

**BYLAWS
NORTHERN REGION CHAPTER
OF THE
RETIRED PUBLIC EMPLOYEES OF ALASKA
LOCAL 4900R**

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**ARTICLE
NAME**

The name of this organization shall be the Northern Region Chapter of the Retired Public Employees of Alaska [RPEA], Local 4900R, a Local of the Alaska Public Employees Association/American Federation of Teachers (APEA/AFT) of the Alaska State Federation.

**ARTICLE II
GOALS AND OBJECTIVES**

Section 1: Goal

Our goal is to support the aims and objectives of RPEA.

Section 2: Objectives

- A. Organize all retired public employees within the chapter's geographical area and to formulate and support programs that will advance the best interest of our members, specifically:
 - 1) To improve the economic interest of our members in such matters as pensions, annuities, social security, and tax relief;
 - 2) Promote the health and welfare of our members;
 - 3) Foster social, cultural, educational and civic pursuits.

- B. Establish a membership outreach program to sustain and increase active membership, specifically:
 - 1) Revitalize and increase number and activity of members;
 - 2) Involve members' participation in identifying and implementing membership outreach goals, objectives and strategies;
 - 3) Formalize a membership outreach process for engaging and involving future members;
 - 4) Identify and employ specific opportunities and methods for public and individual membership outreach;
 - 5) Publicize availability of membership and membership process.

**ARTICLE III
MEMBERSHIP**

Section 1: Regular Members

A public employee who retired under the State of Alaska Public Employees Retirement System (PERS) or the Teachers Retirement System (TRS), who is a member in good

standing of RPEA, and lives within the chapter's geographical area, is a member of the Northern Region Chapter of RPEA.

Section 2: Associate Members

A current PERS and TRS member may become an associate member of Northern Region RPEA. A spouse of a retired public employee, in good standing, may become an associate member. Associate members may not vote, hold office, or serve as a committee chair in RPEA.

Section 3: Spouses of Regular Members

A surviving spouse of a member may continue the deceased's membership and voting rights by continuing to pay dues.

ARTICLE IV OFFICERS

Section 1: Elected officers

The following officers shall be elected by the chapter membership:

- A. Chair
- B. Vice Chair
- C. Secretary
- D. Treasurer

Section 2: Qualifications

Regular chapter members in good standing may serve as officers.

Section 3: Term of Office

Chapter officers shall serve a term of two (2) years. There will be no limit to the number of terms a member may serve.

Section 4: Duties

- A. Chapter Chair: The Chair shall preside at all chapter meetings, appoint all necessary committee chairs, be present at all RPEA Executive Board meetings, and perform such other duties as required or permitted by the by laws of RPEA or the Chapter bylaws. The Chair will send copies of the minutes to the State RPEA Office in Anchorage and the web master within 20 days of the meeting.
- B. Chapter Vice Chair: The vice chair shall perform the duties of the Chair in the absence of, or at the request of the Chair. The vice chair shall perform other duties as assigned by the Chair.

- C. Chapter Secretary: The secretary shall keep an accurate record of chapter meetings and shall be the custodian of all non-financial records of the chapter. The secretary shall prepare copies of the minutes for chapter meetings. . A roll call shall be recorded by the secretary along with the total number of members present and included with the report of the meeting. A list of members present shall be recorded and filed with the chapter minutes by the secretary. The secretary shall email the minutes to the four officers for additions and/or corrections. In the absence of the chair and vice chair, the secretary shall perform the duties of the chair. The secretary shall perform other duties as assigned by the chair.

- D. Chapter Treasurer: The treasurer shall be the custodian of the property of the chapter, shall keep an accurate accounting of all receipts and disbursements and shall make an itemized report to the chapter at each meeting. The chapter financial records shall be open for inspection and shall be audited at the end of each term of office. Chapter finances shall be subject to audit by the RPEA audit committee. In the absence of the chair, vice chair and the secretary, the treasurer shall become the chair. The treasurer shall perform other duties as assigned by the chair.

Section 5: Vacancies

The chapter chair shall announce the existence of an officer or committee chair vacancy at the chapter meeting. A vacancy in an office or committee chair shall be filled by appointment by the chapter chair, at the meeting subsequent to the announcement of the vacancy. The chapter member filling the vacancy shall serve the remainder of the unexpired term.

ARTICLE V NOMINATIONS AND ELECTIONS

Section 1: Chapter Elections

Chapter officer elections shall be held every two [2] years.

Section 2: Election Procedures

- A. The nominating committee shall conduct general and special elections of the RPEA Northern Region Chapter.

- B. The nominating committee chair shall notify members at the **April** chapter meeting of the opening of nominations for officers and shall invite members to submit nominations.

- C. A person must be a dues paying member in good standing with RPEA and live in the chapter's geographical area to be elected or hold office in Northern Region Chapter.

- D. The nominating committee chair shall present a slate of officers to the membership at the **May** meeting. Nominations from the floor will also be accepted at this meeting. The election of officers shall be held by secret ballot at the **May** meeting. The votes will be tallied by the nominating committee and the results presented to the members present. The candidates for office receiving a majority of votes shall be declared elected and shall assume office **July 1**.
- E. A list of elected officers shall be available to members upon request and distributed to the RPEA Executive Board.

