall preside at meetings of the Washington Teachers' Union Retirees' Chapter Executive Committee and meetings of the WTU Retirees' Chapter's membership; shall see that all orders and resolutions of the Executive Committee and the membership are carried into effect; shall be an ex-officio member of standing and special committees of the WTU Retirees' Chapter; shall appoint all standing and special committees subject to the approval of the quorum of 6 members of the Executive Board.

b. Vice President

The Vice President shall perform the duties of the President when the President is absent; shall serve as President for the remainder of the unexpired term in the event a vacancy occurs in that position; shall perform such other duties as may be prescribed by the Executive Committee. Perform the duties of the president upon the request of the president. Attend executive meetings of the WTU. Act as chair of special committees.

c. Secretary

1. Recording Secretary

The Recording Secretary shall record and report all minutes of Executive Committee and Washington Teachers' Union Retirees' Chapter meetings.

2. Corresponding Secretary

The Corresponding Secretary shall collect the names of Retired Teachers and amenities and other activities of the WTU Retirees' Chapter. Send cards to members for Illness, Death (member, spouse or immediate family, purchase cards and stamps; other duties as may be prescribed by the Executive Committee.

d. d. Treasurer

The Treasurer shall maintain all financial records of the WTU Retirees' Chapter; see that all monies from dues and other sources are receipted, full accounts are kept, and these monies deposited to the credit of the Chapter in banks or savings institution on approval of the Executive Committee or the membership of the WTU Retirees' Chapter; pay all bills incurred by the WTU Retirees' Chapter when due; prepare a monthly financial report for the monthly meeting; upon prior request, prepare a financial report for the Executive Board or any meeting of the WTU Retirees' Chapter; perform other duties as may be prescribed by the Executive Committee. Checks drawn on the WTU Retirees' Chapter's accounts shall be signed by the Treasurer and co-signed by the Financial Secretary or in the absence of the Treasurer, or Financial Secretary co-signed by the President and either the Treasurer or Financial Secretary.

e. Financial Secretary

Financial Secretary may serve as one-half of the accounting department – along with the treasurer. In this position he/she is involved in every aspect of the chapter's finances, from incoming money and checks to bill-paying and taxes. The financial Secretary develops reports for management that tract all of the monies that goes through the WTU Retirees' Chapter. The Financial Secretary records all Chapter transactions and provides detail reports of accounts receivable, accounts payable and financial correspondence. The Financial Secretary also returns phone calls, responds to email and may be required to address any member's financial questions or concerns. Another necessary administrative task is to draft letters to vendors, customers, members and creditors.

e. Chairperson-Membership

The Membership Chairperson shall chair the Membership Committee pursuant to the provisions of Article VII, Section 2a of these bylaws; shall report on the committee's activities to the Executive Committee and to the membership at membership meetings; shall perform any other duties as may be prescribed by the Executive Committee. The chairperson position requires both recruitment and retention efforts of WTU Retirees' chapter membership. Membership chairperson contacts prospective membership committee members by telephone, email or text to verify participation on the membership committee for the next fiscal year (Sept. - June). At each WTU Retirees Chapter Meeting, the chairperson will inform the members in attendance at the previous meeting and inform membership of the number of new members in attendance as well. At September and October meetings, the membership chairperson informs retirees about the dental and vision benefits enrollment period, which begins November 1st and ends November 30th of each year. In addition the membership dues are \$55.00. The Dental and Vision Benefits are effective during the fiscal year January until December.

f. Chairperson-Program

The Program Chairperson shall chair the Program Committee pursuant to the provisions of Article VII, Section 2b of these bylaws; shall report on the committee's activities to the Executive Committee and to the membership at each membership meeting; shall perform other duties as may be prescribed by the Executive Committee.

The Program Committee shall endeavor to arrange programs that will enhance growth of membership in the chapter provided that such programs do not incur costs that exceed the budget allotment approved by the Executive Committee with the approval of the membership.

g. Chairperson-Legislative Action

The Legislative Action Chairperson shall chair the Legislative Action Committee pursuant to Article VII, Section 2c of these bylaws; shall report on the committee's activities to the Executive Committee and to the membership at each regular meeting; shall perform any other duties as may be prescribed by the Executive Committee.

h. Election Chairperson

The elections chairperson shall chair the Elections committee in pursuit of appropriate and fair Democratic election of officers to the WTU Retirees' Chapter of the Washington Teachers' Union.

Article VI Executive Committee

Section 1. Composition

The Executive Committee shall consist of all elected officers of the WTU Retirees' Chapter.

Section 2. Duties

It shall be the duty of the Executive Committee:

- a. to conduct all business affairs of the WTU Retirees' Chapter between meetings
- b. to plan the agenda for all WTU Retirees' Chapter meetings
- c. to approve all standing committees and special committees appointed by the President.

Article VII Committees

Section 2. Standing Committee Responsibilities

- a. The Membership Committee shall be responsible for the recruitment and retention of members.
- b. The Program Committee shall endeavor to arrange programs that will enhance growth of membership in the WTU Retirees' Chapter provided that such programs do not incur costs that exceed the budget allotment approved by the Executive Committee with the approval of the membership.
- c. The Legislative Action Committee shall be responsible for the development of legislative goals and for submission of these in the form of resolutions to the WTU Retirees' Chapter. With regard to legislative matters, the Committee shall serve as liaison between the membership of the WTU Retirees' Chapter and the Washington Teachers' Union-Local #6.

Section 3. Special Committees

The Executive Committee may authorize special committees when deemed necessary to carry out the work of the WTU Retirees' Chapter. The President may initiate the formation of special committees with the approval of the Executive Committee.

Section 4. The President of the WTU Retirees' Chapter shall be an ex-officio member of all committees.

Article VIII Meetings

Executive Committee

Section 3. Meetings

The Executive Committee shall meet at a time and place to be determined by its body.

Special meetings of the Executive Committee may be called by the President or at the request of three members of the Committee.

A majority of the Executive Committee shall constitute a quorum.
No business shall be transacted in the absence of a 6 member quorum.
No proxies shall be allowed.

The immediate past president of the WTU Retirees' Chapter may be an ex-officio member of the Executive Committee.

Section 1. The WTU Retirees' Chapter shall hold a year-end meeting in May of each year. The agenda for the year-end meeting shall include annual reports from each of the Standing Committees and the adoption of a budget and program for the ensuing year.

In the odd years, the agenda of the WTU Retirees' Chapter's year-end meeting shall, also, include the installation of new officers for the Chapter.

Section 2. Regular membership meetings shall be held monthly from September to June. All regular meetings shall be held on the second Wednesday of the month beginning at 10:00 am unless otherwise specified or appear on the events calendar.

Section 3. Request to be on the regular WTU Retirees' Chapter Meeting agenda **MUST** be presented to the President **at least 48 hours** prior to regular scheduled meeting date and time.

Section 4.

Additional meetings may be called by the President with the approval of the Executive Committee by approval of the membership or upon petition of twenty percent of the members in good standing with the WTU Retirees' chapter.

Section 5.

A quorum at a WTU Retirees' Chapter meeting shall consist of at least ten (10) members in good standing and at least two (2) officers. No official business shall be transacted in the absence of a quorum.

Article IX Parliamentary Authority

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

Article X Amendment of Bylaws

The bylaws may be amended in the following manner;

- a. An amendment to these Bylaws proposed by any member shall be submitted in writing at a regularly scheduled meeting.
- b. Any proposed amendment to these Bylaws shall be mailed to the membership with notice that amendments are to be considered at the next regularly scheduled business meeting following the mailing.