

**R**etired **P**ublic

**E**mployees of **A**laska

**APEA/AFT (AFL-CIO)**

**4900R**

**BYLAWS**

**January 2009**

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# BYLAWS OF THE RETIRED PUBLIC EMPLOYEES OF ALASKA

## **ARTICLE I** **NAME**

The name of this organization shall be the Retired Public Employees of Alaska (hereinafter referred to as RPEA), Local 4900R of the Alaska Public Employees Association/American Federation of Teachers.

## **ARTICLE II** **OBJECTIVES**

The objectives of RPEA are to educate retired and retiring public employees about their retirement benefits and to support the aims and objectives of the Alaska Public Employees Association/American Federation of Teachers by:

- a. supporting programs that will advance the best interest of retired public employees;
- b. staying informed of current issues which impact the welfare of retired public employees such as: reduction of medical benefits, pensions, social security, and taxes;
- c. keeping members informed of these issues;
- d. obtaining input from members about their concerns;
- e. and maintaining regular communication between RPEA and appropriate agencies and boards.

## **ARTICLE III** **MEMBERSHIP**

### ***Section 1. Regular Members***

Any person who is retired under an Alaska public employee or teacher retirement system may become a voting member of RPEA upon payment of dues.

### ***Section 2. Associate Members***

- a. Spouses of retired public employees in good standing may become Associate Members of RPEA.

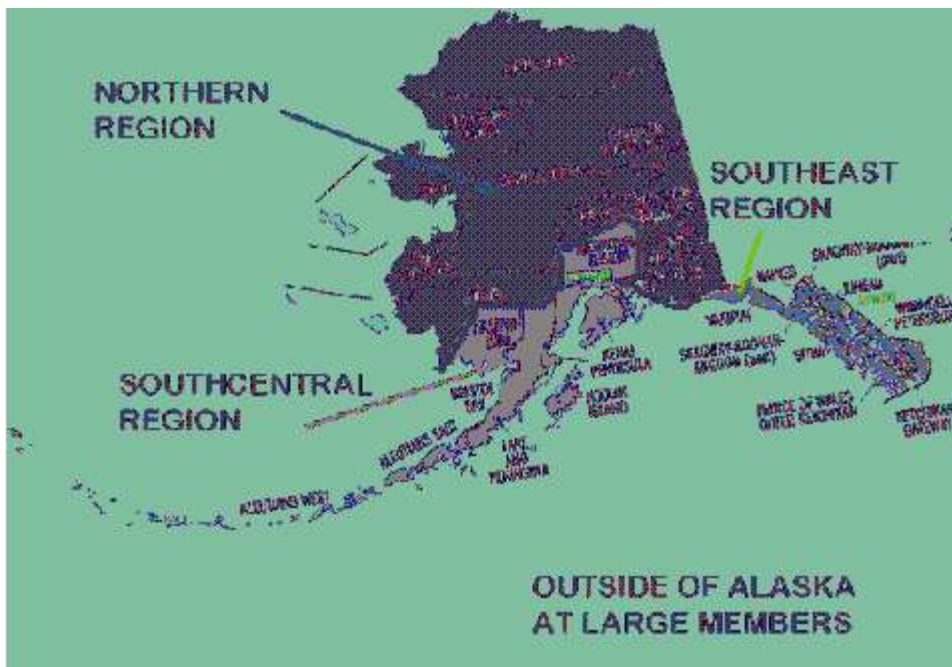
- b. Current Alaska public employees or teachers may become Associate Members of RPEA.
- c. Associate Members may vote, hold any elected office but president, and serve as a committee chair in RPEA.

**Section 3. Surviving Spouse**

The surviving non-member or associate member spouse of any regular member may continue the spouse's membership and retain the spouse's voting rights by payment of dues.

**ARTICLE IV**  
**REGIONS**

RPEA regions shall be designated as follows:



1. Northern Region
2. Southcentral Region
3. Southeast Region

**Disputes about regional distribution shall be brought forward in accordance with Article VII, Section 13.**

## **ARTICLE V** **OFFICERS**

### ***Section 1. Elected Officers***

The following officers shall be elected by the membership:

- a. President
- b. Executive Vice President
- c. Secretary
- d. Treasurer
- e. Director of Communications
- f. Director of Medical Information
- g. Director of Membership
- h. Director of Legislative Affairs

### ***Section 2. Qualifications***

Only regular members in good standing may serve as officers.