Section 3: Recall of an Officer

- A. A petition to recall an officer shall include a bill of particulars, shall be signed by at least thirty (30) chapter members, and shall be submitted to the chapter chair.
- B. A recall board, made up of officers not subject to a recall effort, and two chapter members appointed by the RPEA President, shall address the recall petition within fifteen (15) days.
- C. The officer subject to the recall petition shall have fifteen (15) days to respond to the bill of particulars.
- D. The recall board shall take appropriate action within fifteen (15) days from receipt of the officer's response. If a majority of the recall board votes to recall the officer, the officer is deemed recalled.
- E. Should the recall board decide to recall an officer, the recalled officer has the right to appeal to the membership at the next scheduled meeting. In that case, the membership shall be provided the reasons and basis for the recall and the recalled officer's response to the bill of particulars and shall vote on the recall at that meeting.
- F. The recall election will take place by secret ballot at the chapter meeting.
- G. If a majority of the attending members vote to recall the officer, the recall board's decision is upheld and the officer is recalled.
- H. The chapter chair shall appoint a replacement to fill the office for the remainder of the unexpired term. If the recalled officer is the Chair, the Vice Chair shall assume the duties of the Chair.

Section 4: Biennial Delegate Election

- A. Delegates shall be elected by the chapter members in good standing.

- B. Nominations will be made from the floor at the January chapter meeting preceding the biennial convention.
- C. Nominations will remain open at the February meeting and a secret ballot election shall take place at this meeting.
- D. The candidate or candidates with the most votes cast shall be elected.

ARTICLE VI CHAPTER MEETINGS

Section 1:

- A. Regular meetings may be held at such intervals as the chapter may desire but not less than 6 times per year.
- B. The time and location of said meetings shall be at the discretion of the chapter.
- C. A directory of officers shall be printed in RPEA News and sent to the RPEA Executive Board and entered on the web master.
- D. Minutes of all chapter meetings shall be transmitted to the RPEA executive board no later than 20 days after each chapter meeting.
- E. The chapter chair may call a special meeting as necessary.
- F. At the request of at least two other officers, the chapter chair shall call a special meeting.

Section 2:

No provision of the bylaws of the chapter may be in conflict with the Articles of Incorporation or the bylaws of AFT, APEA, or RPEA. If the chapter bylaw is in conflict, the chapter will follow the AFT, APEA, or RPEA bylaw.

ARTICLE VII FINANCE

Section 1: Refundable Petty Cash

- A. The chapter will be entrusted with a petty cash amount furnished by the State RPEA.
- B. The chapter treasurer shall deposit the petty cash in a local financial institution.

- C. The chair, vice chair, secretary and the treasurer shall have the authority to sign on the account. Two signatures of officers will be required to cash a check. NOT DONE ANYMORE AS IT IS TOTALLY IMPRACTICAL ---cg 1-1 13
- D. The treasurer shall maintain an accounting of all expenditures from the account.
- E. The treasurer shall provide RPEA with a financial report attached with receipts for all expenditures for reimbursement of funds.
- F. The refundable petty cash and all assets of the chapter shall become the property of the State RPEA in the event the chapter is dissolved. THERE IS NO PETTY CASH AT ALL---cg 1-1-10
- G. The refundable petty cash may only be used for the following:
 - 1) Postage
 - 2) Office supplies
 - 3) As designated by the chapter
- H. All non-budgeted expenditures must be approved by two elected officers of the Northern Region Chapter.

Section 2: Nonrefundable Petty Cash

- A. This fund consists of voluntary contributions.
- B. The treasurer is accountable to the chapter membership regarding the expenditure of these funds.
- C. Nonrefundable petty cash funds shall be used as designated by the chapter.

Section 3: Travel Expenses

Travel expenses must always be approved by the State RPEA executive board in advance and will be considered on an individual basis.

Section 4: Fiscal Year

The chapter fiscal year runs from July 1st through June 30th.

**ARTICLE VIII
PARLIAMENTARY PROCEDURE**

Parliamentary procedures not specifically provided for in these Bylaws, shall be governed by Robert’s Rules of Order – Revised.

**ARTICLE IX
BYLAW REVISION PROVISION**

Section 1: Bylaw Committee

The chair, with the advice and consent of the chapter officers, shall appoint a bylaw committee. The committee shall prepare revisions to the chapter bylaws it deems appropriate.

Section 2: Revisions

- A. Revisions to chapter bylaws shall be considered at a regular chapter meeting. A copy of proposed amendments and/or revisions will be made available upon request. Members must receive notice 30 days prior to the date amendments and/or revisions will be an agenda item. This notification will be made at the chapter meeting. Also, chapter members will be notified of proposed chapter bylaw changes in the RPEA newsletter.

- B. A revision approved by a majority of the members present at the chapter meeting changes the bylaws.

Section 3: Effective Date

- A. A revision shall become effective the first day of the month after the change has been approved by a majority of members casting their votes at the chapter meeting.

- B. Copies of the revised bylaws will be made available upon request.