

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

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

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

**4900R**

**BYLAWS**

**August 2017**

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# RPEA BYLAWS

## **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 (APEA)/American Federation of Teachers (AFT).

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

The objectives of RPEA, as determined by the Executive Board, are to educate and assist retired and retiring public employees about their retirement benefits and to support the aims and objectives of the APEA/AFT by:

- a. Supporting programs that will advance the best interest of retired public employees;
- b. Staying informed of current issues that impact the welfare of retired public employees, such as any reduction of medical or pension benefits;
- 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 any Alaska public employee retirement system (such as PERS, TRS, JRS, EPORS, AND MEBA) may become a voting member of RPEA upon payment of dues.

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

- a. Spouses of retired public employees may become Associate Members of RPEA upon payment of dues.
- b. Current Alaska public employees may become Associate Members of RPEA upon payment of dues.

- c. Associate Members may vote, hold any elected office but president, and serve as a committee chair in RPEA.

**Section 3. Surviving Spouses**

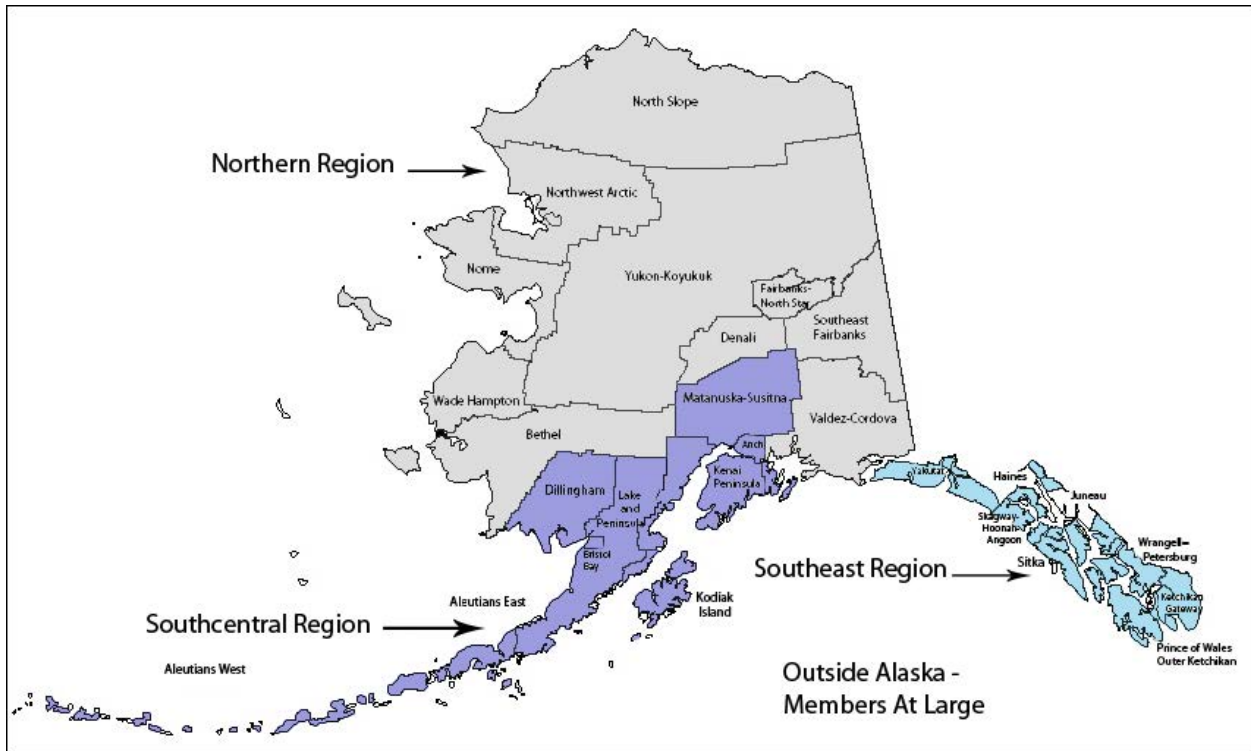
A surviving non-member spouse or associate member spouse of any deceased regular member may continue that member’s membership and retain the member’s voting rights by payment of dues.