### ***Section 3. Term of office***

RPEA officers shall serve for a term of two (2) years from July 1 through June 30. Election of the President, Secretary, Director of Medical Information and the Director of Membership shall take place in even numbered years. The election of the Executive Vice President, Treasurer, Director of Communications and the Director of Legislative Affairs shall take place in odd numbered years.

### ***Section 4. Regional Officers***

- a. There shall be three (3) regional Vice Presidents:
  1. Vice President, Northern Region
  2. Vice President, Southcentral Region
  3. Vice President, Southeast Region
- b. Vice Presidents shall be Chapters Chairs in a chapter in their region. In the event there is more than one chapter in a region, the Vice President shall be nominated and elected by the members of their region.
- c. Regional Vice-Presidents shall:
  1. Attend Executive Board meetings, each with a vote.
  2. Serve or designate a member from their region to serve, on each of the standing committees.

### ***Section 5. Duties of the President***

The President shall:

- a. Oversee the day-to-day business of RPEA.
- b. Preside at Executive Board meetings with a vote.
- c. Appoint the chairs of all ad hoc committees.
- d. Serve as an ex-officio member of all committees, except the Nominations Committee.
- e. Develop an agenda for Executive Board meetings and distribute the agenda to Board members in advance of the next meeting.
- f. Have the authority to co-sign checks and vouchers.
- g. Serve as the RPEA representative on the APEA/AFT Board of Directors and serve a delegate to the national AFT Convention.
- h. Serve as spokesperson for RPEA.
- i. Inform Executive Board members of RPEA correspondence and report on meetings attended on behalf of RPEA.

### ***Section 6. Duties of the Executive Vice-President***

The Executive Vice President shall:

- a. Attend Executive Board meetings, with a vote.
- b. Act in the absence of the President.
- c. Assume the duties of the President for the remainder of the current term, in the event the President resigns, or is unable to continue to fulfill the duties of the office.
- d. Have the authority to co-sign checks and vouchers.
- e. Serve as an ex-officio member on all standing committees.
- f. Assist in the hiring and supervision of the office staff and office volunteers.
- g. Serve as the alternate RPEA representative on the APEA/AFT Board of Directors at the call of the president.

### ***Section 7. Duties of the Secretary***

The Secretary shall:

- a. Attend Executive Board meetings, with a vote.
- b. Ensure the recording of minutes of Executive Board meetings.
- c. Ensure the distribution of copies of the Executive Board minutes to board members prior to the next meeting.
- d. Notify the President of any unfinished business.
- e. Have the authority to co-sign checks and vouchers.

**Section 8. Duties of the Treasurer**

The Treasurer shall:

- a. Attend Executive Board meetings, with a vote.
- b. Maintain an accurate and permanent record of all RPEA funds received and disbursed.
- c. Ensure deposit of such funds in a financial institution.
- d. Have the authority to co-sign checks and vouchers.
- e. Keep the financial institution account signature card current.
- f. Ensure that members are properly credited for all dues received.
- g. Pay bills authorized in the budget as they are received, or upon approval by the Executive Board.
- h. Ensure that all federal, state and municipal tax forms and corporation papers are filed in a timely manner.
- i. Prepare a financial report for Executive Board meetings.
- j. At least two months prior to the beginning of the fiscal year, prepare a draft two-year budget for consideration by the Executive Board.
- k. Cooperate with the annual audit.

**Section 9. Duties of the Director of Medical Information**

The Director of Medical Information shall:

- a. Attend Executive Board meetings with a vote.
- b. Oversee the Medical Committee.
- c. Report on the activities of the Medical Committee to the Executive Board.
- d. Ensure information is provided to the Executive Board and to the membership on medical issues affecting retirees.
- e. Recruit and appoint Committee members from each RPEA Chapter.

