

**Washington Teachers' Union  
Retirees Chapter**

**PROPOSED BYLAWS REVISION  
MARCH 2020**

**An Affiliate of the  
Washington Teachers' Union Local #6**

**and**

**The American Federation of Teachers**

## **ARTICLE I NAME**

The name of this organization shall be The Washington Teachers Union Retirees Chapter, hereinafter referred to as the WTURC. This organization is affiliated with the Washington Teachers Union, Local # 6, American Federation of Teachers (AFT), and the AFL-CIO.

## **ARTICLE II OBJECTIVES**

The objectives of the WTURC shall be:

Section 1. To promote membership in the WTURC of eligible retirees, as defined in Article III of these bylaws;

Section 2. To formulate and support programs that will advance the best interests of the WTURC members in such matters as pensions, annuities, social security, health benefits, and fair taxation;

Section 3. To foster social, cultural, educational, and civic pursuits for our members;

Section 4. To promote mutual assistance and cooperation with the WTU Local #6, and other organizations with which the WTURC is associated.

## **ARTICLE III MEMBERSHIP**

Section 1. Membership in the WTURC shall be offered to all retired employees of 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 WTURC shall be determined without regard to sex, race, religious creed, color, national origin, ancestry, age, political affiliation, sexual orientation, 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 the WTU Local # 6.

Section 4. Dues and Retirees Chapter Funds

- a. The annual dues of the WTURC are Fifty-Five Dollars (\$55.00) payable to The Washington Teachers' Union Local # 6. This dues amount shall be established by the Washington Teachers' Union Executive Board in negotiation with the WTURC. Part of this amount goes to WTU Local #6 for legal representation and other benefits. The WTURC 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 WTURC members in good standing in attendance at a regular meeting, provided that the members have been duly notified of any proposal to establish or amend such additional dues structure. The members shall be notified within thirty (30) days of the date that this action shall take place.
- b. The WTURC Executive Board shall have the right to engage in legitimate forms of fund raising, subject to the approval of the Chapter in consultation with The Washington Teachers' Union Local #6 as needed.

- c. Members shall be notified of nonpayment of annual dues by January 15<sup>th</sup> of each year.
- d. Retention of good membership standing in the WTURC requires the payment of all membership dues by November 30<sup>th</sup> of each year. Dues for the WTURC membership are in effect from November 1<sup>st</sup> of the current year to October 31<sup>st</sup> of the following year.
- e. The Dental and Vision Benefits are effective during the calendar year January 1<sup>st</sup> through December 31<sup>st</sup>.

## **ARTICLE IV OFFICERS**

### Section 1: Elected Officers of the WTURC shall be:

#### a. President

The President shall preside at all meetings of the WTURC membership and the Executive Board. The President shall see that all orders and resolutions of the Executive Board and the membership are carried into effect. The President shall be an ex-officio member of all standing and special committees of the WTURC with the exception of the Nominations Committee. The President shall appoint the chairs of all special committees subject to the approval of a majority vote of the Executive Board. The President shall appoint a Parliamentarian and a Chaplain. The President shall attend the meetings of the WTU Local #6 Executive Board.

#### b. Vice President

The Vice President shall perform the duties of the President when the President is absent. The Vice President shall serve as President for the remainder of the unexpired term in the event a vacancy occurs in that position. The Vice President shall perform such other duties as may be prescribed by the Executive Board. The Vice President shall perform the duties of the President upon the request of the President. If the President is unable to attend a meeting of the WTU Local #6 Executive Board, the Vice President shall attend the meeting.

c. Recording Secretary

The Recording Secretary shall record and report all minutes of the Executive Board and Chapter meetings. The Recording Secretary shall record, report and maintain all records of the Chapter. In conjunction with the President, the Recording Secretary shall prepare the agenda for all Chapter and Executive Board meetings.

d. Corresponding Secretary

The Corresponding Secretary shall receive and send out all correspondence on behalf of the WTURC. The Corresponding Secretary shall send cards, floral arrangements, fruit baskets, etc., according to the Chapter Amenties Guidelines. The Corresponding Secretary shall perform other duties as may be prescribed by the Executive Board.

e. Financial Secretary

The Financial Secretary shall work with the Treasurer to maintain an accurate record of all receipts and disbursements. The Financial Secretary shall give a receipt for all monies payable to the WTURC and give all monies to the Treasurer for bank depositing. The Financial Secretary prepares and presents financial reports at the Chapter and Executive Board Meetings.

f. Treasurer

The Treasurer shall maintain all financial records of the WTURC. The Treasurer shall be responsible for depositing all monies received in a timely fashion. The Treasurer shall keep a record of all accounts held in banks or financial institutions on behalf of the WTURC. The Treasurer shall pay all bills incurred by the WTURC and prepares a Treasurer's report for monthly meetings of the Chapter and the Executive Board. The Treasurer shall perform other duties as may be prescribed by the Executive Board. Checks drawn from the WTURC accounts shall be signed by the Treasurer and the Financial Secretary. Two signatures shall be required on all checks. If either the Treasurer or the Financial Secretary is not available, then the President shall be the alternate signature.

- g. The Standing Committee Chairs of the WTURC shall also be elected. (Article VII, Section 1).

