

BYLAWS  
SOUTHEAST CHAPTER  
OF THE  
RETIRED PUBLIC EMPLOYEES OF ALASKA  
LOCAL 4900R  
Last updated November 10, 2011

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ARTICLE I  
NAME

The name of this organization shall be the Southeast 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  
Goal 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.

A spouse of a retired public employee, in good standing, may become an associate member. A current PERS and TRS member may become an associate member of RPEA.

#### Section 2.

Associate members may vote, hold any office but chair, and serve as a committee chair.

#### Section 3.

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

### ARTICLE IV OFFICERS

#### Section 1. Elected officers

The chapter officers are:

- 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.

## Section 4. 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 of 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 term.

### 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 bylaws of RPEA or the chapter bylaws.

### 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 give notice of meetings as directed by the chair and shall prepare copies of the minutes for chapter meetings. The secretary shall send copies of the minutes to chapter chair, RPEA Anchorage office, ~~and the web master~~ within 20 days of the meeting. 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. 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.

## ARTICLE V NOMINATIONS AND ELECTIONS

### Section 1. Chapter Elections

Chapter officer elections shall be held every two (2) years in odd numbered years.

### Section 2. Election Procedures

A. The nominating committee shall conduct general and special elections of RPEA Southeast Chapter.

B. The nominating committee chair shall notify members at the March 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 Southeast 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. 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.

F. The recall election will be held as soon as possible after being notified of the recalled officer's decision to appeal to the recall board's decision to the membership. The election will take place within thirty (30) days of receipt of the recalled officer's request for an appeal election.

G. The recall election will take place by secret ballot at the chapter meeting.

H. If a majority of the attending members vote to recall the officer, the recall board's decision is upheld and the officer is recalled.

I. The chapter chair shall appoint a replacement to fill the office for the remainder of the term.

## 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 distributed to all local members and to the RPEA Executive Board and 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.

G. The quorum of a chapter meeting must be at least 10 members in good standing with at least one chapter officer.

### 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.

- A. The chair, vice chair, secretary and the treasurer shall have the authority to sign on the account.
- B. The treasurer shall provide RPEA with a financial report for all expenditures at the end of the fiscal year.
- C. All assets of the chapter shall become the property of RPEA in the event the chapter is dissolved.
- D. The treasurer is accountable to the chapter membership regarding the expenditure of chapter funds.

## Section 2. Fiscal Year

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

## ARTICLE VIII

### Parliamentary Procedures

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

## ARTICLE IX

### AMENDMENTS

#### Section 1. Bylaws Committee

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

#### Section 2. Amendments

- A. Amendments to chapter bylaws shall be considered at a regular chapter meeting. A copy of proposed amendments will be mailed or emailed to all chapter members at least 30 days prior to the vote.
- B. Written comment on proposed amendments will be accepted and considered and will be sent to the chapter chair.
- C. A majority vote of the members present at the meeting is required to pass an amendment.

#### Section 3. Effective Date

- A. An amendment shall become effective the first chapter meeting after the vote.
- B. Copies of the amended bylaws will be made available upon request and mailed to our Anchorage office for posting on our web site.