**Section 10. Duties of the Director of Membership**

The Director of Membership shall:

- a. Attend Executive Board meetings with a vote.
- b. Oversee the Membership Committee.
- c. Maintain a plan for recruitment and retention of members.
- d. Report on the activities of the Membership Committee to the Executive Board.
- e. Ensure information is provided to the Executive Board and to the membership on recruitment and retention of members.
- f. Recruit and appoint Committee members from each RPEA Chapter.

**Section 11.** *Duties of the Director of Legislative Affairs*

The Director of Legislative Affairs shall:

- a. Attend Executive Board meetings with a vote.
- b. Oversee the Legislative Affairs Committee.
- c. Monitor legislation that might affect the status of retirees and recommend action to the Executive Board.
- d. Report on the activities of the Legislative Affairs Committee to the Executive Board.
- e. Ensure information is provided to the Executive Board and to the membership on legislative issues affecting retirees.
- f. Recruit and appoint Committee members from each RPEA Chapter.

**Section 12.** *Duties of the Director of Communications:*

The Director of Communications shall:

- a. Attend Executive Board meetings with a vote.
- b. Maintain a plan for communications between the board, committees and members.
- c. Oversee the RPEA Website, communication lists, newsletters, and databases.
- d. Recruit, appoint, and oversee a Communications Committee with members from each chapter, as needed.

**ARTICLE VI**  
**COMMITTEES**

**Section 1.** *Standing Committees*

- a. There shall be the following Standing Committees:
  1. Legislative Affairs
  2. Membership
  3. Medical
- b. Both a chair and vice-chair shall be appointed by the Director overseeing the committee.
- c. Regional Vice Presidents, or their designees, shall serve on each of the committees.

**Section 2.** *Ad Hoc Committees*

- a. Ad hoc committees may be created, as needed, by the President or the Executive Board.

- b. Ad hoc committee chairs shall submit regular reports to the Executive Board.

## **ARTICLE VII** **EXECUTIVE BOARD**

### ***Section 1. The Executive Board shall consist of:***

- a. President
- b. Executive Vice President
- c. Secretary
- d. Treasurer
- e. Director of Medical Information
- f. Director of Membership
- g. Director of Legislative Affairs
- h. Director of Communications
- i. Vice President, Northern Region
- j. Vice President, Southcentral Region
- k. Vice President, Southeast Region

### ***Section 2. Quorum***

Five (5) Executive Board members shall constitute a quorum. One of the five shall be a Regional Vice President. In the absence of a Regional Vice President, an officer from their region may serve in their stead with full voting rights.

### ***Section 3. Duties***

The Executive Board shall conduct the business of the organization.

### ***Section 4. Regular Meetings***

- a. The Executive Board shall meet no less than ten times per year.
- b. Meetings may be held by teleconference.
- c. Board meetings shall be open to the public, except when the board is in executive session.

### ***Section 5. Special Meetings***

- a. Special Executive Board meetings may be called by the President.
- b. Special meetings may also be called upon the written request of one third of the members of the Executive Board.

**Section 6. Electronic Voting**

- a. The Executive Board may conduct an e-mail vote at the President's discretion.
- b. The President shall send the question to all members of the board.
- c. A response of a minimum of five votes is required for an action.
- d. Any action taken from an electronic vote will be reviewed and entered into the record at the next Executive Board meeting.

**Section 7. Executive Session**

- a. Any member of the Executive Board may request an executive session of the Board to discuss confidential issues to include, but not limited to personnel, financial and legal issues.
- b. No official business shall be conducted in executive session.

**Section 8. Resignation**

- a. Absent exigent circumstances, resignation from the Executive Board shall be in writing to the Board.
- b. The Board shall respond in writing to the resignation.

**Section 9. Vacancies**

A vacancy in an office shall be filled by appointment of the President, except that a vacancy of an officer usually elected by the members of a region shall be filled according to the rules of the affected region. The person filling the vacancy shall serve the remainder of the unexpired term.

