

BYLAWS
Retired Chapter, AFT Local 1794
Revised December 26, 2014

ARTICLE I. NAME

The name of this organization shall be the Newport-Mesa Federation of Teachers Retired (N-MFT Retired), a chapter of the Newport-Mesa Federation of Teachers (N-MFT), AFT Local 1794.

ARTICLE II. MISSION STATEMENT

Chartered in 1998, the Newport-Mesa Federation of Teachers Retired Chapter was formed to promote the interests and welfare of retired faculty of the Newport-Mesa Unified School District (N-MUSD) as well as to support the active members of the Newport-Mesa Federation of Teachers (N-MFT) Local 1794. N-MFT Retired provides a communications link to keep retirees informed and to offer a means to exchange ideas and mobilize around issues that contribute to the well-being of both retired and active members of Newport-Mesa Federation of Teachers. The Retired Chapter may support candidates and propositions related to educational issues. An outreach is maintained with N-MFT and with the community at large.

N-MFT Retired members are represented by both the California Federation of Teachers (CFT) and the American Federation of Teachers (AFT) as lifetime members. N-MFT retirees are also members of the California Alliance for Retired Americans (CARA). In addition to our professional affiliations, the objectives of N-MFT Retired are to monitor and protect retiree health and pension benefits as well as to promote social and welfare interests of its members.

Members of the Executive Board, who are up for election or re-election, are voted in by the membership at the beginning of the fiscal year, which begins in August with the Annual 'Kickoff' Meeting. Three additional General Meetings are held each year in settings that promote both social and informational interaction. Communication is further maintained via an email list, U.S. mail, Chapter web page, and newsletters. The retired Chapter encourages retirees to participate in community service, offer professional resources, and discuss educational trends to foster the general welfare.

ARTICLE III. AFFILIATIONS

As a chapter of AFT Local 1794, and under its auspices, this organization shall be affiliated with the California Federation of Teachers (CFT) and the American Federation of Teachers (AFT), and shall take no action in opposition to the policies and decisions made by the Delegate Assembly or by the Executive Board of N-MFT, or in violation of the N-MFT Constitution or Bylaws.

ARTICLE IV. MEMBERSHIP

Section 1. Eligibility

Membership in this organization shall be open to those persons who meet EACH of the following criteria:

- Qualified to receive, currently or in the future, pension benefits from the State Teachers Retirement System (STRS) of the state of California.
- Qualified to receive, at the time of retirement, retiree health benefits under the collective bargaining agreement between N-MFT and N-MUSD.
- Remit the required dues to the Chapter Treasurer.

Under the preceding criteria, the qualification for pension and health benefits shall have been established prior to the applicant becoming a member of this organization, even though the prospective member may not receive those benefits until a later date. A prospective member who otherwise meets the above criteria shall not be disqualified from membership by virtue of the fact that he or she is performing active certificated service.

Former administrators retired from N-MUSD are eligible for full membership. Other CFT members are eligible subject to Executive Board approval.

Section 2. Application for Membership

Membership applicants shall submit to the Treasurer or Membership chairperson sufficient information to establish their eligibility, and upon notice of acceptance shall remit the required dues payment. If there is doubt about the applicant's eligibility, that question shall be submitted to the Chapter's Executive Board for final decision.

Section 3. Membership in Good Standing

A Chapter member shall be in good standing when dues are paid and current.

ARTICLE V. DUES AND FINANCES

Section 1. Dues Obligations

The membership year shall be August 1 through July 31. Annual dues shall be due and payable by the last day of August each year for the ensuing membership year. Dues not paid within thirty (30) days after the Annual Meeting of each year shall be considered delinquent and the member shall no longer be considered a member in good standing of the N-MFT Retired Chapter. Members, new to N-MFT Retired, and who join on or after May 1, shall be members in good standing for the following membership year.

Section 2. Remittance of Dues

Members shall remit their annual dues to the Treasurer or Membership Chairperson with cash or check payable to "N-MFT Retired."