**Section 4. Members in Good Standing**

A “member in good standing” in RPEA is any member whose membership dues is current and remains current. In addition, that member must support and advance the aims and objectives of RPEA and not engage in conduct that is harmful or contrary to RPEA and its members.

**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 14.

## **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 Information

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

Only members in good standing may serve as officers.

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

RPEA officers serve for a term of two (2) years from July 1 through June 30. Elections for the President, Secretary, Director of Medical Information, and the Director of Membership take place in even-numbered years. Elections for the Executive Vice-President, Treasurer, Director of Communications, and the Director of Legislative Information 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 Chapter Chairs in their respective regions. The Vice-Presidents shall be nominated and elected by the members of their regions.
- 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 as 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.
- j. Be responsible for hiring and supervision of office staff and office volunteers.

## ***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 that 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 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. Prepare a draft budget at least two months prior to the beginning of the fiscal year 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 that information is provided to the Executive Board 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 that information is provided to the Executive Board on recruitment and retention of members.
- f. Recruit and appoint Committee members from each RPEA Chapter.

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

The Director of Legislative Information shall:

- a. Attend Executive Board meetings with a vote.
- b. Oversee the Legislative Information 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 Information Committee to the Executive Board.
- e. Ensure that information is provided to the Executive Board 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 Information
  - 2. Membership
  - 3. Medical
  - 4. Communication
- b. The Director is the Chairperson of the Committee and may designate a Vice Chair or other person to serve in his/her absence.

- 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 Information
- 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 eight (8) times per year.
- b. Meetings may be held by teleconference.
- c. Board meetings are open to members in good standing, 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 (1/3) 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. Any matter discussed in executive session shall remain confidential.
- c. 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 is unable to attend an Executive Board meeting shall notify the President, or in the President's absence to the next presiding officer of the Board.
- b. Three consecutive absences from regular meetings may constitute cause for dismissal from the Executive Board.
- c. In the case of an extended, consecutive absence the Executive Board may approve a substitute member.
- 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 any officer position in RPEA.
- d. Whenever an Executive Board member has any actual or reasonably perceived financial or personal interest in any matter coming before the Board, that member shall fully disclose the nature of the interest to the Executive Board.
- e. If the remaining Executive Board members determine that the member has a conflict of interest, that member:
  1. Shall not participate in any discussion or consideration of the matter, and
  2. Shall be ineligible to vote on the matter.
- f. Any matter involving a potential conflict of interest shall be approved when a majority of remaining Executive Board members determines that it is in the best interest of RPEA to do so. The minutes of any meeting at which any such votes are taken shall record the disclosure of the conflict, abstention by the member and the rationale for approval.

**Section 12. Recalls by Membership**

- a. A petition to recall an officer must specifically describe all of the reasons for the recall and shall be submitted in writing to the Executive Board. The petition for recall must be signed by at least thirty (30) members in good standing.
- b. The Executive Board shall address the matter within fifteen (15) days.
- c. The officer in question shall have fifteen (15) days to respond in writing.
- d. The Executive Board shall take appropriate action within forty-five (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.

**Section 13. Removal by Executive Board**

- a. An Executive Board member may be removed for cause by a vote of two-thirds (2/3) of the Executive Board.

