

## **RETIREE CHAPTER BYLAWS**

### **EL CAMINO FACULTY AND CLASSIFIED STAFF RETIREE CHAPTER, CFT, AFL-CIO (January 1, 2022 version)**

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

This organization shall be known as the EL CAMINO FACULTY AND CLASSIFIED STAFF RETIREE CHAPTER of the California Federation of Teachers, AFT, AFL-CIO.

#### **ARTICLE II. AFFILIATIONS**

**Section 1.** This Chapter shall serve as a constituent of the ECCFT (El Camino College Federation of Teachers), Local 1388, CFT/AFT/AFL-CIO and ECCE (El Camino Classified Employees), Local 6142, CFT/AFT/AFL-CIO.

**Section 2.** This Chapter shall take no action that is in conflict with the policies and decisions of the membership or executive boards of the ECCFT and ECCE.

**Section 3.** No provision of, or proposed amendment to, these Bylaws shall be in conflict with the constitution and/or bylaws of the ECCFT or ECCE.

#### **ARTICLE III. OBJECTIVES**

The purpose of this organization shall be:

**Section 1.** To promote membership in the Chapter of eligible retirees, as defined in Article IV of these Bylaws.

**Section 2.** To formulate and support programs that will advance the best interests of Chapter members including in matters such as pensions, annuities, Social Security, and health benefits.

**Section 3.** To improve the welfare of and quality of life for both active and retired members of the ECCFT and ECCE.

**Section 4.** To promote the aims and objectives of the ECCFT and ECCE and its local, state, and national affiliates in matters that pertain to both working members and retirees.

**Section 5.** To maintain the ties of professional unity between working and retired faculty and classified employees of El Camino College.

**Section 6.** To monitor legislation at the local, state, and national levels that may affect members and to keep its members informed of such legislation.

**Section 7.** To provide opportunities for its members to socialize and to provide a forum for exchanging information of interest and benefit to retired members as well as a venue for the expression of members' views.

#### **ARTICLE IV. MEMBERSHIP**

**Section 1.** Retiree membership shall be open to all El Camino College retired personnel who have held active membership in the ECCFT or ECCE for at least six months prior to their retirement.

Membership in the Chapter also may be offered to surviving beneficiaries of eligible retirees described

above and to retired employees or their surviving beneficiaries who meet similar qualification criteria as prescribed jointly by the ECCFT and ECCE.

**Section 2.** The Executive Committee may, by majority vote, approve applications for membership from other individuals who wish to join the Chapter because of their prior affiliation with El Camino College or other educational institutions.

**Section 3.** Membership eligibility in the Chapter shall be determined without regard to race, color, national origin, ancestry, sex, gender, sexual orientation, religious creed, age, political affiliation, disability, military status, or any other characteristic protected under applicable federal, state, or local law.

**Section 4.** Retention of good membership standing in the Chapter shall be determined by the payment of previously assessed dues by January 1 of each year. Section 4 takes effect provided that members who have not already paid such dues are notified in writing fifteen (15) days in advance of January 1 of dues owed to the Chapter.

#### **ARTICLE V. DUES AND CHAPTER FUNDS**

**Section 1.** The amount of Chapter dues shall be established by the Chapter Executive Committee.

**Section 2.** The Chapter shall have the right to engage in other legitimate funds of fundraising, subject to the joint approval of the executive boards of the ECCFT and ECCE.

**Section 3.** Checks drawn on the Chapter's accounts shall be signed by the Chapter President and the Treasurer or, in their absence, a Vice President and the Secretary.

#### **ARTICLE VI. ELECTION OF OFFICERS**

**Section 1.** Officers shall be elected in the fifth month of odd years. Terms of office shall be two years. The organization will elect the following officers:

- a. President
- b. Vice President – Faculty Representative
- c. Vice President – Classified Staff Representative
- d. Secretary
- e. Treasurer

**Section 2.** The Elections Committee shall conduct all general and special elections and referenda of the organization.

- a. The Elections Committee shall consist of three members in good standing appointed by the President with the approval of the Executive Committee. The Elections Committee shall elect its chair.
- b. Any member of the Elections Committee nominated for or seeking office must vacate their position and be replaced by a member nominated by the President and approved by the Executive Committee.

**Section 3.** Thirty (30) days prior to the date of the election, the Elections Committee shall notify all members of the opening of nominations for officers, the offices to be filled and the date of the election.