Section 3. Chapter Funds

Chapter funds shall be maintained in one or more Chapter bank accounts, and shall be controlled and used by the Executive Board. The Treasurer may pay bills that are properly submitted and/or authorized by the Chapter's budget or by direction of the Board. All accounts are subject to audit by the Executive Board at any time.

ARTICLE VI. CHAPTER OFFICERS

Section 1. Officers

The officers of this organization shall include:

- Chapter Chairperson
- Vice Chairperson – Health and Benefits
- Vice Chairperson – Membership / Treasurer
- Vice Chairperson – Communications
- Vice Chairperson – Hospitality / Board Watch
- Vice Chairperson – Community Outreach
- Secretary
- Immediate Past Chapter Chairperson

Chapter officers shall be members in good standing of this organization. Officers are expected to attend Executive Board meetings and respond to all email and phone communications within twenty-four hours.

Section 2. Terms

Chapter officers shall serve a two-year term, beginning with the August Annual Meeting. Chapter officers may run for reelection. Terms of office shall be on a staggered term basis to provide for continuity in the Chapter.

Cycle 1: Chapter Chairperson, Community Outreach, Communications, Secretary

Cycle 2: Hospitality / Board Watch, Membership / Treasurer, Health and Benefits

ARTICLE VII. CHAPTER EXECUTIVE BOARD

Section 1. Composition

All elected officers shall serve on the Executive Board of N-MFT Retired.

Section 2. Duties and Powers

The Executive Board shall oversee activities of the Chapter members and officers, with particular attention to the financial affairs of the Chapter. By majority vote, the Executive Board may suspend an officer and appoint an interim successor. An interim successor shall serve until the next Chapter General Meeting, at which time the suspended officer shall be reinstated or a permanent successor elected for the duration of that officer's term. In the latter circumstance, nominations shall be made from the floor at the General Meeting and votes shall be cast by secret ballot.

Section 3. Meetings and Quorum

Executive Board members should plan on attending four to six Executive Board Meetings per year plus workshops and four General Meetings. Four or more officers attending an Executive Board Meeting constitute a quorum. The Chapter Chairperson, or any other Board member, may call a special meeting of the Executive Board by giving 48-hour advance notice to all Chapter officers. Meetings of the Board shall be conducted according to Robert's Rules of Order.

ARTICLE VIII. ELECTIONS AND VACANCIES

Section 1. Regular Elections

All Chapter officers shall be elected by mail-in ballot prior to the August Annual Meeting.

Section 2. Nominations

Members in good standing may be nominated for any office on the Executive Board, either at the Spring General Meeting or by U.S. mail. Members may nominate one candidate for each office, including themselves. Nominations by mail must be received at the N-MFT office no later than July 1.

Section 3. Ballots

All elections shall be by secret ballot. Ballots shall be mailed to all members in good standing at least two weeks prior to the August Annual Meeting. Completed ballots must be received at the N-MFT office no later than five days prior to said meeting. A simple majority (50% plus one) of all votes cast shall determine the outcome for each office on the ballot. The election results will be announced at the August Annual Meeting.

Section 4. Run-off Elections

If no candidate receives a simple majority, the two competing candidates receiving the greatest number of votes shall appear on a run-off ballot to be cast by members attending the August Annual Meeting.

Section 5. Vacancies

Should there be a sudden or unexpected vacancy, that officer's role will be assumed, temporarily, by another officer, as approved by the majority of the Executive Board. If the officer can no longer serve, an election will be held. Nominations shall be made from the floor at the next General Meeting and votes shall be cast by secret ballot.

ARTICLE IX. COMMITTEES

Standing and *ad hoc* committees may be established by the Executive Board, or by vote at a General Meeting. All committees shall select a chair. Each committee shall report its activities and conclusions to the Executive Board and/or to a General Meeting.

ARTICLE X. CHAPTER MEMBERSHIP MEETINGS

Four General Membership Meetings of the Chapter shall be held each year. They shall be the Annual General Meeting and Kick-off in August, Fall General Meeting in November, Winter General Meeting in February, and Spring General Meeting in May.

