

## **LRCFT Retiree Chapter Bylaws**

### **ARTICLE I: NAME**

The name of this organization shall be the Los Rios College Federation of Teachers Retiree Chapter, hereinafter referred to as *the Chapter*.

### **ARTICLE II: AFFILIATION**

The Chapter shall serve as a constituent unit of the Los Rios College Federation of Teachers, hereinafter referred to as *the LRCFT*. The Chapter shall take no action that is in conflict with policies and decisions of the membership or the Executive Board of the LRCFT. No provision of, or proposed amendment to these bylaws shall be in conflict with the constitution and/or bylaws of the LRCFT.

### **ARTICLE III: OBJECTIVES**

The objectives of the Chapter are to:

1. Promote membership in the Chapter of eligible retirees as defined in Article IV of these bylaws.
2. 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. Promote the aims and objectives of the LRCFT and its state and national affiliates in matters that pertain to both working members and retirees.
4. Maintain the ties of professional unity between working and retired personnel.
5. Provide opportunities for its members to socialize.
6. Provide a forum for exchanging information of interest and benefit to retired members, and for the expression of their views.
7. Monitor legislation, at both the state and national levels, that may affect members and keep its members informed of such legislation.

### **ARTICLE IV: MEMBERSHIP**

*Section 1.* Retiree membership shall be open to all Los Rios Community College retired personnel who were agency fee payers or LRCFT members 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 LRCFT. Approval of an application for membership from others wishing to join the Chapter shall be determined by a majority vote of the Chapter's Executive Committee.

*Section 2.* 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 of good membership standing in the Chapter shall be determined by the payment of all previously assessed dues by June 30 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.

*Section 4.* The president of the LRCFT shall be an ex-officio member of the Chapter.

## **ARTICLE V: DUES AND CHAPTER FUNDS**

*Section 1.* The amount of Chapter dues shall be established by the LRCFT Executive Board upon the recommendation of the Chapter Executive Committee.

*Section 2.* Dues shall be automatically deducted each month through CalSTRS or CalPERS, or paid monthly or annually by check or cash.

*Section 3.* The Chapter shall have the right to engage in other legitimate forms of fundraising, subject to the approval of the LRCFT Executive Board. Checks drawn on the Chapter's accounts shall be signed by the Chapter president and treasurer or in their absence, the vice-president and secretary.

## **ARTICLE VI: OFFICERS AND ELECTIONS**

*Section 1.* The officers of the Los Rios College Federation of Teachers Retiree Chapter shall consist of a president, vice president, secretary and treasurer.

### *Section 2. Voting and Elections*

a. For purposes of voting and holding elective office, "member in good standing" shall mean one who has paid Chapter dues through the month prior to the month of the election.

b. Any member in good standing may be nominated for office. A nominating committee shall be appointed by the Chapter President, in consultation with the LRCFT Executive Board, at least thirty (30) days, but no more than sixty (60) days, prior to scheduled elections for the purpose of identifying candidates for all offices. The report of the committee shall be presented at least twenty (20) days prior to the scheduled election. Other candidates may be nominated by a petition signed by at least five (5) Chapter members and the candidate, and shall be received at least fifteen (15) days prior to the date of election. Committee members may not be candidates for office.

c. Notice of an impending election of officers and representatives shall be delivered through U.S. mail or electronic mail to each member within ten (10) days after the appointment of a nominating committee.

d. Election shall be by secret ballot with a majority of votes cast necessary to elect. Should only one (1) individual be nominated for a particular position, he/she shall automatically be declared elected. Write-in candidates are not allowed.

e. If no candidate receives a majority of votes, a runoff election shall be held between the two (2) candidates receiving the most votes no later than thirty (30) days after the election results were announced; the winner determined by a majority vote.

f. Election shall be either by:

- 1) vote at a general membership meeting, or
- 2) vote at membership meetings held on each campus, or
- 3) vote by mail ballot, or
- 4) vote by electronic ballot

The method to be used shall be determined by the LRCFT Executive Board, provided that this determination is made in advance of nominations.

g. Results of Chapter elections shall be published within fourteen (14) days of the election and records, including ballots, kept at the LRCFT office for one (1) year from the date of the election.

h. the officers shall take office on July 1, following the election in the previous June.

i. 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.

j. All Chapter officers may also serve, at their option and with the approval of the LRCFT Executive Board, as official LRCFT delegates to the conventions.

### *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.
- b. If any other elected office becomes vacant, the Executive Board of the Chapter shall choose a successor at its next meeting. The person chosen shall hold office for the remainder of the unexpired term.

### *Section 4. Terms of Office*

- a. The elected officers shall begin their term on July 1<sup>st</sup> following the election and shall serve until June 30<sup>th</sup> of the following year.
- b. The term of office for each officer shall be one year.

## **ARTICLE VII - DUTIES OF OFFICERS**

### *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 constitution of the Chapter and the LRCFT's constitution and bylaws.

### *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.

### *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.

### *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**

*Section 1.* The Executive Committee shall consist of all elected officers of the Chapter. The immediate past president shall be an ex-officio member of the Executive Committee. The current president of LRCFT shall be an ex-officio member 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 Fall 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 LRCFT to improve retirement benefits for all members.

*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**

*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

- 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.
- 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 LRCFT in legislative matters.
- 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.

*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**

*Section 1.* The Chapter shall hold at least two meetings each year, one in the Fall and one in the Spring. Meeting dates shall be set by the Executive Committee and publicized to members at least ninety (90) days before the meeting date. The agenda for the Fall meeting shall include the election of officers in election years, annual reports from each standing committee and adoption of a budget and program for the ensuing year.

*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 LRCFT president before holding such 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. Attendance may be in person or by use of electronics, such as but not limited to: telephone and/or the internet. The manner of electronic attendance can be proposed by any member in good standing. It shall be approved by the LRCFT Executive Board and put into practice at the next election. No official business shall be transacted in the absence of a quorum.

*Section 4.* The president of the LRCFT shall be an ex-officio member of the Chapter.

## **ARTICLE XI - PARLIAMENTARY AUTHORITY**

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**

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

*Section 2.* A proposed amendment must be submitted in writing to the Executive Committee at least thirty (30) days before the amendment vote and to the general membership at least fifteen (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 LRCFT executive board.