**Section 4.** The nomination of candidates for office shall be conducted as follows:

- a. To be nominated, a candidate must submit to the Elections Committee a signed petition indicating their intent to be nominated.
- b. Members nominated to run for office must affirmatively and in writing, accept their nomination.
- c. The Election Committee shall determine whether the nominations were timely and if the nominees are eligible for office.

**Section 5.** At least fifteen (15) days prior to the election, the Election Committee shall notify all members of the election date and the candidate for offices.

**Section 6.** The Elections Committee shall conduct an election for officers at the May Membership Meeting. The vote shall be by secret ballot. The majority of the ballots cast shall determine the outcome of the election. Alternatively, with the prior approval of the Chapter's Executive Committee, the Elections Committee can conduct an election using an online platform during the month of May.

**Section 7.** In the absence of a majority, the Elections Committee shall conduct a run-off election between the two candidates who have received the most votes for the office in question.

**Section 8.** Challenges and objections to the election must be submitted in writing, with a statement of supporting reasons that includes specific facts as well any documentation, to the Elections Committee within five (5) days of the count. The Elections Committee shall issue its written opinion regarding the objections no later than ten (10) days after receipt of such objections.

**Section 9.** The election results will be published and distributed to the membership within thirty (30) days of the count. All elections materials, including the ballots, will be kept in a secure location for one (1) year.

**Section 10.** Successful candidates shall assume office within thirty (30) days of the conclusion of the election.

**Section 11.** A petition signed by forty-five percent (45%) of the membership, and alleging Bylaws violations, fiduciary breaches, or acts clearly detrimental to the Chapter, shall be sufficient to require the Executive Committee to initiate an investigation into whether to conduct a recall election of the officer identified in the petition. If, after an investigation into the merits of the petition, a majority of the Executive Committee finds the petition to have merit, it may vote to approve a recall election. The Elections Committee shall supervise the recall election. The officer subject to recall and any Executive Committee member signing the petition shall not vote on the question of a recall election.

**Section 12.** At the close of their term, outgoing officers shall deliver to their successors in office all books, papers, and other property of the Chapter that may be in their possession.

**Section 13.** If the office of the President becomes vacant, the Vice President who is a retiree of the same local as the President shall serve as President for the remainder of the expired term. If any other elected office becomes vacant, the membership will choose a successor at its next meeting who shall hold office for the remainder of the unexpired term. The procedures for filling a vacancy shall otherwise follow the existing elections provisions set forth in this Article.

**ARTICLE VII. DUTIES OF OFFICERS**

**Section 1.** Duties of the President.

- a. Administer the affairs and execute the policies of the organization;
- b. Preside at all meetings of the Chapter Executive Committee and general membership;
- c. Represent the Chapter to outside groups;
- d. Upon the recommendation of members, appoint members to all committees and serve as an ex officio member of all committees;
- e. Call regular and special meetings of the Executive Committee and the general membership;
- f. Co-sign checks for the Chapter;
- g. Fulfill other duties as the office requires, and as are consistent with the Chapter's, ECCFT's, and ECCE's constitutions and bylaws.

**Section 2. Duties of the Vice Presidents.**

- a. Assist the President with presidential duties;
- b. Oversee the work of the committees;
- c. Assume the functions and duties of the President in case of the President's absence or disability or upon the President's request;
- d. Be responsible for the Chapter's COPE or similarly authorized political fundraising drives among retirees;
- e. Serve as a liaison to the Executive Committee of the Vice-President's former local.

**Section 3. Duties of the Secretary.**

- a. Record and keep the minutes of all Executive Committee and general membership meetings;
- b. Disseminate pertinent information to the general membership, including notification of meetings;
- c. Preserve election records;
- d. Be responsible for all correspondence;
- e. Keep an official file of all Chapter matters;
- f. Maintain up-to-date membership records with the assistance of the Treasurer.

**Section 4. Duties of the Treasurer.**

- a. Mail due notices and collect dues;
- b. Keep an accurate record of all revenues and expenditures;
- c. Report the Chapter's financial status to the membership, including an annual report of finances;
- d. Maintain up-to-date membership records with the assistance of the Secretary;
- e. Fulfill any duties related to financial matters;
- f. Write and co-sign checks.