The Executive Board may call special meetings, as appropriate. The date, time, and location of each General Meeting shall be announced by the Executive Board to all Chapter members at least thirty (30) days prior to each meeting. A quorum for Chapter business shall require the attendance of at least ten (10) members in good standing. General Meetings shall be conducted according to Robert's Rules of Order.

ARTICLE XI. POSITION STATEMENT

"It is the position of the N-MFT Retired Executive Board that information, other than opinions, distributed through our email list, web page, or newsletters be related to retiree issues such as announcements of upcoming events; personal information such as births, deaths, or achievements; or comments related to an event that has affected or will affect retirees, such as changes or proposed changes to Benefits or pensions.

N-MFT Retired does not necessarily endorse or agree with positions and/or opinions expressed by the author of any posting, or of any online article to which we provide a link. It has always been the policy of N-MFT Retired, Local #1794, to value and support the First Amendment of the Constitution regarding freedom of expression."

ARTICLE XII. DISCLAIMER POLICY STATEMENT

The N-MFT Retired Executive Board ratified the following Policy Statement to appear above any opinion article appearing on our email list(s):

"Views and opinions presented in this email are solely those of the author and do not necessarily represent those of the N-MFT Retired Chapter, its officers or members at large. Please do not access the link of the opinion piece if you do not wish to read the opinions of the author contained therein."

ARTICLE XIII. REVISIONS TO THESE BYLAWS

A workshop, comprised of Executive Board members, shall revise the Bylaws every two years, as deemed necessary. The Bylaws shall then be presented at an Executive Board meeting for further revision and input.

ARTICLE XIV. ENABLING PROCEDURE FOR THESE BYLAWS

The proposed Bylaws will not take effect until the revisions are edited and approved by both N-MFT Executive Boards. The revised Bylaws shall become effective when both of the following criteria have been satisfied:

- **Approval** and sign-off by the Executive Boards of the Newport-Mesa Federation of Teachers (N-MFT) and Newport-Mesa Federation of Teachers Retired (N-MFT Retired).
- **Distribution** and **adoption** by a sixty percent (60%) vote of the Chapter members in attendance at the General Meeting when the Bylaws revisions are presented.

The revised Bylaws will be available for perusal by Chapter members at General Meetings, via email group(s) and/or the web page.

Approval of N-MFT Retired Bylaws
Revised December 26, 2014

Rich Spehar
Chapter Chairperson _____

Dave Brees
Vice Chairperson, Health & Benefits _____

Bernadine Neil
Vice Chairperson, Membership / Treasurer _____

Donna Ewing
Vice Chairperson, Communications _____

JoAnn Copp
Vice Chairperson, Hospitality / Board Watch _____

Bob Kelly
Vice Chairperson, Community Outreach _____

Gina Stewart
Secretary _____

Kimberly Claytor
President, Newport-Mesa Federation of Teachers AFT local 1794

ADDENDUM

DUTIES AND RESPONSIBILITIES OF CHAPTER OFFICERS

Chapter Chairperson

The Chairperson shall call, conduct and set the agenda for all Executive Board and General Meetings. The Chairperson shall act as moderator and mediator for all meetings. He/she shall communicate regularly with all Executive Board members to maintain close contact in addition to writing a column for each edition of the newsletter. The Chairperson represents the Chapter in all N-MFT, CFT, AFT, District, and CARA bodies. He/she appoints members to standing and ad hoc committees of the Chapter. The Chapter Chairperson reports directly to the Executive Board and Chapter membership.

Vice Chairperson for Health and Benefits

The Vice Chairperson for Health and Benefits will work diligently and cooperatively to represent the best interests of all current and retired certificated employees. He/she must be well-informed on all District-offered insurance plans, Social Security and Medicare updates, and how these plans impact Chapter members. The Health and Benefits Vice Chairperson will be available to make timely reports to the Executive Board and at all meetings of the membership.