**Section 10. Absences**

- a. A member who wishes an excused absence for an Executive Board meeting shall make the request to the President, or in the President's absence, to the next presiding officer of the Board
- b. Three consecutive unexcused absences from regular meetings may constitute cause for dismissal from the Executive Board.
- c. In the case of an extended, excused, consecutive absence, the Executive Board may approve a substitute member, or the extended, excused, absences may be cause for dismissal by the Executive Board.
- d. The Executive Board may dismiss a board member who has excessive absences.

**Section 11. Conflict of Interest**

- a. No Executive Board member shall hold more than one position on the RPEA Executive Board.

- b. No RPEA employee, or individual who contracts with RPEA, shall hold a position on the Executive Board.
- c. An RPEA member who serves on the Executive Board or the Board of Directors of a competing retiree organization in Alaska may not hold a position on the RPEA Executive Board.

**Section 12. Recalls**

- a. A petition to recall an officer shall include a bill of particulars, shall be signed by at least fifty members in good standing, and shall be submitted to the Executive Board.
- b. The Executive Board shall address the matter within fifteen (15) days.
- c. The officer in question shall have fifteen (15) days to respond to the bill of particulars.
- d. The Executive Board shall take appropriate action within forty (45) days from receipt of the officer's response.
- e. Should the Executive Board decide to recall an officer, the officer has the right to appeal to the membership. If the recall is presented to the membership, it must state both the reasons for the recall and the officer's response to the bill of particulars.

**Section 13. Appeal of Executive Board Action**

- a. A chapter, or a member in good standing, may appeal a board action or decision.
- b. Appeals shall be in writing and submitted to the President by certified mail/return receipt.
- c. The President shall present the appeal to the Executive Board within 30 days of receipt of the appeal.
- d. The Executive Board shall appoint an ad hoc committee consisting of one non-board member representative from each region.
- e. The ad hoc committee shall address the issue(s) and submit a written report of findings and recommendations to the Executive Board and to the appellant within fifteen (15) days.
- f. At the next scheduled meeting following receipt of the Committee report, the Executive Board shall take action and shall respond to the appellant by certified mail/return receipt. The decision of the Executive Board is final.

**ARTICLE VIII**  
**ELECTIONS**

**Section 1. Election Procedures**

- a. Elections for officers shall be held annually for officers whose terms expire.

- b. Elections shall be by secret ballot.
- c. Newly elected officers shall assume office on July 1 or the first day of the month following declaration.

***Section 2. Nominations and Voting***

- a. The Executive Board, at the regular January meeting, shall appoint a Nominations Committee to conduct all general and special elections for the current year.
- b. Candidates for office shall not serve on the Nominations Committee.
- c. The Nominations Committee shall notify members of the opening of nominations for officers in the Newsletter and shall receive nominations for 45 days.
- d. A ballot shall be prepared by the Nominations Committee and mailed to each member in good standing.
- e. The ballots shall be tallied by non-candidate members selected by the Nominations Committee.
- f. The candidates for office receiving a plurality of votes shall be declared elected by the President at the next Executive Board meeting and members shall be notified in the next Newsletter.
- g. Notwithstanding c. through f. above, the Executive Board may conduct a special election if exigent circumstances warrant, with 45 days notice to the members.

**ARTICLE IX**  
**FINANCE**

***Section 1. Budget***

- a. The fiscal year of RPEA shall be from July 1st through June 30th.
- b. A two-year annual budget shall be prepared by the Treasurer and approved by the Executive Board.
- c. A summary of the approved budget shall be published in the next available Newsletter.
- d. At the end of the first fiscal year of the two-year budget plan, the Executive Board shall review the finances of RPEA and may approve revisions to the second year of the plan. If the budget is revised, a summary of the revised budget shall be included in the newsletter.
- e. Financial reports shall be prepared and provided to the Executive Board at the regular meetings.
- f. Two signatures, one of which should be that of the Treasurer, are required on all checks.
- g. Any RPEA officer shall have the authority to co-sign checks and vouchers.

- h. All non-budgeted expenditures must be approved in advance by the Executive Board.
- i. All requests for reimbursement must be accompanied by a supporting receipt.

***Section 2. Dues***

Dues shall be set by the Executive Board, with the approval of a majority of regular members voting.