**Article VIII. EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of all elected officers of the Chapter and each chair of the Chapter's standing committees. The immediate past president shall be an ex officio member of

the Executive Committee. The current presidents of the ECCFT and ECCE shall be ex-officio members of the Executive Committee.

**Section 2.** It shall be the duty of the Executive Committee to:

- a. Conduct all business affairs of the Chapter between meetings;
- b. Make policy recommendations for considerations by the general membership;
- c. Plan the agenda for all Chapter meetings;
- d. Approve all standing committees and special committees appointed by the President;
- e. Prepare and present a yearly budget at the first meeting of the new year;
- f. Act upon non-budgeted expenditures as may be required;
- g. Interpret Chapter Bylaws; and,
- h. Cooperate with the officers and of the ECCFT and ECCE to improve retirement benefits for all members.

**Section 3.** The Executive Committee shall meet at least four times per year and at other times as deemed necessary. Special meetings of the Executive Committee may be called by the President or at the request of two members of the Committee. A majority of the Executive Committee, including the President, shall constitute a quorum. No business shall be transacted in the absence of a quorum. No proxies shall be allowed.

## **Article IX. COMMITTEES**

### **Section 1. Standing Committees**

- a. The administrative structure of the Chapter shall include the following standing committees:
  1. Membership and Program
  2. Legislative and Social Justice Action
  3. Elections
  4. Division Advisory Committee (part-time faculty, full-time faculty, classified representatives)
- b. The Chapter President shall nominate all committee members, who will elect their own chairs. All nominees must be approved by a majority of the Chapter Executive Committee.
- c. The Standing Committees shall take no significant actions without the approval of the Chapter Executive Committee.

### **Section 2. Standing Committee Responsibilities**

- a. The Membership and Program Committee shall be responsible for recruiting and retaining members. The committee shall work to create programs that will enhance the growth of Chapter membership within the approved budget.
- b. The Legislative Action Committee shall be responsible for developing legislative goals and social justice actions, and for submitting these in the form of resolutions/written proposals to the Chapter. The committee also shall serve as the liaison between Chapter members and the ECCFT and ECCE in legislative matters.

c. The Elections Committee shall be responsible for conducting Chapter elections in accordance with Article VI of these Bylaws. No candidate for election shall be a member of this committee.

d. The Division Advisory Committee (part-time faculty, full-time faculty, classified representatives) shall apprise the Chapter's Executive Committee of specific concerns related to their constituents.

**Section 3.** The Executive Committee or the Chapter membership may authorize special committees when deemed necessary to carry out the work of the Chapter. The President may initiate the formation of special committees with approval of the Executive Committee or the Chapter membership.

**Section 4.** The President of the Chapter shall be an ex officio member of all committees.

## **Article X. MEETINGS**

**Section 1.** The Chapter shall hold at least four meetings each year – in May, in October, and in two other months decided by the Executive Committee. The agenda for the May meeting shall include election of officers in election years, annual reports from each standing committee and presentation of a draft budget. The agenda for the October meeting will include the adoption of the budget.

**Section 2.** Additional meetings may be called by the President with the approval of the Executive Committee, by approval of the membership at an official meeting or upon petition of twenty (20) percent or more of the members in good standing in the Chapter. Payment or reimbursement for additional expenses related to special meetings requires prior approval by the ECCFT and ECCE presidents before holding such meetings.

**Section 3.** A quorum at a Chapter meeting shall consist of at least ten (10) members in good standing or ten (10) percent of the total membership, whichever is greater, and shall include at least two (2) officers. No official business shall be transacted in the absence of a quorum.

**Section 4.** The presidents of the ECCFT and ECCE shall be ex officio members of the Chapter.

## **Article XI. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Chapter in all cases to which they are applicable and in which they are not in conflict with the Chapter Bylaws.

## **Article XII. AMENDMENTS TO BYLAWS**

**Section 1.** Amendments to these Bylaws shall be proposed by a majority of the Executive Committee, or no fewer than ten (10) percent of the active members.

**Section 2.** A proposed amendment must be submitted in writing to the Executive Committee at least thirty (30) days before the amendment vote and to the general membership at least fifteen (15) days before the amendment vote.

**Section 3.** A proposed amendment to these Bylaws shall be considered at the next regularly scheduled business meeting following notice to the general membership.

**Section 4.** Approval of amendments requires a two-thirds vote of the members in a duly constituted quorum, and is subject to approval by the ECCFT and ECCE executive boards.