- b. The Executive Board shall give notice in writing to the board member at least fifteen (15) days prior to the Executive Board meeting when the board proposes to remove the member. The agenda for this meeting shall specifically include the proposed removal. Any discussion regarding the grounds for removal for cause will be conducted in executive session, unless the member requests a discussion in open session. Any formal action by the Executive Board regarding the removal shall be taken in open session. If the board member elects to resign that member shall not be eligible to serve on the Executive Board for a period of two (2) years.
- c. Any Executive Board member removed for cause shall have the right to appeal to the membership. If the member requests an appeal the Executive Board shall provide to the membership both a statement of reasons for the removal and any statement provided to the Executive Board by the board member. An Executive Board member removed for cause may be reinstated after receiving an affirmative vote by at least ten (10) percent of RPEA members in good standing.
- d. If an Executive Board member is removed for cause, the President will appoint the removed member's replacement in a manner consistent with Article V. Any Executive Board member removed for cause shall not be eligible to serve on the Executive Board for a period of two (2) years.

***Section 14. Appeal of Executive Board Action***

- a. A chapter, or a member in good standing, may appeal a board action or decision, except for a removal of an Executive Board member that is governed by Article VII, Sections 12 or 13.
- b. Appeals shall be in writing and submitted to the President within ninety (90) days of the board action 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 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 regularly scheduled meeting following receipt of the Committee report, the Executive Board shall take action and respond to the appellant in writing 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 by email and shall receive nominations for forty-five (45) days.
- d. A ballot shall be prepared by the Nominations Committee and mailed to each member in good standing, except a mail ballot will not be required if a candidate is unopposed at the close of nominations. If there is only one qualified candidate for an officer position, the Executive Board shall appoint that individual.
- e. The ballots shall be tallied by non-candidate members selected by the Nominations Committee. 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.
- f. Notwithstanding c. through e. above, the Executive Board may conduct a special election if exigent circumstances warrant, with forty-five (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. An annual budget shall be prepared by the Treasurer and approved by the Executive Board.
- c. A summary of the approved budget shall be available for review upon request by members in good standing.
- d. Financial reports shall be prepared and provided to the Executive Board at the regular meetings.

- e. Two signatures, one of which should be that of the Treasurer, are required on all checks unless the Treasurer is unavailable to sign, in which case any authorized RPEA officer may co-sign checks and vouchers.
- f. All non-budgeted expenditures must be approved in advance by the Executive Board.
- g. 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 external audit of RPEA finances shall be conducted annually.
- b. The annual audit report shall be submitted to 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: Operation of Chapters***

- a. There shall be no separate Regional/Chapter bylaws.
- b. Each Chapter shall operate in a manner consistent with the RPEA bylaws.

***Section 3: Chapter Officers***

- a. Chapter officers must be members in good standing of RPEA.
- b. Each chapter shall elect a Regional Vice-President consistent with Article V, Section 4 of these bylaws. Elections for all other chapter positions shall be held at the same time.



- c. A Chapter officer vacancy may be filled by appointment of the Regional Vice-President.

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

- a. 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 four (4) 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. At the annual Executive Board meeting each Chapter shall submit to the Executive Board for review and approval an annual budget showing the amount of all proposed expenditures for the upcoming fiscal year.
- b. RPEA shall provide chapters with an annual amount set by the Executive Board to be used for official chapter business.
- c. 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.
- d. The use of non-reimbursable funds shall be governed by Chapter procedures.
- e. No Chapter shall make any expenditure of funds inconsistent with the objectives of RPEA or its bylaws.
- f. Each Chapter shall provide an accounting of all chapter expenditures to the Executive Board no later than thirty (30) days following the close of the fiscal year.

In the event of dissolution of a chapter, all funds shall revert to RPEA.

**Section 7: EPIC Committee**

RPEA Executive Board shall appoint one primary and one alternate representative to serve on the APEA/AFT Employee Political Information Committee (EPIC) Board of Directors and has the exclusive authority and responsibility to recruit and appoint two RPEA members in good standing for these positions. RPEA has only one vote on the EPIC Board.

**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.
- b. The Executive Board will review the proposed amendment or revision 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. A copy of the amended Bylaws shall be placed on the Web Page and noticed in the Newsletter.
- e. 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 may 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 two-thirds (2/3) vote of the Executive Board.

**ARTICLE XV**  
**DISSOLUTION**

In the event of RPEA's dissolution, all assets will be donated to the APEA.