***Section 3. Program and Financial Audits***

- a. An Audit Committee shall be appointed to conduct an annual program audit of RPEA finances.
- b. The majority of the members of the Audit Committee shall not be officers of the Executive Board.
- c. A financial audit shall be done at the end of the Treasurer's term.

**ARTICLE X**

**PARLIAMENTARY PROCEDURE**

Robert's Rules of Order shall govern parliamentary procedures, unless specifically provided for in these bylaws.

**ARTICLE XI**

**CHAPTERS**

***Section 1: Chapter Development***

- a. Chapters may be established in any geographic area where there are members in good standing, with approval of the Executive Board.
- b. The Executive Board shall set chapter boundaries.

***Section 2: Chapter Bylaws***

No provisions of, or proposed amendments to, Chapter Bylaws shall be in conflict with the articles of incorporation or the bylaws of RPEA.

***Section 3: Chapter Officers***

- a. Chapter officers shall be elected in accordance with Chapter bylaws.
- b. Chapter officers must be members in good standing of RPEA.
- c. Each chapter shall elect, at minimum, a Chair, Vice Chair, and Secretary/Treasurer.

**Section 4: Duties of the Chapter Officers**

- a. The Chapter Chair shall be eligible to be a member of the RPEA Executive Board as a regional Vice President.
- b. The duties of the Chapter officers shall be similar to those of State Officers as listed in Article V.

**Section 5: Chapter Responsibilities**

- a. Chapters shall hold no fewer than six regular meetings per year.
- b. A directory of officers shall be made available to all local members and distributed to the RPEA Executive Board.
- c. Minutes of all Chapter meetings shall be transmitted to the RPEA Office no later than 30 days after each Chapter meeting.
- d. No Chapter shall initiate any activity that is contrary to the aims and objectives of the statewide organization.
- e. Chapter committees shall cooperate with their statewide counterparts.

**Section 6: Chapter Funds**

- a. RPEA shall provide chapters with an annual amount set by the Executive Board to be used for official chapter business.
- b. With prior approval of the Executive Board, RPEA shall reimburse chapters for expenditure of additional funds when provided with a written request for reimbursement and appropriate receipts.
- c. The use of non-reimbursable funds shall be governed by Chapter procedures.
- d. Chapters shall provide an accounting of all chapter expenditures to RPEA no later than 30 days following the close of the fiscal year.
- e. In the event of dissolution of a chapter, all funds shall revert to RPEA.

**ARTICLE XII**  
**BYLAW AMENDMENTS AND REVISIONS**

**Section 1. Bylaw Committee**

The President shall appoint a Bylaw Committee as needed.

**Section 2. Amendments and Revisions**

- a. Any member, or chapter, may submit amendments, or revisions, in writing to the Executive board, in the proper format.
- b. The Executive Board will review the amendment and recommend either "DO PASS", or "DO NOT PASS".
- c. An amendment or revision must receive affirmative votes by a majority of the members voting on the amendment, or revision, to be ratified.

- d. Normally, ratification of amendments, or revisions, shall be accomplished during the annual election of RPEA officers.
- e. A copy of the amended Bylaws shall be placed on the Web Page and noticed in the Newsletter. Copies shall be made available to members at Chapter meetings within thirty (30) days after ratification.
- f. Nothing in this section shall abrogate the authority of the Executive Board to submit bylaw changes to the membership for ratification at any time the Executive Board deems necessary.

***Section 3. Effective Date***

Amendments and revisions ratified by the membership shall be effective immediately.

**ARTICLE XIII**  
**POLICIES AND PROCEDURES**

The Executive Board shall adopt policies and procedures as necessary to implement the bylaws. Copies will be available in RPEA offices for inspection by members. Policies and procedures may be modified as needed without formal notice to the members.

**ARTICLE XIV**  
**SUSPENSION OF BYLAWS**

Under exigent circumstances, as determined by the Executive Board, these Bylaws may be temporarily suspended by a 2/3 vote of the Executive Board.

**ARTICLE XV**  
**DISSOLUTION**

In the event of RPEA's dissolution, all assets will be donated to the Alaska Public Employees Association (APEA).