## Section 2. Elections

- a. Executive Board members shall be elected by the membership at the May monthly meeting in the election year of the WTURC for a two (2) year term or until their successors are elected.
- b. After the report of the Nominations Committee, the presiding officer shall entertain nominations from the floor. A majority vote of members in good standing present and voting at the appropriate monthly meeting shall be required for the election of any Board Member. All elections will be conducted by ballot. If there is only one candidate for an office, that candidate may be elected by acclamation.
- c. Executive Board members shall assume their positions immediately following the conclusion of the May monthly meeting during the election year.
- d. Installation of Executive Board members will be held in June.
- e. At the close of their official term, outgoing Executive Board members shall deliver within thirty (30) days to their successors, all books, papers, and other property of the WTURC that they have in their possession.
- f. Members of Board may be removed from their office for cause by the Executive Board or the membership as provided in the parliamentary authority and Article VIII, Section 1 of the bylaws. The motion “to remove from office” must 1) be seconded, (2) a thirty (30) calendar day prior notice must be given to the officer, and 3) the vote requirement is 2/3 of the Executive Board. The board member in question shall abstain from voting on the removal.

## Section 3. Vacancies

- a. If the office of President becomes vacant, the Vice President shall serve as President for the remainder of the unexpired term. If the Vice President chooses not to serve, an election by the membership will be held for the remaining term of the President.
- b. The Executive Board shall fill any vacancies of officers other than the President.

## **ARTICLE V**

### **MEETINGS**

#### **Section 1. Regular Meetings of the Membership**

- a. Regular membership meetings shall be held each month 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.
- b. The WTURC shall hold its annual meeting in May of each year. The agenda for the annual meeting shall include annual reports from the Executive Board Members and the adoption of a budget and program for the ensuing year.
- c. In June of the election year, the the WTURC shall have the installation of new members of the executive board.
- d. Request to be on the regular WTURC meeting agenda may be presented to the President at least forty-eight (48) hours prior to the regular scheduled meeting date and time.
- e. A quorum of a Chapter meeting shall consist of at least twenty (20) members in good standing, and at least two (2) officers. No official business shall be transacted in the absence of a quorum.
- f. Special meetings may be called by the President with the approval of the Executive Board, or upon petition of twenty (20) chapter members in good standing.

#### **Section 2. Regular Meetings of the Executive Board**

- a) Regular meetings of the Executive Board shall be held monthly from June to May. All regular meetings shall be held on the fourth (4<sup>th</sup>) Friday of the month beginning at 12:00pm, unless otherwise specified.

- b) Request to be on the regular Executive Board meeting agenda may be presented to the President at least forty-eight (48) hours prior to the regular scheduled meeting date and time.
- c) The quorum of an Executive Board meeting shall be a majority of the members. No official business shall be transacted in the absence of a quorum.
- d) Special meetings may be called by the President with the approval of the quorum of the Executive Board, or upon petition of five (5) board members.
- e) Meetings of the Executive Board may be held by electronic means as long as all members present are able to hear and speak according to the adopted rules.

## **ARTICLE VI**

### **THE EXECUTIVE BOARD**

- a) The Executive Board shall consist of the Officers of the Chapter and the following committee chairs: The Membership Chair, the Program Chair, the Legislative Action Chair, and the Nominations Chair. The Immediate Past President shall be an Ex-Officio member of the executive board.
- b) The Executive Board shall attend to the business affairs of the WTURC between meetings of the membership.
- c) The Executive Board shall approve all chairs of the special committees appointed by the president.

## **ARTICLE VII**

### **COMMITTEES**

#### Section 1. Standing Committees

The standing committees shall be the Membership Committee, the Program Committee, the Legislative Action Committee, and the Nominations Committee.

- a. The Membership Committee shall report on the committee's activities to the Executive Board, and to the membership. The committee shall perform any other duties as may be prescribed by the Executive Board. The committee is responsible

for both the recruitment and retention of members of the WTURC. The committee shall contact prospective members for the next fiscal year. At each WTURC meeting, the chair shall report the number of attendees at the previous meeting, and acknowledge new members present. At the September and October meetings, the committee shall inform retirees about the dental and vision benefits enrollment period, which is held during the month of November.

- b. The Program Committee shall report on the committee's activities to the Executive Board and to the membership. The committee shall perform other duties as may be prescribed by the Executive Board. 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 membership and that are approved by the Executive Board.
- c. The Legislative Action Committee shall report on legal issues that affect the good and welfare of the WTU Local #6, and the WTURC. The committee's activities shall be reported to the Executive Board and to the membership and shall also perform any other duties as may be prescribed by the Executive Board.
- d. The Nominations Committee shall be responsible for seeking eligible candidates to fill positions at each election. The committee shall be responsible for seeking eligible candidates to fill vacancies as they occur. The nominations committee shall report all nominations to the Executive Board prior to each election.
- e. Committees may meet by electronic means as long as all members present are able to hear and speak according to the adopted rules.

## Section 2. Special Committees

The Executive Board and the Membership may request special committees when deemed necessary to carry out the work of the WTURC. The President shall appoint the chairs of special committees with the approval of the Executive Board.

### Section 3. Committee Composition

All Standing and Special Committee Chairs shall appoint a minimum of two (2) members to work with them on their committee.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised, 11<sup>th</sup> Ed., shall govern the WTURC in all cases to which they are applicable and in which they are not in conflict with the Bylaws of the WTURC.

## **ARTICLE IX**

### **AMENDMENTS**

Section 1. These bylaws may be amended in the following manner:

- a. An amendment to these Bylaws proposed by any member shall be submitted in writing, in the proper format, at any regularly scheduled membership meeting. The Executive Board shall appoint a Bylaws Committee to review all such proposed amendments, and report back to the membership at the next scheduled membership meeting with their recommendation to approve, amend, or reject any such proposed amendment.
- 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.

## **Article X**

### **DISSOLUTION**

Upon dissolution of the WTURC all assets shall be distributed to the Washington Teachers' Union Local #6, of the American Federation of Teachers. None of the assets shall inure to the benefits of members or officers. The Chapter's charter shall be returned to the Washington Teachers' Union Local #6.