Vice Chairperson for Hospitality / Board Watch

The **Hospitality** Vice Chairperson locates and reserves venues for our General Meetings; sets up menus; makes reservations and arranges for quiet areas for our meetings. He/she shall arrange table set-up, and bring materials including name tags, memory book, banner, pens and door prizes. The Chairperson will also send Thank You notes, Sympathy cards, and Get Well cards when appropriate. He/she will work closely with the Membership Chair, Treasurer, and Communications Chair to ensure clear communication for events and meetings. Local media shall be utilized if deemed appropriate.

Board Watch The Vice Chairperson for Hospitality / Board Watch shall represent our Chapter at N-MUSD School Board meetings. Our presence acts as a reminder that retired teachers have a vital interest in decisions made, and that our input may be of value, in turn, to the School Board. The Hospitality / Board Watch Vice Chairperson shall report directly to the Executive Board.

Vice Chairperson for Membership / Treasurer

The **Membership** Vice Chairperson shall maintain electronic records containing Chapter member names, mailing addresses, phone contacts, email addresses, and membership status. He/she will attend all General Meetings and circulate a clipboard / sign-in sheet to gather data on those attending. The Membership Chair will use the resources of the N-MFT office staff for updated information and assistance where needed. The Membership Chair will work with volunteers of the Chapter to mail reminders of membership status and to recruit new members including membership enrollment tables at District meetings. He or she will serve on the Membership Committee with two or more Board members to plan strategies for increased Chapter membership and continuation of existing membership numbers. The Membership Vice Chairperson shall report directly to the Executive Board at each meeting with updated membership numbers and plans.

Treasurer The Treasurer shall collect membership dues; endorse checks; record and track payments; and make deposits in the Chapter account(s) at Schools First Federal Credit Union. In addition the Treasurer shall submit a written report at each Executive Board meeting and present an annual budget to the Board for approval with quarterly budget updates. The Treasurer shall establish and maintain an electronic spreadsheet on budgeted items and expenditures, which are subject to audit at any time by any member of the Executive Board. When an Executive Board member presents a bill to be paid by the Treasurer, a receipt and requisition form must be presented subject to the Treasurer's approval. The Executive Board must approve any expenditure where a receipt is not in place. The Treasurer shall report directly to the Executive Board.

Vice Chairperson for Community Outreach

The Community Outreach Vice Chairperson acts as a liaison between the Executive Board and various community organizations. He/she will maintain a close relationship with our parent organization, the Newport-Mesa Federation of Teachers, attending at least one of their Executive Board meetings per month. He/she will keep updated on the N-MFT events and policies that might affect our Retired Chapter membership, and learn of support needed from our members. The Community Outreach Vice Chairperson will also reach out to the community at large to learn how the Chapter may be of help. In the past, our outreach has included donations to the District's Special Education Prom, the Labor Veterans Day Celebration, the SOS Adopt-a-Family for the Holidays, and the Newport-Mesa Schools Foundation's Grants for Education. In addition to providing donations to these community organizations, we also recruit our members to actively participate when appropriate. The Community Outreach Vice Chairperson shall report directly to the Executive Board.

Vice Chairperson for Communications

The Communications Vice Chairperson shall moderate the email list(s), assuring good communication between the Executive Board and Chapter members; design, edit, and publish quarterly newsletters; prepare General Meeting postcard reminders; and keep the N-MFT Retired web page current. He/she helps order supplies (e.g. through VistaPrint), designs and prints officers' name tags and business cards, and assists other Executive Board members as needed. The Communications Vice Chairperson shall report directly to the Executive Board.

Secretary

The Secretary shall prepare and report the minutes of each Executive Board meeting. The minutes are read to the Board and are amended and approved to accurately record decisions and discussions. Proficient in writing and computer skills, the Secretary will maintain an electronic and written file of the minutes. He/she works closely with all Executive Board members to complete tasks. In addition, the Secretary may edit and store archived Chapter documents as requested by the Executive Board or members at large. The Secretary shall report directly to the Executive Board.

Immediate Past Chapter Chairperson

The N-MFT Retired Chapter values the expertise and experience of past Chairpersons and all other Executive Board members. The immediate Past Chairperson of the Chapter will be invited to be present as a non-voting advisor and source of information at all Executive Board meetings. In addition, the Past Chairperson shall have free lifetime membership privileges.